CENTRAL TEXAS COLLEGE®

2025/26

COURSE CATALOG

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BUSG Business Administration and Management 378
BUSI Business Administration and Management 379
CBFM Construction Technology 380
CDEC Child Development 380
CETT Computer Information Technology 383
CHEF Hospitality Management 383
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CHLT Community Health 386
CJCR Criminal Justice 387
CJLE Criminal Justice 389
CJSA Criminal Justice 390
CMSW Mental Health Services 393
CNBT Construction Technology 394
COMM Communication and Media Technology 394
COSC Computer Information Technology and Systems 394
CPMT Computer Information Technology and Systems 396
CRIJ Criminal Justice 396
CRPT Construction Technology 397
DAAC Mental Health Services 398
DEMR Diesel 400
DFTG Computer-Aided Drafting and Design 402
DRAM Drama 404
DS Developmental Studies 407
DS English for Speakers of Other Languages (ESOL) 408
ECON Economics 410
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ELPT Construction Technology 411
EMAP Public Administration/Homeland Security 411
EMSP Paramedicine 412
ENGL English 416
ENGR Engineering 418
ENTC SMART Specialization in Manufacturing, Automation, and Robotics Technology 419
ENVR Environmental Science 420
FDST Agriculture 420
FIRT Fire Protection 420
FREN French 422
GEOG Geography 423
GEOL Geology 424
GERM German 424
GOVT Government 425
GRPH Graphics and Printing Technology 426
HALT Agriculture 427
HAMG Hospitality Management 428
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HLAB Histological Technician 435
HMSY Public Administration/Homeland Security 437
HPRS Nursing 438
HRPO Business Administration and Management 438
HUMA Humanities 439
IBUS International Business/Trade/Commerce 439
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IMED Computer Information Technology and Systems 440
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Introduction

Major Campus Addresses

Central Campus

Central Texas College
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-7161
(800) 792-3348
Located on I-14 across the highway from Fort Hood between the Clear Creek and Bell Tower exits.

Fort Hood

Central Texas College
Dean, Military Operations
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1904
Note: Located on Fort Hood, 72nd Street, Bldg. 3201.

Service Area

Central Texas College
Dean, Workforce Education, Academic Outreach, & Lifelong Learning
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1865
Note: CTC sites in Marble Falls and Gatesville.

Continental

Central Texas College
Dean, Military Programs
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1222
Note: CTC sites outside Texas in the Continental U.S.

Navy Operations

Central Texas College
Remote: Ashore and Afloat
Associate Dean, Navy Operations
P.O. Box 1800
Killeen, Texas 76540-1800
(254) 526-1356
Note: Online/remote assistance provided.

Europe

Central Texas College
Europe Advisor
centraltexascollege@europe.ctcd.edu
Cell / WhatsApp: _+385 91 60 70 563
WhatsApp only _+49 151 5670 3867
Calling from U.S. _011 385 91 60 70 563

Correspondence and Inquiries

General correspondence and inquiries regarding admissions and course offerings should be addressed to the appropriate office at the Central Campus or CTC site you are currently attending or plan to attend. All applications for admission are processed online through the Central Campus Admissions office. Official student records are maintained by the Central Campus Registrar's Office. CTC official transcripts can be requested online through the Parchment transcript services at CTC Transcript Services.

Frequently used contacts are: Central Campus Admissions or 254-526-1696; Student Records and Registration or 254-526-1131/1132; CTC Fort Hood Student Services or 254-526-1917/1916; Eagles on Call Center or 254-526-1296 (available Monday-Friday, 6:00 am to 11:00 pm); Student Financial Aid or 254-526-1508; and Veteran Services or 254-526-1160/1684. Service Area offices are Gatesville at 254-526-1977 and Marble Falls at 254-616-3326; Distance Learners in Europe at centraltexascollege@europe.ctcd.edu or +385-91-60-70-563 (calling in Europe); Navy Operations at 254-526-1356; and Continental sites outside Texas.

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, gender, national origin, age, disability, veterans status, genetic orientation, sexual orientation, gender identity or transgender status.

Accreditation and Affiliations

Central Texas College District
Course Catalog
42nd Edition • 2025-2026

Accredited by

Central Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Central Texas College may also offer credentials such as certificates and

diplomas at approved degree levels. Questions about the accreditation of Central Texas College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information on SACSCOC's website (www.sacscoc.org).

Approved by

- Texas Higher Education Coordinating Board

Listed in

- Report of Credit given by American Association of Collegiate Registrars and Admissions Officers
- American Council on Education
- U.S. Department of Education

Member of

- Accreditation Commission for Education in Nursing, Inc. (ACEN)
- Air Conditioning Contractors of America (ACCA)
- Associate Degree Early Childhood Teacher Educators (ACCESS)
- Association for College Admissions Counselors
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association For Para Legal Education
- American Bar Association
- American Society for Clinical Pathology (ASCP)
- American Massage Therapy Association (AMTA)
- American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)
- American Welding Society
- Associated Bodywork and Massage Professionals (ABMP)
- Association of Science and Technology Centers
- Association of Institutional Research
- Automotive Engine Rebuilders Association (AERA)
- Automatic Transmission Rebuilders Association (ATRA)
- Child Development Associate
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Massage Therapy Accreditation (COMTA)
- Council of College and Military Educators (CCME)
- Kennedy Center/American College Theatre Festival (KC/ACTF)
- Killeen Sister Cities Incorporated
- Texas Mathematical Association of America
- Mobile Air Climate Systems Association (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 Flight Association
- National Intramural and Recreational Sports Association
- National Council for Marketing and Public Relations
- 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 (TXAEYC)
- 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 Colleges
- Texas Association of Community College Business Officers (TACCBO)
- Texas Association of Community College Foundations
- Texas Administrators of Continuing Education (TACE)
- Texas Association for Institutional Research (TAIR)
- Texas Association of Schools of Art
- Texas Association of Student Financial Aid Administrators

- Texas Community College Teachers Association (TCCTA)
- Texas Public Broadcasting Service
- 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)
- Federal Aviation Administration (FAA)
- Transportation Security Administration (TSA)
- National Accrediting Agency for Clinical Laboratory Sciencec (NAACLS)

Information compiled and printed July 2025

Leadership

Board of Trustees

Name	Location	Role
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BG (TX)(Ret.) Charles Rex Weaver	Killeen, TX	Vice Chair
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Mr. Ernest Wilkerson	Killeen, TX	Treasurer
Mr. Eric Armstrong	Copperas Cove, TX	Member
Mr. Charles J. Brashear, Jr.	Harker Heights, TX	Member
Mr. Mark Manning	Killeen, TX	Member

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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, Provost/Vice Chancellor, Academic and Student Success
A.A., San Jacinto College
B.S., Bellevue University
M.S., Angelo State University
M.S., Nova Southeastern University
Ed.S., Nova Southeastern University
Ph.D., Nova Southeastern University

Tamara Clunis, Vice Chancellor, Instruction and Workforce Education
B.A., University of Texas at Austin
M.A., Texas State University
Ph.D., Texas State University

DeWayne HaGans, Vice Chancellor, Finance and Administration
A.A., San Antonio College
B.A., University of Incarnate World
M.B.A., Our Lady of the Lake University

Chancellor's Cabinet

Michele J. Carter, Chancellor

Traci Briggs, General Counsel

Tamara Clunis, Vice Chancellor, Instruction and Workforce Education

Cliff Gaines, Chief, Technology Officer

Robin Garrett, Provost/Vice Chancellor, Academic and Student Success

DeWayne HaGans, Vice Chancellor, Finance and Administration

Debra Havens, Executive Coordinator to Chancellor/Board of Trustees

Holly Jordan, Chief, Human Resources Officer

Valerie Payson, Executive Director, College Foundation & Developer

Wendy Sledd, Chief, Marketing and Communications

Chancellor’s Message

As the Chancellor of Central Texas College, it is my pleasure to welcome both new and returning students to our vibrant campus community. Whether you are just beginning your academic journey with us or are returning to continue your studies, we are thrilled to have you here.

For our new students, I encourage you to take advantage of the many resources available to you. Get involved in campus activities, join clubs and organizations, and seek out opportunities for leadership and service. Building connections with your peers, professors, and advisors will enrich your college experience and help you succeed both academically and personally.

To our returning students, welcome back! Your continued dedication and hard work are what make Central Texas College a special place. I hope you will continue to pursue your passions and take on new challenges with enthusiasm. Remember that our support services are here to assist you in achieving your goals.

We understand that this year may come with its own unique challenges, but we are confident in our ability to navigate them together. Our community’s resilience, adaptability, and commitment to one another will guide us through any obstacles we may face.

As you settle into your new routines, I encourage you to take full advantage of all that Central Texas College has to offer. Engage with your professors, participate in campus activities, join student organizations, and explore the diverse range of programs and events available to you. These experiences will help you build lasting connections, develop new skills, and create memories that will last a lifetime.

As you embark on this new academic year, I encourage you to embrace the opportunities that lie ahead, remain curious, and strive for excellence in all that you do. Together, we will continue to build a dynamic and thriving campus community.

Thank you,

Michele J. Carter, Ed.D.
Chancellor

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. In June 2015 Section 130.171, Texas Education Code, was amended to include Gillespie County in CTC's service area. 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 (Army), and the U.S. Atlantic and Pacific Fleets in 1976. This expansion occurred locally as well with the initiation of instructional programs and services for the Texas Department of Corrections* in Gatesville in 1976. By the 1980s CTC held agreements to offer classroom instruction on U.S. military installations in Alaska, Hawaii, Panama, and Puerto Rico; and at Bolling AFB, Camp Pendleton, Fort Benning, Fort Bragg*, Fort Campbell, Fort Knox, Fort Lee*, Fort Polk* Fort Riley, and Joint Base Lewis-McChord, WA. With CTC's contract award in July 1983 to provide instruction to all U.S. military branches in the Pacific Command, CTC joined other CTC personnel already providing instruction under existing agreements at San Miguel, Philippines; Subic Bay, Philippines; Yokosuka Naval Station, Japan; and South Korea and expanded its course offerings in the Philippines to Clark AB, Okinawa (Japan), Mainland Japan, Guam, Diego Garcia, and Johnston Island.

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.

In 2014, Killeen Independent School District (KISD) applied for Texas Education Agency approval to partner with CTC on the creation of an Early College High School. Early College High School (ECHS) is a dual credit model where students work on obtaining a high school diploma at the same time that they're working on an associate degree. The goal is to finish both by the time they graduate with a high school diploma. Approval was granted and ECHS was launched on Central Campus in 2015 with a cohort of 150 students and 150 enrollments. All students work toward an AA Interdisciplinary Studies degree, and tuition and textbooks are paid by the district, KISD. Initially, only juniors and seniors participated in this program, but it expanded to include sophomores and grew to 1,265 students and 5,680 enrollments by the 2020-2021 school year. The inaugural ECHS graduating class of 113 students finished in Spring 2019, followed by 125 in 2020 and 145 in Spring 2021 with many in each class graduating with honors.

Today, CTC consists of the following administrative units: the Central Campus, Service Area, Fort Hood and Continental, and Navy Operations. Of these, the Central Campus, Service Area, and Fort Hood operate within the State of Texas. Instruction is provided to a variety of students to include military and their family members, civilians, and incarcerated students.

Students enrolled in CTC may select a degree plan from 69 Associate of Arts degree programs, Associate of Arts in Teaching, 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 90 certificate programs. CTC locations other than Central Campus 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 credit and noncredit professional development and job-related skills programs such as basic literacy, leadership skills, foreign language skills and occupational skills programs.

When Mount Pinatubo erupted in June 1991 the American government was in negotiations with the Philippines government to renew the military lease agreement at Clark AB. With Clark AB devastated by the volcano, the American government ceased negotiations and left Clark AB in November 1991. By then only essential military personnel were left at Clark AB and CTC staff at Clark AB had evacuated to other locations in the Pacific Far East. In 1992 the Philippines government did not renew the U.S. government's lease agreement for San Miguel and Subic Bay. The remaining CTC locations in the Philippines were closed. CTC continued to offer instruction to the U.S. military in Okinawa, Mainland Japan, South Korea, Guam, and Diego Garcia. Then CTC closed all locations in the Pacific Far East in July 31, 2017. The closing of the Pacific Far East locations was followed by closure of CTC in Europe CENTCOM (Downrange) in July 31, 2021, and the Europe Vocational-Technical programs in July 31, 2023. Closures were related to multiple reasons such as declining U.S. military troop strength in the Pacific Command and Europe, downsizing of Military Education Centers, and the explosion of online course offerings.

Multiple locations in the Continental United States, Hawaii, and Alaska closed after decades of providing instruction on U.S. Military Installations. MCAS Miramar and Fort Bragg* closed in 2018, and Fort Leonard Wood in 2020. In March 2020 the U.S. President declared a National Disaster due to the Coronavirus Pandemic. CTC sites were forced to move their classroom courses to online in the spring/summer of 2020. For most CTC locations, a reduced number of classroom courses resumed in fall 2020. Although the CTC locations continued to increase the number of the classroom course offerings between 2021 and 2023, the number of students returning to the classroom did not reach pre-pandemic levels. As a result, other CTC on-site locations were closed, which included Marine Corps Base Quantico, Fort Sill, NSA Bethesda, Bolling AFB and San Diego Naval Base in 2022; all Hawaii sites in September 2022; Fort Wainwright in July 2022, Joint Base Elmendorf-Richardson in February 2023 followed by Fort Stewart/Hunter Army Airfield in May 2023 and Fort Campbell in December 2023; Fort Riley in June 2025 and Fort Knox in August 2025. By 2023, the Central Campus and other Texas CTC locations experienced a shift in the student population along with the rest of the nation. On-site students included more high school students enrolled for dual credit while the adult student population moved to online classes or similar instructional delivery modes.

***Note**: *To preserve the history of Central Texas College, the names of the U.S. military installations in the time period referenced were retained. In 2025 the Federal government renamed Fort Cavazos to Fort Hood effective 6/17/2025, Fort Johnson to Fort Polk effective 6/17/2025, Fort Novosel to Fort Rucker 6/17/2025, Fort Moore to Fort Benning effective 6/17/2025 and Fort Gregg-Adams to Fort Lee effective 6/17/2025. The Texas Department of Corrections has since been renamed the Texas Department of Criminal Justice.*

Proposed Schedule for Central Campus 2025-2026

The College Calendar lists Central Campus activities. If attending Central Texas College (CTC) at other locations, contact the CTC representatives serving your location or visit CTC Fort Hood, Other Texas Sites, and other U.S. Sites webpages on the CTC main website at www.ctcd.edu. Although on-site courses are no longer offered in Europe, a CTC Europe Advisor is located in Europe who works in the Central Europe Time Zone and can be contacted using the email and phone numbers listed in Major Campus Addresses section of this catalog. In addition, online courses start monthly, and course lengths usually range from eight-weeks to 16-weeks.

Before each semester registration, an Enrollment Guide is prepared for Central Campus and Online courses providing a calendar of important dates, registration procedures, the refund schedule, and other enrollment information. To view current semester course offerings, log into your Eagle Self-Services account and click on Student Planning. You can also access current course offerings without logging into Eagle Self Service by clicking on the "Academics" link on the CTC main webpage and under Class Schedules, click "Search for Sections".

College Calendar*

The College Calendar includes registration dates, major semester start dates, and the college's official holidays. The Central Campus offers classes on a semester basis. Fall and Spring Semester classes are 16-weeks in length and first eight-week and second eight-week sessions are offered. CTC offers both Summer I and Summer II semester classes that are 5-weeks in length and a 10-week session that starts Summer 1. CTC also offers 8-week online courses that usually start on a monthly basis. Due to the course content, some online courses are offered on a 12-week basis. CTC on Fort Hood offers five eight-week terms per year. Mini-terms may be offered during the semester breaks.

The Term Calendar is published for Continental sites outside Texas offering classes under contracts or agreements. The Continental
sites offered five eight-week terms per year. The term start and end dates may vary slightly from one CTC site to another.

Fall 2025

Event	Date
Registration **	
• June 2- Aug 17	
• Monthly Online and 2nd 8-Week Classes	June 3-December 8
16-Week and 1st 8-Week Classes Start	**August 18**
Weekend Classes Start	**August 22**
Labor Day (college closed)	September 1
Last Day to Apply for Fall Graduation	October 1
Columbus Day (college closed)	October 13
2nd 8-Week Classes Begin	**October 14**
2nd Weekend Classes Begin	**October 17**
Veterans' Day (college closed)	November 11
Thanksgiving (college closed)	November 24-28
Final Exam Week	December 8-12
Graduation+	December 12
Christmas (college closed)	Dec. 22, 2025-Jan. 2, 2026
Other online with some classroom course offerings: September 8, November 3, December 1. *+Courses will be held over Christmas/New Year's break.*	

Spring 2026

Event	Date
Registration **	
• January 13 Classes	October 27-January 11
• Monthly Online and 2nd 8-Week Classes	October 28-April 5
16-Week and 1st 8-Week Classes Start	**Start January 12**
Martin Luther King Day (college closed)	January 19
Weekend Classes Start	**January 16**
Presidents Day (college closed)	February 16
2nd 8-Week Classes Begin	**March 09**
2nd Weekend Classes Begin	**March 13**
Spring Break (college closed)	March 16-20
Good Friday (college closed)	April 03
Final Exam Week	May 4-10
Graduation	May 8
Other online course start dates with some classroom courses offered: February 09 and April 6.	

Summer 2026

Event	Date
Registration **	
• May 12 Online Classes	March 17 - May 11
• Summer 1, II, 10-Week Classes and Online	April 2-June 1
• Summer I Weekend 8-Week Classes	April 1-June 5
• Summer II Classroom and Online Courses	April 1-July 5
• July 13 Online Classes	April 2-July 12
May Online Classes Start	May 11
Memorial Day (college closed)	May 25
Summer I and 10-Week Classes Start	**June 1**
Last Day to Apply for Graduation	June 1
Weekend Classes Start	**June 5**
Juneteenth (college closed)	June 19
Final Exams (Summer I Classes)	Jun July 25-26
Independence Day (college closed)	July 3
Summer II Classes Start	**June 29**
Final Exams (10-Week Classes)	Jul 29-Aug 2
Final Exams (Summer II Classes)	July 30-31

Event	Date
Graduation	August 7
Other online course start dates with some classroom courses offered July 14 ** Calendar is subject to change* *** During college holidays and other official closings, online registration through Eagle Self-Service is available*	

Continental Sites Term Calendar

Term Calendar 2025-2026 for U.S. Sites Outside Texas*

Term	Dates
Term 1 (Fall)	August 10-October 10, 2025
Term 2 (Fall)	October 14-December 31, 2025
Term 3 (Spring)	January 12-March 6, 2026
Term 4 (Spring)	March 16- May 8, 2026
Term 5 (Summer I)	May 26-June 26, 2026
Mini Term (Summer II)	June 29-July 31, 2026

About the College

Mission

Central Texas College provides accessible, equitable and quality educational opportunities that promote student success, completion and employability.

Vision

To be a leader in providing innovative academic, technical, continuing, and adult education to our diverse worldwide community to meet student and workforce needs.

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
- Inclusive learning and work environments
- 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 that provides accessible educational opportunities to diverse student populations locally and worldwide. The purpose of CTC is synonymous with its mission and, in accordance with Section 130 of the Texas Education Code, provides the following programs and public education services:

- 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 is responsible for revising the strategic plan and periodically reviewing the institution's mission and purpose statements. The committee has developed a vision statement and broad goals focused on instruction, research, public service, institutional support, and ancillary operations. Measurable objectives have been set for all institutional goals.

The committee is also responsible for annually assessing the institution's progress in meeting the goals and objectives. Assessment results inform the develop of 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.

CTC's Strategic Plan is available online, and copies of the current Strategic Planning documents can be accessed in the Office of Institutional Accountability and Curriculum Support and Grants.

General Information

The Catalog

This Central Texas College Course Catalog is an official publication of Central Texas College containing policies, regulations, procedures, and tuition and fees in effect at the time the Catalog was published. Every effort has been made to ensure the accuracy of information presented in this Catalog. 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 and federal law, and tuition or fee changes.

Effective with the 2023-2024 Catalog, Central Texas College begin publishing one course catalog for all CTC locations in Texas, the Continental United States locations, and Navy Operations. 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 Central Campus, Service Area locations, Fort Hood, Continental locations, and Navy Operations. The Chancellor of Central Texas College or the Chancellor's designee 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

Central Texas College programs of study displayed in this Catalog are offered when sufficient interest indicates a level of enrollment required for program continuation. In addition, programs on U.S. military installations are authorized under the military contract or memorandum of understanding for the specific CTC site. Not all programs are offered at every CTC location. Students should seek confirmation of program and course availability at their site. Central Texas College reserves the right to adjust course scheduling, including class cancellation, instructional delivery, and program changes when enrollment or other circumstances require this action. There is no guarantee that a specific course will be offered at a given time. Students are responsible for completing the required courses when offered. CTC offers approximately 65 associate degrees and almost 90 certificates of completion.

In addition to classroom and blended courses, CTC offers online and synchronous virtual courses. CTC's online distance learning programs are available to all eligible students worldwide. CTC offers over 30 associate degrees and over 50 certificate programs 100 percent online.

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, Chief Human Resources Officer 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 Building 220, 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 254-501-3006, in the Student Services Building 215, Room 101.

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. In Texas students should contact the Director of Student Life at 254-526-1258. Students at Continental locations outside Texas should contact the Executive Dean, Military Operations at 254-526-1222. 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 Central Texas College
Ms. Amy Haire
Director, Risk Management/Title IX Coordinator
lmurphy@ctcd.edu

ahaire@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 Enrollment Guides 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 Building 211 or call 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

Fort Hood 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 college classes are open to active-duty personnel and their family members, retirees and civilians. The Fort Hood Student Services Office has full-time staff to provide academic advising 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. For more information, visit the CTC Fort Hood website by clicking the “Locations” link on the CTC website, and then clicking “Fort Hood.”

Financial aid students and students using Veterans Affairs (VA) 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 CTC VA representative is available on Fort Hood to discuss veteran’s benefits.

In addition to college programs, CTC Fort Hood 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 Site Directors are located in Gatesville, Fredericksburg, Lampasas, and Marble Falls. CTC Site Directors can assist you with testing, financial aid, admission, registration and other college-related activities. Please contact your CTC Site Director for an appointment.

Continental Sites

Continental sites include Camp Pendleton, Fort Benning, Fort Lee, Fort Polk, Fort Rucker, and Joint Base Lewis-McChord. The Continental sites offer a wide range of programs of study utilizing unique teaching methods. Most sites offer face-to-face courses, blended courses, and videoconference courses designed with the military lifestyle in mind. Videoconference courses are taught between two or more sites connecting via digital technology to create an in-person classroom where instructor and students can collaborate as if in one central location, bringing students together from all over the United States.

Continental’s flexible and creative teaching methods meet the educational needs of traditional students and students who, due to their career paths, face challenges to finishing their degrees. To locate the designated CTC site director at your location go to the CTC main website, click on “Locations” and then click the link under “Other US Sites”.

Europe

The Europe location officially closed July 31, 2023. Although Central Texas College no longer offers on-site courses in Europe, online courses through CTC’s Distance Learning program offered through the Central Campus in Killeen, Texas, are available to active duty military and their family members, veterans, and other individuals stationed in Europe.

All students located in Europe will have at their disposal numerous avenues of remote support, advising, administrative guidance, and an ample selection of online classes. Available options will accommodate student progress and degree completion as outlined in the CTC Catalog.

CTC students will continue receiving real-time, multi-channel remote support via email, phone, WhatsApp, Skype, Zoom, Microsoft Teams, Signal, and CTC Europe Facebook Messenger Chat. The CTC Europe Advisor’s office is stationed in Europe and works in the Central European Time zone. In addition, Eagle Bot, a virtual assistant, will be available for all students 24/7. If you have any questions, please contact CTC’s Europe Advisor at:

Email: centraltexascollege@europe.ctcd.edu or Ancica.roosa@europe.ctcd.edu

Cell/WhatsApp: +385 91 60 70 563

Approvals and Authorization

Central Texas College is approved to offer specific programs and courses at U.S. military installations outside Texas according to the contract, agreement, or memorandum of understanding for that location.

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.

SARA Student Complaints

Every student deserves a positive educational experience. Sometimes a student's experience may not be what they anticipate, and the student may have a concern or a complaint. SARA Student Complaint Process can be found at the SARA Student Complaint information website.

Washington

Central Texas College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Central Texas College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs.

Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov. The transferability of credits earned at Central Texas College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Central Texas College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Central Texas College to satisfy an admission requirement of another institution is at the discretion of the receiving institution.

Accreditation does not guarantee credentials or credits earned at Central Texas College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned. The Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit Washington Student Achievement Council Student Complaints at https://wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

Louisiana

Central Texas College is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Virginia

The State Council of Higher Education for Virginia has certified Central Texas College to operate in Virginia at 700 Quarters Road, Building 12400 Room 146, Fort Lee, Virginia. Central Texas College is a public community college and approved to award degrees by the Texas Higher Education Coordinating Board and is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates.

Fort Lee offers the following degrees:

- Associate of Arts General Studies
- Associate of Applied Science (AAS):
- Applied Management
- Business Management
- Criminal Justice
- Child Development
- Homeland Security and Emergency Management
- Restaurant and Culinary Management
- Logistics and Global Supply Chain Management

AAS programs are terminal/technical programs and credits earned are generally not applicable to other degree program

- Certificates
- Business Management
- Child Development
- Homeland Security and Emergency Management
- Food and Beverage Management
- Logistics Specialist

Interaction between students and faculty, and among other students is ensured through inside and outside of the classroom activities to include student group projects, faculty office hours, student clubs and organizations, site activities, and community events. In addition to holding

office hours and creating assignments that encourage student discourse and interaction, Faculty also advise or sponsor student clubs, organizations and honor societies, and participate in student related activities and programs including new student orientation, welcome week, student success fairs, and career fairs. The Student Life office also ensures activities and events are held regularly to create opportunities for students to engage with their peers and interact with faculty, staff and the community.

All full-time instructors are required to hold virtual and/or in-person office hours and be available to assist students with questions, concerns, assignments, etc. Students at a distance may also communicate or interact with faculty through Blackboard and other available digital platforms. More specific details and guidelines pertaining to faculty accessibility to students for academic support or course advising are available in CTC HR Policy No. 400: Instructional Employee Compensations (Section III-B-11) and the CTC Faculty Handbook.

The transferability of credits earned at Central Texas College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Central Texas College will be accepted beyond the sending institution.

Other States

In addition to Louisiana, Virginia, and Washington, Central Texas College is authorized to offer designated college programs in Alabama, California and Georgia.

Veterans Affairs

Central Texas College's programs are approved for those who wish to attend and receive benefits under the Post-Vietnam Veterans Educational Assistance Program, the Veterans Educational Assistance Act of 1984, Chapter 30 Montgomery GI Bill®, Chapter 31 Veterans Readiness and Employment (VR&E), Chapter 33-Post 9/11GI Bill®, Chapter 35 Survivors' and Dependents Educational Assistance Program (DEA), and Chapter 1606 Reserve Educational Assistance Program (REAP).

Students unable to resolve a complaint or grievance through the Central Texas College complaint and grievance process should contact their appropriate State Agency at the following link: State Agency Complaint Contacts.

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 associate degrees. Central Texas College is one of the largest community colleges in the United States offering distance learning courses. Distance learning courses are offered through various delivery formats such as online, blended/hybrid, and synchronous virtural. Distance learning 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 the Welcome to CTC Distance Education online webpage at https://online.ctcd.edu and the Distance Education webpage at https://ctcd.edu/locations/distance-education/ for more information on programs and 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 and Training offers customized business training programs that are tailored in content, schedules, and locations 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. Please visit our web site 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 559, 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 provide support for students who are transitioning into postsecondary 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 Tools for Transfer webpage on the CTC website or obtained through the transfer advisor in the Enrollment Center Building 209 or call 254-616-3324 or email transfer.advisor@ctcd.edu for an appointment.

Uniform Application of Standards

The standards of Central Texas College's academic and student policies are uniform at all locations served by CTC regardless of delivery format or modes of instruction. Central Texas College provides services for the following locations which include:

- **Central Campus**, located between Killeen and Copperas Cove, Texas.
- **Fort Hood**, located within the Central Texas College District at Fort Hood, Texas.
- **Service Area**
  - South Service Area (CTC Hill Country). The Central Texas College Hill Country office is in Marble Falls to provide support for students from the counties of Burnet, Gillespie, Llano, Mason, McCulloch, San Saba & the city of Florence in Williamson County
  - North Service Area & TDCJ (CTC Gateway Region). The Central Texas College Gateway Region office is in Gatesville to provide support for students from the counties of North Coryell, Hamilton, Lampasas, Mills, and Texas Department of Criminal Justice in Gatesville.
  - Lampasas. Serving current and prospective students in Brady, Mason, San Saba, Lohn, Rochelle, Richland Springs, Cherokee, Florence, Lampasas, Lometa, Evant, and surrounding areas.
- **Continental Sites outside Texas**
  - Camp Pendleton, California
  - Fort Benning, Georgia
  - Fort Lee, Virginia
  - Fort Polk, Louisiana
  - Fort Rucker, Alabama
  - Joint Base Lewis-McChord, Washington

Except for the State of Texas academic policies and services that apply to Texas state reportable students only (such as the Texas Success Initiative and Academic Fresh Start) the same academic policies and services apply to all students enrolled in classes at the Central Campus and off-campus locations such as Fort Hood, TX the Service Area, and the Continental U.S. sites.

Admissions and Registration

General Admission Information

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

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

Federal law prohibits institutions from making preadmission inquiries about disabilities. Any information received regarding disabilities will not adversely affect admission decisions. Students with disabilities should apply for services through the Offices for Disability Support Services located in Student Services Building 215 on the Central Campus. Appropriate documentation of the disability will be required.

Central Texas College offers courses at Fort Hood and several U.S. military installations outside Texas under government contracts. At some locations active duty military have priority when enrolling in courses. At the majority of U.S. military installations, non-Department of Defense ID card holders are required to obtain a visitor access pass to gain entry onto the installation. The requirements for issuance of a visitor's pass vary depending on the installation. Requirements may include a background check, a valid U.S. state driver's license or state-issued ID, and valid purpose for access. Additional documentation may be required of non-U.S. citizens. Several U.S. installations offer visitors the opportunity to apply online for a visitor's pass. Applicants will be notified if their pass is approved or denied. Contact the Visitor's Center at your specific location for more information or visit their website.

Bacterial Meningitis Requirement - Texas Students

New and returning students attending CTC in Texas must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period 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 start 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, or (5) student is incarcerated in a Texas prison, or (6) student is a member of the U.S. military on active duty.

Students can obtain a medical exemption or a conscientious exemption. 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; and
- Provides evidence of submitting a conscientious objection form through a secure Internet-based process developed and implemented by the Texas Department of State Health Services (DSHS).

The exception noted in the second and third bullet does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an

appropriate official or authority from the Texas Department of State Health Services and is in effect for the location of the institution the student attends.

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

CTC uses Med+Proctor a healthcare technology company that provides immunization verification. Refer to the CTC webpage "Apply for Admissions" which provides step-by- step instructions for submitting the bacterial meningitis immunization record or exemption request; or email admissions@ctcd.edu.

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 or High School Equivalency 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 admission 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 if applicable, and academic advising are provided year-round. You are encouraged to complete admissions and academic advising prior to registration opening for your intended semester. For students at a CTC location outside Texas, visit your local CTC site director. If there is not a CTC site director at your location, and you are interested in distance learning courses, contact the Eagles on Call Center at eaglesoncall@ctcd.edu or call 254-526-1296. The Eagles on Call Center student advisors are available Monday through Friday from 6:00 am to 11:00 pm (Central Standard or Daylight Savings).

New CTC Students, First-Time in College

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 CTC Application for Admission at www.ctcd.edu/apply or the ApplyTexas application at GoApplyTexas.org.
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 may be required to submit a completed Military Verification form or Permanent Change of Station (PCS) orders prior to the census date of the first semester of enrollment that he or she will be using the military tuition waiver. Refer to the "Determining Resident Tuition" 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 or TEA Approved High School Equivalency certificate). Effective fall 2017 documentation must be received by the end of the second term of enrollment. 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 requirements by taking the required state-approved Texas Success Initiative Assessment 2.0 (TSIA2) unless TSI exempt or waived. To determine if you are TSI exempt or waived, review the "Texas Success Initiative" section of the Catalog and visit with an academic advisor. CTC offers the TSI Assessment **2.0. Test results are for placement purposes only and not an admission requirement.** Refer to placement/ prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses. Note: The Texas Success Initiative applies to all students residing and enrolling in CTC classes in Texas and bonafide Texas residents regardless of location who wish to enroll in distance learning (online) courses eligible for in-state tuition. Students enrolling in classroom courses taught at one of CTC's Continental locations are not required to take the TSI Assessment 2.0 but encouraged to do so for course placement purposes.
5. Consult with an academic advisor or a designated advisor at your location to discuss a program of study and course selections.
6. Arrange to attend the new student orientation session. In-person and virtual sessions are available. Orientation is highly recommended but not a requirement. 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

NOTE: 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 associate degree or certificate. Transfer students applying for admission to CTC are required to:

1. Complete the CTC Application for Admission at www.ctcd.edu/apply or the ApplyTexas application at GoApplyTexas.org.
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 may be required to submit a completed Military Verification form or Permanent Change of Station (PCS) orders prior to the census date of the first semester of enrollment that he or she will be using the military tuition waiver. Refer to the "Determining Resident Status" 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. Students 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 "Texas Success Initiative" section of the Catalog and visit with an academic advisor. CTC offers the TSI Assessment 2.0. Test results are for placement purposes only and not an admission requirement. Refer to placement/prerequisite requirements if enrolling in English, mathematics, or reading-intensive courses. Note: The Texas Success Initiative applies to all students residing and enrolling in CTC classes in Texas and bonafide Texas residents regardless of location who wish to enroll in distance learning (online) courses eligible for in-state tuition. Students enrolling in classroom courses taught at one of CTC's Continental locations are not required to take the TSI Assessment 2.0 but encouraged to do so for course placement purposes.

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 or a designated advisor at your location to discuss a program of study and course selections.
7. Arrange to attend the new student orientation session. In-person and virtual sessions are available. Orientation is highly recommended but not a requirement.

Students on academic probation or suspension at the transfer institution may 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 during their first semester of enrollment will be suspended for one long semester.

Former CTC Students, Readmissions

If it has been at least one year since you attended CTC, your CTC student ID and student Eaglemail will remain the same. Follow the steps below:

1. Complete a new CTC Application for Admission at www.ctcd.edu/apply or the ApplyTexas application at GoApplyTexas.org using the email you used to create your account.
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 may be required to submit a completed Military Verification form or Permanent Change of Station (PCS) orders prior to the census date of the first semester of enrollment that he or she will be using the military tuition waiver.
3. If you have attended other colleges or universities since last enrolled with CTC, request official transcripts be sent to CTC.
4. Check with an academic advisor to review your TSI requirements.
5. Consult with an academic advisor or a designated advisor at your location to discuss your program of study and course selections.

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. Your CTC student ID and student Eaglemail will remain the same. Follow the steps below:

1. Change your address in Eagle Self-Service under the Profile section.
2. Complete a new CTC Application for Admission at www.ctcd.edu/apply or the ApplyTexas application at GoApplyTexas.org using the email you used to create your account.
3. 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. To qualify, the student may be required to submit a completed Military Verification form or Permanent Change of Station (PCS) orders prior to the census date of the first semester of enrollment that he or she will be using the military tuition waiver. Refer to the "Determining Resident Status" section of this Catalog for additional information.
4. Take the TSI Assessment 2.0 unless TSI exempt or waived. To determine if you are TSI exempt or waived review the "Texas Success Initiative" section of the Catalog for additional information and discuss with an academic advisor if required.
5. Verify that your high school transcript, GED scores or high school equivalency certificate 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.
6. Consult with an academic advisor.
7. Make arrangements to attend the new student orientation.

Transient Students (Non Degree Seeking)

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 must list their home college on the admission application and 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 CTC Application for Admission at www.ctcd.edu/apply or the ApplyTexas application on the GoApplyTexas.org.
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 may be required to submit a completed Military Verification form or Permanent Change of Station (PCS) orders prior to the census date of the first semester of enrollment that he or she will be using the military tuition waiver. Refer to the "Determining Resident Status" section of this Catalog for additional information.
3. Consult with the advisor at your home college or university to ensure course transferability.
4. 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 high school equivalency certificate 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 the online CTC Application for Admission.
2. Complete and submit the Etrieve eform "Request for Individual Approval". After submitting the application for admission, contact admissions@ctcd.edu and ask for your CTC ID number.
3. Depending on the student's program of study, student may be required to take the Texas Success Initiative Assessment 2.0 (TSIA2). If a student plans to enroll in academic courses and/or pursue a CTC associate degree program or Level II certificate, student must take the TSIA2 in mathematics, reading, and writing. For students who wish to enroll in English for Speakers of Other Languages (ESOL) courses, a CTC-approved English language proficiency test is required.
4. To request special approval based on one of the ability to benefit alternatives contact the office of the Dean Student Services at 254-526-1298.
5. The Dean of Student Services and/or applicable Dean will review your application. If your request is approved, meet with an Academic Advisor for advising and enrollment information.
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 enrolling in online courses and are seeking to pay Texas tuition rates and you are not TSI exempt or waived, you are required to (a) take the Texas Success Initiative 2.0 Assessment (TSIA2) in the areas of mathematics and English language arts and reading (ELAR) and (b) provide appropriate documentation to support you are a Texas resident.
3. Provide your own computer or have access to a computer and have reliable Internet access.
4. The CTC Eaglemail student account is used for all official email correspondence and should be checked frequently.
5. CTC uses the Blackboard Learning Management System for all online, synchronous virtual 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 Welcome to CTC Distance Education.

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

The admission/registration process for competency-based, open entry programs differs slightly from traditional programs in that registration is ongoing. In addition to meeting regular CTC admission requirements, prospective students must meet with a CATE Center Advisor prior to their first course enrollment. Students interested in enrolling in a competency-based, open- entry course, certificate program, or AAS program for Industrial Technology or Office Technology should contact CATE Center Advising in Building 253W, Room 20, 254-526-1549 or email cate.center@ctcd.edu.

Readmission of Member of the United States Armed Forces

Based on Texas Education Code, Section 51.9242 a Servicemember in the United States Armed Forces or the Texas National Guard who withdraws from CTC to perform active military service 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. This section does not apply to a student who withdraws from an institution solely to perform one or more training exercises as a member of the Texas National Guard. The Servicemember may be readmitted under the same status for any academic term that begins after the student is released from active military service but not later than the first anniversary of that date from which the student withdrew. The Servicemember is not required to reapply for admission if the student is otherwise eligible to register for classes at CTC. CTC may require reasonable proof of such from the student and length of student's active military service. Contact the Associate Dean, Admissions, Registration and Records at systems.register@ctcd.edu.

In accordance with federal regulations ED (34 C.F.R. 668.8) and the Department of Defense Voluntary Education Partnership, CTC will readmit Servicemembers who request readmission whose education was interrupted due to a uniformed service obligation. Provisions apply to Servicemembers who were unable to attend for more than 30 consecutive days, and Servicemembers who are unable to attend classes for less than 30 days when such absence resulted in a withdrawal from the college. Refer to the Academic Policies and Guidelines section of the catalog for more information. Primary point of contact is the Associate Dean, Admissions, Registration and Records sregistrar@ctcd.edu.

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

All eligible active duty soldiers, National Guard and Army Reserve students must meet the general admission requirements in the CTC college catalog. The guidelines below are to assist students in starting their educational journey at CTC. Additional information can be found at www.ctcd.edu/army. Procedures are subject to change, and students are encouraged to check ArmyIgnitED for the latest information regarding ArmyIgnitED requirements and procedures.

1. Access the ArmyIgnitED student portal at www.armyignited.army.mil and create your account.
2. After for admission
3. If CTC is your academic institution and you are a new CTC student, first-time in college, refer to Item 3 under "New CTC Students, First-Time in College" in this section of the Catalog regarding submission of your high school transcripts, GED or high school equivalency certificate.
4. If CTC is your academic institution 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.
5. If CTC is not your academic institution, you are not required to submit official transcripts unless needed to meet a course prerequisite.
6. Contact a CTC representative to obtain degree plan, seek academic advising and other school related information (e.g. prerequisite requirements, instructional materials, EagleMail, etc.).
7. Register for classes at your local CTC office or using Eagle Self-Service and submit your tuition assistance (TA) request for approval on ArmyIgnitED.
8. You are responsible for submitting your signed, approved TA form to the CTC Business Office at accountsreceivableta@ctcd.edu when you enroll. The window for requesting TA is 60-7 days prior to the first class day. For steps to complete your enrollment and TA processes visit the CTC process information and resources webpage. For questions regarding the new TA policies, contact your assigned Education Center.

Auditing a Class - Enrollment Procedures

Individuals interested in auditing a course must be at least 18 years of age, complete the online CTC Application for Admission, 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:
Available during late registration only; process can start but actual enrollment in class will occur on or after the first class day.

1. If never previously enrolled with CTC, complete the online Admission Application. If you have attended CTC but have not enrolled in CTC during the last 12 months, complete the eForm Core Residency Questions.
2. If completed your high school diploma or GED within the last five years, submit an official high school transcript or high school equivalency documents.
3. No more than 14 calendar days and no later than seven calendar days prior to class start date, complete the Course Audit Request eForm and submit the form to the Central Records Inbox.
4. Central Records staff will receive the Audit Request eForm, verify the course section availability and contact the faculty of record for approval.
    a. If approved, Central Records staff will notify you and assist with registration.
    b. If not approved, Central Records staff will notify you of available options.
5. Tuition is due at the time of registration.

Payment is due at the time of registration.

College Credit Programs

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 (see noted exception below) 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.

Noted Exception: Students age 16 or younger on campus participating in an independent school district activity such as Early College High School or designated CTC sponsored initiatives (e.g. College for Kids) are exempt from the policy stated above.

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 CTC Application for Admission at www.ctcd.edu/apply or the ApplyTexas application at GoApplyTexas.org.
2. Sign the oath of residency and submit supporting 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 "Determining Resident Status" section of this Catalog for more information.
3. 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.
4. Provide an official high school transcript that includes STAAR end-of-course (EOC), ACT, SAT, PSAT/NMSQT 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.)
5. Submit TSI Assessment 2.0 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 Eagle Self-Service.*

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. The Early College High School program on the CTC campus is with the Killeen Independent School District. 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 academic credit/concurrent courses must be TSI exempt, complete, or compliant or enrolled in a TSI waived certificate program in order to enroll in college courses after high school graduation.

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

- Consult with a CTC academic advisor.
- If one year has passed since the student last enrolled in a CTC course, a new CTC Admissions Application is required.
- Submit an official high school transcript or high school equivalency documentation confirming graduation.
- All students are encouraged to complete a Core Residency Questionnaire to determine if there are any changes in their residency status.

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.

International Students

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

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

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

1. Complete and sign a CTC Application for Admission.
2. Complete and sign a CTC International Student Application for Admission.
3. Submit records of previous education. All foreign documents must be official and include an English translation completed through one of the foreign educational credential evaluation services. The National Association of Credential Evaluations Services (NACES) provides a list of member organizations who perform 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 $25,000 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 79+ibt or IELTS-6.5+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 TSIA2. 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. Students 22 and under are required to submit proof of Bacterial Meningitis vaccination no older than 5 years. Submission of vaccination records must be at least 10 days before first day of semester in which the student is enrolling.
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. Information for health insurance vendors can be obtained from the CTC International Student Services Office.
10. Students must take the Texas Success Initiative Assessment before registering for college credit classes, and they may be required to complete additional Developmental Studies courses.
11. 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

The following documents are required for international students who wish to reside in the CTC Residence Hall on campus.

- 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.
- Submit proof of Bacterial Meningitis vaccination no older than 5 years (required for all ages to live in the Residence Hall).

When 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 or by sending an email to Residence.Hall@ctcd.edu

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

Community Non-Native Speakers

Community non-native English speaking students without scores from the Test of English as a Foreign Language TOEFL 79+ibt or the International English Language Testing System (IELTS-6.5+) 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 the ESOL program through ESOL courses or a combination of ESOL and DIRW courses.

The Texas Administrative Code requires students to take the Texas Success Initiative Assessment 2.0 (TSIA2) (a) upon completion of developmental ESOL coursework, (b) when 15 semester credit hours of developmental ESOL are attempted, or (c) prior to enrolling in entry-level freshmen coursework, **whichever comes first.**

Students whose English Language Proficiency Test scores are high but just short of passing can take the Texas Success Initiative Assessment (TSIA) to supplement their English Language Proficiency Test scores and use both for placement as necessary.

English for Speakers of Other Language (ESOL)

Non-native English speakers are required to take the CTC approved English Language Proficiency test before beginning the English for Speakers of Other Languages (ESOL) program. Per upcoming changes to the ESOL program students will be able to take an exam more than once. Transfer students who have taken ESOL courses elsewhere and wish to continue ESOL at CTC must take the approved English Language Proficiency test.

The ESOL program includes three levels each for Academic Listening and Speaking, Reading and Vocabulary, and Grammar/Writing. The CTC approved English Language Proficiency test provides individualized course placement into appropriate levels of grammar/writing, reading/ vocabulary, and listening/speaking. Based on sufficient exam scores, students may be exempt from all or some ESOL courses 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 the ESOL program. Students enrolled in the ESOL program may receive a temporary waiver from taking the Texas Success Initiative Assessment 2.0 (TSIA2) 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.

Note: *International students on a F-1 Student Visa should refer to the "International Students" section of this Catalog for testing requirements.*

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 TSIA2 approved assessment as long as courses are not taken outside the certificate program.
If entering a Level I Certificate program (42 hours or less),	waived from taking a TSIA2 approved assessment as longas courses are not taken outside the certificate program.**
If entering an Occupational Skills Achievement program for credit,	the credential is TSI waived under the Coordinating Board Rule 4.54b.
If entering a CATE Center competency-based, open-entry, Level II program (more than 40 hours and listed as Level II).	take the TSIA2 Assessment and Pre-Assessment unless TSI exempt or waived. Refer to the Texas Success Initiative Exemptions section in this catalog.
If entering a Level II Certificate program or an associate degree program,	must take the TSIA2 Assessment and Pre-Assessment unless TSI exempt or waived. Refer to Texas Success Initiative Exemptions section in this catalog.
New International student (non-immigrant) or a Community Foreign Student (resident alien) and native language is not English,	must take the CTC-approved English Language Proficiency test if TOEFL scores are below 79 on the Internet-based test or below 6.5 on the IELTS or have never taken the TOEFL.

* Contact CATE Center Advising located in the Sid M. Weiser CATE Center Building 253W, Room 20 , 254-526-1549 or cate.center@ctcd.edu for more information.

NOTE *If you need special testing accommodations, contact the office for Disability Support Services in Student Services Building 215, Room 111 of the Central Campus or call 254-526-1195 before taking the test(s). Appropriate documentation of the disability is required.*

Texas Success Initiative

The Texas Success Initiative (TSI) is the statute that requires all Texas public institutions of higher education to determine the college readiness of all non-exempt, entering undergraduate students to enroll in freshman-level academic courses [refer to Texas Education Code (TEC) 51.336]. Unless a student is TSI exempted or waived, the student is required to take the TSI Assessment Version 2.0 (TSIA2) prior to enrolling in college- ready courses.

TSIA2 test results in English Language Arts Reading (ELAR) and mathematics will determine if a student is ready for college-level coursework in writing, reading and mathematics. The results of TSIA2 (or TSIA) are used by academic advisers to place students in the appropriate courses that match their academic level. Students who are not exempted or waived or do not reach the college level standard on the ELAR and/ or mathematics tests of the TSIA2 (or reading, writing, and mathematics tests of the TSIA) are required to enroll in designated developmental education coursework in the applicable subject areas. A student who is TSI exempted or waived or has met the minimum score required on one or more sections of the TSI Assessment 2.0 (or TSIA) is not required to enroll in developmental coursework or interventions in the corresponding subject area prior to enrolling in designated college-ready courses.

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.

Note: Effective January 11, 2021, the Texas Higher Education Coordinating Board (THECB) replaced the Texas Success Initiative with the Texas Success Initiative 2.0. There are options to retake portions of the TSIA2 if the individual met certain benchmarks on the TSIA2 and TSIA. Student is responsible for the costs of the TSIA2 and the highest score will be used. (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, were required to take the new TSI Assessment regardless if they had already taken the Accuplacer, ASSET, Compass, and/or THEA.)

Texas Success Initiative-Students Outside Texas

Classroom Courses. Students located outside Texas enrolling in classroom courses taught at a CTC site are not required to take the Texas Success Initiative Assessment 2.0 (TSIA2). However, students are required to meet course prerequisites.

Online Courses. Texas residents enrolled in online courses offered through the Central Campus seeking to pay Texas tuition rates and high school students are required to take all sections of the Texas Success Initiative Assessment 2.0 (TSIA2) if not TSI exempted or waived. Refer to the Texas Success Initiative section in this catalog for a list of TSI exemptions and waivers. Online remote proctored testing is available. Testing information is located in the Student Services section of this catalog

Texas Success Initiative Applicability

The Texas Success Initiative does not apply to the students in the following categories. Students who provide supporting documents are not required to demonstrate college readiness. However, students are required to meet institutional course prerequisites.

1. A student who has earned an associate or baccalaureate degree from an institution of higher education. Contact CTC's Academic Advising to determine definition of institution of higher education.
2. A student who transfers to an institution of higher education from a private or independent institution or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework in the corresponding subject area, as transcribed or otherwise determined by the receiving institution.
3. A student who is enrolled in a certificate program of one year or less at a public junior college, a public technical institute, or a public state college.
4. A student enrolled in high school who is a non-degree-seeking student. A non-degree seeking student is defined as a student who has not filed a degree plan with an institution of higher education and is not required to do so pursuant to Texas Education Code Section 51.9685.
5. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States.
6. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

Note: The above changes went into effect May 16, 2024. At the time of the publication of this catalog, the Coordinating Board had not released guidance on whether there would be any changes to the current state TSI reporting. Therefore, the above categories will be shown as exemptions or waivers in the following sections.

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.
3. Texas First Diploma. A student who has earned the Texas First Diploma under the Texas Administrative Code, Chapter 21, Subchapter D related to the Texas First Early High School Completion Program.
4. Non-Degree Seeking or Non-Certificate-Seeking Student. A non-degree seeking or non-certificate-seeking student may be exempted if not otherwise exempt. A non-degree- seeking or non-certificate-seeking student is defined as a student who has not filed a degree plan or is not required to do so. Only students with 0 to 14 semester credit hours should be considered non-degree for dual credit and regular students.

The following students may have partial exemptions and are eligible to enroll in designated entry-level courses in the applicable exempt subject area. Students may still be required to meet CTC's prerequisites designated for that course.

5. 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/MATH-1324/MATH-1414.
6. ACT given on or after February 15, 2023. A student with a combined score of 40 on the English and Reading (E+R) tests is exempt for both reading and writing of the ELAR sections of the TSI Assessment 2.0. A student with a score of 22 on the mathematics test is exempt from the mathematics section of the TSI Assessment 2.0 There is no composite score. Scores are valid for five (5) years from the date of testing. Use of scores from both the ACT administered prior to February 15, 2023, and ACT administered after February 15, 2023, is allowable as long as the benchmarks set forth are met.
7. 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. There is no minimum combined EBRW and mathematical score. 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.
8. STAAR End-of-Course (EOC) Scores. A student with a minimum 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 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 courses with a "C" or better, as determined by CTC may be exempt from the applicable section(s) of the TSI Assessment. This also includes a high school student who has earned college credit for a designated dual credit course or a college connect course, with a C or better. Transfer degree-seeking students must meet with an academic advisor to determine exemption eligibility.
10. College Preparatory Course (CPC). A student who successfully completes a college preparatory course under Texas Education Code, §28.14, is exempt for a period of 24 months from the date of graduation with respect to the content area of the course, under the following conditions:
    (A) The student enrolls in the first college-level course in the exempted content area in the student's first year of enrollment in a Texas institution of higher education; and (B) The student enrolls at the Texas institution onhigher education that (i) partnered with the school district in which the student was enrolled to provide the course (CPC) or (ii) with a Texas institution that determined the student TSI-met based on the completion of a college preparatory course other than its own. All requirements related to enrollment based on CPC apply.
    Note: CPC courses cannot be used for dual credit eligibility. CPC exemption becomes available for use at the time of high school graduation. And the CPC course must be completed no later than student's high school graduation date.
11. GED. A student with a minimum score of 165 on the Mathematical Reasoning subject test shall be exempt for the mathematics section of the TSI2. A student with a minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for the English Language Arts Reading (ELAR) section of the TSI2. The exemption is valid for five (5) years from date of testing but the applicability for TSI purposes starts May 12, 2021.
12. HiSET. A student with a minimum score of 15 on the Mathematics subtest shall be exempt for the mathematics section of the TSI2. A student with a minimum score of 15 on the Reading subtest and a minimum score of 15 on the Writing subtest, including a minimum score of 4 on the essay, shall be exempt for the English Language Arts Reading (ELAR) section of the TSI2. The test exemption is effective May 12, 2021, and test scores are valid for five (5) years from date of testing. However, the HiSET scores with test administration dates after August 31, 2021, will no longer be useable for the TSI exemption (the Texas Education Agency will no longer administer the test after 8/31/2021). It is not relevant where the student has taken the approved HiSET test (in or out-of-state) when considering applicability for the TSI exemption

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.

1. 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.
2. Non-Degree or Non-Certificate-Seeking Student. A student who is not seeking a degree or certificate with CTC. Valid for up to 14 semester hours. Waiver may be extended based on institutional guidelines.
3. 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.
4. 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 TSIA2.

High School Student Eligibility to Enroll in Dual Credit Courses

A high school student is eligible to enroll in dual credit courses if the student:

1. Is not a degree-seeking student (has not filed a degree plan with an institution of higher education or is not required to do so per Texas Education Code Section

51.9685. Students who have enrolled in 0 to 14 semester credit hours are the only students who can be considered non-degree seeking.
2. Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in Rule Number 4.54 of the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter C relating to Exemptions.
3. Demonstrates college readiness by achieving the minimum passing standards of the Texas Success Initiative on the relevant section(s) of the Texas Success Initiative Assessment (TSIA or TSIA2 effective January 11, 2021) OR
4. Meets the eligibility requirements for a Texas First Diploma under TAC Title 19, Part 1, Chapter 21, Subchapter D, Rule Number 21.52.

These rules also apply to a student who is enrolled in a private or non-accredited secondary school or who is home schooled.

CTC may still require a student who seeks to enroll in a dual credit course to meet all the institution's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).

Previous TASP Exemptions

Previous TASP exemptions were 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 prior to September 1, 2003, were:

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

The new TSIA2 replaced the TSIA effective January 11, 2021. Test scores from the TSIA remain valid for five (5) years from date of testing. For students retesting, scores from the TSIA and TSIA2 may be combined. Please contact the TSI Coordinator/ Advisor or an academic advisor for more information on combining of test scores. **TSIA2 and TSIA Assessment scores are valid for five (5) years from date of testing.**

TSI Assessment 2.0 Minimum Scores effective January 11, 2021:

- Mathematics - score of at least 950; or a score below 950 and a Diagnostic level of 6.
- **ELAR (Reading and Writing)** - score of at least 945 and an essay score of at least 5; or score below 945 and a Diagnostic level of 5 or 6 and an essay score of at least 5.

TSI Assessment before January 11, 2021:

- **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.
(Effective first day of Fall 2017, the minimum writing score was changed.)

Special Note: Due to Coronavirus Pandemic the Texas Higher Education Coordinating Board authorized a COVID-19 waiver for TSI non-exempt students effective Summer 2020 through Summer 2022. During this time students who successfully completed one or more of the authorized options could meet TSI requirements without TSIA or TSIA 2.0 testing. **TSI non-exempt students are no longer eligible for the COVID- 19 waiver and the authorized options starting with the academic year 2022-2023.**

What makes a student TSI Complete?
A student will be considered TSI Complete once the student accomplishes one of the following:

- Meets the TSIA2 (or TSIA) 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 andwish 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 students in high school, or students with holds on their records, all students should register online through Eagle Self-Service. If you are unable to register online via "Eagle Self-Service," please submit your registration forms via eForms. eForms are located on CTC's website at www.ctcd.edu. Information on eForms can be found on CTC's website under the "Students" tab by clicking "Forms" in the dropdown menu.

- New students may register electronically once admissions, academic advising, 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.

TSIA2 (or TSIA) Assessment scores must be on file prior to registration for all students who are not TSI complete, exempt or waived. TSIA2 and TSIA scores are valid for five years only from the date of testing.

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 2.0 and Pre-Assessment unless exempt or enrolled in a certificate-waived program prior to registration. If you are not required to take the TSIA2 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 and remote testing is available. You are encouraged to complete admissions, academic advising, and testing in advance of scheduled registration periods.

Registration-Students Outside Texas

Typically, Central Texas College assigns are presentative to each Education Center or CTC office where a program is conducted. Information on registration, term dates, evaluations, programs offered, and related questions should be directed to the local Central Texas College director at the Education Center or to the local Central Texas College office.

Check with your local CTC director to determine if online registration through Eagle Self-Service is available at your location. If there is not a CTC representative in your area, contact:

- Eaglesoncall@ctcd.edu or call 254-526-1296. The Eagles on Call Center is available Monday through Friday from 6:00 am to 11:00 pm (Central Time or Central Daylight Savings Time)
- Europe Advisor ancica.roosa@europe.ctcd.edu or centraltexascollege@europe.ctcd.edu or call Cell/ WhatsApp +385 91 60 70 563 for those in Europe who wish to enroll in CTC online classes. The Europe Advisor works in the Central European Time Zone.
- If you wish to enroll in classroom courses at one of the CTC sites outside Texas contact the CTC Site Director or call 254-526-1222. A list of CTC Sites can be found on

the CTC website at Other U.S. Sites under the "Locations" tab on the CTC main webpage at https://ctcd.edu.

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 Procedures

After completion of admissions and academic advising, the following must be completed before you are considered officially enrolled and permitted to start your course.

1. Register for your classes through CTC's online Eagle Self-Service. Go to www.ctcd.edu, select Student Tools, and choose Eagle Self-Service. If you are unable to register through Eagle Self-Service, complete the applicable eForm in Etrieve on CTC's main webpage. Students located outside Texas may use the "C&I Registration" eForm, and students in Texas and Distance Learners may complete the "Texas and Distance Learning Registration" eForm.
2. Pay tuition and any fees at the time of enrollment. You are responsible for submitting approved military tuition assistance forms and other third-party sponsorship forms. Servicemembers using Army Tuition Assistance (TA) register through CTC. After registration, go to the ArmyIgnitED website and validate your class enrollments for tuition assistance.
3. If you are using VA education benefits through CTC, please ensure you submit the Veterans Enrollment Certificate (VEC) request "eForm" to the appropriate CTC office. A new VEC must be submitted each term and each time you change your schedule.

NOTE *If approved for Title IV federal financial aid, you are only eligible to receive financial aid (Pell, loans, SEOG, etc.) for classes that are on your degree plan and start and end within the official college semester. Fall 2024 (August 12-December 31), Spring 2025 (January 1-May 11), and Summer 2025 (May 12-August 10).*

Competency-Based Education (CBE)

Central Texas College, through its Career and Technology Education (CATE) Center, offers open-entry, self- delivery format, formally known as Competency-Based Education (CBE). The Southern Association of Colleges and Schools (SACSCOC) defines CBE as follows.

A competency-based educational program is outcome-based and assesses a student's attainment of competencies as the sole means of determining whether the student earns a degree or a credential. Such programs may be organized around traditional course-based units (credit or clock hours) that students must earn to complete their educational program, or may depart from course-based units (credit or clock hours) to rely solely on the attainment of defined competencies.

Competency-based education courses allow for year-round enrollment and greater individual flexibility, which aligns with CTC's goal to increase completion rates for certificate and degree-seeking students and to decrease barriers to enrollment. Typically, a student who enters these courses begins on a Monday and ends no more than 16 weeks later. The exact length of a class depends on several factors, including the student's schedule. A student may complete a course anytime within his/her enrollment period. If a student fails to master competencies before the end of the enrollment period, he/she is required to reenroll in the course.

If a student finishes sooner than the end of the enrollment period, he/she may enroll in a subsequent course. Not all Career Technical Instruction (CTI) programs offer CBE courses, and not every required course in a CBE program is offered self-paced, open-entry. Moreover, depending on the instructional department, CBE courses may be taken in three modalities: face-to-face, online/distance learning, and blended/hybrid. Face-to-face courses are characterized by the time a student spends in a physical classroom. In online courses, a student engages in learning in a location outside of the classroom. Blended/hybrid courses are a combination of face-to-face and online. A student spends a portion of his/her time in a classroom and the other portion outside the classroom. Check with the instructional department to find out if CBE options are available for your program.

Students who are interested in CBE should read the catalog section titled "Registration for Career and Technology Education (CATE) Programs" for enrollment information.

Registration for Career and Technology Education (CATE) Programs

Registration for the CATE Center competency-based, open-entry programs is continuous. Students may enroll any time, except during official Central Texas College holidays or

closings. Currently web registration is not available for the competency-based, open-entry programs. Students must contact CATE Center Advising at the Sid M. Weiser CATE Center (Building 253W, Room 20, 254-526-1549 or cate.center@ctcd.edu) to start the registration process.

Late Registration and Adding or Dropping Classes

Late registering, adding, or dropping classes is available for a limited time after classes begin. Consult local class schedules for exact dates. During the official add/drop period, you may add a class prior to the second scheduled class meeting.

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. Registering late does not guarantee you will be able to make up or extend the due date for missed and upcoming assignments. Students requesting late enrollment in online courses are responsible for communicating with their instructor regarding any missed assignments for the courses.

If you are a financial aid student, report schedule changes to the Office of Student Financial Assistance prior to making a change. It is your responsibility to contact a financial aid advisor prior to dropping a course.

Withdrawal or Early Dismissal from School – Students using Veterans education benefits could be in debt to the Veteran Affairs for withdrawal or early dismissal from school.

Information for Students using VA Benefits

Students using VA educational benefits must submit a valid Certificate of Eligibility (COE) upon initial enrollment and a CTC Veterans Enrollment Certificate (VEC) for each term or change in course schedule, and other documentation as requested no later than the first day of your class.

Students using Veterans educational benefits must report schedule changes to their designated CTC Veterans Services Office.

- Students outside Texas enrolled in classes taught at one of the Continental sites process their VA educational benefits through their local CTC site office.
- Students in Texas enrolled in classes taught in Texas process their VA educational benefits through the Central Campus Veteran Services Office. Students on Fort Hood may also contact their advisor at the CTC Fort Hood Student Services Office or call 254-526-1917/1916 or email FHStudentSvcs@ctcd.edu for assistance.
- Students in Texas can submit their COE, VEC, and other documents through the Central Campus Veteran Services Office by submitting their forms through Etrieve using the “Texas” eForm destination or by email to veteran. services@ctcd.edu.
- Students outside Texas enrolled in online classes submit their COE, VEC, and other documents through Etrieve using the “Outside Texas or Overseas” eForm destination or email EaglesonCall@ctcd.edu or call 254-526-1296.
- For more information about Etrieve visit the Veteran Benefits webpage on the main CTC website at https://ctcd.edu.

Students are required to submit a new Veterans Enrollment Certificate (VEC) to their local CTC Veteran Services office when enrolling in courses each term or when “adding” a new course. For more information visit the Veterans Benefits section in this catalog.

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 Admission Requirements: Aviation Science

Aviation Science students must pass Federal Aviation Administration (FAA) physical exams appropriate to the 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.

Departmental Admission Requirements: 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; except for the Licensed Massage Therapy (LMT) Program, which does not require the TSIA.

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, vaccination status, and/or prior work history within a facility or its affiliates may result in the facility denying a student access to a facility for clinical experiences. Note that the decisions are made by the facility based on the facility rules and regulations and are not controlled by Central Texas College. Each incident will be addressed on an individual basis and withdrawal from the course or the DHS program may be necessary if clinical experiences cannot be met. 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.

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 Ad hoc Policy Committee for final decision.

Standard and Timing for Drug Screening and Background Checks

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

Students will follow the guidance and policies of the program when submitting documentation.

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, DHS 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 Nursing Programs 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**. 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 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 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 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

Policy, Standard and Timing for Drug Screening and Background Checks

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

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 clinical courses in the program to which the student is applying. Negative 11 panel Drug Screen and Criminal Background Check must be completed through mystudentcheck.com no more than 6 months prior to the clinical start date. Results are automatically sent to the MLT, PBT and Histology Program Directors or their designee.

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.

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

Massage Therapy Program applicants who have been accepted into the program, must complete an online Registration Packet. Requirements include a Negative 11-panel Drug Screen, Immunizations, a physical exam, and background check. Results must be uploaded into PreCheck/ Sentry MD StudentCheck. The StudentCheck account is at the student's own expense. The 11-panel Drug Screen must be completed within 45 days of the first day of class.

Drug screen tests, immunizations, physical exams and background checks may be required by the healthcare facility in which students perform their massage clinicals. Therefore, the results of these requirements may be shared with clinical healthcare facilities.

Fingerprints and background checks are also required by the 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

Licensed Massage Therapy Program: General Admission and Immunization Requirements

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, complete the immunization requirements identified in the StudentCheck Registration Packet prior to enrollment for the first semester. Upload your immunization documents into StudentCheck for review and validation.

- **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** Two doses required. 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 a documented series of three vaccinations or two vaccinations of Heplisav-B (HepB-CpG). The three shot series of injections are administered over a 6-month period of time; two doses of Heplisav-B are given 1 month apart, 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 no more than 30 days prior to the 1st day of the 1st clinical rotation period at any facility**: 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)

Note that additional immunizations and/or health requirements may be required by the clinical site based on its rules and regulations.

Currently many or all clinical sites are requiring proof of COVID-19 vaccine before entry into the facility as a clinical student. Students should expect this facility requirements to continue.

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 DHS Associate Degree Nursing programs. Affiliated clinical facilities require the student Social Security number in order to approve placement of student in their facility. The DHS 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.

DHS ADN and VN Immunization and Health 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 by submitting required documentation via PreCheck.

- **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** Two doses required. 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 a documented series of three vaccinations or two vaccinations of Heplisav-B (HepB-CpG). The three shot series of injections are administered over a 6-month period of time; two doses of Heplisav-B are given 1 month apart, 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 no more than 30 days prior to the 1st day of the 1st clinical rotation period at any facility**: 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.

Note that additional immunizations and/or health requirements may be required by the clinical site based on its rules and regulations.

Currently, many or all clinical sites are requiring proof of COVID 19 vaccination before entry into the facility as a clinical student. Students should expect this facility requirement to continue.

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 accepted exam. 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 **no more than thirty (30) days prior to the first day of first rotation period at any Facility:** 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 three

years of first RNSG course enrollment. Transfer students are required to complete the ADN program within three 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)**

ADN 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 and to progress in the course.
- 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 (Clinical Nursing I, II, III or IV) is required.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Approval/acceptance by each clinical facility for clinical rotations.
- Maintain current CPR certification AHA guidelines - Basic Life Support (BLS) Certification or Military Training Network.
- During progression through the Program, inform the CTC DHS Nursing Programs Director, 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.
- 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.

ADN Transfer Student Admission Policy

- The Transfer student must meet general admission requirements of CTC and the DHS.
- Paperwork must be on file 6 months prior to the start date of the semester you are requesting entry.
- Apply in writing to the CTC ADN Admissions and Standards Committee requesting admission to the Program.
- Submit official or unofficial transcripts showing completed nursing courses along with grades. Nursing coursework cannot be over two years old.
- Provide CTC DHS with an official letter from the dean/ director of previous nursing school and last clinical professor validating safe nursing practice.
- Provide a syllabus or learning guide for each course requested for transfer credit to the DHS. These documents must detail course content, credit hours, lab hours, clinical hours, and skills.
- Acknowledge that placement in the nursing program will be dependent upon space availability and recommendations from the ADN Admissions and Standards Committee.

- A student dismissed from a previous nursing program for unsafe clinical practice will not be considered for admission.
- Once all requirements have been met, your record will be reviewed, and the final decision to accept or deny admission as well as your course placement and start date will be determined by the Admissions and Standards Committee.
- A letter granting transfer credit does not serve as acceptance into the CTC ADN program. All other DHS General Admission requirements must be met as well to be considered for full admission.
- Must complete 25% of the degree plan at CTC to meet residency requirements.
- Transfer students will only be accepted at the ADN I or ADN II semester in the program.
- 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 "ADN and VN 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.

- ADN students who are unsuccessful in one course, or withdraw from a course or the program (for any reason) while in passing status, must return within 1 year. Those who do not return within that timeframe must reapply to the program as a new student and must meet all admission requirements in place at the time of re-application.
- 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.
- 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 thirty (30) day period immediately prior to the first day of the semester. Documentation must be 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 or withdrawal with a failing average, from any two RNSG or VNSG courses will result in ineligibility for readmission.**
- Students who become ineligible for readmission may reapply to the ADN program after three (3) years. Students dismissed from a program due to safety violations (unsafe practice, Code of Conduct Violations (Professional code violations), or Civility/Affective Domain violations are ineligible for readmission.
- 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 (A & S 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.
- Letter to the ADN/VN Admissions and Standards Committee written by applicant must include:
  - 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)
  - Semester and year seeking readmission
  - Student signature and date
  - Emailed to the course instructor and cc'ing the Nursing Programs Director by the deadline (end of term).

- The committee determines eligibility for readmission and notifies the student in writing. A student that does not submit an A&S Readmission Letter by the deadline is deemed ineligible for readmission. Final course grade, status and decisions will be determined by each DHS program's Admissions and Standards Committee on a case-by-case basis.

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 DHS 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 and progress in the course.
- 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). 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. Thereafter 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 three calendar years of first enrollment in RNSG 1331 or its equivalent.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action which could include dismissal from the program.

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

- See Associate Degree Nursing Readmission Policy

Vocational Nursing (VN)

General policies related to students in the Vocational Nursing Program 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 enrollment guides.

Admission Policy

General Information

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 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.

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.

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 Vocational Nursing Certificate 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 VN Program with copies of transcripts from all prior colleges attended.
- All required prerequisite courses on the current VN 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 VN 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 Vocational Nursing Certificate 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 Vocational Nursing Certificate 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 VN program are ranked and selected based upon the performance of the applicant pool for that semester to include:
    - GPA for all CTC VN 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 VN 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:
    - **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 **no more than thirty (30) days prior to the first day of the first rotation period at any Facility**: 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 VN program within one year of first enrollment in VNSG course. Transfer students are required to complete the VN program within two years of first time enrollment.
- Students will be required to attend a Pre-Admission session and Orientation session to fulfill admission requirements in the VN program.
    - Preadmission Information Session
    - Nursing Program 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 or withdrawal from any two VNSG courses with a failing grade average will result in ineligibility for readmission.**
- Students who become ineligible for readmission may reapply after three (3) years to VN or any other DHS programs unless failure was due to a safety issue or unprofessional conduct. Science courses must not be older than five (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 thirty (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 75 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 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 withdraw 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 within all 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.

Part-Time Policy

There is an Evening Weekend option available in the VN 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" (2.8 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 and TSI completion; 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.

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 70 percent course average.
- Maintain current CPR course completion - American Heart Association - Basic Life Support (BLS) Certification or American Red Cross – CPR for Healthcare Providers.
- Provide documentation of medical release to the Department of Health Sciences after mental or physical condition, illness, injury, surgery, 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 90 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 90-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, including, but not limited to, dismissal from the program.

Paramedic Program

Admission Policy

Applicants for the Paramedic 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 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 2.0 GPA on a 4.0 scale in all college work, including transfer courses and CTC coursework that will be applied on the EMT degree plan.
- Proof of physical exam completed within 90 days signed by an MD, DO, PA, or NP. The DHS physical form is required and can be obtained from the EMS Program Clerk.
- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required and will be completed once enrolled in an EMS program.
- All transfer courses accepted in the Paramedic curriculum must be a "C" or above. The final transfer decision rests with the 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 70 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.

- Tuberculosis Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests no more than 90 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 90-days prior to the first clinical start date. Thereafter an annual negative chest x-ray will be required through program completion.
- Provide documentation of medical release to the Department of Health Sciences after mental or physical condition, illness, injury, surgery, 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.
- 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.

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, EMSP-1160, EMSP-1338, EMSP-1355, EMSP-1356, EMSP-2206, EMSP-2444, EMSP-2434, EMSP-2262, EMSP-2330, EMSP-2143, EMSP-2263, EMSP-2305 and EMSP-2164.
    - 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:

- A student may be readmitted 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-1401, EMSP-1160, EMSP-1355, EMSP-1356, EMSP-2444, EMSP-2434, EMSP-2262, EMSP-2330, EMSP-2143, EMSP-2263, EMSP-2305 and EMSP-2164.
- If the course that requires readmission is a co-requisite with other courses in that semester, the student may be required to readmit 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.
- A student interview may be required at the recommendation of the program director or the admission and standards committee.
- 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 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 the time of withdrawal.
- No longer than twelve (12) months may elapse between completion of an EMS course and enrollment in the subsequent course.
- The procedure for readmission follows the department's policy.

Unsuccessful in One Course:

- Written notification at least one month in advance to the EMS Program Director that the student desires to reenter the EMS program. Contact the Program Director or Clerk for the Readmission Request Form.
- A student interview may be required at the recommendation of the program director or the admission and standards committee.

- Any student unsuccessful in one course can be readmitted by the Program Director.

Unsuccessful in Multiple Courses:

- Written notification at least two months in advance to the EMS Program Director that the student desires to reenter the EMS program. Contact the Program Director or Clerk for the Readmission Request Form.
- The Program Director will forward the written request to the EMS Admissions and Standards Committee. The A&S Committee reviews requests monthly, on the last Thursday of each month.
- The readmission decision will be determined by the EMS Admissions and Standards Committee.
- A student interview shall be required with the EMS Admissions and Standards Committee.
- Readmission written assessment and practical skill assessment may be maybe required.

Unsuccessful Subsequent Attempt:

- If a student fails or withdraws from an EMSP course after being readmitted, they shall be deemed ineligible to attend EMSP-1355, EMSP-1356, EMSP-2444, EMSP-2434, EMSP-2262, EMSP-2330, EMSP-2143, EMSP-2263, EMSP-2305, and EMSP-2164.

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.
- Applicants must create an account at the students' expense at mystudentcheck.com for submission of the following documents:
  - Current immunization record. (See the General Admissions and Immunizations Policy for Department of Health Sciences Programs for a list of the required immunizations)
  - Physical exam form completed within the last six months signed by a M.D. or D.O.
  - Student health history.

Note that additional immunizations and/or health requirements may be required by the clinical site based on its rules and regulations.

Currently many or all clinical sites are requiring proof of COVID-19 vaccine before entry into the facility as a clinical student. Students should expect this facility requirement to continue.

Deadline for application submission and supporting documentation is July 1 for students beginning in the Fall semester, and November 1 for students beginning the program in the Spring semester. Pre-admission mandatory orientation will be scheduled by the MLT program to take place after application deadline for admission.

Deadline for application submission and supporting documentation is July 1. Pre-admission mandatory orientation will be scheduled by the MLT program to take place after application deadline for 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.
- A student may fail only 2 courses on the degree plan before dismissal for academic deficiency. Any such student will automatically be dropped from the MLT program. Once dropped from the program, a student is allowed a one-time readmission into the program.
- A student who fails more than 2 courses on the degree plan will be permanently dismissed from the MLT program.
- Any student who does not successfully complete or withdraws from a course with a failing average in any 2 courses on the degree plan (with a grade of less than 70 for any non-MLAB class and less than 75 for any MLAB class) will be subject to dismissal for academic deficiency. Once dropped from the program, a student is allowed a one-time readmission into the program.
- Any student who does not successfully complete or withdraws in failing status from a third course on the degree plan is ineligible for readmission.
- The student must complete the program within 4 calendar years of enrollment.
- Prerequisites and co-requisites must be successfully completed before progressing to the next course.
- Successfully complete the prerequisites to the MLT Clinical courses with a grade of 75% or better. Prerequisites are:
  - MLAB 1101
  - MLAB 1311
  - MLAB 1415
  - BIOL 1406
  - MLAB 2434
  - 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.
- Current CPR certification on file.
- 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 clinical 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.**
- Results of Criminal Background Check and Urine Drug Screen completed and submitted prior to entering any MLT Clinical course.

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. The GPA requirement may be waived by the program director based on recent performance or upward trends of transferred grades.
- 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 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.
- Applicants must create an account at the students' expense at mystudentcheck.com for submission of the following documents:
    - Current immunization record. (See the General Admissions and Immunizations Policy for Department of Health Sciences Programs for a list of the required immunizations).
    - Physical exam form completed within the last six months signed by a M.D. or D.O.
    - Student health history.

Note that additional immunizations and/or health requirements may be required by the clinical site based on its rules and regulations.

Currently many or all clinical sites are requiring proof of COVID-19 vaccine before entry into the facility as a clinical student. Students should expect this facility requirement to continue.

Deadline for application submission and supporting documentation is July 1 for students beginning the program in the Fall semester, and November 1 for students beginning the program in the Spring semester. Pre-admission mandatory orientation will be scheduled by the HT program to take place after application deadline for 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.
- Any student who does not successfully complete or withdraws from a course with a failing average in any 2 courses on the degree plan (with a grade of less than 70 for any non-HLAB class and less than 75 for any HLAB class) will be subject to automatic dismissal for academic deficiency. Once dropped from the program, a student is allowed a one-time readmission into the program.
- Any student who does not successfully complete or withdraws in failing status from a third course on the degree plan is ineligible for readmission.

- 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.
- 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 clinical 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.** Thereafter an annual negative chest x-ray will be required through program completion.
- Results of Criminal Background Check and Urine Drug Screen completed and submitted 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. The GPA requirement may be waived by the program director based on recent performance or upward trends of transferred grades.
- 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, blood test or chest x-ray.
  - Results of Criminal Background Check and Urine Drug Screen submitted 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.
- Applicants must create an account at the students' expense at mystudentcheck.com for submission of the following documents:
  - Current immunization record. (See the General Admissions and Immunizations Policy for Department of Health Sciences Programs for a list of the required immunizations)
  - Physical exam form completed within the last six months signed by a M.D. or D.O.
  - Student health history.

Note that additional immunizations and/or health requirements may be required by the clinical site based on its rules and regulations.

Currently many or all clinical sites are requiring proof of COVID-19 vaccine before entry into the facility at a clinical site. Students should expect this facility requirement to continue.

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.
- 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 clinical 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.**
- 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.

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 enrollment guides.

Admission Policy

Applicants for the program must follow the regular procedures for admission to Central Texas College. In addition, the student must complete Department of Health Sciences standard program admission requirements: CPR (American Heart Association (AHA) Basic Life Support (BLS) Certification) 11-Panel Drug Screen, Criminal Background check.

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.
- Complete the online application for the Licensed Massage Therapy Program.
- Complete the online Registration Packet for the Licensed Massage Therapy Program through PreCheck/ Sentry MD Student Check.
- Once your Registration packet is complete you will be registered for the first semester courses.

Additional Need-to-Know Information

Students are required to wear uniforms in all classes.

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.

Licensed Massage Therapy Progression Requirements

- To progress in the Licensed Massage Therapy Program, a student must maintain an average of 75 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.
- Meet immunization requirements. 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) or the Texas Massage Therapy Exam. Upon passing either exam, 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 to 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.

Human Services

Admission Policy

The Human Services programs include a core curriculum of courses that provide a foundation for the Human 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.AS) degrees. An additional program offered by the Human Services Program is the Community Health Worker Certificate. "Upon successful completion of the CHW course work, students may request certification as a CHW through the Texas Department of Health and Human Services.

Not all colleges and universities accept workforce development courses in transfer. Students must coordinate with the Human Services Program 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 Human Services Program.

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 Human Services Program practicum professor.
  - Submit an application showing intent to enroll in practicum.
  - Find a practicum site (must be approved by the Human Services Program).
  - 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, prior to 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 Program Director.
  b. Submit the results of a Drug Screen, at the student's expense, to the CTC Human Services Program Director.
  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 Human Services program 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 Human 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: Substance Related and Addictive Disorders, Assessment Skill of AOD, Pharmacology of Addiction and Counseling AOD Addictions.

Transfer Students

Transfer students must:

- Meet general admission requirements of CTC and the Human Services Program.
- 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.

Office Technology Coding for Health Professionals (CFHP) Occupational Skills Award (OSA) Admission Policy

Admission Policy

In addition to meeting the general admission requirements of CTC, the Office Technology Department requires prospective students to submit the following documents to Office.

Technology@ctcd.edu:

- Unofficial copies of the applicant's college and university transcripts and medical certifications/ licensures.

- Two professional references that detail duties and responsibilities or two work appraisals from a direct supervisor that demonstrate one year of full-time or two years of part-time employment as a health professional in the two calendar years prior to admission.

The work experience requirement for CFHP OSA must be met before entry into the program. Prospective students who do not meet the requirement should enroll in OT's Medical Coding and Billing certificate or associate degree program.

Additional Information

- Classes should be taken in the order in which they appear on the plan.
- Prior to registration for AAPC's Certified Professional Coder (CPC) exam, students must show proof of purchase for AAPC membership and study guide.

College Costs

Tuition Schedule for 2025-2026

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	$125	$163	$250
2	$250	$326	$500
3	$375	$489	$750
4	$500	$652	$1,000
5	$625	$815	$1,250
6	$750	$978	$1,500
7	$875	$1,141	$1,750
8	$1,000	$1,304	$2,000
9	$1,125	$1,467	$2,250
10	$1,250	$1,630	$2,500
11	$1,375	$1,793	$2,750
12	$1,500	$1,956	$3,000
13	$1,625	$2,119	$3,250
14	$1,750	$2,282	$3,500
15	$1,875	$2,445	$3,750
16	$2,000	$2,608	$4.000
17	$2,125	$2,771	$4,250
18	$2,250	$2,934	$4,500

Differential Tuition per credit hour: ARTC $15, BIOL $15, CBFM $15, CJLE $15, CNBT $15, CRPT $15, ELPT $15, EMSP $65, GRPH $15, HART $12, HITT $12, HLAB $30, MBST $15, MDCA $12, MLAB $40, MSSG $35, PLAB $70, POFM $12, RNSG $50, VNSG $55, WDWK $15, WLDG $25. **Per Term:** Cyber Range ITSY-2345 and/or ITSY- 2349 $140.

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.

Item	Fee
Course Challenge	$50
Diploma Replacement	$25
Emergency Student Loan Origination Fee	1.25%
GED Testing	$60
TSI Assessment 2.0	$25
FAA Knowledge Test	$55 - $125

Individualized Instruction

Aviation Science Fall 2024 Fees

**Note: The weight and cabin space in the standard aircraft (Cessna C-152) is restricted. If a student is unable to use the C-152 due to weight/balance restrictions, or cabin space limitations, the non-standard fees will apply. An Aviation Department authorization is necessary for the use of a non-standard alternate aircraft. The VA pays only for the minimum hour requirements as outlined by the FAA-approved Training Course Outline.*

Standard Trainer Flight Fees:

Item	Fee
AIRP 1315	$11,022.50
AIRP 1255	$14,335
AIRP 2250	$8,615
AIRP 2239	$13,140
AIRP 2251	$5,950
AIRP 2336	$10,195
AIRP 2342	$5,625
AIRP 2243	$8,100

***Non-standard Trainer Flight Fees**

Item	Cost
AIRP 1315	$13,070.00
AIRP 2336	$10,195
AIRP 2342	$5,625
AIRP 2243	$8,100

***Non-standard Trainer Flight Fees**

Item	Cost
AIRP 1171	$3,460
AIRP 1215	$9,610

Overflight Fees (per hour):

Item	Cost
Flight Simulator (per hour)	$35 (Solo) - $110 (Dual)
Cessna 152 (per hour)	$155 (Solo) - $230 (Dual)
V1.0 (per hour)	$200 (Solo) - $275 (Dual)
Piper Archer (per hour)	$200 (Solo) - $275 (Dual)
Piper Arrow (per hour)	$240 (Solo) - $315 (Dual)
Cessna 310 (per hour)	$465 (Solo) - $540 (Dual)

Aviation Science Effective Spring 2025 Fees

**Note: The weight and cabin space in the standard aircraft (Cessna C-152) is restricted. If a student is unable to use the C-152 due to weight/balance restrictions, or cabin space limitations, the non-standard fees will apply. An Aviation Department authorization is necessary for the use of a non-standard alternate aircraft. The VA pays only for the minimum hour requirements as outlined by the FAA-approved Training Course Outline.*

Standard Trainer Flight Fees:

Item	Cost
AIRP 1171	$2,951.50
AIRP 1215	$8,071
AIRP 1255	$14,335
AIRP 2250	$8,615
AIRP 2239	$13,140
AIRP 2251	$5,950

Music $40 - $500

Item	Cost
MUAP Level I and II	$260
MUAP Level III and IV	$475

Physical Education $35 - $250

Item	Cost
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

Other Instructional Materials

Item	Cost
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
CTC Transcript (varies based upon delivery method)	$5 - $8

***subject to change**

Tuition and Fees - Continuing Education

Tuition -

Tuition varies by course.

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. Tuition and Fee Exemptions are available to Texas residents only physically residing in Texas. Nonresident students who are eligible to pay resident tuition rates are not residents of Texas.

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 physically in Texas)*

* Students must be Texas residents physically in Texas 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 physically in Texas)*

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:
  - Tuition and fees, subject to limitations
- Children of POWs/MIAs:
  - Tuition and fees
- Students in Foster Care:
  - Tuition and fees (subject to limitations)
- 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 physically in Texas 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.collegeforalltexans.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 $3,600
  - Double Occupancy Room $3,090
- Summer Semester
  - Single Occupancy Room $2,280
  - Double Occupancy Room $2,080
- Monthly Board Plan for CATE Center only, per month
  - Single Occupancy Room $1,117
  - Double Occupancy Room $1,002
- Other
  - Daily Occupancy Rate (with board) $70
  - Daily Occupancy Rate (without board) $50
  - Current Residents, Room Only, Spring-Summer, Summer-Fall Semester Breaks $210

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

The tuition refund policy of Central Texas College for students using Title IV or DoD funds meets the requirements of federal agencies.

CTC Students Enrolled at a Location Outside Texas

Although the following refund schedule is provided, actual refunds for tuition and fees are based upon the contract, agreement, or memorandum of understanding at the location for which the College operates. Some students in certain states such as Georgia and Virginia may be refunded in accordance with each individual state's refund policy if the enrollment is not based upon an existing federal contract or agreement. Under Virginia state legislation, students are entitled to refund consideration regardless of the reason for withdrawal. For students attending locations outside Texas, obtain information about the refund policy from your local CTC representative or Education Officer.

- 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 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 Veterans Affairs, 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 Resident 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.

Texas Resident

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.)

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.
- A person classified by the USCIS as a Refuge, Asylee, Parolee, Conditional Permanent Resident, or Temporary Resident.
- A person holding Temporary Protected Status, and Spouses and Children with approved petitions under the Violence Against Women Act (VAWA).
- An applicant with an approved USCIS I-360, and a person granted deferred action status by USCIS.

Documents to Support Domicile and Residence

The documents listed in Establishing a Domicile and Proof of Residence may be used to support that the (1) the person or the dependent's parent or court-appointed legal guardian established a domicile in Texas, and (2) the person or the dependent's parent or court-appointed legal guardian 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.

Note: *Census date--The date in a term or semester for which CTC is required to certify a person's enrollment at the college for the purposes of determining formula funding for the college. The term "census date" is used in several places in the catalog.*

Establishing a Domicile

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

1. **Significant Gainful Employment.** An employer's statement of dates of employment in Texas (beginning and current or ending dates) that include at least 12 consecutive months prior to the census date of the term in which the person enrolls or pay stubs for 12 consecutive months prior to the census date, reflecting significant gainful employment in Texas or proof of other earned income such as pensions, veterans' benefits, social security, and savings from previous earnings for 12 consecutive months prior to the census date. However, employment conditioned on student status, such as college work study, stipends fellowships, or research or teaching assistantships does not constitute gainful employment for purposes of establishing a domicile.
   For a person unemployed and living on public assistance, written statements from one or more social service agencies located in Texas that attest to the provision of services to the person for at least 12 consecutive months prior to the census date of the term in which the person enrolls.
2. **Residential Real Property.** Sole or joint ownership of residential property in Texas with documentation to verify 12 consecutive months of ownership prior to the census date of the term in which the person enrolls, such as a Warranty Deed, with the person or dependent's parent having established and maintained domicile at that residence.
3. **Marriage to Person Who has Established and Maintained Domicile in Texas**. 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 the census date of the term in which the person enrolls.
4. **Ownership of a Business Entity in Texas**. Documents that support the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent without intention of liquidation in the near future.

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 or a transcript from a Texas institution of higher education showing presence in the state for the 12 consecutive months preceding the census date.
3. 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.
4. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date.
5. 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.
6. Texas voter registration card that was issued at least 12 months prior to the census date.
7. 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.

Maintaining Domicile

A person who established domicile through one of the actions described in the section "Establishing a Domicile" in this section and continues to reside in Texas, except for temporary absences, is considered to have maintained domicile in Texas for that period of time unless he or she takes specific steps to change his or her domicile to a different location.

Examples of individuals who are not presumed to have the required intent to make Texas his or her domicile are listed below.

- An individual whose initial purpose for moving to Texas is to attend a college or a university 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.
- An individual performing acts which are directly related to fulfilling educational objectives or which are required or routinely performed by temporary residents of Texas.

Temporary Absences from State

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

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

Texas Resident-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. Even if the service member changed his or her permanent residence to another state by submitting a form to the military, the servicemember, spouse, and dependent children are considered a Texan for tuition-paying purposes as long as service member's Home of Record was Texas when initially entering the service. Acceptable documentation include

- U.S. Active duty member—Copy of DD214 indicating Texas as his or her home of record.
- Spouse and dependent children—Copy of active duty member's DD214 and proof of relationship such as the U.S. Military ID card.

A member of the U.S. Armed Forces whose Home of Record is not Texas but claims Texas as his or her place of residence for 12 consecutive months prior to enrollment is presumed to be a Texas resident, as are his or her spouse and dependent children. Acceptable documentation include

- U.S. Active duty member--Copies of Leave and Earnings Statements (LES) that show the service member has claimed Texas as his or her place of residence for 12 consecutive months prior to enrollment.

- Spouse and dependent children—Copies of active duty member's LES as indicated above and proof of relationship such as the U.S. Military ID card.

Undocumented Students Currently Do Not Qualify for In-State Tuition.

Distance Learners Outside Texas

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 their sponsor's DD214 showing Texas as the military member's Home of Record. If the military member's home of record is not Texas but who provides Leave and Earnings Statement (LES) that show the member has claimed Texas as his or her place of residence for 12 consecutive months prior to enrollment is presumed to be a Texas resident, as are his or her spouse and dependent children. Other documents such as the student's military I.D card that confirm the relationship to the service member may be required. Contact the Admissions office at CTC in Killeen, Texas, at admissions@ctcd.edu or the CTC's Eagles on Call Center from 6:00 a.m. to 7:30 a.m. and between 5:30 p.m. to 11:00 p.m., Monday through Friday, at eaglesoncall@ctcd.edu.

Federal Civil Service Employees

Other than members of the U.S. Armed Forces the state has no special provisions for determining the residency of federal employees such as Federal Civil Service employees. Each person (including civilian employees of the U.S. Armed Forces) must meet the basic residency requirements for non- military personnel.

Establishing and Continuing Resident Status

Based on your responses to the CTC Admission Application and Core Residency Questions, you will be classified a Texas resident, a nonresident, or foreign student.

Establishing Initial Resident Status

New students must provide a completed set of Core Residency Questions, which are included in the CTC Admission Application, and

If the person is not a Citizen of the United States or Permanent Resident of the U.S., the person shall, in addition to the other requirements of this section, provide CTC with a signed affidavit stating he or she will apply to become a Permanent Resident of the U.S. as soon as the person becomes eligible to apply.

CTC may request a person provide documentation to support or clarify answers to the Core Residency Questions. Appropriate documents are not limited to those listed in the "Determining Resident Status" section of the catalog. In addition, CTC may request documents that support the information the student provided in the Core Residency Questions.

Continuing Resident Status

Returning CTC students who have not attended 12 consecutive months prior to re-enrollment are required to complete a new CTC Application for Admission. In some instances, a set of Core Residency Questions can be used.

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 (fall/spring or spring/fall) 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.

Note: *This section does not apply to nonresidents who are receiving a waiver to pay resident tuition. The nonresident will be required to provide documents as listed in the Determining Resident Status.*

In-District and Out-of-District

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 "Texas Resident Requirements" 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 Morton 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 Responsibilities

Students are required to prove to the satisfaction of the CTC Admission staff that they are entitled to be classified a resident of Texas. The student is responsible for registering under the proper resident classification. Questions concerning a student's right to classification should be directed to the CTC Admissions Office located at the Central Campus in Killeen, Texas, prior to enrolling at CTC. Admissions can be contacted by email admissions@ctcd.edu or calling 254-526-1696.

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.

Waivers For Nonresidents to Pay Resident Tuition

The state of Texas provides several tuition waivers for nonresidents serving in the U.S military to pay in-state tuition rates while residing in Texas. Waivers are applicable to servicemembers in the U.S. Armed Forces whose permanent change of duty station is in Texas, and their spouse and dependent children. There are other waivers for military retirees and separated military, and students eligible for Post 9/11 VA education benefits. The state also provides waivers for the spouse and children of servicemembers who died while on active duty and waivers applicable to the spouse and children of nonresidents who are no longer assigned to duty in Texas.

The nonresident tuition waivers described in this section apply to students enrolled in classroom courses taught in Texas and eligible students in Texas enrolled in distance learning courses offered form the Central Campus in Killen, TX. Students attending classes at CTC sites outside Texas pay the contract tuition rate for their site. Distance learners outside Texas enrolled in online classes offered from the Central Campus pay the tuition rate based on their residency status determined at the time of admission or readmission to CTC.

Nonresident Military 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 duty 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 on active duty who are assigned to duty in Texas; and their spouse and/or dependent children are entitled to a waiver to pay the resident tuition rate regardless of the time the servicemember has been assigned to duty in Texas.

To qualify the student must submit prior to the census date of his or her first term of enrollment

- A copy of the active duty servicemember's permanent change of station (PCS) order assigning the servicemember to duty in Texas. PCS order must include the name of the student (spouse or dependent child) or a statement from a designated authorized official in the service certifying that the servicemember (or parent or court-appointed legal guardian) will be assigned to duty in Texas at the time of enrollment.
- In some cases, a student may be required to submit a military verification form and present the student's military ID card. The military verification form is available online in CTC's eForms and at the CTC Admissions office located on the Central Campus and the Fort Hood Student Services office. CTC's eForms can be found in the Student Tools dropdown on the

CTC main webpage. After entering into the Etrieve system click on “Forms” and enter the keyword “military” in the search dialog box.

The nonresident tuition waiver applies to eligible students enrolled in classroom courses taught in Texas and eligible nonresidents in Texas enrolled in distance learning courses offered from the Central Campus in Killeen, TX. Students attending classes at CTC sites outside Texas pay the contract tuition rate for their site.

After Assignment to Duty in Texas

The spouse or child of a member of the U.S. Armed Forces who has been assigned to duty elsewhere immediately following assignment to duty in Texas is entitled to pay the tuition and fees provided for Texas residents as long as the spouse or child continuously resides in Texas. The student is not required to enroll in a summer semester to remain continuously enrolled.

Continuous Enrollment

A member of the U.S. Armed Forces or the child or spouse of the member who is entitled to pay Texas resident tuition and fees while enrolled in a certificate or degree program is entitled to pay tuition and fees at the rate provided for Texas residents in any subsequent term or semester while the person is continuously enrolled in the same degree or certificate program.

The person’s eligibility to pay Texas resident tuition does not terminate because the person is no longer a member of the U.S. Army Forces or the child or spouse of a member of the U.S. Armed Forces. The student is not required to enroll in the summer semester to remain continuously enrolled.

Out-of-State Military

If a member of the U.S. Armed Forces is stationed outside Texas, the servicemember’s spouse or dependent children may pay the tuition and fees provided for Texas residents regardless of the length of time that the spouse or child has resided in Texas if

1. The spouse or child establishes residence in Texas by residing in Texas; and
2. Files with CTC a letter of intent to establish residence in Texas; **and if the spouse**
    - Graduated from a public or private high school in Texas or received the equivalent of a recognized high school diploma in Texas, **and**
    - Maintained a domicile in Texas continuously for at least one year before the servicemember was assigned to duty outside Texas.

Survivors of Deceased Military

The spouse or dependent children of a member of the U.S. Armed Forces who dies or is killed while in the service is entitled to pay the resident tuition if the spouse or child becomes a Texas resident within 60 days of the date of death.

Persons Eligible for Federal VA Benefits

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:

- Provide acceptable proof of eligibility for Post 9/11 Veterans Educational Benefits such as a Certificate of Eligibility issued by Veteran Affairs; and
- File a letter of intent with CTC to establish residency in Texas; and
- 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 intended semester or term of enrollment unless meeting the hardship provisions specified in the legislation.

Honorably Discharged Veterans, their Spouse and Dependents

A former member of the U.S. Armed Forces who has retired or been honorably discharged from the U.S. Armed Forces and his or her spouse or dependent children are entitled to pay resident tuition for any semester or term beginning prior to the first anniversary of separation from the military 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 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 below.
    - Purchased real estate in Texas with no delinquent property taxes, or
    - 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.

Spouse and Dependents who Previously Lived in Texas

A spouse or dependent child of a member of the U.S. Armed Forces who is not assigned to duty in Texas but who previously resided in Texas for at least six months is entitled to pay tuition and fees provided for Texas residents for the semester if the service member

1. Has at least one year preceding the first day of the semester executed a document with the applicable military service that is in effect on the first day of the semester or term that (a) indicates the service member's permanent residence address is in Texas and (b) designated Texas as the member's place of legal residence for income tax purposes; and
2. Has been registered to vote in Texas for the entire year preceding the first day of the term or semester; and
3. Satisfied at least one of the three requirements below
    - For the entire year preceding the first day of the semester has owned real property in Texas and in that time has not been delinquent in the payment of any taxes on the property; or
    - Has an automobile registered in Texas for the entire year preceding the first day of the semester; or
    - At least one year preceding the first day of the semester executed a will that has not been revoked or superseded indicating the service member is a resident of this state and deposited the will with the county clerk in the county of the service member's residence.

NATO Forces

An individual (nonimmigrant alien) who resides in Texas in accordance with the agreement between the parties to the North Atlantic Treaty Organization and his or her spouse and children are eligible to enroll in Texas public institutions while paying the resident tuition rate. Students must provide proof that the family is stationed in Texas in keeping with the North Atlantic Treaty. Student eligibility should be established prior to the time of enrollment. Contact the CTC Admissions Office by email at admissions@ctcd.edu or call (254) 526-1696.

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. 215) or our website at www.ctcd.edu.

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.; 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 awarding the first disbursement of financial aid.*

Texas Application for Student Financial Aid

If you are a Texas resident but **are not** eligible for federal student aid because you are not a U.S. citizen or eligible noncitizen, you may submit the TASFA to apply for **Texas state financial aid only**. Certain categories of foreign-born and immigrant students in the state of Texas can meet state requirements for residency. Such students are able to pay the resident tuition rate while attending public institutions of higher education in Texas.

To be considered, all students must:

- Complete the CTC admissions application process and be admitted to Central Texas College.
- Be classified as a Texas resident as determined by the Admissions Office.
- Demonstrate financial need.
- Is making satisfactory academic progress (as defined by the college) in the course of study.
- Complete the Texas Application for State Financial Aid (TASFA) and submit it to the Financial Aid Office with

supporting income verification documents.Go to https:// www.highered.texas.gov/students-families/tasfa/.
- Register with Selective Service or be exempt.

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.

Qualitative Standard: Financial Aid 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 or has an approved appeal on file.

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

1. 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, transfer in hours (officially evaluated on the active program), and failure grades will count as attempted coursework credit hours.
   If you repeat a course, -only the passing course will be counted as attempted.
2. Maximum Timeframe (MAX)-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. Withdrawals, incompletes, transfer in hours (officially evaluated on the active program), and failure grades will count as attempted coursework credit hours in determining 150 percent of allowed number of credit hours. Students are advised to work with their academic advisor to "stay on target" to complete educational goals.
3. Maximum Timeframe Transfer (MTR)- 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. This will be based on transcripts from other institutions provided

by the student, and from historical information on the U.S. Department of Education website NSLDS (National Student Loan Database System).

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 allowed number of hours required to complete the active program of study.*

SAP Rules for Remedial or Developmental Coursework and English as a Second Language (ESL) Courses*

An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours in developmental/ remedial course work. Once the 30 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.

A student may receive Title IV funds for English as a second language (ESL) courses that are part of a larger eligible program. There are differences though: ESL courses don't count against the one-year limitation on remedial coursework, and they need not be at the secondary school level. ESL hours are not included in the cumulative GPA calculation. However, ESL attempts are used in the completion rate calculation and in the calculation of maximum timeframe.

*The term "ESL" (English as a Second Language) is used by the U.S. Department of Education. CTC refers to its courses as ESOL (English to Speakers of Other Languages).

Evaluation Outcomes

(Consequences for not maintaining Financial Aid Satisfactory Academic Progress)

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.* ***There is no appeal process for this status.***

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.

* *Students placed on a suspension status for financial aid will be required to contact a financial aid advisor who can be emailed at financial.aid@ctcd.edu.*

Financial Aid Maximum Timeframe

Maximum Timeframe (MAX)-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. Withdrawals, incompletes, transfer in hours (officially evaluated on the active program), and failure grades will count as attempted coursework credit hours in determining 150 percent of allowed number of credit hours for the active program of study. Students are advised to work with their academic advisor to "stay on target" to complete educational goals. An appeal may be approved case by case as long as the student is otherwise meeting overall standards.

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. 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, academic renewal or academic fresh start. Therefore, a school must always include courses (whenever taken) in evaluating a student's satisfactory academic progress.

Appeal Process

All appeals must adequately describe the circumstance(s) that prevented the student from maintaining Satisfactory Academic Progress (SAP), provide any available supporting documentation, and explain what steps the student intends to take to maintain SAP in the future.

Due to the comprehensive nature of the appeal process, it can take up to 30 days for a decision to be made on your appeal. Students are still responsible for paying their balance with CTC while their appeal is under review. CTC also has payment plans available.

Financial Aid SAP Appeals cannot be retroactively approved for a semester that has ended. In order to allow sufficient time for appeal review before the semester's end, our office suggests that students submit the appeal before these dates.

- Fall Semester – October 30
- Spring Semester – March 30
- Summer Semester – June 30

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. 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 impact their overall Satisfactory Academic Program as stated earlier in this section.

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 at https://www.ctcd.edu/students/current-ctc-students/financial-aid/gpa-calculator/ or SAP Completion Rate Calculator at https://www.ctcd.edu/students/current-ctc-students/financial-aid/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, including a previously denied appeal.

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. Transcripts will be required to determine Title IV eligibility and are considered in determining eligibility under the qualitative measure as well as in the **quantitative and maximum time frame** measurements. Unofficial is acceptable for the Office of Financial Assistance.

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
- 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.

You may receive a Federal Pell Grant for a summer semester, even if you received a full Federal Pell Grant during the fall and spring semesters. Year-round Pell allows students to receive up to 150% of the award over the course of the academic year. You may use this to earn your degree faster. You're not required to carry a full-time load to receive the summer Pell Grant; however for the scheduled award amount, you must be full-time (12 credit hours); otherwise it will be federally adjusted.

Summer is considered the final semester of the academic year. To be eligible for year-round summer Pell Grant funds you must:

- Submit the current FAFSA to apply for summer funds;
- Be eligible to receive Pell Grant funds for the payment period;
- Maintain Satisfactory Academic Progress (SAP) Eligibility;
- Be enrolled at least half-time (6 credit hours) during the summer semester, if you were enrolled full-time status for fall and spring;
- However, if you are less than half-time you may be eligible for some funding, if you have NOT exhausted your scheduled Pell grant usage in fall and spring; and
- Have lifetime Pell Grant eligibility remaining.

NOTE: *If you are transferring to CTC for only the summer semester, you are not eligible to receive financial aid at Central Texas College. You may be able to obtain financial aid from your home college or university.*

Summer Pell Awarding

Summer Pell is awarded based on term weeks and Cost of Attendance (COA). For Federal Student Aid, term weeks are specifically defined. Summer is defined as a 10-week term. The Pell grant is prorated for summer awarding due to the 10-week term. For example, a scheduled annual award with a zero Expected Family Contribution (EFC) is 7395, split between the fall and spring 16-week term. Summer calculations would be prorated by calculating the 10-week term divided by weeks in the academic year; multiplied by scheduled award for the prorated summer award.

Ryne's enrollment status for summer is half-time, the payment for that term is based on a half-time annual award of $3,698. To calculate the payment for the term, the school uses the fraction 10/32:

10 weeks x $3,698 = $1,156
32 weeks in an academic year

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.

Compliance for Texas State Financial Assistance

Selective Service Registration Requirement

The Texas Education Code (TEC), Section 51.9095 requires that, students must file the required Selective Service Statement of Registration Status with their institution or other entity granting or guaranteeing financial assistance. This includes but is not limited to the Texas Educational Opportunity Grant (TEOG), Texas College Work Study (TCWS), State exemption and/or waiver programs, or other assistance funded by state revenue, including federal funds or gifts and grants accepted by the state.

Convictions of Felonies or Offenses Under the Texas Controlled Substance Act (Formerly Controlled Substance Restriction)

The eligibility requirement found under TEC, Sections 56.404 and 56.405 for Texas Educational Opportunity Grant (TEOG) a student is not eligible to receive a grant under this subchapter if the student has been convicted of a any felony or an offense under Chapter 4181, Health and Safety Code (Texas Controlled Substances Act), or under the law of another jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code, unless the student has met the other applicable eligibility requirements under this subchapter. Contact Office of Financial Aid for more information.

Child Support Arranges

Per Texas Family Code, Title 5, Section 231.006, a student who is obligated to pay child support and is more than 30 days delinquent is not eligible to receive a state-funded grant or loan.

Texas Educational Opportunity Grant (TEOG)

TEOG program provides aid to financially needy students enrolled in Texas public two-year colleges and have a Texas State Grants 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)

These programs provide 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, not to exceed 19.5 hours per week, the financial aid officer will consider: (1) financial need, (2) class schedule, and (3) student's academic progress. For additional information and application process, review work-study programs at 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.

Sallie Mae private lending is available for Aviation and Nursing students ONLY

- Complete application through Sallie Mae website www.salliemae.com.
- All eligibility requirements are through Sallie Mae.
- Contact Sallie Mae for full loan disclosure information.
- Must not exceed Cost of Attendance.
- Funds sent directly to CTC to cover expenses.

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 https:// www.ctcd.edu/students/current-ctc-students/financial-aid/ military-students/.

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.*

Master Promissory Note (MPN)

The Master Promissory Note (MPN) for Direct Subsidized Loans and direct Unsubsidized Loans is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loans(s). You may receive more than one loan under an MPN over a period of up to 10 years to pay for your educational costs, as long as

the school is authorized to use the MPN in this way and chooses to do so. Complete the MPN online at studentaid.gov.

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. 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 https://studentaid.gov/exit-counseling/. 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

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.

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.

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. More information is available online at https://www.ctcd.edu/about-ctc/ctc-foundation/scholarships/.

Financial AidAdvisor –Military Students

CTC's Financial Aid Loan Officer is the designated Financial Aid Advisor for Service members. 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. Service members can contact the Financial Aid Loan Officer at 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/ 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 catagory 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 Direct Unsubsidized Stafford Loan
- Federal Direct 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 thedate itdetermines 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.*

Central Texas College Foundation Scholarships

The Central Texas College Foundation has over 180 scholarships, providing up to 250 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 December 1 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.awardspring.com. The applicant must have applied to attend CTC. To be considered for financial need-based scholarships, students must complete the Free Application for Federal Student Aid (FAFSA) as verified by the CTC Student Financial Assistance Office. An account must be created in Academic Spring. 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 Eagle Self-Service profile. After an account has been created in Academic Spring, 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 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.

Tuition Rebate Program

The purpose of this program is to provide a financial incentive for students to complete a bachelor's degree efficiently, taking a few courses outside their degree plan as possible. The program's goal is minimizing the number of courses students take -- saving money for the student, parent and the State of Texas.

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

1. Enrolled for the first time in a Texas public institution of higher education in the Fall 1997 semester or later;
2. Student must have been a Texas resident at all times while pursing the degree,
3. Student must have been entitled to pay in-state tuition at all times while pursing the degree, and
4. Student must not have graduated yet.

A student may qualify for the tuition rebate (up to $1,000) based upon the following.

- Student enrolled after high school graduation at a college or university for the first time after fall 1997 or later and attempted no more than three semester credit hours in excess of the minimum number of hours for the degree.
- If student enrolled after high school graduation at a college or university for the first time in Fall 2005 or later, student must also graduate in a timely manner to earn the tuition rebate. According to the most recent revision of the rebate program, a student must also 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 Coordinating Board to require more than four years to complete.

"Hours attempted" include:

- every course for which student has registered as of the course's official census date, including repeated courses and courses from which the student withdrew or withdrew from the college or university;
- transfer credits;
- course credit earned exclusively by examination (except for purposes of this program, only the number of semester credithours earned exclusively by examination in excess of nine semester credit hours is treated s hours attempted):
- courses dropped after census date;
- optional internship and cooperative education courses; and
- repeated courses.

"Hours attempted" do not include:

- for students graduating with a bachelor's degree in December 2007 or later, course credit earned to satisfy a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program;
- for students graduating with a bachelor's degree in August 2011 or later, 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 out of control of the student.
- For students concurrently earning a bachelor's degree and completing Texas teacher education courses, required teacher education courses will not be counted to the extent that they are over and above the free electives allowed in a bachelor's degree program.
- Developmental or remedial education—pre-college, remedial courses, non-degree credit courses, and interventions.

If a student has dropped more than one course after the course official census date, student will probably not qualify for the rebate.

Learn more about the program at the College for All Texans website.

Veterans Benefits

Central Texas College's educational 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-Reserve Education Assistance Program (REAP), Chapter 30-Montgomery GI Bill®, Chapter 31-Veterans Readiness and Employment (VR&E), Chapter 33-Post 9/11 GI Bill®, and Chapter 35-Survivors and Dependents Education Assistance Program (DEA).

Using Your VA Benefits

If you wish to attend CTC using your Veteran educational benefits, inquire at the CTC Veteran Services office serving your location to obtain needed information relative to your enrollment and certification of attendance to Veterans Affairs (VA). The first step is to submit a copy of your Certificate of Eligibility (COE) for your chapter to the Office of Veteran Services serving your location. The COE is issued by the Department of Veteran Affairs. Designated CTC offices are:

- If you are located in Texas, the Central Campus Veteran Services department located in the Student Services Building 215, email veteran.services@ctcd.edu, 254-526-1480 is your office. Requested documents can be attached to the "Student to Staff" eForm and submitted to the "Texas" destination based on your last name. Or, attach your Certificate of Eligibility (COE) to the Veterans Enrollment Certificate (VEC) eForm when submitting your request to be certified in your courses. The CTC Fort Hood Student Services office located in Building 3201, 72nd Street, on Fort Hood can also provide students with assistance. Contact information for CTC Fort Hood is 254-526-1917/1916 or email CavazosStudentSvcs@ctcd.edu.
- If you are enrolled in classroom courses at a CTC site outside Texas, your CTC site representative is your point of contact. Phone numbers and email addresses can ,be located on the CTC main website under Locations and select the "Other U.S. Sites" or contact the main Continental Campus office at 254-526-1222.
- If you are a distance learner outside Texas, the CTC Eagles on Call Center on the Central Campus at eaglesoncall@ctcd.edu or 254-526-1296 assists you. Documents such as the COE can be emailed to eaglesoncall@ctcd.edu or attached to the Student to Staff eForm and select the "Outside Texas or Overseas" destination.

An approved, certificate/degree plan is required before certification of your initial semester. A copy of your degree plan can be obtained through academic advising. Transfer students should have copies of all previous transcripts for initial advising sessions. It is your responsibility to inform the CTC Veteran Services office of any changes in enrollment status by emailing veteran.services@ctcd.edu. The monthly rates of payment to veterans are provided for by Public Law 94-502.

Veteran Affairs requires service members and veterans using VA benefits to have their military education and experience evaluated by the end of their first semester. The Joint Services Transcript (JST) must be on file at CTC and is the source document for awarding college credit for military education and experience. If you attended other colleges and/or universities prior to enrolling with CTC, request official transcripts from each college and/or university sent to CTC Student Services

Incoming Transcripts, P.O. Box 1800, Killeen, TX 76540. Request your JST be sent to the same address. Submit your request for a military evaluation through the CTC Student Services Evaluations department. Evaluations Request Form is located online at https://www.ctcd.edu/students/current-ctc-students/evaluated-credit/. Upon completion of your military evaluation, provide the CTC Veteran Services Office with a copy of your updated degree plan.

Records of progress are kept by Central Texas College on veterans and non-veteran students alike. Your course grades are available through your Eagles Self-Service account at the

end of each scheduled term. Central Texas College is required to report all probation and suspensions to the Veteran Affairs (VA).

All complaints should first go through the student complaint form in Etrieve. Concerns after the process is completed can be addressed through 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). More information about education benefits offered by VA is available at the official U.S. government Web site at https://benefits.va.gov/gibill.

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.*

CTC Compliance - Veterans Benefits

Note: A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, Chapter 33, Post-9/11 GI Bill® benefits, or Chapter 35 Dependents Educational Program.

In accordance with Title 38 U.S. Code, section 3679(e), Veterans Benefits and Transition Act of 2018 as amended, with subsection (e) beginning on August 1, 2019, Central Texas College (CTC) has adopted the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Chapter 33 Post 9/11 G.I. Bill®, Chapter 31 Vocational Rehabilitation and Employment Benefits, or Chapter 35 Dependents' Educational Assistance while payment to the college is pending from the VA.

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, 33, or 35 (a "certificate of eligibility" can also include a "Statement of Benefits) obtained from the Department of Veterans Affairs' (VA) website—eBenefits, or a purchase order 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 (COE) for entitlement to educational assistance to the appropriate CTC Veteran Services office no later than the first day of the course of education;
- Submit CTC's Veterans Enrollment Certificate eForm (written authorization) to CTC's Veteran Services office prior to the first day of class 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; and
- 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). More information about education benefits offered by VA is available at the official U.S. government Web site at https://benefits.va.gov/gibill.

Hazlewood Educational Benefits - Texas Only

Veterans who wish to use the Hazlewood exemption must complete an application. Go to https://hazlewood.tvc.texas.gov/students/Account/Register and screenshot your available hours used for Hazlewood and attach to your eForm application. Applications are available in eForms (Etrieve). Contact the Hazlewood office at chazlewood@ctcd.edu. In addition to the completed application, 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 Hazlewood Educational Benefits. 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 Students

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.

Grievance Policy - Virginia State Approving Agency

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

Student Services

Academic Advising

Central Texas College maintains a staff of academic and student services advisors, evaluators, and designated staff at CTC locations in and outside Texas to assist students with academic advising. Advising services assist students with career planning and their educational and personal goals. Advising focuses on the student's program of study and whether student plans to transfer to a four-year program, enter the workforce upon completion of an associate degree, acquire new or improved skills for current job, or further their education while in the U.S. Armed Forces. For students unsure of a career, students can take a free Career Assessment, which is available online through the CTC Career Center webpage at www.ctcd.edu/career-center. Additional services include occupational and labor market information.

The Academic Advising Office on the Central Campus includes a team of dedicated academic advisors. If you reside in the local Killeen area you may contact your advisor by phone 254-526-1226 or by email Academic.Advising@ctcd.edu. Academic advising is also available at CTC Fort Hood and appointments can be scheduled by email FHStudentSvcs@ctcd.edu or call 254-526-1917/1916. If you reside in CTC's service area, contact the CTC Site Director nearest you. CTC site directors are located in Lampasas 512-564-2328, and Marble Falls 254-616-3326.

If you reside outside Texas near a CTC site, you may contact your designated CTC site representative or the Eagles on Call Center by email eaglesoncall@ctcd.edu or call 254-526-1296 to reach a student services advisor. If you are not near a CTC site, please contact the Eagles on Call Center.

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 will choose a program of study at the time of their admission application. Consult with an advisor, as needed to plan your program.
2. Returning students. Use your Progress Report in Student Planning located in Eagle Self-Service 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 to 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

Additional Information for Active Duty Military, Veterans, and Military Spouses

The following is provided for service members in the U.S. Armed Forces; veterans, spouses, and dependent children using VA education benefits; and military spouses.

- Evaluated Degree Plans (EDP) for active duty Service members using military tuition assistance are completed within 60 days after admission to the college and receipt of required official college transcripts and the Joint Services Transcript (JST).
- Students using Veterans education benefits are required to have an approved updated degree plan each semester they enroll. Veterans are required to have their military education and experience evaluated.
- Students using MyCAA (My Career Advancement Account) benefits must have an Education and Training Plan (ETP) approved for funding. Contact your local CTC advisor or designated representative. If you are not near a CTC site, contact Eagles on Call at eaglesoncall@ctcd.edu.

Eagle Self-Service

Students may view their online degree plan, explore programs, and register for courses required on their degree plan through their CTC Eagle Self-Service account. Students may log into Eagle Self-Service and select "Student Planning." Click on "Go to My Progress." My Progress is an automated degree plan that includes anticipated program completion date, program and course requirements, CTC courses completed or in progress, transfer credits accepted, and evaluated credits applied to their program.

Transfer Advisor

Assistance in planning to transfer to a four-year college or university is also available through the Transfer Center located in the Enrollment Center B209 or by emailing Academic. Advising@ctcd.edu or call 254-526-1226. 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 - Service members

The Associate Dean, Enrollment Services is the primary contact for academic and financial advising including student support services for Service members. The Associate Dean may be reached at ehutchens@ctcd.edu or 254-526-1226. Information about the military tuition assistance program, Department of Education Title IV financial aid, education benefits offered by the Veterans Affairs, and other services is available. While the Associate Dean is not exclusively dedicated to providing these services, the associate dean may refer the Service member to other individuals with an ability to provide these services, both on- and off-campus.

International Student Services (F-1 Visas)

The Central Campus in Killeen, Texas, is the only approved CTC location for international students. The CTC International Student Services office provides admissions assistance, placement into the English for Speakers of Other Languages Program (ESOL/DSLA courses), registration, orientation, academic and social advising, 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 or by email ctc.international@ctcd.edu.

Student Support Services

CTC offers several student support services to students.

Disability Support Services

Disability Support Services (DSS) provides academic accommodations to eligible students creating opportunities that promote educational access. Students must self-identify to DSS and provide appropriate documentation of their disability to receive academic accommodations. Students should contact the DSS office located on the Central Campus in Student Services Building 215, Room 101, or 254-501-3006 for more information. Students are encouraged to visit the DSS website at www.ctcd.edu/disability-support to learn more about DSS and the process students are required to follow to request academic accommodations in accordance with state and federal disability laws.

Pregnant and Parenting Students

Central Texas College prohibits the discrimination of students who are pregnant and/or parenting. This includes harassment and discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or lactation, as well as any related medical conditions or recovery therefrom. "Parenting student" refers to a student who is the parent or legal guardian of a child under 18 years of age. Students needing information about pregnancy/parenting related resources, pregnancy/ parenting related accommodations, or seeking a leave of absence due to pregnancy/parenting must self-identify and make the request. For more information visit: https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/pregnant-parenting-students/

Childcare Assistance, Textbook Lending and Instructional Materials Support, Transportation Assistance and Inoculation Assistance

Childcare Assistance, Textbook Lending and Instructional Materials Support, Transportation Assistance and Inoculation Assistance are federally funded programs. Student eligibility is based on economic need. Students

majoring in a Career Technical Education program could be eligible for assistance. Students should meet the following requirements:

- Must be a Texas resident
- Must be currently registered
- Be on a career/technical degree plan or a certificate plan
- Meet income and grade point average (2.0 or higher) guidelines
- Submit online application through eTrieve
- Meet specific requirements set for each type of assistance

For more information about these programs, visit https://www. ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/success-programs/

Academic Studio (Tutoring Center)

The Academic Studio (Tutoring Center) is located in Bldg. 220, upstairs, on the Central Campus. The Studio offers in-person and virtual tutoring services for CTC classes. For assistance, send email to ssuccess@ctcd.edu or call. 254-526-1580. To schedule a tutoring appointment, visit https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/.

Success Coaching

The Student Success Coaching department pairs students with a dedicated mentor who guides them through their educational journey. Key benefits include personalized support, skill development, goal setting and accountability, access to resources, building of confidence and support of overall well-being. Offices are located in Building 215, Student Services on the Central Campus. Contact Success Coaching via email at successcoaching@ctcd.edu or by telephone at (254) 501-3006.

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 Advising
- Career Assessment - MyPlan (available online)
- 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.

Wellness and Counseling Services

The Wellness and Counseling Services on the Central Campus provides assessments, intervention, and referral services for students and staff. Services include literature on drugs and alcohol abuse and dependence. Offices are located in Building 264, which is the small building near Eagle Hall Building 262 on the Central Campus. Phone numbers are 254-501-3097, 254- 501-3096, and 254-526-1166. Email is ssarc@ctcd.edu.

CTC Transcripts

Unofficial Transcripts

Students in good standing may obtain an UNOFFICIAL CTC transcript through their CTC Self Service student account. Students with a hold on their account will need to contact the transcript department at (254) 526-1372.

Official Transcripts

CTC has retained Parchment's transcript services to accept official transcript requests over the Internet via a secured site. Visit the CTC "Transcript Services" webpage on the CTC website at https://www.ctcd.edu/students/current-ctc-students/transcript-services/ for specific transcript ordering information. Transcript delivery options 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 CTC students and members of the

community through a variety of exams such as college entrance examinations and licensure/certification examinations. Testing services are provided

- on the Central Campus, Student Services Building 215, Room 23. Information can be obtained by calling 254-526- 1194/1520 or email testing.clerk@ctcd.edu and
- at CTC's Fort Hood Testing Center, Building 3201, Room 115, 72nd Street, 254-290-0701 or 254-616-3340, email CavazosTestingCoordinator@ctcd.edu.

Cell phones and children are not permitted in the testing areas.

Examinations Offered

The Central Campus Testing Services include but are not limited to the following tests.

- **American College Test (ACT)**. offered on national test days each year. The ACT is not required for admission to CTC.
- **TSI Assessment 2.0 (TSIA2)**, is the state of Texas approved assessment to determine college readiness in reading, writing, and mathematics. The assessment includes a Mathematics exam, an English Language Arts and Reading exam, and an essay. Students are required to complete a Pre-Assessment before taking the TSIA2.
- **Health Education Systems Inc. Admissions Assessment (HESI A2)** -is required by the CTC Health Science department for certain programs such as nursing.
- **Automotive Services Excellence (ASE), The Automatic Transmissions Rebuilders Association Certification (ATRA), and IMAC Automotive Air Conditioning Examinations** are certification examinations available for automotive professionals.
- **College Level Examination Program (CLEP) and DSST Tests** exams 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** are for individuals who have not completed a recognized high school education.
- **Institutional Challenge Examinations** – A student may request through the appropriate CTC 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.

Visit the CTC Testing Services webpage at https://www.ctcd.edu/students/current-ctc-students/testing-services/ for more information 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. Call 254-526-1194/1520 or email testing.clerk@ctcd.edu.*

Online Remote Testing with Examity

CTC offers online remote testing through Examity for the Texas Success Initiative Assessment 2.0. Student pays $25 for the entire test or $15per test - Mathematics or English Language Arts and Reading (ELAR) with essay. Payment should be made at the CTCBusiness office by calling 254-526-1217 orin person at the Enrollment Center Building 209 at which time you will receive a receipt number. Then call the CTCTesting Director at 254-526-1168 or email vgates@ctcd.edu. Provide your receipt number, first andlast names, CTC IDnumber, date of birth and valid email address. A voucher will be sent to you with information onhow toset upan account with Examity. com. **Student pays a proctoring fee directly to Examity.**

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 credit cannot be used to satisfy CTC residency requirements.

Proctored Testing for Distance Learners

Proctoring in online courses is accomplished through the use of BioSig-ID and BioSight-ID. Although most online courses do not require in-person proctored exams, a few CTC instructional departments do. If you are enrolled in an online distance learning course that requires in-person proctored exam, visit the Central Texas College Testing Services webpage on the CTC website at https://www.ctcd.edu/students/current-ctc-students/testing-services/ for information on how to request a proctor.

Evaluation of Previous Education and Training

The Evaluations and Graduation department on the Central Campus in Killeen, Texas, provides official evaluations of nontraditional learning such as military education and experiences, civilian training and experience, and nationally recognized examinations such as the College Level Examination Program (CLEP). The department can be contacted at evaluation.info@ctcd.edu or 1-800-792-3348 ext. 1317 or 1635.

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.

Central Texas College accepts the minimum required score recommended by the American Council on Education (ACE) for designated CLEP examinations. However, CTC's Chief Academic Officer may determine, based on evidence that a higher score on the examination is necessary to indicate that a student is sufficiently prepared to be successful in a related, more advanced course for which the lower-division course is a prerequisite.

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.
- ArmyIgnitEd students who chose CTC as their academic institution will automatically receive an Evaluated Degree Plan (EDP) upon receipt of official college transcripts, if applicable, and their JST.

Evaluation Procedures

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

1. Complete and submit the eForm Request for Official Evaluation. Student eForms are available through the CTC website at www.ctcd.edu. If you are unable to submit the online eForm, contact our office directly at evaluation.info@ctcd.edu or call 1-800-792-3348 ext 1317 or 1635. ArmyIgnitED students do not need to submit a request form. Evaluations for ArmyIgnitED

students are provided prior to the completion of two courses with CTC as long as all required documents have been received for evaluation.
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. Official transcripts need to be sent directly from JST to CTC through their website at https://jst.doded.mil//.
4. For questions regarding your evaluation, contact us directly at evaluation.info@ctcd.edu or 254-526-1317 or 254-526-1635.

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. For TSI non-exempt students the requirement to be TSI complete may be waived for students if enrolled in a designated level II certificate that did not include entry-level freshman coursework. Such students are still required to have taken the TSI Assessment 2.0 or 1.0 based on TSI requirements.

Graduation Contact Information: Email graduation.info@ctcd.edu or call 254-526-1592.

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:

Highest Honors

- Have a 4.0 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; and
- 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.

Honors

- 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; and
- 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(s) with a 4.0 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 Enrollment Center Building 209.

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 three graduation ceremonies per year, in May, August 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. For August and December ceremonies students must complete their program requirements by the end of the summer and fall semesters respectively.

Candidates for graduation who attend a CTC site outside Texas 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.

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, assistance on how to obtain a replacement may be obtained through the Student Services Graduation office in Killeen, Texas. Diplomas are provided through Parchment, Inc and are ordered by the student through their Parchment account. 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 Building 220 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 Network

The CTC Alumni Network is open to any graduate or former student of Central Texas College. Joining the Alumni Network 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 Network, please visit the CTC website at www.ctcd.edu or email alumni@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 fundraisers must be cleared through the Student Life Activities Office 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 254-526-1258, 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 is located in the Frank W. Mayborn Telecommunications Building 216 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 is in Building 561 located on Clear Creek Road and 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 Building 224. 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 Building 224 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, Career and Technology Education (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 Natatoriam and Physical Education Center Building 545. 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 Building 545 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 located in the Student Lounge/Game Room in the Roy J. Smith Student Center Building 220 or the Campus Police Office Building 211, directly behind the Enrollment Center Building 209. Each Building Coordinator also has a first aid kit. Further information is available in the CTC Student Handbook.

Housing and Bacterial Meningitis

All first-time resident students, to include transfer students, must show evidence of being immunized against Bacterial Meningitis within the last 5 years, 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 Bacterial Meningitis-Texas only section in the Admission and Registration 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. Each student residing in the Morton Residence Hall is responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and to harmonious social life. The Morton 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 Morton Residence Hall remains open for the convenience of students during the Thanksgiving holiday.

Requests for information about the Morton Residence Hall or for a housing application should be emailed Residence.Hall@ctcd.edu or by calling 254-526-1790. Room requests are accepted up to six months in advance of the semester of expected enrollment at CTC. Applications are honored on a first-come first-served basis. Students requiring a room that accommodates a disability should notify the Morton Residence Hall Manager. Documentation of the disability should be submitted to the Disability Support Services for verification purposes. Refer to the section of the Catalog "College Costs" for room and board rates.

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 location, 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 during normal business hours and can be obtained at the CTC Police Department Building 211, directly behind the Enrollment Center Building 209. Motorcycles are also required to display a parking permit and park in accordance with current campus parking rules and regulations. Specific parking spaces for motorcycles are limited and available on the west side of the Anderson Campus Center, parking lot E, Building 224; as well as in parking lot D in front of Building 253E.

Students and staff may park in any parking lot across the CTC central campus; however, some individual spaces are restricted. Parking spaces marked “Reserved,” “Official Use Only,” “Adjunct Faculty,” or special reserved spaces for an individual or activity are restricted from use by students during normal business hours. From 6:00 p.m. to 6:00 a.m. daily, and all day Saturday and Sunday, reserved parking spaces are available for use by anyone on a first-come, first-served basis. Parking spaces marked “Official Use Only” (OUO) are intended for CTC staff members only and require a CTC employee parking permit along with a special placard displayed on the dashboard of the vehicle at all times while parked in an OUO space. OUO spaces have a time limit for use of not more than two hours, are intended for business purposes only, and are not intended for employee use when taking breaks.

All CTC students, faculty and staff members, including Adjunct Faculty, are required to obtain a parking permit for any vehicle they drive and park on campus. Including those having a reserved parking space. State vehicle registration documents, current CTC ID card, and a valid driver’s license are required to register a vehicle to park on campus. Parking permits are issued at no charge; however, failing to display a CTC parking permit as required can result in a $25.00 fine.

CTC Students, Faculty and Staff should:

1. Register all their vehicle(s) with the CTC Police Department (permits are free).
2. Properly display and/or affix the parking permit to the vehicle as designed (stuck on back windshield, lower left corner).
3. Become familiar with and abide by parking and traffic rules and regulations on campus.
4. Report any temporarily disabled vehicle to the campus police office at 254-526-1427.
5. Obtain a temporary parking permit when driving a new vehicle with temporary buyer license plates.

Display of Parking Permit

Parking permits shall be placed on the outside lower-left corner of the vehicle's rear window, clearly visible to the officer and not obstructed. Motorcycles shall display the parking permit either on the front fork, next to the license plate or windshield of the vehicle. Parking permits are not transferable from one vehicle to another.

Permits are available anytime during normal business hours (Monday-Thursday 7:30 a.m. – 5:30 p.m. and Friday from 7:30 a.m. to 11:30 a.m.) wellness at the CTC Police Department Building 211, located behind the Enrollment Center Building 209.

Student ID Cards

The CTC student ID is used for various campus facilities such as the library, computer labs, the Natatorium and Physical Fitness Center, and Student Lounge/Game Room. CTC student ID cards are issued in the main lobby of the Enrollment Center Building 209. 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 Enrollment Center Building 209, 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 the Enrollment Center Building 209.

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 https://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.

Writing Center offers students a place to focus on their writing and receive help from a librarian. Services offered include help with brainstorming, outlines, proof reading, grammar and punctuation. The Writing Center features writing-related reference materials, computers, and two study rooms. 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 the catalog requirements are not more than five years old. Students whose program of study is discontinued have three 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. Students must be actively pursuing their program. After one year of inactivity (no enrollment), a student must reapply for admission under the current catalog.

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 requiring 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 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 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 week summer semester is eight semester credit hours. The maximum credit a student can earn during the entire summer session is 14 semester credit 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 Office of the Dean of Academic Instruction.

The Dean of Academic Instruction or Dean's 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.

Minimum Course Load for International Students

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. If an international student starts his or her first enrollment in the summer, the student must maintain a full-time load of 12 semester hours in the summer semester.

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 (non-contact hour time) for out- of-class student learning. Based on Texas Higher Education Coordinating Board requirements, and to encourage student success, 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. Courses delivered in shortened semesters are expected to have the same number of contact hours and the same requirements for out-of-class learning as courses taught in a normal semester.

CTC has declared its maximum student load as no more than 18 semester credit hours within a 16-week semester or 8 semester credit hours during a 5-week summer semester. Refer to the "Maximum Course Load" policy in this section of the catalog to request an exception to the maximum course load.

Note: *CTC's Maximum Course Load policy was established based on the numerous four-semester credit hour courses required in certain programs of study, and students often enroll in a combination of three and four-semester credit hour courses.*

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."

Census Date (Drop/Withdrawal)

Prior to or on the census date, students may drop a class (course will not appear on their transcript). The census date is the day that CTC officially certifies with the State of Texas the number of enrollments in each credit course. Census date signals the last day of the add/drop period. This chart depicts the census date based on course length.

NOTE: *Census dates are subject to change by the Texas Higher Education Coordinating Board. Deadline to officially withdraw from a class is usually at the 75 percent point of class instruction. The number of weeks in the "Last Date to Withdraw from a Class" column in the chart below are approximate. Refer to the applicable semester Enrollment Guide or CTC website for actual dates to drop/withdraw. See the "Late Registration and Adding or Dropping Classes" in the Admission and Registration section of the catalog for more details. The chart displays the census date based on course length.*

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 Enrollment Guide for actual dates of withdrawal. Enrollment Guides can be found at www.ctcd.edu/academics/class-schedules/

**In the Summer Semesters, the official census date for classes taught 10 or more weeks is the 12th class day.

After the census date, students wishing to withdraw must withdraw themselves through the CTC Central Records or CTC Fort Hood Records Office or Etrieve (online). Faculty cannot withdraw 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.*

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. For face-to-face classroom courses the instructor has the discretion to use the student's attendance in one or more class meetings in place of a graded activity to certify that the student is in**

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

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

NOTE: *Refer to the Census Date section for more information about census dates.*

Religious Holy Days

Under the Texas Education Code, §51.911, Texas public institutions of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused for this purpose may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students who desire to be absent from classes for the observance of a religious holy day must work with the instructor prior to the absence. The instructor may respond appropriately if the student fails to satisfactorily complete the assignment or examination within a reasonable amount of time. A "religious holy day" is defined as a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code.

Excused Absence for a Person Called to Required Military Service - TEXAS

HB 1630 of the 79th Texas Legislature (updated by SB 937 of the 87th Texas Legislature) requires Texas public colleges and universities to grant excused absences for students who are called to required military service for a brief duration of service and who do not choose to withdraw. Required 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 in which the student is currently enrolled at the beginning of the period of required military service. For students who enroll in distance learning courses or other asynchronous courses, a student may be excused for a period of time not to exceed 25 percent of the length of the course. Students who are called to required 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 required duty. Students are responsible for contacting each of their instructors prior to leaving for required 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 required 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 Handbook. 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 or Leave of Absence – Military Orders

Based on Public law 117-328 signed on December 29, 2022, a new Section 3691A "Withdrawal or Leave of Absence from Certain Education" was added to Title 38 of the U.S. Code. An enrolled student who is a member of the U.S. Armed Forces (including reserve components) and receives orders "to perform a period of service" (i.e., active duty, inactive duty training or state service) may withdraw from a course without penalty or request a leave of absence. Student is required to contact the Associate Dean, Admissions, Registration, and Records (Registrar's Office) and provide a signed copy of his or her orders. Students may withdraw from all courses for the semester or request a leave of absence from all courses but cannot mix the two during the same semester. If feasible, the student should provide a signed copy of his or her orders to the Registrar's Office before departing. In the event the student does not have written orders at the time of withdrawal or requesting a leave of absence, the student should fax a copy of those orders to the Registrar's Office as soon as possible. If student is unable to do so, the student should contact the Registrar's office by phone (254-526-1114) or email (SRegistrar@ctcd.edu). All requests must be received no later than 180 days from the course end date.

Withdrawal - Servicemembers

In accordance with federal regulations, 34. C.F.R. §668.18 and the Department of Defense Voluntary Education Partnership Memorandum of Understanding (DoD MOU), Central Texas College will promptly readmit Servicemembers who request readmission to a program that was interrupted due to a uniformed service obligation.

Eligibility. Said provisions apply to: (1) Servicemembers who are unable to attend classes for more than 30 consecutive days; and (2) Servicemembers who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the college.

The student is eligible for readmission under this policy if, during an absence the student performs uniformed service, voluntary or involuntary in the United States Armed Forces to include the National Guard or Reserve on active duty, active duty for training, or full-time National Guard under Federal authority. The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

Servicemembers who are temporarily unable to attend classes for less than 30 days within a semester/term due to a uniformed service obligation when such absence results in a withdrawal under institutional policies may be readmitted under the same academic status as when they last attended CTC or were accepted for admission to CTC.

Notification. A student must provide oral or written notice of a uniformed service obligation to the Associate Dean, Admissions, Registration, and Records (Registrar's Office) as far in advance as possible, unless impeded by military service. Student does not need to indicate when he or she will return to the college. The student must also provide oral or written notice of his or her intent to return to CTC within three years after completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the period of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. Immediately upon student's intent to return to school, the student must provide notice that he or she may be entitled to tuition and enrollment benefits outlined in the readmission requirements. The returning student may be required to provide supporting documentation.

Tuition and Fees. Students readmitted under this policy should contact the CTC Business Office to determine their tuition and fees rates. The following is a general guide.

1. If the student is readmitted to the same program, for the first academic year in which the student returns,
    i. The tuition and fee charges that the student was or would have been assessed for the academic year during which student left the institution, or
    ii. Up to the amount of tuition and fee charges that other students in the program are assessed for that academic year, if veterans' education benefits, as defined in section 480(c) of the Higher Education Act (HEA), or other servicemember education benefits, will pay the amount in excess of the tuition and fee charges assessed for the academic year in which the student left the institution; or
2. If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, assessing no more than the tuition and fee charges that other students in the program are assessed for that academic year.

Readmission. For more information regarding the readmission process refer to the "Readmission of Member of the United States Armed Forces" section in the Admissions and Registration section of this catalog.

Based on federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, servicemembers who receive a dishonorable or bad conduct discharge remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

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.

- Students wishing to officially withdraw from a course on or after the first scheduled class day must file the applicable eForm "Student Application for Withdrawal" located on the CTC website at 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, the CTC Fort Hood Records Office, 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 Enrollment Guide located at 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 254-526-1508 if you withdraw from a course. 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, Reserves, or National Guard 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.

Refer to the CTC refund policy in the College Costs section of this catalog as it relates to administrative withdrawals.

NOTE: Refer to the "Absence/Participation Policy" for course drops prior to or on the census date when the student does not meet the attendance/participation requirement.

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 exclude 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 in a single transaction, 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.

Six-Drop Rule 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.

Note: *SB 165 of the 87R-2021 Legislature prohibits a Texas institution of higher education from counting courses toward the number of courses permitted to be dropped if the courses were dropped by a student during the 2020 spring semester or summer or the 2020-2021 academic year because of a bar on in-person course attendance due to the COVID-19 pandemic. This bill is retroactive.*

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 step sibling. 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.

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.

Appeal Process for Six-Drop Rule

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

Freshman: Less than 30 semester hours of college-level credit recorded on your permanent record.

Sophomore: At least 30 semester hours, but no more than 72 semester hours of college-level credit recorded on your permanent record.

Unclassified: More than 72 hours with no associate 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 receiving 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 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 seeks to determine his/her 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, course is 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. It is CTC's policy to automatically articulate all lower-division transferable courses with a "C" or better grade to the student's CTC record. However, courses earned at other colleges/universities with "D" grades are not automatically articulated. 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 considered.

Transfer of Foreign Credits

Credits earned from foreign schools may be accepted in transfer. Factors considered are whether the institution is recognized by the country's ministry of education, courses are similar to those offered at CTC, and applicable to a program of study at CTC. The process for evaluating the credits are similar to the process used for credit earned from a recognized non-regionally accredited institution. Students are required to provide an official academic transcript from the institution, a formal English translation of the transcript, a Credential Evaluation from the National Association of Credential Evaluation Services (NACES) or World Education Services (WES), and official syllabi or catalogs that describe the courses taken. CTC reserves the right to limit the number of credits accepted in transfer.

CTC does not participate in study abroad programs, student exchange agreements, or have similar arrangements with institutions or organizations representing foreign institutions inside or outside the United States.

Time Limits for Accepting Career and Technical Courses in a CTE Program

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 three to five years ago may no longer be accepted in transfer. The time limits also apply to returning CTC students who completed career and technical courses at Central Texas College. Students should consult with an advisor to determine the expiration dates of courses by program of study.

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	Meaning	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 may not 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, Associate of Science, Associate of Applied Science, and Certificate of Completions.

"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. The instructor may set a deadline date earlier than 110 days.** An “IP” grade cannot be replaced by the grade of W or other non-punitive grade. 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 initiated by the instructor through the instructor’s chain of command and Chancellor or designee of Central Texas College.

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

NOTE: For purposes of military deployments, Central Texas College complies with federal law Title 38 U.S Code, Section 3691A and applicable Texas State legislation. Refer to the “Withdrawal or Leave of Absence—Military Orders” section in the catalog.

“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.

Self-Paced Courses (OSL)

Self-paced courses allow students greater flexibility to manage course completion. That said, self-paced courses contain assignment milestones throughout the course to facilitate learning. The length of time to reach each milestone may depend on the length of the course (e.g., a 16-week course will have milestones every four weeks). The instructor will designate in the course syllabus which assignments in the course should be completed by each milestone. Milestones allow for two positive course design impacts: 1) students will receive feedback with enough time remaining in the course to apply the feedback towards more effectively reaching the learning outcomes of the course and 2) by spreading out the material more evenly over the length of the course, milestones allow time for students to grapple with and digest material meaningfully before proceeding to the next concept. Assignments completed by the milestone are eligible for full credit. Assignments completed within one week (seven calendar days) after the milestone will receive a 10% penalty. Assignments submitted more than one week after the milestone will not receive credit. Instructors retain authority to waive milestones. Students request exception in writing directly with their instructor.

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 Eagle Self-Service.

Grade Point Average Calculation Sample

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

31/12 = 2.583 GPA

To calculate 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.**

NOTE: *The CTC Financial Assistance webpages include a GPA calculator that students can use to calculate their grade point average at https://www.ctcd.edu/students/current-ctc-students/financial-aid/completion-rate-calculator/.*

Final Grade Changes

Students direct questions (e.g., computational errors) regarding final grades to the respective course instructor within 180 days of course completion. In the absence of the faculty member, contact the responsible Department Chair or the Executive Dean of Military Operations if course was offered at Fort Hood or a Continental site outside Texas. CTC administrative personnel are prohibited from changing final grades.

Final Grade Changes and Military Deployments

Any requests for final grade changes due to a military deployment must be submitted within 180 days from course end date to the CTC Associate Dean, Admissions, Registration, and Records. A copy of the signed military orders must be included with the request. The Associate Dean will initiate the change of grade request.

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 a student repeats a course in which a passing grade has already been earned. When a student repeats 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.

Student Grades and Record Retention

Central Texas College adheres to the state and federal regulations and institutional guidelines regarding the retention of student academic records. Students' records may consist of the following but are not limited to admissions applications, national or state standardized test scores and reports, registration forms, graduation applications, transcripts from prior colleges or universities attended, degree plans and final course grades. Except for the CTC credit transcript and grade changes, the student records must be retained a minimum of the student's last semester enrolled plus 5 years. The CTC credit transcript includes the academic achievement of each enrolled student, documenting credit courses taken, transfer credits accepted, credits awarded, grades earned and any degrees, certificates of completion and/or other awards. The CTC transcript and copies of grade changes must be retained on a permanent basis. Even if a student is approved for an Academic Fresh Start, repeats a CTC course, or related actions, grades on the official CTC transcript must be retained permanently.

Satisfactory Academic Progress Policy

The Academic Probation, Suspension and Dismissal policies below apply to the student's academic grade point average. Refer to the financial aid Satisfactory Academic Progress in the Student Financial Assistance section of this catalog to determine eligibility for financial aid.

Note: *Please note that Senate Bill 1210 (83rd (R)Texas Legislature) added the requirement that students must demonstrate satisfactory academic progress to continue to be eligible to receive the Texas exemptions listed in the College Costs section of this catalog.*

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.

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.

1. 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.
2. 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 or success coach 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 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 or success coach 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.
3. Students readmitted after Academic Dismissal who fail to maintain a term GPA of 2.0 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 educational 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 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 Suspension Appeal

Students who wish to appeal their academic suspension must complete the Academic Standing Petition and Appeal form in eTrieve, schedule and attend an appointment with the Student Success Coaching department and meet additional expectations in the following term. Instructions for booking an appointment with a Student Success Coach are found at https://www.ctcd.edu/students/success-coaching/book-an-appointment/.

NOTE: *Grades of "P" and developmental study courses do not carry grade points and are not calculated in a student's academic 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 in which letter grades of A, B, and C are assigned in order to improve their CTC GPA.*

NOTE: *Due to the National Disaster declared on March 13, 2020, due to the COVID-19 pandemic, CTC did not compute the institutional academic standings for the spring 2020 semester. However, probation and suspension students who received financial aid and/or Veterans education benefits may still be required to comply with the student financial aid and Veterans Affairs requirements for satisfactory progress.*

Failure to Maintain Satisfactory Progress

Readmissions or enrollment may be denied any time a student fails to maintain satisfactory progress following an academic review by the Dean of Academic Instruction. 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 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 Vice Chancellor responsible for the location student is attending or the Executive Dean, Military Operations if student is attending a Continental site. The decision of the Vice Chancellor or Executive Dean, Military Operations will be final.

Dean's Honor Roll

Students whose academic achievement is outstanding may qualify for the "Dean's Honor Roll." The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in 12 or more semester hours of college-level credit (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.

Email notifications are sent to students who qualify for the Dean's Honor Roll. Honor Roll designation is also posted on the student's CTC transcript for the applicable semester. Please contact the CTC Dean of Student Services if you wish a letter be sent to you.

Academic Integrity Policy

Postsecondary students are scholars. As such, students earn course completion credit by demonstrating the requisite level of content mastery (i.e., knowledge, comprehension, application, analysis, synthesis, evaluation) via original thought often supported by appropriately cited work of others (i.e., credible, scholarly, published). Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating).

Faculty guard against student academic misconduct to preserve the integrity and reputation of the learning and teaching environment. CTC leverages technology to aid in detecting academic misconduct. By enrolling in CTC courses, students agree that all assignments and assessments (i.e., required papers, exams, class projects, portfolios) submitted as coursework to faculty may be further reviewed and evaluated by SafeAssign or a similar vendor for originality and intellectual integrity. CTC also employs Biometric Signature ID (BioSig-ID) via Internet Protocol (IP) address tracking to determine host/network interface location that the registered student is indeed the person submitting the coursework and/or completing the exam or assessment.

Students must not:

- **Plagiarize** = present the words or ideas of another as their own to include:
  - Copy without proper citation/source
  - Duplicate ideas without proper citation
- **Self-plagiarize** = presenting (i.e., recycling) large portions or in entirety one's own previously completed, submitted, and graded work as original and new without current assignment faculty permission and proper citation
- **Commit collusion** = someone other than the student authors some or all of the presented work unless such joint preparation is explicitly approved in advance by the faculty member. NOTE: Collaboration becomes collusion when the intention is to deceive (e.g., permitting someone other than themselves to log in to CTC systems via shared password or BioSig-ID and/or prepare coursework or complete an exam/assessment on behalf of the enrolled student).
- **Cheat** = act in an attempt to gain an academic advantage (e.g., looking at another's answers, copying another student's coursework, using unauthorized written or web-based materials during an exam or assessment, masking IP addresses or otherwise disguising location, permitting someone other than themselves to prepare/submit coursework or complete an assessment/exam).

NOTE: *Generative artificial intelligence (AI) tools (e.g., ChatGPT, Dall-E, GitHub Copilot) are emerging technologies still in their infancy. As such, material generated by these new tools are known to be inaccurate, incomplete, or otherwise problematic (i.e., not original work, potentially considered automated plagiarism, built-in bias, lack critical thinking). At CTC, academic departments determine permissible use. Students may be encouraged and allowed use of generative AI platforms in one course while use is discouraged and not allowed in other courses. Contact your instructor for details regarding use of AI technologies before submitting course assignments.*

Academic Integrity Policy Violation Actions and Sanctions

First offense: The faculty member will assign a grade of 0 for the assignment or examination where academic misconduct is determined to have occurred. The student will be notified in writing of the offense. The notification will contain directions for the first level of the appeal process.

Subsequent offenses: Subsequent violations of the Academic Integrity Policy detected at any time throughout the student's enrollment at CTC result in the faculty member assigning a grade of 0 for the assignment, the student receiving an F in the course, and the student receiving a disciplinary referral. The student will be notified in writing of the offense. The notification will contain directions for the first level of the appeal process. Subsequent violations of the Academic Integrity Policy demonstrate a pattern of behavior, and thusly will include a referral to Student Disciplinary Conduct, starting with Disciplinary Probation and escalating per the Student Code of Conduct. Please refer to the Student Handbook for specifics.

Academic Integrity Policy Violation Decision Appeal Process

A student retains the right to appeal any decision regarding a violation of the Academic Integrity Policy. The written notification of the violation from the faculty member includes directions for proceeding with the appeal process. A written response from the student to the faculty member invokes the appeal process. If no written response is received within three business days, the initial decision is final.

Level 1: Should the student invoke the Level 1 appeal process by submitting a written appeal to the faculty member, the faculty member has three business days to review the student's written appeal and render a decision whether to affirm or reverse the initial decision. The student or faculty member may request a meeting—either virtually or in-person—or communicate via email. Within three business days of appeal receipt, the faculty member will provide a written appeal decision to the student. If reversed, faculty grade the student work and replace the sanctioned grade with a corresponding numeric grade. If affirmed, students may further appeal to the Department Chair. If no written response is received by the Department Chair within three business days, the Level 1 appeal decision is final.

Level 2: Should the student invoke the Level 2 appeal process by submitting a written appeal to the Department Chair, the Department Chair will review the student's written appeal and render a response—either affirming or reversing the faculty decision—to the student within three business days. If reversed, faculty grade the student work and replace the sanctioned grade with a corresponding numeric grade. If affirmed, students may further appeal to the responsible Dean. If no written response is received by the responsible Dean within three business days, the Level 2 appeal decision is final.

Level 3: Should the student invoke the Level 3 appeal process by submitting a written appeal to the responsible Dean, the responsible Dean will convene an Academic Misconduct Committee (AMC). The AMC will review documentation related to the appeal, then provide a recommendation to the responsible Dean. The responsible Dean renders a decision in writing to both the student and faculty member. If reversed, faculty grade the student work and replace the sanctioned grade with a corresponding numeric grade. If affirmed, the sanction stands. This is the final level of appeal.

NOTE: *Some departments, such as Nursing, have other discipline-related accreditation standards which may require them to have additional approvals, steps, or timelines to the process while still being congruent with CTC's policies. For example, Nursing will always have the Director of Nursing included in the appeal process.*

Academic Integrity Policy Violation Decision Due Process Timeline

At each level of appeal, the student has three business days to appeal in writing. At Appeal Level 1 and Appeal Level 2, the respondent has three business days to render an appeal decision to the student. Appeal Level 3 requires five business days for the Academic Misconduct Committee to convene and for the Dean to render a final written appeal decision to the student.

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 Student Code of Conduct 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 https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/student-handbook.pdf.

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, an email, 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 https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/student-handbook.pdf.

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

Psi Beta Psychology is the National Honor Society in psychology for community colleges. The mission of Psi Beta Psychology 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 3.25 or higher, or GPA is within the top 35 percent of GPAs at Central Texas 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

Phi Theta Kappa is an international community college honor society established in 1918. CTC's Chapter of Phi Theta Kappa is the Sigma Iota Chapter. Students who have completed at least 30 semester hours, 12 of which are with CTC, meet the minimum 3.5 grade point average (GPA), and are currently enrolled in at least six semester hours may be eligible for membership in the Sigma Iota Chapter of the Phi Theta Kappa.

Sigma Kappa Delta

Sigma Kappa Delta is the National English Honor Society for two-year colleges. The Honor Society was established in 1996 to recognize outstanding students for their achievements in English. To become a new member a student must have completed at least 12 semester hours in college credit, of which 3 semester hours must be in English language or literature courses (excluding developmental courses) with grades of "B" or higher in English courses. Students must maintain a minimum cumulative 3.0 grade point average (GPA). Student must pay a one-time member fee and applicable local dues.

Obligations to the College

A student may be blocked from future registrations, have their diploma and CTC transcript placed on hold, and/or be 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 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 email to all students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions, and health risks.

Those individuals seeking further information should contact CTC's Wellness and Counseling Services.

Offices are located in Building 264, which is the small building near Eagle Hall Building 262 on the Central Campus. Phone numbers are 254-501-3097, 254-501-3096, and 254-526-1166. Email is ssarc@ctcd.edu.

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

To change your address log into your Eagle Self-Service student account. Go to the far-left menu and scroll down the icons until you find User Options (image is a person). Click "User Profile" and submit a new address. If you wish to email your address change, all requests must be submitted using your CTC Eaglemail student account.

Name and Social Security Number Changes

All change requests require a copy of the student's current government issued photo ID and social security card showing the requested name/social security number (SSN) change. For a name or SSN change, the name and SSN on the student's social security card must match the name and SSN on the student's CTC student record. If student submits a name change request and has not updated the social security card, the name change will not be processed. Conversely, if student submits a social security card correction, the name on the new social security card must match the name on the student's valid Government-issued photo ID. Documents required follow.

Name Changes*

When requesting a name change, all documents listed below are required.

- Completed Student Name Change form available through Etrieve and
- Copy of Social Security Card and
- One of the following - copy of valid Driver's license or state ID, valid U.S. Government-issued ID card or valid passport and
- One of the following - Certificate of Naturalization, Divorce Decree (restoring surname if applicable), marriage certificate or court documentation of legal name change.

Social Security Number Changes*

When requesting a social security number change, all documents listed below are required:

- Completed "Student Name Change" form available through Etrieve and
- Copy of Social Security Card and
- One of the following - copy of valid Driver's license or state ID, valid U.S. Government-issued ID card or valid passport.

** 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. In addition, the social security number is important for purposes of matching the identity of a student's

application, transcripts, and other related enrollment information; and to verify enrollment status for loans, deferments, employment, etc.

High school students attending a Texas public high school or Texas charter high school and enrolled in CTC for dual credit are required to submit their social security number and their high school Texas Student Data System Unique ID (TSDS ID). The TSDS ID and SSN are used to determine if student is eligible for the state's Financial Aid Swift Transfer (FAST) program and for state reporting purposes. For students without a valid SSN, the Alternative ID (AltID) issued to the student by the high school is required in addition to the TSDS ID.

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. All students are expected to check their CTC EagleMail frequently and should use this email for official correspondence with CTC. 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. Only service animals are allowed in class.

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 on auditing, refer to "Auditing a Class" located in the Admissions and Registration section of this catalog

Student Complaint Process

For the complaint process, refer to the Central Texas College Student Handbook on the CTC website at https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/student-handbook.pdf.

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 education 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.

Education records are defined as 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 signifies 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 the12th class day of a fall or spring semester. The restriction will remain in effect until revoked by student.

Guarantee for Job Competency

If graduates of an approved Central Texas College (CTC) Associate of Applied Science (A.A.S) degree or Certificate of Completion are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific degree or certificate, the graduate will be provided up to nine (9) tuition-free credit hours of additional skills training by CTC under the conditions of the guarantee policy. Special conditions that apply to the guarantee include the following:

- Graduates must have earned the A.A.S. or Certificate of Completion in a Career and Technical Education program identified in the CTC Course catalog and the program appears in the Texas Coordinating Board's Workforce Education Inventory.
- Graduates must have completed requirements for the A.A.S. or Certificate of Completion at CTC, with a minimum of 75 percent of credits earned at CTC and must have completed the degree or certificate within the five-year time span from the initial date of entry into the program.
- Graduates must be employed full-time in an area directly related to the program concentration as certified by the CTC Career Center Director, CTC Dean of Career and Technical Instruction, and CTC department chair or designee.
- Employment must have commenced within twelve (12) months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by CTC as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, CTC Career Center Director, CTC Dean of Career and Technical Instruction, and appropriate CTC department chair or designee will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) 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.

Developmental Study Courses

Developmental study courses (a) may not be used to meet the 25 percent residency toward the degree, (b) cannot be applied to student's degree or certificate requirements, (c) cannot be used to consider a student for the Dean's honor roll, and (d) cannot be used for purposes of graduating with honors or highest honors. 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.

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 54.014 as amended, undergraduate students who enrolled for the first time in Fall 2023 and later and who have attempted 15 semester hours or more beyond the number of semester credit hours required for the associate degree while classified a resident for tuition purposes may be charged additional tuition, up to the level of out-of-state tuition. Previously, the undergraduate limit for students enrolled for the first time between fall 1999 through summer 2006 was 45 semester hours and from fall 2006 through summer 2023 the limit was 30 semester hours.

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 for which tuition is charged. (3) Hours from remedial or developmental courses and/or interventions, workforce education courses, or other courses that would not generate credit that could be applied to an academic degree at the institution if the course work is within limitations specified in Section 13.107 of the Texas Administrative Code. However, hours for remedial, developmental, and/or interventions that exceed 18 semester credit hours cannot be submitted for formula funding. Up to 9 additional semester credit hours of ESOL courses and/or interventions are allowed, bringing the maximum allowable to 27 semester credit hours. (4) Hours earned at a private institution or out-of-state institution. (5) Hours not eligible for formula funding. (6) Effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements. (7) Hours abandoned through enrollment under the Academic Fresh Start Program. (8) 15 semester credit hours not otherwise exempt earned toward a degree program by a student who (a) has reenrolled at CTC following a break in enrollment from CTC 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 student's reenrollment, an (b) successfully completed at least 50 semester credit hours of course work at an institution of higher education that are not exempt in items (1) through (8) above before the break in enrollment.

NOTE: *An undergraduate student who is not enrolled in a degree program is considered to be enrolled in a degree program or programs requiring a minimum of 120 semester credit hours.*

Degree and Course Information

Degrees and Certificates

Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Arts in Teaching, 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. The majority of the Certificates of Completion are designed for students to transition to an Associate of Applied Science degree.

Field of Study

A Field of Study (FOS) is a group of lower-division courses within a major course of study, consisting of up to twelve (12) semester credit hours. If a student successfully completes 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 college to a four-year university, from a two-year to a two-year college, from a four-year to a two-year college, and from a four-year to a four-year university. A FOS can also include courses outside the major field of study such as a core curriculum course. The same course can count toward the core curriculum and a FOS.

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 and 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

Degree plans for various degrees and certificates are in the "Programs of Study" section of this catalog. Designations listed after each degree title refer to the degree plan's major code. For example, Business Management (Associate of Applied Science Degree), themajor code is BUBM5. The major code facilitates student academic advising. Course descriptions for allcourses offered are listed in alpha-numeric order bycourse prefix (e.g. ENGL). It isthe student's responsibility tomonitor program requirements andcourse offerings and follow the published degree plan requirements. Anydeviations from major andmajor-related elective courses must be approved in writing by theappropriate instructional department. Ifyou plan to transfer to afour-year university and areenrolling incourses that lead to an Associate of Arts, Associate of Arts in Teaching, or an Associate ofScience degree, refer tothe degree requirements forthe AA,AAT, or AS 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 four- year 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 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.

All TCCNS courses are identified by a four character course prefix representing the course type or academic discipline, followed by a four digit course number. An explanation of the TCCNS course numbering designations is provided below.

ACCT 2301

- The four-character alphabetic abbreviation for the academic discipline (rubric).
- The four-digit numbers are as follows:
  - 1st digit:
    - 0 = subfreshman
    - 1 = freshman
    - 2 = sophomore
  - 2nd digit: - credit value of the course, expressed in semester hours
  - 3rd & 4th digits - used to uniquely identify the course

Workforce Education Courses

WECM (Workforce Education Course Manual) courses have been designated by the Texas Higher Education Coordinating Board (THECB) as workforce education (technical) courses offered for credit (SCH) and continuing education units (CEUs). The WECM includes a statewide inventory of workforce education courses sharing a common course numbering system with an array of semester credit and contact hour options. These courses are designed to transfer among Texas community colleges. The courses are not designed to automatically transfer to Texas four-year colleges and universities. Courses allow flexibility for colleges in awarding certificates and degrees and in responding to the immediate needs of students, business, and industry. The SCH and CEU courses provide an opportunity for students to obtain skills, knowledge, and behaviors needed for career exploration, entry into the job market, and specific job upgrades.

The THECB approves al courses listed in the WECM for use by Texas public and technical colleges. Students who earn SCHs or CEUs by successfully completing requirements for the course(s) are able to transfer the credits or CEUs to another Texas public community or technical college offering the same course(s).

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:

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

Associate of Science Degree:

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

Additional Associate of Arts and Associate of Science Degree Requirements

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

Associate of Applied Science Degree

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

The Associate of Applied Science degree's general education component must include a minimum of 15 semester credit hours. 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-elated 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 degree program (DEGR) if they do not graduate within three to five years after completing degree-specific courses. For more details, please check the instructional department requirements.

General Education Requirements

All Associate of Applied Science degrees include a minimum of 15 semester credit hours in general education coursework. 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 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

Program	Course
Language, Philosophy & Culture (040)	• ANTH-2351 • DRAM-2361, DRAM-2362 • ENGL-2322*, ENGL-2323, ENGL-2327*, ENGL-2328*, ENGL-2332*, ENGL-2333* • MUSI-1307 • PHIL-1301, PHIL-1304, PHIL-2306, PHIL-2307, PHIL-2321
Creative Arts (050)	• ARTS-1301, ARTS-1303, ARTS-1304 • DRAM-1310, DRAM-2366 • HUMA-1315 • MUSI-1306

Note: *Foreign language courses cannot be used to satisfy the Humanities/Fine Arts requirement in the AAS Degrees.*

Social/Behavioral Sciences Electives

Program	Course
American History (060)	• HIST-1301, HIST-1302
Government/ Political Science (070)	• GOVT-2305, GOVT-2306
Social & Behavioral Sciences (080)	• AGRI-2317 • ECON-2301, ECON-2302 • GEOG-1301, GEOG-1302, GEOG-1303 • GOVT-2304

Program	Course
	• HIST-2301, HIST-2311, HIST-2312, HIST-2321, HIST-2322, HIST-2381, HIST-2382 • PSYC-2301, PSYC-2308, PSYC-2314, PSYC-2315, PSYC-2316, PSYC-2317, PSYC-2319 • SOCI-1301, SOCI-1306, SOCI-2301, SOCI-2319

Natural Science/Mathematics Electives

Program	Course
Mathematics (020)	• MATH-1314, MATH-1324, MATH-1332, MATH-1342, MATH-1414, MATH-2412*, MATH-2413*
Life and Physical Sciences (030)	• AGRI-1407, AGRI-1415, AGRI-1419 • BIOL-1406, BIOL-1407*, BIOL-1408, BIOL-1409, BIOL-1411, BIOL-1413, BIOL-2401, BIOL-2402*, BIOL-2416, BIOL-2420, BIOL-2421* • CHEM-1406, CHEM-1407*, CHEM-1411, CHEM-1412* • ENVR-1401 • GEOL-1401, GEOL-1403, GEOL-1404, GEOL-1405 • PHYS-1401*, PHYS-1402*, PHYS-1403, PHYS-1404, PHYS-1415, PHYS-2425*, PHYS-2426* *has prerequisite

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. The list of courses in the core curriculum are provided in the chart provided below.

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 university should coordinate with that senior university 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 Curriculum Table

Core Area	Course Options	Min. Semester Credit Hrs
Communications (010)	ENGL-1301, ENGL-1302*, ENGL-2311 SPCH-1311, SPCH-1315, SPCH-1318, SPCH-1321	6
Mathematics (020)	MATH-1314, MATH-1324, MATH-1332, MATH-1342, MATH-1414, MATH-2412*, MATH-2413*	3-4
Life and Physical Sciences (030)	AGRI-1407, AGRI-1415, AGRI-1419 BIOL-1406, BIOL-1407*, BIOL-1408, BIOL-1409, BIOL-1411, BIOL-1413, BIOL-2401, BIOL-2402*, BIOL-2416, BIOL-2420, BIOL-2421* CHEM-1406, CHEM-1407*, CHEM-1411, CHEM-1412* ENVR-1401 GEOL-1401, GEOL-1403, GEOL-1404, GEOL-1405 PHYS-1401*, PHYS-1402*, PHYS-1403, PHYS-1404, PHYS-1415, PHYS-2425*, PHYS-2426*	8
Language, Philosophy & Culture (040)	ANTH-2351 DRAM-2361, DRAM-2362 ENGL-2322*, ENGL-2323, ENGL-2327*, ENGL-2328*, ENGL-2332*, ENGL-2333* FREN-1411, FREN-1412* GERM-1411, GERM-1412* ITAL-1411, ITAL-1412* KORE-1411, KORE-1412* MUSI-1307 PHIL-1301, PHIL-1304, PHIL-2306, PHIL-2307, PHIL-2321 RUSS-1411, RUSS-1412* SPAN-1411, SPAN-1412*	3-4
Creative Arts (050)	ARTS-1301, ARTS-1303, ARTS-1304 DRAM-1310, DRAM-2366 HUMA-1315 MUSI-1306	3
American History (060)	HIST-1301, HIST-1302	6
Government/Political Science (070)	GOVT-2305, GOVT-2306	6
Social & Behavioral Sciences (080)	AGRI-2317 ECON-2301, ECON-2302 GEOG-1301, GEOG-1302, GEOG-1303 GOVT-2304 HIST-2301, HIST-2311, HIST-2312, HIST-2321, HIST-2322, HIST-2381, HIST-2382 PSYC-2301, PSYC-2308, PSYC-2314, PSYC-2315, PSYC-2316, PSYC-2317, PSYC-2319 SOCI-1301, SOCI-1306, SOCI-2301, SOCI-2319	3

Core Area	Course Options	Min. Semester Credit Hrs
Component Area Option (090)	AGRI-1407, AGRI-1415, AGRI-1419, AGRI-2317 ANTH-2351 ARTS-1301, ARTS-1303, ARTS-1304 BCIS-1305 BIOL-1406, BIOL-1407*, BIOL-1408, BIOL-1409, BIOL-1411, BIOL-1413, BIOL-2401, BIOL-2402*, BIOL-2420, BIOL-2421* BUSI-1301 CHEM-1406, CHEM-1407*, CHEM-1411, CHEM-1412* COSC-1301 DRAM-1310, DRAM-2361, DRAM-2362, DRAM-2366 ECON-2301, ECON-2302 EDUC-1100 ENGL-1301, ENGL-1302*, ENGL-2307*, ENGL-2311, ENGL-2322*, ENGL-2323, ENGL-2327*, ENGL-2328*, ENGL-2332*, ENGL-2333* ENVR-1401 FREN-1411, FREN-1412* GEOG-1301, GEOG-1302, GEOG-1303 GEOL-1401, GEOL-1403, GEOL-1404, GEOL-1405 GERM-1411, GERM-1412* GOVT-2304 HIST-2301, HIST-2311, HIST-2312, HIST-2381, HIST-2382 HUMA-1315 ITAL-1411, ITAL-1412* KORE-1411, KORE-1412* MATH-1314, MATH-1332, MATH-1342, MATH-1414, MATH-2412*, MATH-2413* MUSI-1306, MUSI-1307 PHIL-1301, PHIL-1304, PHIL-2306, PHIL-2307, PHIL-2321 PHYS-1401*, PHYS-1402*, PHYS-1403, PHYS-1404, PHYS-1415 PSYC-2301, PSYC-2308, PSYC-2314, PSYC-2315, PSYC-2316, PSYC-2317, PSYC-2319 RUSS-1411, RUSS-1412* SOCI-1301, SOCI-1306, SOCI-2301, SOCI-2319 SPAN-1411, SPAN-1412* SPCH-1311, SPCH-1315, SPCH-1318, SPCH-1321	3-4
Total Core Requirement *has prerequisite		**42**

Program Descriptions

Agriculture Science

The Central Texas College Department of Science and 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.

The associate of science degree is a two-year program designed so the student can transfer course hours to a four-year university. The applied science degree and certificate programs are designed to provide specialized training with a "hands-on" approach to learning.

The Department of Science and Agriculture manages a 360-acre livestock center which includes newly-designed horse stalls, indoor and outdoor riding arenas, cattle production facilities, tillable cropland and pasture/rangeland for both the equine and bovine herds.

The Department of Science and Agriculture also includes a climate-controlled greenhouse for horticulture classes and labs.

Location:
Central Campus
Science Center Building, Room 1133
Phone: 254-526-1288

Toll-free:
In state: 1-800-223-4760, ext. 1288
Out-of-state: 1-800-792-3348, ext. 1288

Department Chair
Dr. Andrea Foskett
Phone: 254-526-1327
andrea.foskett@ctcd.edu

Agriculture Program Director
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Horticulture Program Coordinator
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jimonmion@ctcd.edu

Office Assistant II:
Romina Pelkey
254-526-1288
rpelkey@ctcd.edu

Aviation Science

Central Texas College can help you achieve your dream of a future career in the cockpit of a modern aircraft. CTC offers college credit while earning your pilot certificates.

The Aviation Science Department strives to develop not only the mind, but the whole student. The Aviation Science department is proud to sponsor the precision flying team which competes in the Region IV Intercollegiate Flying Association Safety and Flight Evaluation Conference (SAFECON) each year. The CTC Flight Team has earned top two-year school honors at the national SAFECON competition.

Central Texas College offers a two-year Aviation 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

the Aviation Association, the National Intercollegiate Aviation Fraternity, and the Central Texas College Precision Flight Team which competes in the National Intercollegiate Flying Association (NIFA) competitions. In addition, Central Texas College is also a member of the University Aviation Association.

Location:
Central Campus
Technology Center/Mayborn Science
Theater Building (Bldg. 267), Room 238
Phone: 254-526-1241

Killeen Skylark Field
1401 Stonetree Dr.
Killeen, TX 76543
Phone: 254-616-3420

Toll-free:
Out-of-state: 1-800-792-3348, ext. 1241
In state: 1-800-223-4760, ext. 1241

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Business Administration

The Business Administration Department at Central Texas College offers various degrees and certificates through six departments in the career fields of Accounting, Business Management, Global Supply Chain Management/Logistics, Homeland Security, Hospitality, and Real Estate are available.

The Central Texas College and field of study 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 for those aspiring to advance in their profession or start their own business, with the opportunity to continue to a bachelor of applied science.

The Associate of Science degree in Business Administration is designed for the student wishing to pursue a Baccalaureate degree.

Location:
Central Campus
Technology Center/Mayborn Science Theater
Building (Bldg. 267), Room 202
business.admin4@ctcd.edu

Department Chair
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Office Assistant II
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Child Development

People working with young children must have special skills: knowledge of child development and developmentally appropriate practice; boundless patience; good judgment, the strength of character; and maturity to exercise the balance of control and latitude young children require. An Associate of Applied Sciences degree in child development enables students to own, manage, or teach at a childcare facility in most states. The AAS curriculum is the foundation for various bachelor's programs in Texas. It can also provide a unique set of skills for various professions outside of child development.

We provide quality learning through various delivery modes to reach all students. Our courses are offered worldwide online, and many courses are offered in a blended format to meet today's students' diverse needs.

Our students have direct experience observing and working with children in National Association for the Education of Young Children-accredited centers, Department of Defense child development centers, or university/college lab schools including our CTC Child Development Center/Lab School. The center/lab school provides quality care and education designed to meet the physical, social, emotional, and intellectual development of children ages six months to five years old. It provides local college students with a quality example and lab experience and also serves as a model for the community. CTC Child Development program goals include assisting students with making intelligent career choices, keeping them abreast of the latest trends and techniques in the profession and assisting child development professionals with resources.

Child Development Center/Lab School Hours
Monday-Thursday 7:30 a.m. to 5:30 p.m.
Friday 7:30 a.m. to 11:30 a.m.

Department Chair
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Vflores@ctcd.edu

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dneumann@ctcd.edu

Communications

The Communications department offers courses in English, speech, and foreign languages as a part of an academic transfer curriculum and as part of the general education core required by the Southern Association of Colleges and Schools Commission on Colleges for all degree programs.

Location
Central Campus
Academic Building (Bldg. 208), Room 151

Department Chair
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Computer Information Technology and Systems

The Computer Information Technology and Systems department offers a variety of degrees and certificates for those who are aspiring for a career in computer technology. The programs offered in this department range from specializing in assisting businesses with their company's computer and software systems or ensuring the safety of information.

Location
Central Campus
Computer Science Building (Bldg. 214), Room 224

Department Chair
Tracy Martin
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Office Assistant
Kira Savage
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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 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.

There are several options available for online continuing education. Visit our website for additional information at https://www.ctcd.edu/students/continuing-education

For more information on customizing a training program for your specific industry, please call our office at 254-526-1586.

Location
Central Campus
6200 Central Texas College Drive
Bldg. 559
Phone: 254-526-1586

Dean, Workforce Education, Academic Outreach & Lifelong Learning
Dr. Katherine Oser
Phone: 254-526-1865
katherine.oser@ctcd.edu

Office Assistant III
Patricia Thomas
Phone: 254-526-1865
PThomas@ctcd.edu

Department of Health Sciences

The Department of Health Sciences promotes excellence in healthcare education to a diverse student population through credentialed health care programs, which are enriched with support for student success and employability. Within the department, we offer many Certificate and/or Associate degree options. These degrees and certificates are designed for students seeking employment in Health Science related career fields. Employment opportunities in the Health Sciences are expected to rise. A career as a Nurse, EMT,

Paramedic, Medical Lab Technician, Histotechnician, Massage Therapist, Human Services provider, or Phlebotomist is a challenging and rewarding career field, and one in which there must be a lifelong dedication to learning. We invite you to begin your lifelong journey with an education provided by the Department of Health Sciences at Central Texas College.

Location
Central Campus
Nursing & Allied Health Building (Bldg. 557)
DHS@ctcd.edu

Department Chair
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Massage Therapy Program Director
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MLT/PBT Program Director
Angela Lester
254-526-1187
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Histology Program Director
Neil (Trey) Moody
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Fine Arts

The Fine Arts department offers courses required in degree and certification programs and courses for self-improvement.

The Central Texas College Fine Arts department is housed in the Lady Bird Johnson Fine Arts Center (Bldg. 218).

Location
Central Campus
Lady Bird Johnson Fine Arts Center
(Bldg. 218), Room 109

Department Chair/Music Program Coordinator
Celinda Hallbauer
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Visual Arts Program Coordinator
Julie Andrada
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Drama Program Coordinator
Emily Roeder
eroeder@ctcd.edu

Industrial Technology

Industrial Technology (ITECH) is a dynamic hub of learning and skill development, offering programs in six key areas of study: automotive, building trades, diesel, graphics & printing, HVAC, and welding. The department is dedicated to equipping students with the knowledge, hands-on experience, and technical expertise necessary to thrive in today's competitive industrial landscape. One of the department's cornerstones is a focus on industry certifications, ensuring that graduates not only possess a solid academic foundation but are also equipped with recognized credentials that enhance their employability.

With faculty comprised of experts in every area, state-of-the-art equipment, and industry-aligned curricula, ITECH programs equip students to enter the workforce as highly skilled professionals.

Industrial Technology participates in competency-based, open-entry programs. See the catalog section titled "Competency-Based Education (CBE)" for details. For information about registration, read the catalog section titled "Registration for Career and Technology Education (CATE) Programs."

Tools and Equipment: Most tools and equipment for Industrial Technology courses are furnished; however, others must be purchased by the student. Contact the ITECH department for details.

Location
Central Campus
Sid M. Weiser CATE Center
Building 253E, Room 17
Industrial.Technology@ctcd.edu

Department Chair
Dr. Melissa E. Gonzalez
254-526-1234
Melissa.Gonzalez@ctcd.edu

Department Assistant
Jamie Payne
254-526-1399
Jamie.Payne@ctcd.edu

Kinesiology

The Kinesiology department offers courses required in degree and certification programs, courses for self-improvement and programs of recreational sports.

Location
Central Campus
Natatorium & Physical Education Center Building
(Bldg. 545)

Department Chair
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Assistant Facilities Manager
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Mathematics

The CTC Mathematics curriculum is designed to maximize the transfer of lower level course work to a bachelor's degree from a four-year university in Texas. Students have the opportunity to take the first two years of a mathematics program that is cost-efficient and centered around student success.

Location
Central Campus
Technology Center/Mayborn Science Theater Building (Bldg. 267), Room 223

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Engineering/Drafting & Design/Robotics Director
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Office Technology

The mission of the Office Technology (OT) Department is to prepare students for employment in professional office and medical office careers.

The department offers three degree tracks: Office Technology, Medical Office Technology, and Medical Coding and Billing. Each track comprises stackable certificates that deepen levels of applied learning along the path toward an associate degree.

Classes are offered in traditional and open-entry, self-paced (OT Career and Technology Education [CATE] Center) formats: face-to-face, online, and blended (combination face-to-face and online). Courses with an asterisk (*) following them are not available in open-entry, self-paced formats.

The flexibility of OT programs, along with its knowledgeable and caring faculty, make it a great springboard to your administrative career.

Location
Central Campus
Sid M. Weiser CATE Center (West)
Bldg. 253W, Room 11
254-526-1382
office.technology@ctcd.edu

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254-526-1234
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Office Assistant
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Medical Programs Coordinator
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Protective Services & Police Academy

The Protective Services (Criminal Justice) department follows the principles and guidelines of the Central Texas College mission - utilizing its resources to provide qualified, trained individuals for local, state, national and international public criminal justice agencies. Further, it assists students in making an intelligent career choice and assists the field in providing qualified employees by guaranteeing the performance of its graduates. The Protective Services department adheres to the common course transfer core curriculum in criminal justice, assuring transferability of its courses to a variety of colleges and universities. Further, the department has articulation agreements with several high schools and universities in Texas, whereby courses taught at one institution are automatically accepted into the degree plans of the other if the student so desires.

Police Academy Admission Requirements

All applicants to the CTC Police Academy must meet special admission requirements as established by the Central Texas College Protective Service Department. All applicants must be at least 21 years of age before completion of the 720-hour academy unless you meet the requirements to attend between the ages 18 to 21. See TCOLE rules for more information, www.tcole.texas.gov.

Applicants must complete application packet from the Central Texas College Protective Service Department. The packet will be available prior to beginning of the academy via a link on the main academy page.

Location
Central Campus
Protective Services Building (Bldg. 541), Room 101
Police Academy Email: Police.Academy@ctcd.edu

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Office Clerk I
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Police Academy Program Coordinator
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Protective Services Faculty
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Police Academy Faculty
Bradford Watson
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Science

The Central Texas College Department of Science and Agriculture offers courses in the areas of biology, chemistry, environmental science, geology, and physics.

Specific pre-requisite courses are offered for those aiming to major in pre-nursing, pre-med, biology, chemistry, environmental science, geology, and physics disciplines.

Associate of Science degrees are offered in each program and most courses are designed for those aiming to pursue further work in the sciences and in the teaching of science. The Central Texas College curriculum is designed to maximize the transfer of lower-level coursework to the Baccalaureate degree granting public education institutions within the State of Texas.

A broad range of science courses are offered each semester in day, evening, and weekend schedules. Be sure to confer with Science and Agriculture department advisors as to recommended sequencing of courses and the semesters that these courses are offered.

Location
Central Campus
Science Center Building, Room 1133
Phone: 254-526-1288

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Out-of-state: 1-800-792-3348, ext. 1288

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Pre-Health Sciences Program Coordinator
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Social and Behavioral Sciences

The CTC Social and Behavioral Science department offers courses in the areas of anthropology, economics, geography, government, history, philosophy, psychology and sociology.

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 including psychology, politics, history, anthropology, sociology, geography, philosophy and economics.

Location
Central Campus
Academic Building (Bldg. 208), Room 101

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Program Coordinator – Social Science
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Programs of Study

Programs of Study

Abbreviation	Degree Type
AA	Associate of Arts Degree
AS	Associate of Science Degree
AAS	Associate of Applied Science Degree
AAT	Associate of Arts Teaching
CC	Institutional Certificate of Completion
CC**	Level II Certificate
CC*	Level I Certificate
FOS	Field of Study
OSA	Occupational Skills Achievement
NC	Non-Credit
NCC	Non-Credit Course

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

Degree Type	Major
Associate of Science and Arts Degrees and Certificates	
AS	Agriculture Science (AGR4.AS) 010000
AA	Art – Studio (ARTS2.AA) 500702
AS	Biology (BIO24.AS) 260101
AS	Biology - Human Biology Focus (BHB24.AS) 260101
AS	Biology - Organismal Focus (BOB24.AS) 260101
AS	Business Administration (BUB15.AS) 520101
AS-FOS	Business Administration - Field of Study (BUB20.AS) 520101
AS	Chemistry (CHEM4.AS) 400501
AA	Commercial Art (CART4.AA) 500402
AA	Communication Studies (COM23.AA) 090100
AS	Computer Science (CS17.AS) 110201
AA	Drama – General (DRMG2.AA) 500501
AA	Drama – Design/Technical (DRMD2.AA) 500501 *Scheduled for Deactivation Aug. 2025*
AA	Drama – Performance (DRMP2.AA) 500501 *Scheduled for Deactivation Aug. 2025*
AS	Earth Science (ESC23.AS) 400601
AS	Earth Science – Environmental Focus (ESE23.AS) 400601
AS	Earth Science – Geology Focus (ESG23.AS) 400601
AS	Engineering (ENGF4.AS) 140101
AA	English Language and Literature (ELL25.AA) 230101
AA	Foreign Language (FLA23.AA) 160101
AA	General Studies (GST4.AA) 240102
AS	General Studies in Pre-Health Sciences (GSH25.AS) 510000
AA	Interdisciplinary Studies (IDS4.AA) 240101
AS	Kinesiology (KIN4.AS) 310505
AS	Mathematics (MAT4.AS) 270101
AA	Music (MUSG2.AA) 500901
AS	Psychology (PSY25.AS) 420101
AA	Social Science (SOC4.AA) 450101
AAT	Teacher Education (TEAE2.AAT) 131210
Associate of Applied Science Degrees, Certificates, and Occupational Skills Achievement	
Accounting	
AAS	Accounting Technician (BMAT.AAS) 520302
CC*	Business Management Accounting Specialist (BMAS.CC1) 520201
CC*	Business Management Accounting Technician (BMAT.CC1) 520201
Agriculture Science	
AAS	Agriculture Production (AGP24.AAS) 010104
CC*	Agriculture Production (AGP24.CC1) 010104
CC*	Production Technology (APT24.CC1) 010104
AAS	Agriculture Production (AGP14.AAS) 010104 *Scheduled for Deactivation Aug. 2025*
CC**	Agricultural Industries (AGI13.CC2) 010104 *Scheduled for Deactivation Aug. 2025*
CC*	Production Technology (AGP23.CC1) 010104 *Scheduled for Deactivation Aug. 2025*
Automotive Mechanic	
AAS	Automotive Mechanic/Technician (AUM15.AAS) 470604
CC**	Automotive Technician (AUT5.CC2) 470604
CC*	Basic Automotive Technician (AUB13.CC1) 470604
CC*	Automotive System Specialist (AUSS5.CC1) 470604
OSA	Automotive Entry-Level Service Technician (AES25.OSA) 470604
OSA	Automotive Engine Repair and Performance Diagnosis (AER25.OSA) 470604
OSA	Automotive Electrical Theory and Diagnosis (AET25.OSA) 470604

Degree Type	Major
Aviation Science	
AAS	Aviation Science SPRING START (AVS25.AAS) 490102
AAS	Aviation Science FALL START (AVS15.AAS) 490102
Baking and Pastry	
AAS	Baking and Pastry Specialization (HMBP.AAS) 520901
CC*	Baking and Cake Decorating (HMB19.CC1) 520901
CC*	Baking (HMBK9.CC1) 520905
CC*	Baking Skills (HMBP.CC1) 520901
Business Administration	
AAS	Business Management (BUBM5.AAS) 520201
AAS	Business Management - Marketing and Sales Management Specialization (BUMS5.AAS) 520201
AAS	Applied Management (BUAF5.AAS) 520201 Offered only at Ft. Lee, VA
AAS	Applied Management with Computer Applications (BUAM5.AAS) 520201 *Scheduled for Deactivation Aug. 2025* *Offered only at Ft. Polk. LA*
CC*	Business Management (BUBM5.CC1) 520201
CC*	Business Management Supervision (BUS17.CC1) 520201
CC*	Business Management Entrepreneurship (BUEN5.CC1) 520201
CC*	Human Resources Management (HRM17.CC1) 520201
CC*	Business Management Marketing and Sales Management (BUMS5.CC1) 520201
CC*	Social Media and Digital Marketing (SMD25.CC1) 521404
CC*	Social Media and Digital Marketing and Design (SDD25.CC1) 521404
CC	Supervision Management (SUM11.CC) 299999
Chemical Dependency	
AAS	Chemical Dependency Specialization (MHCF5.AAS) 511503
CC**	Chemical Dependency Counseling (MHC14.CC2) 511503
Child Development	
AAS	Child Development (CDS15.AAS) 190709
AAS	Applied Behavior Analysis Technician (ABA25.AAS) 422814
CC**	Child Development Instructional Aide/Teacher Assistant (CDS20.CC2) 190709
CC*	Administrator's Credentials (CDA14.CC1) 190708
CC*	Child and Youth Serving Professional (CYSP.CC1) 190708
OSA	Child Development Associate (CDCD.OSA) 190709
Computer Information Technology and Systems	
AAS	Cyberdefense – Information Assurance (CDIA.AAS) 111003

Degree Type	Major
AAS	Data and Software Systems (DSS25.AAS) 110301
AAS	Information Technology (CSI17.AAS) 110103
AAS	Software Development and Programming (SDP25.AAS) 110201
CC**	Cyberdefense – Information Assurance (CDIA.CC2) 111003
CC**	Information Technology (INT24.CC2) 110103
CC*	IT Core Fundamentals (ITC24.CC1) 110103
CC*	Web Technologies (CSW17.CC1) 110801
OSA	Cyberdefense – Information Assurance (CIA25.OSA) 111003
OSA	Information Technology (INT25.OSA) 110103
CC*	Computer Helpdesk Specialist (CSI17.CC1) 111006 *Scheduled for Deactivation Aug. 2025*
CC*	Computer Systems Technician (CST19.CC1) 151201 *Scheduled for Deactivation Aug. 2025*
CC*	Cyberdefense – Information Assurance (CDIA.CC1) 111003 *Scheduled for Deactivation Dec. 2025*
CC*	Cybersecurity (CSUR5.CC1) 111003 *Scheduled for Deactivation Dec. 2025*
CC*	IT Network Analyst (INA17.CC1) 111001 *Scheduled for Deactivation Aug. 2025*
Construction Technology	
AAS	Craftsman Trades (CFT18.AAS) 460401
CC**	Building Trades (MTB15.CC2) 460401
CC*	Carpentry Trades (MTC15.CC1) 460401
CC*	Construction Trades (MTCO.CC1) 460401
CC*	Residential Construction (MTR15.CC1) 460401
OSA	General Framing Carpentry (GFC25.OSA) 460201
Criminal Justice	
AAS	Criminal Justice (CJCJ5.AAS) 430104
AAS	Criminal Justice - Corrections Specialization (CJCR5.AAS) 430104
CC*	Criminal Justice Studies with Specialization (CJCJ.CC1) 430104
CC*	Criminal Justice Corrections Specialization (CJCR.CC1) 430104
CC*	Basic Peace Officer (BPC4.CC1) 430107
Culinary Arts	
AAS	Culinary Arts (HMC15.AAS) 520905
CC*	Culinary Arts (HMC15.CC1) 520905
CC*	Culinary Skills (HMC18.CC1) 520905
CC*	Restaurant Skills (HMR13.CC1) 520905
Diesel	
AAS	Diesel Engine Technician and Maintainer (DEM15.AAS) 470605
CC**	Diesel Technician (DET15.CC2) 470605

Degree Type	Major
CC*	Basic Diesel Technician (DESP7.CC1) 470605
CC*	Bus and Truck Mechanics and Diesel Engine Specialists (BTM25.OSA) 470605
CC*	Diesel System Specialist (DES15.CC1) 470605
CC*	Diesel Technician for Construction, Agriculture, and Outdoor Power Equipment (DTC23.CC1) 470605
CC*	Machine Maintenance Technology (MMT24.CC1) 470605
OSA	Vehicle and Mobile Equipment Mechanics, Installer, and Repairers (VME25.OSA) 470302
Drafting and Design	
AAS	Computer-Aided Drafting and Design (DFT15.AAS) 151301
CC**	Drafting Completer Drafting and Design (DFT25.CC2) 151301
CC*	Computer-Aided Mechanical Drafting and Design (DFT25.CC1) 151301
OSA	Computer-Aided Drafting and Design (DFT15.OSA) 151301
Equine Management	
AAS	Equine Management (AGE24.AAS) 010104
CC*	Equine Management (AGE24.CC1) 010104
AAS	Equine Management (AGE14.AAS) 010104 *Scheduled for Deactivation Aug. 2025*
Fire Service Administration	
AAS	Fire Service Administration (FRSV8.AAS) 430202
CC	Basic Fire Protection Technology (BFPC.CC) 430202
AAS	Fire Protection (FIP15.AAS) 430202 *Scheduled for Deactivation Aug. 2025*
Food and Beverage Management	
AAS	Food and Beverage Management Specialization (HMF15.AAS) 520901
CC*	Food and Beverage Management (HMF15.CC1) 520905
CC*	Food Service Operations (HMI15.CC1) 520905
Graphics and Printing Technology	
AAS	Graphics and Printing (GP15.AAS) 100305
CC**	Graphics and Printing Technology (GP15.CC2) 100301
CC*	Graphics and Printing Technology Graphic Design (GPG25.CC1) 500409
CC*	Graphics and Printing Technology Press Operations (GPP15.CC1) 100305
OSA	Graphic Design for Print Production (GDP25.OSA) 500409
OSA	Prepress and Print Production Specialization (PPS25.OSA) 100305
OSA	Wideformat Graphics Specialization (WGS25.OSA) 500409
Heating and Air Conditioning	
AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5.AAS) 470201
CC**	Heating, Air Conditioning and Refrigeration (HART5.CC2) 470201
CC*	Air Conditioning and Refrigeration Technicians Assistant (ACR17.CC1) 470201
CC*	Residential Heating, Air Conditioning and Refrigeration (HAC17.CC1) 470201
OSA	Residential Air Conditioning Technicians Assistant Award (RAC25.OSA) 470201
Histological Technician	
AAS	Histological Technician (HLAB.AAS) 511008
Homeland Security	
AAS	Homeland Security and Emergency Management (HS15.AAS) 430301
CC*	Homeland Security and Emergency Management (HS15.CC1) 430301
CC*	Homeland Security (HSHS.CC1) 430301
CC*	Emergency Management (EMHS.CC1) 430301
Horticulture	
AAS	Horticultural Development (AGH14.AAS) 010104
CC*	Horticultural Development (HDC25.CC1) 010104
CC*	Horticultural Technology (HTC25.CC1) 010104
Hotel Management	
AAS	Hotel Management Specialization (HMH15.AAS) 520901
CC*	Hospitality Property Management (HMP19.CC1) 520904
CC*	Rooms Division (HRD13.CC1) 520904
CC*	Service Management (HMH18.CC1) 520901
Human Services	
AAS	At Risk Youth Specialization (MHAF4.AAS) 511503
AAS	Community Health Worker (CHW25.AAS) 511504
CC**	At Risk Youth Advanced Certificate (MHA14.CC2) 511503
CC**	Community Health Worker (CHW25.CC2) 511504
CC**	Criminal Justice Addictions (MCJ13.CC2) 511501
CC*	Basic Mental Health Professional (MHBP.CC1) 511501
CC*	Substance Abuse Prevention Specialist (MHP14.CC1) 511501
CC*	Community Health Worker (MHCH.CC1) 511504
Logistics and Global Supply Chain	
AAS	Logistics and Global Supply Chain Management (LGS18.AAS) 520203
CC*	Logistics Specialist (LGS18.CC1) 520203

Degree Type	Major
CC*	Global Supply Chain Management Specialist (LGS19.CC1) 520203
Massage Therapy	
CC*	Licensed Massage Therapy (LMT20.CC1) 513501
Medical Coding and Billing	
AAS	Medical Coding and Billing (OTMCB.AAS) 510713
CC*	Medical Coding and Billing (OTMC5.CC1) 510713
CC*	Medical Billing (OTM21.CC1) 510713
OSA	Coding for Health Professionals (CHP24.OSA) 510713
Medical Laboratory Technician	
AAS	Medical Laboratory Technician FALL START (MLAB5.AAS) 511004
CC*	Phlebotomy Technician (PLAB7.CC1) 511009
Medical Office Technology	
AAS	Medical Office Technology (OTM15.AAS) 510716
CC*	Medical Office Technology Specialist (OTMO5.CC1) 510716
CC*	Medical Office Technology Professional (OTMP.CC1) 510716
CC*	Medical Office Technology Support (OTMS5.CC1) 510716
Network Systems Administrator	
AAS	Network Systems Administrator (CSN17.AAS) 111001
AAS	Network Cloud Support and Cybersecurity (NCS20.AAS) 110902
CC**	Network Systems Administrator (NSA24.CC2) 111001
CC**	Network Server Cloud Administrator (NSC24.CC2) 110902
OSA	Network Administrator (NAO25.OSA) 110201
OSA	Network Server and Cloud (NSC25.OSA) 110902
CC*	Network Server and Cloud Administrator (CSC17.CC1) 110902 *Scheduled for Deactivation Dec. 2025*
CC*	*Telecommunications Technician (ELN17.CC1) 111001* *Scheduled for Deactivation Aug. 2025*
OSA	Network Administrator (CSN15.OSA) 110201 *Scheduled for Deactivation Dec. 2025*
Nursing	
AAS	Nursing Associate Degree (NUA15.AAS) 513801
AAS	Nursing Option for Articulating Student (NOA15.AAS) 513801
AAS	Health Sciences (DHS25.AAS) 510000
CC**	Vocational Nursing (NUVF5.CC2) 513901 FALL START
CC**	Vocational Nursing (NUV24.CC2) 513901 FALL START EVENING/WEEKEND
CC*	Nursing - Prospective ADN Student (NU15.CC1) 513801
CC*	Nursing - Prospective Articulating Student (NOAP5.CC1) 513801

Degree Type	Major
Office Technology	
AAS	Office Technology (OT15.AAS) 520401
CC**	Office Technology Specialist (OTS15.CC2) 520401
CC*	General Office Assistant (OTG12.CC1) 520401
CC*	Office Technology Professional (OTP15.CC1) 520401
CC*	Office Technology Support (OTSP5.CC1) 520401
OSA	Applications Specialist (APS24.OSA) 520407
Paralegal/Legal Assistant	
AAS	Paralegal/Legal Assistant (LAS15.AAS) 220302
CC*	Paralegal/Legal Assistant (LAS16.CC1) 220301
Paramedicine	
AAS	Emergency Medical Technology (EMT15.AAS) 510904
CC*	EMT - Paramedic (EMP15.CC1) 510904
Real Estate	
AAS	Business Management Real Estate Specialization (BUR23.AAS) 520201
CC*	Business Management Real Estate Sales Agent (BUR13.CC1) 520201
Restaurant and Culinary Management	
AAS	Restaurant and Culinary Management (RCM15.AAS) 520901
CC*	Restaurant Management (RCM18.CC1) 520901
CC*	Restaurant Operations (HRO13.CC1) 520905
Robotics Technology	
AAS	Robotics Technology (RBT19.AAS) 150405
AAS	Specialization in Manufacturing, Automation, and Robotics Technology (SMA25.AAS) 150613
CC*	Robotics Technology (RBT19.CC1) 150405
Social Work	
AAS	Social Work Specialization (MHSF4.AAS) 511503
Welding Technology	
AAS	Welding (WLD21.AAS) 480508
CC**	Welding Technology (WLD21.CC2) 480508
CC**	Pipe Welding (WLP20.CC2) 480508
CC*	Farm and Ranch (WLFR9.CC1) 480508
CC*	Structural Welding Technology (WLS19.CC1) 480508
CC*	Industrial Welding Transition (WLTP.CC1) 480508
CC*	Pipe Welding (WLP20.CC1) 480508
OSA	Structural Iron & Steel Works (SIS25.OSA) 480508

Degrees

Accounting Technician (BMAT.AAS) 520302

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ACCT-2301 or ACNT-1303		3
CORE	ENGL-1301	Composition I	3
CORE	MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
DEGR	BUSI-1301	Business Principles	3
DEGR	ITSC-1309 or BCIS-1305		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ACNT-1304 or ACCT-2302		3
DEGR	ACNT-1311	Introduction to Computerized Accounting	3
DEGR	BMGT-1325	Office Management	3
DEGR	ACNT-1329	Payroll & Business Tax Accounting	3
DEGR	BUSG-2305 or BUSI-2301		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ELEC: Humanities/Fine Arts Selection		3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	ECON-2301	Principles of Macroeconomics	3
CORE	SPCH-1315 or SPCH-1321		3
CORE	MATH-1342	Elementary Statistical Methods	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
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	Entrepreneur & Business Plan Development	3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Sullivan University

- AAS Accounting Technician to BS Accounting

SUNY Empire State College

- AAS Accounting Technician to BS Accounting

Western Governors University

- AAS Accounting Technician to BS Accounting

Midwestern State University

- Accounting Technician AAS

South Texas College

- AAS Accounting Tech to BAS Organizational Leadership
- AAS Accounting Tech to BAT Technology Mgmt.

University of Alaska-Fairbanks

- AAS in Accounting Technician to BBA in Accounting

Administrator's Credentials (CDA14.CC1) 190708

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	CDEC-1311 or TECA-1311		3
	CDEC-1303 or TECA-1303		3
	CDEC-1413	Curriculum Resources for Early Childhood Programs	4
	CDEC-1419	Child Guidance	4
	CDEC-2426	Administration of Programs for Children I	4

Sub-Total Credits	**18**
Total Hours	**18**

Certificate is stackable towards AAS Child Development (CDS15.AAS)

Agriculture Production (AGP24.AAS) 010104

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	AGRI-1419	Introductory Animal Science	4
DEGR	AGRI-1309	Computers in Agriculture	3
DEGR	AGRI-2317	Introduction to Agriculture Economics	3
DEGR	AGCR-1307	Range Management	3
DEGR	AGMG-2306	Livestock and Meat Marketing	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AGAH-1343	Animal Health	3
DEGR	AGAH-1347	Animal Reproduction	3
DEGR	AGEQ-1301	Equine Behavior and Training I	3
DEGR	AGAH-2313	Principles of Feeds & Feeding	3
DEGR	AGRI-1407	Agronomy	4
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AGAH-1353	Beef Cattle Production	3
CORE	MATH-1342	Elementary Statistical Methods	3
CORE	ENGL-1301	Composition I	3
DEGR	AGCR-2318	Soil Science	3
DEGR	AGRI-2330	Wildlife Conservation & Management	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315 or SPCH-1321		3
DEGR	AGMG-2486	Internship - Agriculture Business & Management, General	4
CORE	ELEC: Social and Behavioral Sciences		3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**13**
Total Hours			**60**

Transfer Agreements
SUNY Empire State College

- AAS Agriculture Production to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics
  - Science, Mathematics and Technology

Agriculture Production (AGP24.CC1) 010104

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	AGAH-1343	Animal Health	3
	AGEQ-1301	Equine Behavior and Training I	3
	AGAH-2313	Principles of Feeds & Feeding	3
	AGRI-1407	Agronomy	4
	AGAH-1347	Animal Reproduction	3
Sub-Total Credits			**16**
Total Hours			**16**

Courses are stackable towards AAS Agriculture Production (AGP24.AAS)

Agriculture Science (AGR4.AS) 010000

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	HIST-1302	United States History II	3
DEGR	AGRI-1309	Computers in Agriculture	3
DEGR	AGRI-2330	Wildlife Conservation & Management	3
CORE	ELEC: Life and Physical Sciences		4
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	MATH-1332 or MATH-1342		3
CORE	ELEC: Life and Physical Sciences		4
DEGR	AGRI-1407	Agronomy	4
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AGRI-2317	Introduction to Agriculture Economics	3
CORE	ELEC: Language/Philosophy/Culture		3
CORE	ELEC: Social and Behavioral Sciences		3
CORE	Component Area Option		4
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**16**
Total Hours			**60**

Transfer Agreements
SUNY Empire State College

- AAS Agriculture Science to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics

- Science, Mathematics and Technology

Midwestern State University

- Agriculture Science AAS

Air Conditioning and Refrigeration Technicians Assistant (ACR17.CC1) 470201

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours	Clock Hours
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
Sub-Total Credits		**19**	**480**
Total Hours		**19**	
Total Clock Hours			**480**

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

Applications Specialist (APS24.OSA) 520407

Degree Type
Occupational Skills Achievement Certificate

First Semester

Course Code	Name	Credit Hours
POFI-1301	Computer Applications I+*	3
POFI-1349	Spreadsheets+*	3
POFI-2331	Desktop Publishing+	3
ITSW-1307	Introduction to Database	3
Sub-Total Credits		**12**
Total Hours		**12**

+Courses stackable towards General Office Assistant (OTG12.CC1), Office Technology Specialist (OTS15.CC2), and AAS Office Technology (OT15.AAS)
*Courses stackable towards Office Technology Professional (OTP15.CC1)

Applied Behavior Analysis Technician (ABA25.AAS) 422814

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
DEGR	CDEC-1413	Curriculum Resources for Early Childhood Programs	4
DEGR	PSYT-1309	Health Psychology	3
DEGR	CDEC-1311 or TECA-1311		3
DEGR	CDEC-1419	Child Guidance	4
Sub-Total Credits			**17**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CDEC-1354 or TECA-1354		3
DEGR	CDEC-1318 or TECA-1318		3
DEGR	CDEC-1303 or TECA-1303		3
DEGR	CDEC-1359	Children with Special Needs	3
CORE	MATH-1314	College Algebra	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CMSW-1309	Problems of Children and Adolescents	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	Social and Behavioral Science		3
CORE	PSYC-2314	Life Span Growth & Development	3
CORE	PSYC-2301	General Psychology	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CDEC-2341	The School Age Child	3
DEGR	PSYT-2331	Abnormal Psychology	3
DEGR	PSYT-2345	Principles of Behavior Management and Modification	3

DEGR	BCIS-1305 or COSC-1301	3
DEGR	KINE Elective	1
Sub-Total Credits		**13**
Total Hours		**60**

Upon completion of the Applied Behavior Analysis program and 40 externship field hours of ongoing supervision of a qualified RBT Supervisor/Coordinator, students can apply to the Behavior Analyst Certification Board (BACB) as a paraprofessional Registered Behavior Technician (RBT) certified in behavior analysis.

Applied Management (BUAF5.AAS) 520201

Degree Type
Associate of Applied Science

(Offered only at Fort Lee, Virginia.)

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BUSI-1301	Business Principles	3
CORE	ENGL-1301	Composition I	3
CORE	MATH-1314, MATH-1332, or MATH-1342		3
DEGR	BMGT-1327	Principles of Management	3
DEGR	HRPO-1311	Human Relations	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	BUSI-1307	Personal Finance	3
DEGR	English Selection		3
DEGR	BMGT/BUSG/ECON/MRKG		3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	BCIS-1305 or ITSC-1309		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ACCT-2301	Principles of Financial Accounting	3
DEGR	HRPO-2301	Human Resources Management	3

DEGR	BMGT-1301	Supervision	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	BMGT/BUSG/ECON/MRKG		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	BUSG-2305 or BUSI-2301		3
DEGR	MRKG-1311	Principles of Marketing	3
DEGR	BMGT/BUSG/ECON/MRKG or Approved Selection		3
DEGR	BMGT/BUSG/ECON/MRKG/ITSW/ITSC/ITSE		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
South Texas College

- AAS Applied Mgmt. to BAT Technology Mgmt.
- AAS Applied Mgmt. with Computer Applications to BAT Technology Mgmt.
- AAS Applied Mgmt. with Computer Applications to BAS Organizational Leadership

SUNY Empire State College

- AAS Applied Management to BS Management

Art - Studio (ARTS2.AA) 500702

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315	Public Speaking	3
CORE	ELEC: Life and Physical Sciences		4
CORE	HIST-1302	United States History II	3
DEGR	ARTS-1312	Design II (3-Dimensional)	3
DEGR	ARTS-2348	Digital Media	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Life and Physical Sciences		4
CORE	ARTS-1303	Art History I	3
DEGR	ELEC: ARTS Elective*		3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Social and Behavioral Sciences		3
CORE	GOVT-2306	Texas Government	3
CORE	ARTS-1304	Art History II	3
CORE	ELEC: Language/Philosophy/Culture		3
DEGR	ELEC: ARTS Elective*		3
Sub-Total Credits			**15**
Total Hours			**60**

*ARTS Electives choose two 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, 2389.

At Risk Youth Advanced Certificate (MHA14.CC2) 511503

Degree Type
Certificate of Completion

First Year

First Semester

	Course Code	Name	Credit Hours
	PSYT-1429	Interviewing & Communication Skills+	4
	DAAC-1319	Introduction to Substance Use Disorders+	3

PSYT-2345	Principles of Behavior Management and Modification+	3
PSYT-1313	Psychology of Personal Adjustment	3
PSYT-1309	Health Psychology+	3
Sub-Total Credits		**16**

Second Semester

Course Code	Name	Credit Hours
CMSW-1309	Problems of Children and Adolescents+	3
CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work+	1
DAAC-2306	Substance Abuse Prevention I	3
PSYT-2321	Crisis Intervention+	3
DAAC-2307	Family Intervention with Substance Use Disorders+	3
DAAC-1311	Counseling Theories+	3
Sub-Total Credits		**16**

Third Semester

Course Code	Name	Credit Hours
DAAC-1305	Co-Occurring Disorders	3
DAAC-2354	Dynamics of Group Counseling+	3
CMSW-1323 or CMSW-1327		3
Sub-Total Credits		**9**

Second Year

First Semester

Course Code	Name	Credit Hours
PSYT-1392	Special Topics in Psychology, General	3
CMSW-1167	Practicum (or Field Experience) - Clinical/Medical Social Work+	1
Sub-Total Credits		**4**
Total Hours		**45**

+ Courses stackable towards AAS At Risk Youth Specialization (MHAF4.AAS)

At Risk Youth Specialization (MHAF4.AAS) 511503

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	PSYT-1429	Interviewing & Communication Skills	4
DEGR	DAAC-1319	Introduction to Substance Use Disorders	3
DEGR	PSYT-2345	Principles of Behavior Management and Modification	3
DEGR	PSYT-1313	Psychology of Personal Adjustment	3
DEGR	PSYT-1309	Health Psychology	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CMSW-1309	Problems of Children and Adolescents	3
DEGR	CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work	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
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ENGL-1302	Composition II	3
DEGR	DAAC-2307	Family Intervention with Substance Use Disorders	3
DEGR	DAAC-1311	Counseling Theories	3
DEGR	DAAC-1305	Co-Occurring Disorders	3
DEGR	DAAC-2354	Dynamics of Group Counseling	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	MATH-1314	College Algebra	3
DEGR	CMSW-1323 or CMSW-1327		3
DEGR	PSYT-1392	Special Topics in Psychology, General	3
DEGR	CMSW-1167	Practicum (or Field Experience) - Clinical/Medical Social Work	1
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**13**
Total Hours			**60**

Transfer Agreements

Texas A&M University - Central Texas

- BAAS - Psychology

Midwestern State University

- AAS At Risk Youth Specialization to BAAS Human Services Concentration

University of Texas at Tyler

- AAS in At Risk Youth Specialization to BAAS in Human Behavior

South Texas College

- AAS At Risk Youth Specialization to BAS Organizational Leadership

SUNY Empire State College

- AAS At Risk Youth Specialization to:
  - BA in Psychology
  - Community Health Services
  - Human Development

Automotive Electrical Theory and Diagnosis (AET25.OSA) 470604

Degree Type
Occupational Skills Achievement Certificate

Course Code	Name	Credit Hours	Clock Hours
AUMT-1407	Automotive Electrical Systems	4	144
AUMT-2337	Automotive Electronics	3	96
AUMT-1445	Automotive Climate Control Systems	4	128
Sub-Total Credits		**11**	**368**
Total Hours		**11**	
Total Clock Hours			**368**

Certificate is stackable towards Automotive Technician (AUT5.CC2) and AAS Automotive Mechanic/Technician (AUM15.AAS)

Automotive Engine Repair and Performance Diagnosis (AER25.OSA) 470604

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours	Clock Hours
AUMT-1319	Automotive Engine Repair	3	96
AUMT-2417	Automotive Engine Performance Analysis I	4	144

AUMT-2434	Automotive Engine Performance Analysis II	4	144
Sub-Total Credits		**11**	**384**
Total Hours		**11**	
Total Clock Hours			**384**

Certificate is stackable towards Automotive Technician (AUT5.CC2) and AAS Automotive Mechanic/Technician (AUM15.AAS)

Automotive Entry-Level Service Technician (AES25.OSA) 470604

Degree Type
Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours	Clock Hours
	AUMT-1405	Introduction to Automotive Technology	4	96
	AUMT-1410	Automotive Brake Systems	4	128
	AUMT-1416	Automotive Suspension and Steering Systems	4	128
Sub-Total Credits			**12**	**352**
Total Hours			**12**	
Total Clock Hours				**352**

Certificate is stackable towards Basic Automotive Technician (AUB13.CC1), Automotive Technician (AUT5.CC2), and AAS Automotive Mechanic/Technician (AUM15.AAS)

Automotive Mechanic/Technician (AUM15.AAS) 470604

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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 (Quantitative Reasoning)	3
Sub-Total Credits			**17**

Second Semester

	Course Code	Name	Credit Hours

DEGR	AUMT-2417	Automotive Engine Performance Analysis I	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
Sub-Total Credits			**19**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315 or SPCH-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
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	AUMT-2434 or AUMT-2488		4
Sub-Total Credits			**10**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- AAS Automotive Mechanic Technician to BAAS Technology Concentration

South Texas College

- AAS Automotive Mechanic Tech to BAT Technology Mgmt.

University of Alaska-Fairbanks

- AAS in Automotive Mechanic Technician to BAM

Automotive System Specialist (AUSS5.CC1) 470604

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours	Clock Hours

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 Transmission and Transaxle	4	128
AUMT-1319	Automotive Engine Repair	3	96
Sub-Total Credits		**18**	**576**
Total Hours		**18**	
Total Clock Hours			**576**

*Requires AUB13.CC1 completion

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

Automotive Technician (AUT5.CC2) 470604

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours	Clock Hours
AUMT-1405	Introduction to Automotive Technology+	4	96
AUMT-2305	Automotive Engine Theory+	3	64
AUMT-1407	Automotive Electrical Systems+	4	144
AUMT-2337	Automotive Electronics+	3	96
AUMT-1319	Automotive Engine Repair+	3	96
AUMT-1445	Automotive Climate Control Systems+	4	128
AUMT-1410	Automotive Brake Systems+	4	128
AUMT-1416	Automotive Suspension and Steering Systems+	4	128
AUMT-2413	Automotive Drive Train and Axles+	4	128
AUMT-2425	Automotive Automatic Transmission and Transaxle+	4	128
AUMT-2434	Automotive Engine Performance Analysis II	4	144
AUMT-2417+ or AUMT-2488+		4	144-304
Sub-Total Credits		**45**	**1,424-1,584**
Total Hours		**45**	
Total Clock Hours			**1424–1584**

+Courses are stackable towards AAS Automotive Mechanic/Technician (AUM15.AAS)

Transfer Agreements
University of Alaska-Fairbanks

- Automotive Mechanic Technician Certificate to BAM

Aviation Science (AVS15.AAS) FALL START 490102

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-1171	Private Pilot Solo	1
DEGR	AIRP-1417	Private Pilot Ground School	4
DEGR	AIRP-1307	Aviation Meteorology	3
CORE	ELEC: Life and Physical Sciences		4
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-1215	Private Flight	2
DEGR	AIRP-1341	Advanced Air Navigation	3
DEGR	AIRP-1305	Aircraft Science	3
DEGR	AIRP-1343	Aerodynamics	3
CORE	MATH-1314	College Algebra	3
Sub-Total Credits			**14**

Third Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-1255	Intermediate Flight	2
DEGR	AIRP-2355	Propulsion Systems	3
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**8**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-2250	Instrument Flight	2
DEGR	AIRP-1451	Instrument Ground School	4
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-2239	Commercial Flight	2
DEGR	AIRP-2337	Commercial Ground School	3
DEGR	AVIM-2331	Airline Management	3
DEGR	ENGL-1302	Composition II	3
DEGR	ELEC: Creative Arts		3
Sub-Total Credits			**14**
Total Hours			**60**

Transfer Agreements
Texas A&M University - Central Texas

- BS - Aviation Science, Aviation Management
- BS - Aviation Science, Aviation Management Maintenance
- BS - Aviation Science, Professional Pilot

Midwestern State University

- AAS Aviation Science to BAAS Technology Concentration

South Texas College

- AAS Aviation Science to BAT Technology Mgmt.

University of Alaska-Fairbanks

- AAS in Aviation Science to Bachelor of Applied Management

Thomas Edison State University

- AAS Aviation Science to BS Aviation Management
- AAS Aviation Science to BS Aviation Flight Technology

Aviation Science (AVS25.AAS) SPRING START 490102

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-1171	Private Pilot Solo	1
DEGR	AIRP-1417	Private Pilot Ground School	4
DEGR	AIRP-1307	Aviation Meteorology	3
CORE	ELEC: Life and Physical Sciences		4

Sub-Total Credits	**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-1215	Private Flight	2
DEGR	AIRP-1341	Advanced Air Navigation	3
DEGR	AIRP-1305	Aircraft Science	3
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**11**

Third Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-1255	Intermediate Flight	2
DEGR	AIRP-2355	Propulsion Systems	3
DEGR	AIRP-1343	Aerodynamics	3
DEGR	AVIM-2331	Airline Management	3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**14**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-2250	Instrument Flight	2
DEGR	AIRP-1451	Instrument Ground School	4
CORE	MATH-1314	College Algebra	3
CORE	ENGL-1301	Composition I	3
DEGR	ELEC: Creative Arts		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AIRP-2239	Commercial Flight	2
DEGR	AIRP-2337	Commercial Ground School	3
DEGR	ENGL-1302	Composition II	3
Sub-Total Credits			**8**
Total Hours			**60**

Transfer Agreements

Texas A&M University - Central Texas

- BS - Aviation Science, Aviation Management
- BS - Aviation Science, Aviation Management Maintenance
- BS - Aviation Science, Professional Pilot

Midwestern State University

- AAS Aviation Science to BAAS Technology Concentration

South Texas College

- AAS Aviation Science to BAT Technology Mgmt.

University of Alaska-Fairbanks

- AAS in Aviation Science to Bachelor of Applied Management

Thomas Edison State University

- AAS Aviation Science to BS Aviation Management
- AAS Aviation Science to BS Aviation Flight Technology

Baking (HMBK9.CC1) 520905

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
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
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
PSTR-1302	Cake Baking and Production	3
PSTR-1306	Cake Decorating I	3
PSTR-1305	Breads and Rolls	3
RSTO-1325	Purchasing for Hospitality Operations	3
Sub-Total Credits		**12**
Total Hours		**27**

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

Transfer Agreements
University of Alaska-Fairbanks

- Baking CC to BAM

Baking and Cake Decorating (HMB19.CC1) 520901

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
CHEF-1305	Sanitation and Safety	3
HAMG-1321	Introduction to Hospitality Industry	3
PSTR-1306	Cake Decorating I	3
PSTR-1301	Fundamentals of Baking	3
Sub-Total Credits		**12**

Second Semester

Course Code	Name	Credit Hours
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
Sub-Total Credits		**15**

Third Semester

Course Code	Name	Credit Hours
PSTR-2350	Wedding Cakes	3
PSTR-2331	Advanced Pastry Shop	3
RSTO-1325	Purchasing for Hospitality Operations	3
RSTO-1313	Hospitality Supervision	3
HAMG-2388 or BUSG-1371		3
Sub-Total Credits		**15**
Total Hours		**42**

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

Transfer Agreements
University of Alaska-Fairbanks

- Baking & Cake Decorating Certificate to BAM

Baking and Pastry Specialization (HMBP.AAS) 520901

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CHEF-1305	Sanitation and Safety	3
DEGR	HAMG-1321	Introduction to Hospitality Industry	3
DEGR	PSTR-1301	Fundamentals of Baking	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	CHEF-1301	Basic Food Preparation	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	PSTR-1302	Cake Baking and Production	3
CORE	GOVT-2305	Federal Government	3
CORE	SPCH-1315 or SPCH-1321		3
DEGR	PSTR-1306	Cake Decorating I	3
DEGR	PSTR-1305	Breads and Rolls	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	PSTR-2350	Wedding Cakes	3
CORE	MATH-1332 or MATH-1342		3
DEGR	RSTO-1313	Hospitality Supervision	3

DEGR	ELEC: Academic	3
DEGR	HAMG-2388 or BUSG-1371	3
Sub-Total Credits		**15**
Total Hours		**60**

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Business, Accounting Concentration
- BAAS - Business, Computer Information Concentration
- BAAS - Business, Finance Concentration
- BAAS - Business, Human Resource Management Concentration
- BAAS - Business, Management Concentration
- BAAS - Business, Marketing Concentration
- BAAS - Business, without Concentration

Midwestern State University

- AAS Baking & Pastry Specialization to BAAS

South Texas College

- AAS Baking and Pastry Specialization to BAS Organizational Leadership
- AAS Baking and Pastry Specialization to BAT Technology Mgmt.

University of Alaska-Fairbanks

- AAS in Baking & Pastry Specialization to BAM

Excelsior University

- AAS in Baking and Pastry Specialization to BPS Business and Management

SUNY Empire State College

- AAS Baking and Pastry Specialization to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics

Baking Skills (HMBP.CC1) 520901

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	CHEF-1305	Sanitation and Safety	3
	HAMG-1321	Introduction to 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
Sub-Total Credits			**18**
Total Hours			**18**

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

Basic Automotive Technician (AUB13.CC1) 470604

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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
Sub-Total Credits			**19**	**560**
Total Hours			**19**	
Total Clock Hours				**560**

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

Transfer Agreements
University of Alaska-Fairbanks

- Automotive Mechanic Technician Certificate to BAM

Basic Diesel Technician (DESP7.CC1) 470605

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	DEMR-1301	Shop Safety and Procedures	3	96
	DEMR-1306	Diesel Engine I	3	96
	DEMR-1405	Basic Electrical Systems	4	128
	DEMR-1410	Diesel Engine Testing and Repair I	4	128
	DEMR-2434	Advanced Diesel Tune-Up and Troubleshooting	4	144

Sub-Total Credits	**18**	**592**
Total Hours	**18**	
Total Clock Hours		**592**

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

Basic Fire Protection Technology (BFPC.CC) 430202

Degree Type
Certificate of Completion

(Central Texas College offers the workforce education courses listed below in Fire Protection Technology.)

Courses

	Course Code	Name	Credit Hours
	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
Sub-Total Credits			**12**
Total Hours			**12**

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.AAS)

Basic Mental Health Professional (MHBP.CC1) 511501

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	PSYT-1429	Interviewing & Communication Skills	4
	DAAC-1319	Introduction to Substance Use Disorders	3
	DAAC-1304 or PSYT-2345		3
	PSYT-1313	Psychology of Personal Adjustment	3
	PSYT-1309	Health Psychology	3
	CMSW-1309	Problems of Children and Adolescents	3
	CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work	1
Sub-Total Credits			**20**
Total Hours			**20**

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

Basic Peace Officer (BPC4.CC1) 430107

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	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
Sub-Total Credits			**24**
Total Hours			**24**

Transfer Agreements
University of Alaska-Fairbanks

- Basic Peace Officer CC to BSEM

Biology (BIO24.AS) 260101

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	MATH-1414	College Algebra (Calculus Path)	4
CORE	BIOL-1406	Biology for Science Majors I	4
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	BIOL-1407	Biology for Science Majors II	4
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	HIST-1302	United States History II	3

CORE	CHEM-1411	General Chemistry I	4
CORE	ELEC: Language/Philosophy/Culture		3
Sub-Total Credits			**17**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	Biology Focus Area Course Options^		4
DEGR	Biology Focus Area Course Options^		4
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	BIOL-2421	Microbiology for Science Majors	4
DEGR	Biology Focus Area Course Options^		4
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**14**
Total Hours			**60**

^Focus Selection Course Options:

Field of Study

Organismal Biology Focus Area (BOB24.AS) 260101

Courses

^Organismal Biology Focus Area:

Take 3 courses from this list.

Please note that some courses in this list are only offered in specific semesters. Please contact the Science Depar ment for guidance regarding when specific classes will be offered.

*Indicates that the course requires a pre-requisite.

	Course Code	Name	Credit Hours
	BIOL-1411	General Botany	4
	BIOL-1413	General Zoology*	4
	BIOL-2401	Anatomy & Physiology I	4
	BIOL-2402	Anatomy & Physiology II*	4

CHEM-1412	General Chemistry II*	4
CHEM-2423	Organic Chemistry I*	4
CHEM-2425	Organic Chemistry II*	4
ENVR-1401	Environmental Science I*	4
PHYS-1401	College Physics I*	4
Sub-Total Credits		**12**

Human Biology Focus Area (BHB24.AS) 260101

Courses

^Human Biology Focus Area:

Take BIOL-2401

AND 2 courses from this list.

Please note that some courses in this list are only offered in specific semesters. Please contact the Science Department for guidance regarding when specific classes will be offered.

*Indicates that the course requires a pre-requisite.

Course Code	Name	Credit Hours
BIOL-1413	General Zoology*	4
BIOL-2402	Anatomy & Physiology II*	4
CHEM-1412	General Chemistry II*	4
CHEM-2423	Organic Chemistry I*	4
CHEM-2425	Organic Chemistry II*	4
PHYS-1401	College Physics I*	4
Sub-Total Credits		**12**

Transfer Agreements
Texas A&M University Central Texas

- BS - Biology, Biotechnology Concentration
- BS - Biology, Ecology/Conservation Concentration
- BS - Biology, Organismal Biology Concentration

Building Trades (MTB15.CC2) 460401

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours	Clock Hours
CRPT-1429	Introduction to Carpentry	4	96
CRPT-1423	Floor Systems	4	96

CRPT-1411	Roof Systems	4	112
Sub-Total Credits		**12**	**304**

Second Semester

Course Code	Name	Credit Hours	Clock Hours
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
Sub-Total Credits		**16**	**464**

Third Semester

Course Code	Name	Credit Hours	Clock Hours
ELPT-1429	Residential Wiring	4	96
PFPB-2409	Residential Construction Plumbing I	4	96
CNBT-1446	Construction Estimating I	4	96
PFPB-2445 or CBFM-2487		4	96-304
Sub-Total Credits		**16**	**384-592**
Total Hours		**44**	
Total Clock Hours			**1152**

Certificate is stackable towards AAS Craftsman Trades (CFT18.AAS)

Bus and Truck Mechanics and Diesel Engine Specialists (BTM25.OSA) 470605

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours	Clock Hours
DEMR-1306	Diesel Engine I	3	96
DEMR-1405	Basic Electrical Systems	4	128
DEMR-1410	Diesel Engine Testing and Repair I	4	128
Sub-Total Credits		**11**	**352**
Total Hours		**11**	
Total Clock Hours			**352**

Certificate is stackable towards Diesel Technician (DET15.CC2), Basic Diesel Technician (DESP7.CC1), Diesel Technician for Construction, Agriculture, and Outdoor Power Equipment (DTC23.CC1), and AAS Diesel Engine Technician and Maintainer (DEM15.AAS)

Business Administration (BUB15.AS) 520101

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BUSI-1301	Business Principles	3
CORE	ELEC: Life and Physical Sciences		4
CORE	HIST-1301	United States History I	3
CORE	ENGL-1301	Composition I	3
DEGR	BCIS-1305	Business Computer Applications	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Life and Physical Sciences		4
CORE	HIST-1302	United States History II	3
DEGR	ECON-2301	Principles of Macroeconomics	3
CORE	MATH-1314*, MATH-1332, or MATH-1342		3
Sub-Total Credits			**13**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ENGL-1302	Composition II	3
DEGR	ACCT-2301	Principles of Financial Accounting	3
CORE	ELEC: Language/Philosophy/Culture (PHIL-1301*)		3
CORE	GOVT-2305	Federal Government	3
CORE	Component Area Option		4
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ACCT-2302	Principles of Managerial Accounting	3
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Social and Behavioral Sciences (ECON-2302*/FOS)		3
CORE	ELEC: Communications (SPCH-1321)		3

CORE	ELEC: Creative Arts	3
Sub-Total Credits		**15**
Total Hours		**60**

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

Field of Study

	Course Code	Name	Credit Hours
FOS	BUSI-1301	Business Principles	3
FOS	BCIS-1305	Business Computer Applications	3
FOS	ECON-2301	Principles of Macroeconomics	3
FOS	ACCT-2301	Principles of Financial Accounting	3
FOS	ACCT-2302	Principles of Managerial Accounting	3
FOS	ELEC: Social and Behavioral Sciences (ECON-2302*)		3
Sub-Total Credits			**18**

Transfer Agreements
Lamar University

- AS Business Administration CTC to Bachelor of Business Administration General Business

Sam Houston State University

- AS Business Administration to Bachelor of Business Administration - General Business Administration

South University

- AS Business Administration to BA Business Administration

Eastern Oregon University

- Business Administration
- Bachelors of Applied Science in Business Administration

Purdue University Global

- A.S. in Business Administration to B.S. in Business Administration

University of Alaska-Fairbanks

- AS in Business Administration and Emergency Management to BSEM
- AS in Business Administration to BBA in Accounting
- AS in Business Administration to BBA
- AS in Business Administration to Bachelor of Sport & Recreation Business

American Public University System

- AS Business Administration to Bachelor of Business Administration

Capitol Technology University

- A.S. Business Administration to B.S. Technology and Business Management

Southern New Hampshire University - Online

- AS Business Administration to BS Business Administration

Columbia College

- AS in Business Administration to BS in Business Administration

DeVry University

- AS in Business Administration to BS in Administration

Excelsior University

- AS in Business Administration to BS in Business

University of Phoenix

- AS Business Administration to BS Management QR
- AS Business Administration to BS Management ST

Franklin University

- AS Business Administration to BS Business Administration

Post University

- AS Business Admin to BS Accounting
- AS Business Admin to BS Business Admin
- AS Business Admin to BS Finance
- AS Business Admin to BS Human Resource
- AS Business Admin to BS Management
- AS Business Admin to BS Marketing

SUNY Empire State College

- AS Business Administration to:
    - BS in Business Administration
    - Business, Management and Economics

Thomas Edison State University

- AS Business Administration to BS Business Administration

Western Governors University

- AS Business Administration to BS Accounting
- AS Business Administration to BS Accounting
- AS Business Administration to BS Communications
- AS Business Administration to BS Finance
- AS Business Administration to BS Healthcare Administration
- AS Business Administration to BS Human Resource Management

- AS Business Administration to BS Information Technology Management
- AS Business Administration to BS Marketing
- AS Business Administration to BS Supply Chain and Operations Management
- AS Business Administration to BS User Experience Design

Business Administration - Field of Study (BUB20.AS) 520101

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BUSI-1301	Business Principles	3
CORE	ELEC: Life and Physical Sciences**		4
CORE	HIST-1301	United States History I	3
CORE	ENGL-1301	Composition I	3
DEGR	BCIS-1305	Business Computer Applications	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Life and Physical Sciences**		4
CORE	HIST-1302	United States History II	3
CORE	ECON-2301	Principles of Macroeconomics	3
CORE	MATH-1324	Mathematics for Business and Social Sciences	3
Sub-Total Credits			**13**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BUSI-2305	Business Statistics	3
DEGR	ACCT-2301	Principles of Financial Accounting	3
CORE	ELEC: Language/Philosophy/Culture (PHIL-1301+)**		3
CORE	GOVT-2305	Federal Government	3
CORE	Component Area Option (ENGL-1302+)**		3
CORE	EDUC-1100	Learning Frameworks	1
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ACCT-2302	Principles of Managerial Accounting	3
CORE	GOVT-2306	Texas Government	3
DEGR	ECON-2302	Principles of Microeconomics	3
CORE	SPCH-1321	Business and Professional Communication	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**15**
Total Hours			**60**

+For students transferring to Universities with the State of Texas, PHIL-1301 and ENGL-1302 are highly recommended.
**Refer to catalog Core Curriculum for course options

Field of Study

	Course Code	Name	Credit Hours
FOS	BUSI-1301	Business Principles	3
FOS	BCIS-1305	Business Computer Applications	3
FOS	ECON-2301	Principles of Macroeconomics	3
FOS	MATH-1324	Mathematics for Business and Social Sciences	3
FOS	BUSI-2305	Business Statistics	3
FOS	ACCT-2301	Principles of Financial Accounting	3
FOS	ACCT-2302	Principles of Managerial Accounting	3
FOS	ECON-2302	Principles of Microeconomics	3
Sub-Total Credits			**24**

Transfer Agreements
Texas A&M University - Central Texas

- BBA - Computer Information Systems, Business Analytics Concentration
- BBA - Computer Information Systems, Cybersecurity Concentration
- BBA - Computer Information Systems, Management & Networking Concentration
- BBA - Computer Information Systems, Software & Database Design Concentration
- BBA - Computer Information Systems, without Concentration

South University

- AS Field of Study to BA Business Administration

Western Governors University

- AS Business Administration FOS to BS Accounting
- AS Business Administration FOS to BS Business Management
- AS Business Administration FOS to BS Communications
- AS Business Administration FOS to BS Healthcare Administration
- AS Business Administration FOS to BS Finance
- AS Business Administration FOS to BS Human Resource Management
- AS Business Administration FOS to BS Information Technology Management

- AS Business Administration FOS to BS Marketing
- AS Business Administration FOS to BS Supply Chain and Operations Management
- AS Business Administration FOS to BS User Experience Design

Thomas Edison State University

- AS Business Administration to BS Business Administration

Sam Houston State University

- AS Business Administration to Bachelor of Business Administration - General Business Administration

Capitol Technology University

- A.S. Business Administration to B.S. Technology and Business Management

Columbia College

- AS in Business Administration to BS in Business Administration

DeVry University

- AS in Business Administration to BS in Administration

Eastern Oregon University

- Business Administration
- Bachelors of Applied Science in Business Administration

Excelsior University

- AS in Business Administration to BS in Business

Lamar University

- AS Business Administration CTC to Bachelor of Business Administration General Business

Purdue University Global

- A.S. in Business Administration to B.S. in Business Administration

Southern New Hampshire University - Online

- AS Business Administration to BS Business Administration

University of Alaska - Fairbanks

- AS in Business Administration and Emergency Management to BSEM
- AS in Business Administration to BBA in Accounting
- AS in Business Administration to BBA
- AS in Business Administration to Bachelor of Sport & Recreation Business

University of Phoenix

- AS Business Administration to BS Management QR
- AS Business Administration to BS Management ST

Business Management (BUBM5.AAS) 520201

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HRPO-1311	Human Relations	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	BUSI-1301	Business Principles	3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
DEGR	MRKG-1302, MRKG-2333, COMM-2327, or KINE Elective*		3
Sub-Total Credits			**18**

Second Semester

	Course Code	Name	Credit Hours
CORE	MATH-1314, MATH-1332, or MATH-1342		3
DEGR	BMGT-1327	Principles of Management	3
DEGR	MRKG-1311	Principles of Marketing	3
DEGR	BMGT-2370 or BMGT-2388		3
Sub-Total Credits			**12**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BMGT-1325	Office Management	3
DEGR	ACCT-2301 or ACNT-1303		3
DEGR	HRPO-2301	Human Resources Management	3
DEGR	BUSG-2305 or BUSI-2301		3
CORE	ECON-2301 or ECON-2302		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	BUSG-2309	Small Business Management/ Entrepreneurship	3
DEGR	ACNT-1304 or ACCT-2302		3
DEGR	ENGL-1302, BCIS-1305, or ITSC-1309		3

DEGR	BMGT-1301	Supervision	3
DEGR	BMGT-2371, BMGT-2389, or BUSG-1371		3
Sub-Total Credits			**15**
Total Hours			**60**

*If the KINE elective is chosen, you may take one 3-hour KINE course or three 1-hour KINE courses over three semesters.

Field of Study

	Course Code	Name	Credit Hours
FOS	BUSI-1301	Business Principles	3
FOS	ACCT-2301	Principles of Financial Accounting	3
FOS	ECON-2301 or ECON-2302		3
FOS	ACCT-2302	Principles of Managerial Accounting	3
FOS	BCIS-1305	Business Computer Applications	3
Sub-Total Credits			**15**

Transfer Agreements
University of Texas at Tyler

- AAS in Business Management to BAAS in Business Occupations

South University

- AAS Business Management to BA Business Administration

South Texas College

- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAT Technology Mgmt.
- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAS Organizational Leadership
- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAT Medical and Health Services Mgmt.
- AAS Business Mgmt. Real Estate Specialization to BAS Organizational Leadership
- AAS Business Mgmt. to BAS Organizational Leadership
- AAS Business Mgmt. to BAT Medical and Health Services Mgmt.
- AAS Business Mgmt. to BAT Technology Mgmt.
- AAS Business Mgmt. Real Estate Specialization to BAT Medical and Health Services Mgmt.

American Public University System

- AAS Business Management to BA Management

Capitol Technology University

- A.A.S. Business Management to B.S. Technology and Business Management

University of the Cumberlands

- AAS in Business Management to BAS in Business Administration

National University

- General Education (Academic Crosswalk)
- Business Management
- Bachelor of Business Administration
- Bachelor of Arts in Management
- Bachelor of Science in Criminal Justice
- Bachelor of Arts in Psychology
- Bachelor of Science in Information Technology Management
- Bachelor of Science in Organizational Leadership
- Bachelor of Science in Homeland Security and Emergency Management

SUNY Empire State College

- AAS Business Management to:
  - BS in Management
  - Business, Management and Economics

Regent University

- AAS Business Management to BAS Management & Leadership

Western Governors University

- AAS Business Management to BS Accounting
- AAS Business Management to BS Business Management
- AAS Business Management to BS Communications
- AAS Business Management to BS Finance
- AAS Business Management to BS Healthcare Administration
- AAS Business Management to BS Human Resource Management
- AAS Business Management to BS Information Technology Management
- AAS Business Management to BS Marketing
- AAS Business Management to BS Supply Chain and Operations Management
- AAS Business Management to BS User Experience Design

Eastern Oregon University

- Bachelors of Applied Science in Business Administration

Business Management (BUBM5.CC1) 520201

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
BUSI-1301	Business Principles	3
BMGT-1327	Principles of Management	3
HRPO-1311	Human Relations	3
BCIS-1305 or ITSC-1309		3

MRKG-1311	Principles of Marketing	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
HRPO-2301	Human Resources Management	3
BMGT-1301	Supervision	3
BUSG-2305 or BUSI-2301		3
ACNT/BMGT/BUSG/BUSI/RELE/MRKG		3
BMGT-2370, BMGT-2388 or BUSG-1371		3
Sub-Total Credits		**15**
Total Hours		**30**

Certificate is stackable towards AAS Business Management (BUBM5.AAS)

Business Management - Entrepreneurship (BUEN5.CC1) 520201

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
BUSG-2309	Small Business Management/ Entrepreneurship+	3
POFT-1325, MATH-1314, MATH-1332 or MATH-1342		3
ITSC-1309+ or BCIS-1305+		3
MRKG-1311	Principles of Marketing+	3
ACCT-2301+ or ACNT-1303+		3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
HRPO-2301	Human Resources Management+	3
BUSG-2305+ or BUSI-2301+		3
BUSI/BMGT/BUSG/RELE/IMED/MRKG/ACNT		3
BUSG-1303, ACCT-2302+ or ACNT-1304+		3
BUSG-1371	Entrepreneur & Business Plan Development	3
Sub-Total Credits		**15**
Total Hours		**30**

+Courses are stackable towards AAS Business Management (BUBM5.AAS)

Business Management Accounting Specialist (BMAS.CC1) 520201

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours
ACCT-2301 or ACNT-1303		3
ACNT-1304 or ACCT-2302		3
ACNT-1311	Introduction to Computerized Accounting	3
ACNT-1329	Payroll & Business Tax Accounting	3
ACNT-1331	Federal Income Tax: Individual	3
BUSG-1303	Principles of Finance	3
Sub-Total Credits		**18**
Total Hours		**18**

Certificate is stackable towards AAS Accounting Technician (BMAT.AAS)

Business Management Accounting Technician (BMAT.CC1) 520201

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
ACNT-1303	Introduction to Accounting I	3
ENGL-1301	Composition I	3
BMGT-1325	Office Management	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
ITSC-1309 or BCIS-1305		3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
ACNT-1304	Introduction to Accounting II	3
ACNT-1311	Introduction to Computerized Accounting	3
BUSG-2305 or BUSI-2301		3
ACNT 1329 or ACNT 1331		3
BUSG-1303	Principles of Finance	3
Sub-Total Credits		**15**
Total Hours		**30**

Certificate is stackable towards AAS Accounting Technician (BMAT.AAS)

Business Management Marketing and Sales Management (BUMS5.CC1) 520201

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	MRKG-1311	Principles of Marketing	3
	BUSI-1301	Business Principles	3
	ITSC-1309 or BCIS-1305		3
	MRKG-2370	Digital Marketing	3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
	HRPO-1311	Human Relations	3
	MRKG-2333	Principles of Selling	3
	MRKG-2372	Strategies in Social Media Marketing	3
	BMGT-2370, BMGT-2388 or RELE-2488		3-4
Sub-Total Credits			**12-13**
Total Hours			**24**

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

Business Management Marketing and Sales Management Specialization (BUMS5.AAS) 520201

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	MRKG-1311	Principles of Marketing	3
CORE	ENGL-1301	Composition I	3
DEGR	BUSI-1301	Business Principles	3
DEGR	ITSC-1309 or BCIS-1305		3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3

Sub-Total Credits	**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	MATH-1314, MATH-1332, MATH-1342, or MATH-1414		3-4
DEGR	HRPO-1311	Human Relations	3
DEGR	MRKG-2370	Digital Marketing	3
DEGR	MRKG-1302	Principles of Retailing	3
DEGR	BMGT-2370 or BMGT-2388		3
Sub-Total Credits			**15-16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ECON-2301 or ECON-2302		3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	BMGT/BUSI/BUSG/RELE/ACNT		3
DEGR	COMM-1307	Introduction to Mass Communication	3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	MRKG-2371	Consumer Behavior	3
DEGR	MRKG-2372	Strategies in Social Media Marketing	3
DEGR	MRKG-2333	Principles of Selling	3
DEGR	COMM-2327	Introduction to Advertising	3
DEGR	MRKG-2348	Marketing Research and Strategies	3
DEGR	BMGT-2371, BMGT-2389, or BUSG-1371		3
Sub-Total Credits			**18**
Total Hours			**60–61**

Field of Study

	Course Code	Name	Credit Hours
FOS	BUSI-1301	Business Principles	3
FOS	BCIS-1305	Business Computer Applications	3
FOS	ECON-2301 or ECON-2302		3
Sub-Total Credits			**9**

Transfer Agreements

Texas A&M University - Central Texas

- AAS - Business Management Marketing & Sales Management Specialization to:
  - BAAS - Business, Accounting Concentration
  - BAAS - Business, Computer Information Systems Concentration
  - BAAS - Business, Finance Concentration
  - BAAS - Business, Human Resource Management Concentration
  - BAAS - Business, Management Concentration
  - BAAS - Business, Marketing Concentration
  - BAAS - Business, without Concentration

Midwestern State University

- Business Management Marketing & Sales Management Specialization

South Texas College

- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAT Technology Mgmt.
- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAS Organizational Leadership
- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAT Medical and Health Services Mgmt.
- AAS Business Mgmt. Real Estate Specialization to BAS Organizational Leadership
- AAS Business Mgmt. to BAS Organizational Leadership
- AAS Business Mgmt. to BAT Medical and Health Services Mgmt.
- AAS Business Mgmt. to BAT Technology Mgmt.
- AAS Business Mgmt. Real Estate Specialization to BAT Medical and Health Services Mgmt.

Sullivan University

- AAS Business Management Marketing & Sales Management Specialization to BS Business Administration, Marketing concentration

SUNY Empire State College

- AAS Business Management Marketing & Sales Management Specialization to:
  - BS in Management
  - Business, Management and Economics

Regent University

- AAS Business Mgmt. Marketing and Sales Mgmt. Specialization to BAS Management & Leadership

Western Governors University

- AAS - Business Management Marketing & Sales Management Specialization to:
  - BS Accounting
  - BS Business Management
  - BS Communications
  - BS Finance
  - BS Healthcare Administration
  - BS Human Resources Management
  - BS Information Technology Management
  - BS Marketing
  - BS Supply Chain and Operations Management

- BS User Experience Design

Business Management Real Estate Sales Agent (BUR13.CC1) 520201

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	RELE-1406	Real Estate Principles*	4
	RELE-2301	Law of Agency*	3
	RELE-1311	Real Estate, Law of Contracts*	3
	RELE-1200	Contract Forms and Addenda*	2
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
	RELE-1219	Real Estate Finance*	2
	RELE-1315, RELE-2488 or MRKG-2333		3-4
Sub-Total Credits			**5-6**
Total Hours			**17**

Courses are stackable towards AAS Business Management Real Estate Specialization (BUR23.AAS)

*Upon successful completion of these courses, which requires the grade of a “C” or higher, 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.

Business Management Real Estate Specialization (BUR23.AAS) 520201

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HRPO-1311	Human Relations	3
CORE	ENGL-1301	Composition I	3
DEGR	BUSI-1301	Business Principles	3
DEGR	BCIS-1305 or ITSC-1309		3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3

Sub-Total Credits	**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	MATH-1314, MATH-1332, MATH-1342 or MATH-1414		3-4
DEGR	MRKG-1311	Principles of Marketing	3
DEGR	BMGT-1325	Office Management	3
DEGR	RELE-1406	Real Estate Principles*	4
Sub-Total Credits			**13-14**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	RELE-2488	Internship - Real Estate	4
CORE	ECON-2301 or ECON-2302		3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	RELE-1311	Real Estate, Law of Contracts*	3
DEGR	RELE-2301	Law of Agency*	3
DEGR	ACNT-1303 or ACCT-2301		3
Sub-Total Credits			**19**

Second Semester

	Course Code	Name	Credit Hours
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	BMGT-2388	Internship - Business Administration and Management, General	3
Sub-Total Credits			**13**
Total Hours			**60–61**

*Upon successful completion of these courses, which requires the grade of a “C” or higher, 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.

Field of Study

	Course Code	Name	Credit Hours
FOS	BUSI-1301	Business Principles	3
FOS	BCIS-1305	Business Computer Applications	3

FOS	ECON-2301	Principles of Macroeconomics	3
FOS	ECON-2302	Principles of Microeconomics	3
FOS	ACCT-2301	Principles of Financial Accounting	3
Sub-Total Credits			**15**

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

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Business, Accounting Concentration
- BAAS - Business, Computer Information Systems Concentration
- BAAS - Business, Finance Concentration
- BAAS - Business, Human Resource Management Concentration
- BAAS - Business, Management Concentration
- BAAS - Business, Marketing Concentration
- BAAS - Business, without Concentration

Midwestern State University

- Business Management Marketing & Sales Management Specialization
- Business Management Real Estate Specialization AAS

South Texas College

- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAT Technology Mgmt.
- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAS Organizational Leadership
- AAS Business Mgmt. Marketing and Sale Mgmt. Specialization to BAT Medical and Health Services Mgmt.
- AAS Business Mgmt. Real Estate Specialization to BAS Organizational Leadership
- AAS Business Mgmt. to BAS Organizational Leadership
- AAS Business Mgmt. to BAT Medical and Health Services Mgmt.
- AAS Business Mgmt. to BAT Technology Mgmt.
- AAS Business Mgmt. Real Estate Specialization to BAT Medical and Health Services Mgmt.

SUNY Empire State College

- AAS Business Mgmt. Real Estate Specialization to:
  - BS in Management
  - Business, Management and Economics

Regent University

- AAS Business Mgmt. Real Estate Specialization to BAS Management & Leadership

Business Management Supervision (BUS17.CC1) 520201

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours

BUSI-1301	Business Principles	3
BMGT-1301	Supervision	3
BMGT-1327	Principles of Management	3
HRPO-1311	Human Relations	3
Sub-Total Credits		**12**

Second Semester

Course Code	Name	Credit Hours
HRPO-2301	Human Resources Management	3
BUSG-2309	Small Business Management/ Entrepreneurship	3
Sub-Total Credits		**6**
Total Hours		**18**

Certificate is stackable towards AAS Business Management (BUBM5.AAS)

Carpentry Trades (MTC15.CC1) 460401

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours	Clock Hours
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
Sub-Total Credits		**16**	**416**

Second Semester

Course Code	Name	Credit Hours	Clock Hours
CBFM-1334	Interior and Exterior Painting and Refinishing	3	96
Sub-Total Credits		**3**	**96**
Total Hours		**19**	
Total Clock Hours			**512**

Certificate is stackable towards AAS Craftsman Trades (CFT18.AAS)

Chemical Dependency Counseling (MHC14.CC2) 511503

Degree Type
Certificate of Completion

First Year

First Semester

Course Code	Name	Credit Hours
PSYT-1429	Interviewing & Communication Skills+	4
DAAC-1319	Introduction to Substance Use Disorders+	3
DAAC-1304	Pharmacology of Substance Use Disorders+	3
PSYT-1313	Psychology of Personal Adjustment	3
PSYT-1309	Health Psychology+	3
Sub-Total Credits		**16**

Second Semester

Course Code	Name	Credit Hours
CMSW-1309	Problems of Children and Adolescents+	3
CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work+	1
DAAC-1309	Assessment of Substance Use Disorders+	3
PSYT-2321	Crisis Intervention+	3
DAAC-2307	Family Intervention with Substance Use Disorders+	3
DAAC-1311	Counseling Theories+	3
Sub-Total Credits		**16**

Third Semester

Course Code	Name	Credit Hours
PSYT-2331	Abnormal Psychology+	3
DAAC-2354	Dynamics of Group Counseling+	3
PSYT-2345	Principles of Behavior Management and Modification+	3
Sub-Total Credits		**9**

Second Year

First Semester

Course Code	Name	Credit Hours
DAAC-2341	Counseling of Substance Use Disorders+	3
DAAC-2367	Practicum - Substance Abuse/Addiction Counseling+	3
Sub-Total Credits		**6**
Total Hours		**47**

+ Courses stackable towards AAS Chemical Dependency Specialization (MHCF5.AAS)

Chemical Dependency Specialization (MHCF5.AAS) 511503

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	PSYT-1429	Interviewing & Communication Skills	4
DEGR	DAAC-1319	Introduction to Substance Use Disorders	3
DEGR	DAAC-1304	Pharmacology of Substance Use Disorders	3
DEGR	PSYT-2345	Principles of Behavior Management and Modification	3
DEGR	PSYT-1309	Health Psychology	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CMSW-1309	Problems of Children and Adolescents	3
DEGR	CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work	1
DEGR	DAAC-1309	Assessment of Substance Use Disorders	3
CORE	ENGL-1301	Composition I	3
CORE	PSYC-2301	General Psychology	3
DEGR	PSYT-2321	Crisis Intervention	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	DAAC-2307	Family Intervention with Substance Use Disorders	3
DEGR	DAAC-1311	Counseling Theories	3
DEGR	PSYT-2331	Abnormal Psychology	3
DEGR	DAAC-2354	Dynamics of Group Counseling	3
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	MATH-1314	College Algebra	3
CORE	GOVT-2305	Federal Government	3
DEGR	DAAC-2341	Counseling of Substance Use Disorders	3
DEGR	DAAC-2367	Practicum - Substance Abuse/Addiction Counseling	3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**15**

Total Hours	**60**

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Psychology

Midwestern State University

- Chemical Dependency Specialization AAS

SUNY Empire State College

- AAS Chemical Dependency Specialization to BS in Addiction Studies

Chemistry (CHEM4.AS) 400501

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	MATH-1414	College Algebra (Calculus Path)	4
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	BIOL-1406	Biology for Science Majors I	4
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CHEM-1411	General Chemistry I	4
CORE	HIST-1302	United States History II	3
CORE	Component Area Option		3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**14**

Summer Semester

	Course Code	Name	Credit Hours
DEGR	CHEM-1412	General Chemistry II	4
Sub-Total Credits			**4**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CHEM-2423	Organic Chemistry I	4
CORE	PHYS-1401	College Physics I	4
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Language/Philosophy/Culture		3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CHEM-2425	Organic Chemistry II	4
CORE	GOVT-2306	Texas Government	3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**13**
Total Hours			**60**

Transfer Agreements
SUNY Empire State College

- AS Chemistry to Science, Mathematics and Technology

Child and Youth Serving Professional (CYSP.CC1) 190708

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	CDEC-1303+ or TECA-1303+		3
	CDEC-1419	Child Guidance+	4
	KINE-1306	First Aid	3
	KINE-1321	Coaching/Sports/Athletics	3
	CDEC-1359	Children with Special Needs+	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
	CDEC-1354+ or TECA-1354+		3
	BUSG-2309	Small Business Management/ Entrepreneurship	3

	CDEC-2341	The School Age Child+	3
	SPCH-1318	Interpersonal Communication	3
	ITSC-1309	Integrated Software Applications I	3
Sub-Total Credits			**15**
Total Hours			**31**

+Courses are stackable towards AAS Child Development (CDS15.AAS)

Child Development (CDS15.AAS) 190709

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CDEC-1311 or TECA-1311		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
Sub-Total Credits			**17**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CDEC-1358	Creative Arts for Early Childhood	3
DEGR	CDEC-1354 or TECA-1354		3
DEGR	CDEC-1318 or TECA-1318		3
DEGR	CDEC-1303 or TECA-1303		3
DEGR	CDEC-1321	The Infant and Toddler	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CDEC-1356	Emergent Literacy for Early Childhood	3
DEGR	CDEC-2307	Math & Science for Early Childhood	3
DEGR	CDEC-2426	Administration of Programs for Children I	4
CORE	ELEC: Social and Behavioral Sciences		3

CORE	Natural Science/Mathematics	3
Sub-Total Credits		**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CDEC-2388	Internship - Child Care Provider/Assistant	3
CORE	ELEC: Humanities/Fine Arts Selection		3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	CDEC-2341	The School Age Child	3
Sub-Total Credits			**12**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Child Development AAS

South Texas College

- AAS Child Development to BAS Organizational Leadership

Walden University

- AAS in Child Development to BS in Early Childhood Studies

SUNY Empire State College

- AAS Childhood Development to:
  - Educational Studies
  - Human Development

Child Development Associate (CDCD.OSA) 190709

Degree Type
Occupational Skills Achievement Certificate

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

Courses

	Course Code	Name	Credit Hours
	CDEC-1417	Child Development Associate Training I	4
	CDEC-2422	Child Development Associate Training II	4
	CDEC-2424	Child Development Associate Training III	4
Sub-Total Credits			**12**
Total Hours			**12**

Child Development Instructional Aide/Teacher Assistant (CDS20.CC2) 190709

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
CDEC-1311+ or TECA-1311+		3
CDEC-1413	Curriculum Resources for Early Childhood Programs+	4
CDEC-1419	Child Guidance+	4
ENGL-1301	Composition I+	3
CDEC-1359	Children with Special Needs+	3
EDUC-1100	Learning Frameworks	1
Sub-Total Credits		**18**

Second Semester

Course Code	Name	Credit Hours
EDUC-1301	Introduction to the Teaching Profession	3
CDEC-1354+ or TECA-1354+		3
CDEC-1318+ or TECA-1318+		3
CDEC-1303+ or TECA-1303+		3
BCIS-1305 or COSC-1301		3
Sub-Total Credits		**15**

Third Semester

Course Code	Name	Credit Hours
Natural Science/Mathematics+		3
SPCH-1315, SPCH-1318, SPCH-1321 or SPCH-2341		3
EDUC-2301	Introduction to Special Populations	3
CDEC-2341	The School Age Child+	3
CDEC-1356	Emergent Literacy for Early Childhood+	3
Sub-Total Credits		**15**
Total Hours		**48**

*SPCH (SPCH 1315 is preferred)

+ Courses are stackable towards AAS Child Development (CDS15.AAS)

Coding for Health Professionals (CHP24.OSA) 510713

Degree Type

Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours
	HITT-1341	Coding and Classification Systems	3
	POFM-2310	Intermediate Medical Coding	3
	POFM-1327	Medical Insurance	3
	HITT-2335	Coding and Reimbursement Methodologies	3
Sub-Total Credits			**12**
Total Hours			**12**

Certificate is stackable into Medical Billing (OTM21.CC1), Medical Coding and Billing (OTMC5.CC1), and AAS Medical Coding and Billing (OTMCB.AAS)

Commercial Art (CART4.AA) 500402

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3
CORE	ELEC: US History		3
CORE	EDUC-1100	Learning Frameworks	1
DEGR	ARTS-1316	Drawing I	3
DEGR	ARTS-1311	Design I (2-Dimensional)	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Communications		3
CORE	ELEC: Life and Physical Sciences		4
CORE	ELEC: US History		3
DEGR	ARTS-2356	Photography I (Fine Arts Emphasis)	3
DEGR	ARTS-2348	Digital Media	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	Government and Political Science		3
CORE	ELEC: Life and Physical Sciences		4
CORE	ARTS-1303	Art History I	3
DEGR	ARTS-2313	Graphic Design	3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Social and Behavioral Sciences		3
CORE	Government and Political Science		3
CORE	DRAM-2361, DRAM-2362 or MUSI-1307		3
CORE	ARTS-1304	Art History II	3
DEGR	ARTS Elective*		3
Sub-Total Credits			**15**
Total Hours			**60**

*Choose one of the following for ARTS Elective: ARTS 1317, 2316, 2341, 2346, 2357, 2366, or 2389.

Transfer Agreements
SUNY Empire State College

- AA in Commercial Art to The Arts

Communication Studies (COM23.AA) 090100

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	ELEC: Life and Physical Sciences		4
DEGR	Electives*		2
DEGR	SPCH-1311	Introduction to Speech Communication	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours

CORE	ENGL-1302	Composition II	3
CORE	HIST-1302	United States History II	3
DEGR	SPCH-1315	Public Speaking	3
CORE	ELEC: Life and Physical Sciences		4
CORE	MATH-1314, MATH-1324, MATH-1332 or MATH-1342		3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	SPCH-1318	Interpersonal Communication	3
CORE	Foreign Language I		4
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Language/Philosophy/Culture		3
DEGR	SPCH-1321	Business and Professional Communication	3
DEGR	Foreign Language II		4
Sub-Total Credits			**13**
Total Hours			**60**

*Students may select 2 semester credit hours from TCCN courses that fulfill the student's educational goals. English Language

Transfer Agreements
Texas A&M University - Central Texas

- BA - English

Eastern Oregon University

- Communication Studies

Lamar University

- AA Communication and Media to BS in Communication

Purdue University

- A.A. in Communication and Media Technology to BS in Communication

Community Health Worker (CHW25.AAS) 511504

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CHLT-1302	Wellness & Health Promotion	3
DEGR	CHLT-1401	Introduction to Community Health	4
DEGR	CHLT-1440	Community Health Advocacy	4
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work	1
DEGR	CHLT-1341	Environmental Health	3
DEGR	CHLT-1342	Community Health Field Methods	3
DEGR	CHLT-1167	Practicum - Community Health Services	1
DEGR	PSYT-1313	Psychology of Personal Adjustment	3
DEGR	PSYT-1429	Interviewing & Communication Skills	4
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
CORE	BIOL-1322	Nutrition & Diet Therapy	3
CORE	SOCI-2319	Minority Studies I	3
DEGR	Foreign Language I		4
DEGR	SOCW-2361	Introduction to Social Work	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	Foreign Language II		4
CORE	GOVT-2305	Federal Government	3
DEGR	KINE Elective		1

DEGR	SOCW-2362	Social Welfare: Legislature, Programs & Services	3
CORE	BIOL-1408	Biology for Non-Science Majors I	4
Sub-Total Credits			**15**
Total Hours			**60**

Community Health Worker (CHW25.CC2) 511504

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
CHLT-1302	Wellness & Health Promotion	3
CHLT-1401	Introduction to Community Health	4
CHLT-1440	Community Health Advocacy	4
ENGL-1301	Composition I	3
CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work	1
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
CHLT-1341	Environmental Health	3
CHLT-1342	Community Health Field Methods	3
CHLT-1167	Practicum - Community Health Services	1
PSYT-1313	Psychology of Personal Adjustment	3
PSYT-1429	Interviewing & Communication Skills	4
Sub-Total Credits		**14**

Third Semester

Course Code	Name	Credit Hours
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
BIOL-1322	Nutrition & Diet Therapy	3
SOCI-2319	Minority Studies I	3
SOCW-2361	Introduction to Social Work	3
Sub-Total Credits		**12**
Total Hours		**41**

Certificate is stackable towards AAS Community Health Worker (CHW25.AAS)

Community Health Worker (MHCH.CC1) 511504

Degree Type
Certificate of Completion

	Course Code	Name	Credit Hours
	CHLT-1401	Introduction to Community Health	4
	CHLT-1302	Wellness & Health Promotion	3
	CHLT-1440	Community Health Advocacy	4
	CHLT-1341	Environmental Health	3
	CHLT-1342 or CHLT-1391		3
	CHLT-1167	Practicum - Community Health Services	1
Sub-Total Credits			**18**
Total Hours			**18**

Computer Aided Drafting and Design (DFT15.AAS) 151301

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	DFTG-1405	Introduction to Technical Drawing	4
DEGR	DFTG-2412	Technical Illustration and Presentation	4
DEGR	DFTG-1409	Basic Computer-Aided Drafting	4
CORE	MATH-1332 or MATH-1342 or MATH-1414		3-4
Sub-Total Credits			**15-16**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**14**

Second Year

First Semester

	Course Code	Name	Credit Hours

DEGR	DFTG-1417	Architectural Drafting – Residential	4
DEGR	DFTG-1358	Electrical/Electronic Drafting	3
DEGR	DFTG-1491	Special Topics in Drafting and Design Technology/Technician, General	4
CORE	ELEC: Humanities/Fine Arts Elective		3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	DFTG-2323	Pipe Drafting	3
DEGR	DFTG-2421	Topographical Drafting	4
DEGR	DFTG-2438	Final Project - Advanced Drafting	4
CORE	ELEC: Social and Behavioral Sciences		3
CORE	SPCH-1315 or SPCH-1321		3
Sub-Total Credits			**17**
Total Hours			**60**

Transfer Agreements
South Texas College

- AAS Computer Aided Drafting and Design to BAT Computer and Information Technologies

SUNY Empire State College

- AAS Computer-Aided Drafting and Design to Science, Mathematics and Technology

Midwestern State University

- Computer - Aided Drafting and Design Craftsman Trades AAS

Computer Aided Drafting and Design (DFT15.OSA) 151301

Degree Type
Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours	Clock Hours
	DFTG-1405	Introduction to Technical Drawing	4	96
	DFTG-1409	Basic Computer-Aided Drafting	4	96
	DFTG-2440	Solid Modeling/Design	4	96
Sub-Total Credits			**12**	**288**
Total Hours			**12**	
Total Clock Hours				**288**

Certificate is stackable towards AAS Computer-Aided Drafting and Design (DFT15.AAS) and Computer-Aided Mechanical Drafting and Design (DFT25.CC1).

Computer Aided Mechanical Drafting and Design (DFT25.CC1) 151301

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	DFTG-1405	Introduction to Technical Drawing	4	96
	DFTG-2412	Technical Illustration and Presentation	4	96
	DFTG-1409	Basic Computer-Aided Drafting	4	96
	DFTG-2317	Descriptive Geometry	3	96
	DFTG-2402	Machine Drafting	4	96
	DFTG-2440	Solid Modeling/Design	4	96
	DFTG-2323	Pipe Drafting	3	96
Sub-Total Credits			**26**	**672**
Total Hours			**26**	
Total Clock Hours				**672**

Certificate is stackable towards AAS Computer-Aided Drafting and Design (DFT15.AAS) and Drafting Completer Drafting and Design
(DFT25.CC2)

Computer Science (CS17.AS) 110201

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1301	Introduction to Computing	3
DEGR	COSC-1315	Introduction to Computer Programming	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3
CORE	HIST-1301	United States History I	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1336	Programming Fundamentals I	3
CORE	SPCH-1318 or SPCH-1321		3
CORE	ELEC: Life and Physical Sciences		4
CORE	ELEC: Language/Philosophy/Culture		3
CORE	HIST-1302	United States History II	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1337	Programming Fundamentals II	3
DEGR	COSC-2325	Computer Organization	3
CORE	ELEC: Creative Arts		3
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	COSC-2336	Programming Fundamentals III	3
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Life and Physical Sciences		4
CORE	Approved Elective*		4
Sub-Total Credits			**14**
Total Hours			**60**

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

Transfer Agreements
Lamar University

- AS Computer Science to BS in Computer Science

Texas A&M University - Central Texas

- BS - Computer Science

University of Maryland Global Campus

- AS Computer Science to BS Software Development & Security
- AS Computer Science to BS Computer Science

Columbia College

- AS in Computer Science to BS in Cybersecurity
- AS in Computer Science to BS in Management Information Systems

SUNY Empire State College

- AS Computer Science to Science, Mathematics and Technology (IT)

Construction Trades (MTCO.CC1) 460401

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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
Sub-Total Credits			**16**	**400**
Total Hours			**16**	
Total Clock Hours				**400**

*Requires completion of Introduction to Carpentry (CRPT-1429)
Certificate is stackable towards AAS Craftsman Trades (CFT18.AAS)

Craftsman Trades (CFT18.AAS) 460401

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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 (Quantitative Reasoning)	3
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**14**

Second Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CBFM-1334 or WDWK-2351		3
DEGR	MBST-1507	Masonry I	5
CORE	SPCH-1315 or SPCH-1321		3
DEGR	CNBT-1446 or CBFM-2487		4
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Craftsman Trades AAS

South Texas College

- AAS Craftsman Trades to BAS Organizational Leadership
- AAS Craftsman Trades to BAT Technology Mgmt.

University of Alaska-Fairbanks

- AAS in Craftsman Trades to BAM

Criminal Justice (CJCJ5.AAS) 430104

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CJSA-1322 or CRIJ-1301		3
DEGR	CJSA-2300 or CRIJ-2323		3
DEGR	CJSA-1313 or CRIJ-1306		3
DEGR	CJSA-1312 or CRIJ-1307		3
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CJSA-1327 or CRIJ-1310		3
DEGR	CJSA-1317 or CRIJ-1313		3
DEGR	CJSA-1348	Ethics in Criminal Justice	3
DEGR	ENGL-1302 or ENGL-2311		3
CORE	MATH-1314, MATH-1332, or MATH-1342		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CJSA-1359 or CRIJ-2328		3
DEGR	CJSA-1342 or CRIJ-2314		3
DEGR	CRIJ-2313	Correctional Systems and Practices	3
CORE	SOCI-1301	Introduction to Sociology	3
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CJSA-2331	Child Abuse: Prevention and Investigation	3
DEGR	ELEC: Criminal Justice		3
CORE	SPCH-1315 or SPCH-1321		3
DEGR	ELEC: Humanities/Fine Arts Elective		3
DEGR	ELEC: Computer Technology Skills		3
Sub-Total Credits			**15**
Total Hours			**60**

Field of Study

Curriculum for Criminal Justice Associate of Applied Science Course Sequencing

First Year - First Semester

	Course Code	Name	Credit Hours
FOS	CJSA-1322 or CRIJ-1301		3
FOS	CJSA-1313 or CRIJ-1306		3
FOS	CJSA-1359 or CRIJ-2328		3
FOS	CRIJ-2313	Correctional Systems and Practices	3
Sub-Total Credits			**12**

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Criminal Justice

Midwestern State University

- Criminal Justice AAS

South University

- AAS Criminal Justice to BS Criminal Justice

South Texas College

- AAS Criminal Justice to BAS Organizational Leadership

Purdue University Global

- A.A.S. in Criminal Justice to B.S. in Criminal Justice

Regent University

- AAS in Criminal Justice to BAS in Criminal Justice

University of Alaska-Fairbanks

- AAS in Criminal Justice to Bachelor of Security & Emergency Management

American Public University System

- AAS Criminal Justice to BA Criminal Justice

University of the Cumberlands

- AAS in Criminal Justice to BAS in Criminal Justice

University of Phoenix

- AAS Criminal Justice to BS Criminal Justice Administration ST

SUNY Empire State College

- AAS Criminal Justice to:
  - BS in Security Studies
  - Public Affairs (CRJ)

Thomas Edison State University

- AAS Criminal Justice to BA Criminal Justice

Lamar University

- AAS Criminal Justice to BS Criminal Justice

Criminal Justice - Corrections Specialization (CJCR5.AAS) 430104

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CJSA-1322 or CRIJ-1301		3
DEGR	CJCR-2325	Legal Aspects of Corrections	3
DEGR	CJSA-1313 or CRIJ-1306		3
DEGR	CJSA-1312 or CRIJ-1307		3
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CJSA-1327 or CRIJ-1310		3
DEGR	CJCR-1304	Probation and Parole	3
DEGR	CJSA-1348	Ethics in Criminal Justice	3
CORE	ENGL-1302 or ENGL-2311		3
CORE	MATH-1314, MATH-1332, or MATH-1342		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CJCR-1307 or CRIJ-2313		3
DEGR	CJCR-2324 or CRIJ-2301		3

DEGR	CRIJ-2328	Police Systems and Practices	3
CORE	SOCI-1301	Introduction to Sociology	3
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CJCR-1358	Rights of Prisoners	3
DEGR	ELEC: Criminal Justice		3
CORE	SPCH-1315 or SPCH-1321		3
DEGR	ELEC: Humanities/Fine Arts Elective		3
DEGR	ELEC: Computer Technology Skills		3
Sub-Total Credits			**15**
Total Hours			**60**

Field of Study

Curriculum for Criminal Justice - Corrections Specialization

Associate of Applied Science Course Sequencing

	Course Code	Name	Credit Hours
FOS	CJSA-1322 or CRIJ-1301		3
FOS	CJSA-1313 or CRIJ-1306		3
FOS	CJSA-1327 or CRIJ-1310		3
FOS	CJCR-1307 or CRIJ-2313		3
FOS	CRIJ-2328	Police Systems and Practices	3
Sub-Total Credits			**15**

Transfer Agreements
South Texas College

- AAS Criminal Justice-Corrections Specialization to BAS Organizational Leadership

University of Alaska-Fairbanks

- AAS in Criminal Justice Corrections Specialization to Bachelor of Security & Emergency Management

SUNY Empire State College

- AAS in Criminal Justice - Corrections Specialization to:
  - BS in Security Studies
  - Public Affairs (CRJ)

Regent University

- AAS in Criminal Justice - Corrections Specialization to BAS in Criminal Justice

Lamar University

- AAS Criminal Justice Corrections to BS Criminal Justice

Midwestern State University

- Criminal Justice - Corrections Specialization AAS

Purdue University

- A.A.S. in Criminal Justice to B.S. in Criminal Justice

Thomas Edison State University

- AAS Criminal Justice to BA Criminal Justice

Criminal Justice Addictions (MCJ13.CC2) 511501

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
PSYT-1429	Interviewing & Communication Skills+	4
DAAC-1319	Introduction to Substance Use Disorders+	3
DAAC-1304	Pharmacology of Substance Use Disorders+	3
PSYT-1313	Psychology of Personal Adjustment	3
PSYT-1309	Health Psychology+	3
Sub-Total Credits		**16**

Second Semester

Course Code	Name	Credit Hours
CMSW-1309	Problems of Children and Adolescents+	3
CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work+	1
DAAC-1309	Assessment of Substance Use Disorders+	3
PSYT-2321	Crisis Intervention+	3
DAAC-2307	Family Intervention with Substance Use Disorders+	3
PSYT-2331	Abnormal Psychology+	3
Sub-Total Credits		**16**

Third Semester

Course Code	Name	Credit Hours
PSYT-2345	Principles of Behavior Management and Modification+	3

DAAC-2354	Dynamics of Group Counseling+	3
DAAC-2301	Therapeutic Communities in a Criminal Justice Setting	3
Sub-Total Credits		**9**

Second Year

First Semester

Course Code	Name	Credit Hours
DAAC-2341	Counseling of Substance Use Disorders+	3
DAAC-2367	Practicum - Substance Abuse/Addiction Counseling+	3
Sub-Total Credits		**6**
Total Hours		**47**

+ Courses stackable towards AAS Chemical Dependency Specialization (MHCF5.AAS)

Criminal Justice Corrections Specialization (CJCR.CC1) 430104

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
CJSA-1312+* or CRIJ-1307+*		3
CJSA-1313+* or CRIJ-1306+*		3
CJSA-1348	Ethics in Criminal Justice+*	3
CJSA-1322+* or CRIJ-1301+*		3
CJSA-1359+ or CRIJ-2328+		3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
CJCR-2325	Legal Aspects of Corrections*	3
CJCR-1304	Probation and Parole*	3
CJCR-1307* or CRIJ-2313*		3
CJCR-2324* or CRIJ-2301*		3
ELEC: Criminal Justice+*		3
Sub-Total Credits		**15**
Total Hours		**30**

+Courses stackable towards AAS Criminal Justice (CJCJ5.AAS)
*Courses stackable towards AAS Criminal Justice-Corrections Specialization (CJCR5.AAS)

Transfer Agreements

University of Alaska-Fairbanks

- Criminal Justice Corrections Specialization CC to BSEM

Criminal Justice Studies with Specialization (CJCJ.CC1) 430104

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
CJSA-1312* or CRIJ-1307*		3
CJSA-1313* or CRIJ-1306*		3
CJSA-1348	Ethics in Criminal Justice*	3
CJSA-1322* or CRIJ-1301*		3
CJSA-1359 or CRIJ-2328		3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
CJSA-1342 or CRIJ-2314		3
CJSA-1327* or CRIJ-1310*		3
CJSA-1317 or CRIJ-1313		3
CJSA-2300 or CRIJ-2323		3
ELEC: Criminal Justice*		3
Sub-Total Credits		**15**
Total Hours		**30**

*Courses stackable towards AAS Criminal Justice-Corrections Specialization (CJCR5.AAS)
All courses stackable towards AAS Criminal Justice (CJCJ5.AAS)

Transfer Agreements
University of Alaska-Fairbanks

- Criminal Justice Studies Specialization CC to BSEM

Culinary Arts (HMC15.AAS) 520905

Degree Type
Associate of Applied Science

First Year

First Semester

Course Code	Name	Credit Hours

DEGR	CHEF-1305	Sanitation and Safety	3
DEGR	HAMG-1321	Introduction to Hospitality Industry	3
DEGR	CHEF-1301	Basic Food Preparation	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	RSTO-1321	Menu Management	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CHEF-1310	Garde Manger	3
CORE	GOVT-2305	Federal Government	3
CORE	SPCH-1315 or SPCH-1321		3
DEGR	CHEF-2301	Intermediate Food Preparation	3
DEGR	CHEF-1302 or IFWA-1318		3
DEGR	CHEF-2302	Saucier	3
Sub-Total Credits			**18**

Second Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	RSTO-1325	Purchasing for Hospitality Operations	3
CORE	MATH-1332 or MATH-1342		3
DEGR	ELEC: Academic		3
DEGR	HAMG-2388 or BUSG-1371		3
Sub-Total Credits			**12**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Culinary Arts AAS

University of Alaska-Fairbanks

- AAS in Culinary Arts to BAM

Excelsior University

- AAS Restaurant and Culinary Management to BPS Business and Management

SUNY Empire State College

- AAS Culinary Arts to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics

South Texas College

- AAS Culinary Arts to BAS Organizational Leadership
- AAS Culinary Arts to BAT Technology Mgmt.

Culinary Arts (HMC15.CC1) 520905

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	CHEF-1305	Sanitation and Safety	3
	PSTR-1301	Fundamentals of Baking	3
	HAMG-1321	Introduction to Hospitality Industry	3
	CHEF-1301	Basic Food Preparation	3
	RSTO-1321	Menu Management	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
	CHEF-1310	Garde Manger	3
	HAMG-2301	Principles of Food and Beverage Operations	3
	CHEF-1302 or IFWA-1318		3
	RSTO-1325	Purchasing for Hospitality Operations	3
	CHEF-1341	American Regional Cuisine	3
Sub-Total Credits			**15**
Total Hours			**30**

Certificate is stackable towards AAS Culinary Arts (HMC15.AAS)

Culinary Skills (HMC18.CC1) 520905

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
CHEF-1305	Sanitation and Safety	3
PSTR-1301	Fundamentals of Baking	3
HAMG-1321	Introduction to Hospitality Industry	3
CHEF-1301	Basic Food Preparation	3
HAMG-2301	Principles of Food and Beverage Operations	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
CHEF-1310	Garde Manger	3
CHEF-2302	Saucier	3
RSTO-1321	Menu Management	3
CHEF-1341	American Regional Cuisine	3
Sub-Total Credits		**12**

Third Semester

Course Code	Name	Credit Hours
CHEF-1345	International Cuisine	3
CHEF-2301	Intermediate Food Preparation	3
HAMG-2388 or BUSG-1371		3
RSTO-1325	Purchasing for Hospitality Operations	3
CHEF-1302 or IFWA-1318		3
Sub-Total Credits		**15**
Total Hours		**42**

Certificate is stackable towards AAS Culinary Arts (HMC15.AAS)

Cyberdefense - Information Assurance (CDIA.AAS) 111003

Degree Type
Associate of Applied Science

First Year

First Semester

Course Code	Name	Credit Hours

DEGR	COSC-1301	Introduction to Computing	3
DEGR	BCIS-1305	Business Computer Applications	3
DEGR	ITNW-1325	Fundamentals of Networking Technologies	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1325	Personal Computer Hardware	3
DEGR	ITNW-1309	Fundamentals of Cloud Computing	3
DEGR	ITSY-1342	Information Technology Security	3
DEGR	ITNW-1308	Implementing and Supporting Client Operating Systems	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ITSY-2301	Firewalls and Network Security Design	3
DEGR	ITNW-1337	Introduction to the Internet	3
DEGR	ITNW-1316	Introduction to Network Administration	3
DEGR	ITSC-1316	Linux Installation and Configuration	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1315	IT Project Management	3
DEGR	COSC-1315	Introduction to Computer Programming	3
DEGR	ITSY-2345	Network Defense and Countermeasures	3
CORE	ENGL-2311	Technical and Business Writing	3
DEGR	ITSY-2359 or ITNW-2388		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Information Technology, Business Analytics Concentration

- BAAS - Information Technology, Cybersecurity Concentration
- BAAS - Information Technology, Management & Networking Concentration
- BAAS - Information Technology, Software & Database Design Concentration
- BAAS - Information Technology, without Concentration

South Texas College

- AAS Cyberdefense to BAT Computer and Information Technologies

SUNY Empire State College

- AAS Cyberdefense - Information Assurance to:
  - BS in Security Studies
  - Science, Mathematics and Technology (IT)

University of Alaska-Fairbanks

- AAS in Cyberdefense Information Assurance to BSEM

University of Maryland Global Campus

- AAS Cyberdefense - Information Assurance to BS Computer Networks & Cybersecurity

Western Governors University

- AAS Cyberdefense - Information Assurance to:
  - Accelerated BS in IT + MS in IT Management
  - BS Cloud Computing
  - BS Computer Science
  - BS Cybersecurity and Information Assurance
  - BS Data Analytics
  - BS Information Technology
  - BS Network Engineering and Security
  - BS Network Engineering and Security Cisco Track
  - BS Software Engineering
  - BS Software Engineering C Track

Midwestern State University

- Cyber Defense - Information Assurance AAS

Cyberdefense - Information Assurance (CIA25.OSA) 111003

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours
ITSC-1316	Linux Installation and Configuration	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSY-1342	Information Technology Security	3

ITSY-2301	Firewalls and Network Security Design	3
Sub-Total Credits		**12**
Total Hours		**12**

Certificate is stackable towards AAS Cyberdefense Certificate (CDIA.CC2). – Information Assurance (CDIA.AAS) and Cyberdefense – Information Assurance

Cyberdefense - Information Assurance* (CDIA.CC2) 111003

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
COSC-1301	Introduction to Computing	3
BCIS-1305	Business Computer Applications	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITNW-1337	Introduction to the Internet	3
ITSY-1342	Information Technology Security	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
ITNW-1308	Implementing and Supporting Client Operating Systems	3
ITNW-1309	Fundamentals of Cloud Computing	3
COSC-1315	Introduction to Computer Programming	3
ITSC-1325	Personal Computer Hardware	3
ITSC-1315	IT Project Management	3
Sub-Total Credits		**15**

Third Semester

Course Code	Name	Credit Hours
ITSY-2301	Firewalls and Network Security Design	3
ITNW-1316	Introduction to Network Administration	3
ITSC-1316	Linux Installation and Configuration	3
ITSY-2345	Network Defense and Countermeasures	3
ITSY-2359	Security Assessment and Auditing	3
Sub-Total Credits		**15**
Total Hours		**45**

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

Data and Software Systems (DSS25.AAS) 110301

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1301	Introduction to Computing	3
DEGR	BCIS-1305	Business Computer Applications	3
DEGR	ITSE-1346	Database Theory and Design	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITNW-1325	Fundamentals of Networking Technologies	3
DEGR	ITNW-1309	Fundamentals of Cloud Computing	3
DEGR	ITSY-1342	Information Technology Security	3
DEGR	ITNW-1308	Implementing and Supporting Client Operating Systems	3
DEGR	ITSW-1307	Introduction to Database	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1315 or ITSE-1329		3
DEGR	ITNW-1337	Introduction to the Internet	3
DEGR	ITSC-1325	Personal Computer Hardware	3
DEGR	ITSW-2337	Advanced Database	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1315	IT Project Management	3
DEGR	ITSE-2309	Database Programming	3
CORE	SPCH-1318 or SPCH-1321		3
CORE	ELEC: Humanities/Fine Arts Selection		3

DEGR	ITSE-2347 or ITSW-2386	3
Sub-Total Credits		**15**
Total Hours		**60**

Diesel Engine Technician and Maintainer (DEM15.AAS) 470605

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
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 (Quantitative Reasoning)	3
CORE	SPCH-1315 or SPCH-1321		3
Sub-Total Credits			**18**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	DEMR-1416	Basic Hydraulics	4
DEGR	DEMR-1410	Diesel Engine Testing and Repair I	4
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**11**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**18**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Diesel Engine Technician and Maintainer AAS

South Texas College

- AAS Diesel Engine Tech and Maintainer to BAT Technology Mgmt.

Diesel System Specialist (DES15.CC1) 470605

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	DEMR-1416	Basic Hydraulics	4	128
	DEMR-1447	Power Train II	4	96
	DEMR-1417	Basic Brake Systems	4	128
	DEMR-1330	Steering and Suspension I	3	96
	DEMR-1423	Heating, Ventilation, and Air Conditioning Troubleshooting and Repair	4	128
Sub-Total Credits			**19**	**576**
Total Hours			**19**	
Total Clock Hours				**576**

*Requires DESP7.CC1 Completion or Department approval
Certificate is stackable towards AAS Diesel Engine Technician and Maintainer (DEM15.AAS)

Diesel Technician (DET15.CC2) 470605

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	DEMR-1301	Shop Safety and Procedures	3	96
	DEMR-1306	Diesel Engine I	3	96

	DEMR-1405	Basic Electrical Systems	4	128
	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	128
	DEMR-1447	Power Train II	4	96
	DEMR-1417	Basic Brake Systems	4	128
	DEMR-1330	Steering and Suspension I	3	96
	DEMR-1423	Heating, Ventilation, and Air Conditioning Troubleshooting and Repair	4	128
	DEMR-1449	Diesel Engine II	4	144
	DEMR-2488	Internship - Diesel Mechanics Technology/Technician	4	304
Sub-Total Credits			**45**	**1,616**
Total Hours			**45**	
Total Clock Hours				**1616**

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

Diesel Technician for Construction, Agriculture, and Outdoor Power Equipment (DTC23.CC1) 470605

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	DEMR-1306	Diesel Engine I	3	96
	DEMR-1405	Basic Electrical Systems	4	128
	DEMR-1410	Diesel Engine Testing and Repair I	4	128
	DEMR-1416	Basic Hydraulics	4	128
	DEMR-1330	Steering and Suspension I	3	96
Sub-Total Credits			**18**	**576**
Total Hours			**18**	
Total Clock Hours				**576**

Drafting Completer Drafting and Design (DFT25.CC2) 151301

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours	Clock Hours

	DFTG-1405	Introduction to Technical Drawing	4	96
	DFTG-2412	Technical Illustration and Presentation	4	96
	DFTG-1409	Basic Computer-Aided Drafting	4	96
Sub-Total Credits			**12**	**288**

Second Semester

	Course Code	Name	Credit Hours	Clock Hours
	DFTG-2317	Descriptive Geometry	3	96
	DFTG-2402	Machine Drafting	4	96
	DFTG-2440	Solid Modeling/Design	4	96
Sub-Total Credits			**11**	**288**

Third Semester

	Course Code	Name	Credit Hours	Clock Hours
	DFTG-1417	Architectural Drafting – Residential	4	96
	DFTG-1358	Electrical/Electronic Drafting	3	96
	DFTG-1491	Special Topics in Drafting and Design Technology/ Technician, General	4	96
Sub-Total Credits			**11**	**288**

Fourth Semester

	Course Code	Name	Credit Hours	Clock Hours
	DFTG-2323	Pipe Drafting	3	96
	DFTG-2421	Topographical Drafting	4	96
	DFTG-2438	Final Project - Advanced Drafting	4	96
Sub-Total Credits			**11**	**288**
Total Hours			**45**	
Total Clock Hours				**1152**

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

Drama - General (DRMG2.AA) 500501

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
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
CORE	DRAM-2366	Film Appreciation	3
DEGR	DRAM-1351	Acting I	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Life and Physical Sciences		4
CORE	HIST-1302	United States History II	3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
DEGR	DRAM-2355	Script Analysis	3
DEGR	DRAM-1120	Theatre Practicum I	1
DEGR	ELEC: Drama		3
Sub-Total Credits			**17**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Life and Physical Sciences		4
CORE	ARTS-1303 or MUSI-1306		3
DEGR	DRAM-1121	Theatre Practicum II	1
DEGR	ELEC: Drama		3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Social and Behavioral Sciences		3
CORE	DRAM-2361 or DRAM-2362		3
CORE	GOVT-2306	Texas Government	3
DEGR	DRAM-2120	Theatre Practicum III	1
DEGR	ELEC: Drama		3
Sub-Total Credits			**13**
Total Hours			**60**

Drama Electives: Choose from DRAM-1310, DRAM-1330, DRAM-1341, DRAM-1342, DRAM-1352, DRAM-2331, DRAM-2336, DRAM-2362, and DRAM-2389.

Earth Science (ESC23.AS) 400601

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	MATH-1414	College Algebra (Calculus Path)	4
DEGR	Earth Science Focus Area Courses^		4
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	Earth Science Focus Area Courses^		4
CORE	ENVR-1401	Environmental Science I	4
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	HIST-1302	United States History II	3
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	Earth Science Focus Area Courses^		4
CORE	GEOL-1403	Physical Geology	4
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Language/Philosophy/Culture		3
CORE	ELEC: Social and Behavioral Sciences		3
CORE	Component Area Option		3

DEGR	Earth Science Focus Area Courses^	4
Sub-Total Credits		**16**
Total Hours		**60**

^Focus Selection Course options:

Field of Study

Environmental Science Focus Area (ESE23.AS) 400601

Courses

^Environmental Science Focus Area

Take 4 courses from this list.

Please note that some courses in this list are only offered in specific semesters. Please contact the Science Department for guidance regarding when specific classes will be offered.

*Indicates that the course requires a pre-requisite.

	Course Code	Name	Credit Hours
	CHEM-1411	General Chemistry I*	4
	CHEM-1412	General Chemistry II*	4
	PHYS-1401	College Physics I*	4
	PHYS-1402	College Physics II*	4
	BIOL-1406	Biology for Science Majors I	4
	BIOL-1407	Biology for Science Majors II	4
	BIOL-1411	General Botany	4
	BIOL-1413	General Zoology	4
Sub-Total Credits			**16**

Geology Focus Area (ESG23.AS) 400601

Courses

^Geology Focus Area:

Take GEOL-1404

AND 3 courses from this list.

Please note that some courses in this list are only offered in specific semesters. Please contact the Science Department for guidance regarding when specific classes will be offered.

*Indicates that the course requires a pre-requisite

	Course Code	Name	Credit Hours
	CHEM-1411	General Chemistry I*	4

	CHEM-1412	General Chemistry II*	4
	PHYS-1401	College Physics I*	4
	PHYS-1402	College Physics II*	4
	BIOL-1407	Biology for Science Majors II	4
Sub-Total Credits			**16**

Emergency Management (EMHS.CC1) 430301

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	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
Sub-Total Credits			**16**
Total Hours			**16**

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15.AAS)

Emergency Medical Technology (EMT15.AAS) 510904

Degree Type
Associate of Applied Science

First Year

First Semester (Pre-requisites Semester)

	Course Code	Name	Credit Hours
DEGR	EMSP-1401	Emergency Medical Technician - Basic	4
DEGR	EMSP-1160	Clinical - Emergency Medical Technology/Technician	1
DEGR	EMSP-2206	Emergency Pharmacology	2
DEGR	EMSP-1338	Introduction to Advanced Practice	3
Sub-Total Credits			**10**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ELEC: Biology/Chemistry		4

CORE	PSYC-2314	Life Span Growth & Development	3
DEGR	EMSP-1355	Trauma Management	3
DEGR	EMSP-1356	Patient Assessment and Airway Management	3
Sub-Total Credits			**13**

Third Semester

	Course Code	Name	Credit Hours
DEGR	ELEC: Biology/Chemistry		4
DEGR	EMSP-2444	Cardiology	4
DEGR	EMSP-2434	Medical Emergencies	4
DEGR	EMSP-2262	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	2
Sub-Total Credits			**14**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ELEC: Biology/Chemistry		4
DEGR	EMSP-2330	Special Populations	3
DEGR	EMSP-2143	Assessment Based Management	1
DEGR	EMSP-2263	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)	2
DEGR	EMSP-2305	EMS Operations	3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	PSYC-2301	General Psychology	3
CORE	ENGL-1301	Composition I	3
DEGR	EMSP-2164	Practicum - Emergency Medical Technology/Technician (EMT Paramedic)	1
CORE	ELEC: Humanities/Fine Arts Elective		3
Sub-Total Credits			**10**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Emergency Medical Technology AAS

South Texas College

- AAS EMT to BAS Organizational Leadership
- AAS EMT to BAT Medical and Health Services Mgmt.

University of Alaska-Fairbanks

- AAS in Emergency Medical Technology to BSEM
- AAS in Emergency Medical Technology to Bachelor of Applied Management

SUNY Empire State College

- AAS in Emergency Medical Technology to BS in Allied Health

Western Governors University

- AAS Emergency Medical Technology to BS Health and Human Services Block

EMT- Paramedic (EMP15.CC1) 510904

Degree Type
Certificate of Completion

Emergency Medical Technician – Basic Certification

Courses

	Course Code	Name	Credit Hours
	EMSP-1401	Emergency Medical Technician - Basic	4
	EMSP-1160	Clinical - Emergency Medical Technology/Technician	1
Sub-Total Credits			**5**

Emergency Medical Technician – Paramedic Certification

Paramedic Pre-requisite Courses

	Course Code	Name	Credit Hours
	EMSP-1338	Introduction to Advanced Practice	3
	EMSP-2206	Emergency Pharmacology	2
Sub-Total Credits			**5**

Paramedic Certification

Courses

	Course Code	Name	Credit Hours
	EMSP-1355	Trauma Management	3
	EMSP-1356	Patient Assessment and Airway Management	3
	EMSP-2444	Cardiology	4
	EMSP-2434	Medical Emergencies	4
	EMSP-2262	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	2
	EMSP-2330	Special Populations	3
	EMSP-2143	Assessment Based Management	1
	EMSP-2263	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)	2

	EMSP-2305	EMS Operations	3
	EMSP-2164	Practicum - Emergency Medical Technology/Technician (EMT Paramedic)	1
Sub-Total Credits			**26**
Total Hours			**36**

Upon successful completion of EMSP-1401 and EMSP-1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.
Upon successful completion of EMSP-1355, EMSP-1356, EMSP-1338, EMSP-2206 and EMSP-2262 students are eligible to sit for the National Registry Advanced EMT exam.
Upon successful completion of the certificate and/or the Associate of Applied Science degree curriculum, students are eligible to sit for the National Registry Paramedic exam.

*Alternate tracks are offered under this degree/certificate. See CTC website for additional information. Certificate is stackable towards AAS Emergency Medical Technology (EMT15.AAS)

Transfer Agreements
University of Alaska-Fairbanks

- EMT Paramedic CC to Bachelor of Security & Emergency Management

Engineering (ENGF4.AS) 140101

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	ELEC: Creative Arts		3
DEGR	ENGR-1201	Introduction to Engineering	2
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	HIST-1302	United States History II	3
CORE	ELEC: Life and Physical Sciences		4
CORE	MATH-2413	Calculus I	4
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**14**

Third Semester

	Course Code	Name	Credit Hours
DEGR	MATH-2414	Calculus II	4
CORE	Component Area Option		3
Sub-Total Credits			**7**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Life and Physical Sciences		4
DEGR	ENGR-2301	Engineering Mechanics – Statics	3
DEGR	ENGR-2305 or ENGR-1304		3
Sub-Total Credits			**10**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2306	Texas Government	3
DEGR	ENGR-2332	Mechanics of Materials	3
CORE	ELEC: Language/Philosophy/Culture		3
DEGR	ENGR-2302	Engineering Mechanics – Dynamics	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**
Total Hours			**60**

Notes:

Life and Physical Science: PHYS-2425 and PHYS-2426 recommended.

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.

MATH-2413: 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.

Field of Study

	Course Code	Name	Credit Hours
FOS	ELEC: Life and Physical Sciences		4
FOS	MATH-2413	Calculus I	4
FOS	MATH-2414	Calculus II	4
FOS	ENGR-2301	Engineering Mechanics – Statics	3

FOS	ENGR-2332	Mechanics of Materials	3
FOS	ENGR-2332	Mechanics of Materials	3
FOS	ENGR-2302	Engineering Mechanics – Dynamics	3
Sub-Total Credits			**24**

Transfer Agreements
Lamar University

- AS Engineering to BS in Industrial Engineering
- AS Engineering to BS Mechanical Engineering
- AS Engineering to BS Chemical Engineering
- AS Engineering to BS Civil Engineering
- AS Engineering to BS Electrical Engineering

Texas A&M University Central Texas

- BS - Mechanical Engineering Technology

English Language and Literature (ELL25.AA) 230101

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	SPCH-1315	Public Speaking	3
CORE	ENGL-1301	Composition I	3
CORE	MATH-1314	College Algebra	3
CORE	HIST-1301	United States History I	3
DEGR	KINE Elective		1
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1302*		3
CORE	HIST-1302	United States History II	3
CORE	Foreign Language		4
CORE	ELEC: Life and Physical Sciences		4
DEGR	KINE Elective		1
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Life and Physical Sciences		4
CORE	GOVT-2305	Federal Government	3
DEGR	Writing or Literature Selection		3
DEGR	Writing or Literature Selection		3
CORE	Foreign Language		4
Sub-Total Credits			**17**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Creative Arts		3
CORE	GOVT-2306	Texas Government	3
DEGR	Writing or Literature Selection		3
DEGR	Writing or Literature Selection		3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**
Total Hours			**60**

*Courses that have prerequisites

Equine Management (AGE24.AAS) 010104

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	AGRI-1419	Introductory Animal Science	4
DEGR	AGRI-1309	Computers in Agriculture	3
DEGR	AGRI-2317	Introduction to Agriculture Economics	3
DEGR	AGCR-1307	Range Management	3
DEGR	AGMG-2306	Livestock and Meat Marketing	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AGEQ-1311	Equine Science I	3

DEGR	AGEQ-1301	Equine Behavior and Training I	3
DEGR	AGAH-1343	Animal Health	3
DEGR	AGEQ-1319	Western Horsemanship I	3
DEGR	AGRI-1131	The Agriculture Industry	1
DEGR	AGRI-2330	Wildlife Conservation & Management	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AGAH-2313	Principles of Feeds & Feeding	3
CORE	MATH-1342	Elementary Statistical Methods	3
CORE	ENGL-1301	Composition I	3
DEGR	AGEQ-2339	Western Horsemanship II	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AGEQ-2301	Equine Behavior and Training II	3
DEGR	AGEQ-2311	Equine Science II	3
DEGR	AGMG-2486	Internship - Agriculture Business & Management, General	4
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**13**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Equine Management AAS

South Texas College

- AAS Equine Mgmt. to BAS Organizational Leadership

SUNY Empire State College

- AAS Equine Management to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics
  - Science, Mathematics and Technology

Equine Management (AGE24.CC1) 010104

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
AGRI-1131	The Agriculture Industry	1
AGEQ-1301	Equine Behavior and Training I	3
AGAH-1343	Animal Health	3
AGEQ-1319	Western Horsemanship I	3
AGEQ-1311	Equine Science I	3
AGRI-2330	Wildlife Conservation & Management	3
Sub-Total Credits		**16**
Total Hours		**16**

Courses are stackable towards AAS Equine Management (AGE24.AAS)

Farm and Ranch (WLFR9.CC1) 480508

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours	Clock Hours
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
Sub-Total Credits		**18**	**480**
Total Hours		**18**	
Total Clock Hours			**480**

Certificate is stackable towards AAS Welding (WLD21.AAS)

Fire Service Administration (FRSV8.AAS) 430202

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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 Communication	3
DEGR	BMGT-1325	Office Management	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HRPO-1311	Human Relations	3
CORE	MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
DEGR	HMSY-2337	Managing a Unified Incident Command	3
DEGR	EMSP-1401	Emergency Medical Technician - Basic	4
DEGR	EMSP-1160	Clinical - Emergency Medical Technology/Technician	1
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**16**
Total Hours			**60**

Transfer Agreements

Midwestern State University

- Fire Service Administration AAS

University of Alaska-Fairbanks

- AAS in Fire Protection and Emergency Management to Bachelor of Security & Emergency Management
- AAS in Fire Service Administration from to Bachelor of Security & Emergency Management

SUNY Empire State College

- AAS Fire Service Administration to Public Affairs

South Texas College

- AAS Fire Science Administration to BAS Organizational Leadership
- AAS Fire Science Administration to BAT Technology Mgmt.

Food and Beverage Management (HMF15.CC1) 520905

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	CHEF-1305	Sanitation and Safety	3
	HAMG-2301	Principles of Food and Beverage Operations	3
	RSTO-1313	Hospitality Supervision	3
	HAMG-1321	Introduction to Hospitality Industry	3
	HAMG-2332	Hospitality Financial Management	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
	HAMG-2337	Hospitality Facilities Management	3
	HAMG-2307	Hospitality Marketing and Sales	3
	TRVM-2301	Introduction to Convention/Meeting Management	3
	RSTO-1325	Purchasing for Hospitality Operations	3
	RSTO-1204	Dining Room Service	2
Sub-Total Credits			**14**
Total Hours			**29**

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

Food and Beverage Management Specialization (HMF15.AAS) 520901

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CHEF-1305	Sanitation and Safety	3
DEGR	HAMG-1321	Introduction to Hospitality Industry	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	HAMG-2307	Hospitality Marketing and Sales	3
DEGR	CHEF-1302 or IFWA-1318		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	SPCH-1315 or SPCH-1321		3
DEGR	RSTO-1204	Dining Room Service	2
DEGR	HAMG-2301	Principles of Food and Beverage Operations	3
DEGR	ELEC: KINE or EDUC-1100		1
Sub-Total Credits			**12**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HAMG-2332	Hospitality Financial Management	3
DEGR	TRVM-2301	Introduction to Convention/Meeting Management	3
CORE	ENGL-1301	Composition I	3
DEGR	RSTO-1301	Beverage Management	3
DEGR	HAMG-2337	Hospitality Facilities Management	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	RSTO-1325	Purchasing for Hospitality Operations	3
CORE	MATH-1332 or MATH-1342		3

DEGR	HAMG-1340	Hospitality Legal Issues	3
DEGR	RSTO-1313	Hospitality Supervision	3
DEGR	Component Area Option		3
DEGR	HAMG-2388 or BUSG-1371		3
Sub-Total Credits			**18**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Food and Beverage Management Specialization AAS

South Texas College

- AAS Food and Beverage Specialization to BAS Organizational Leadership

SUNY Empire State College

- AAS Food and Beverage Specialization to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics

Texas A&M University - Central Texas

- BAAS - Business, Accounting Concentration
- BAAS - Business, Computer Information Systems Concentration
- BAAS - Business, Finance Concentration
- BAAS - Business, Human Resource Management Concentration
- BAAS - Business, Management Concentration
- BAAS - Business, Marketing Concentration
- BAAS - Business, without Concentration

Food Service Operations (HMI15.CC1) 520905

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	CHEF-1305	Sanitation and Safety	3
	CHEF-1302 or IFWA-1318		3
	HAMG-1321	Introduction to Hospitality Industry	3
	RSTO-1301	Beverage Management	3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours

	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
Sub-Total Credits			**14**

Third Semester

	Course Code	Name	Credit Hours
	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 or BUSG-1371		3
Sub-Total Credits			**15**
Total Hours			**41**

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

Foreign Language (FLA23.AA) 160101

Degree Type
Associate of Arts

The Associate of Arts degree in Foreign Language is designed for the student wishing to pursue a Baccalaureate degree that requires coursework in another language. Central Texas College designed the curriculum to maximize the transferability of lower level coursework to Baccalaureate degree programs at four-year public education institutions within the state of Texas. In addition, the Associate of Arts in Foreign Language allows the student to choose from a broad range of foreign languages: Spanish, German, French, Russian, Korean, or Italian. The program focuses on vocabulary usage, syntax, and cultural awareness. This degree provides the foundational skills required of many diverse career fields including education banking and finance, social work, public relations, civil service, law enforcement, hospitality, and advertising, international sales, travel or tourism, publishing, and management.

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	ELEC: Creative Arts		3
CORE	GOVT-2306	Texas Government	3
CORE	LANG-1411*		4
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	HIST-1302	United States History II	3
CORE	ELEC: Life and Physical Sciences		4
CORE	GEOG-1302 or GEOG-1303		3
CORE	LANG-1412*		4
Sub-Total Credits			**14**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	MATH-1314, MATH-1332, or MATH-1342		3
CORE	ELEC: Life and Physical Sciences		4
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
DEGR	LANG-2311*		3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ANTH-2351	Cultural Anthropology	3
DEGR	HUMA-1315	Fine Arts Appreciation	3
DEGR	ELEC: Physical Activity		1
CORE	Component Area Option		3
DEGR	LANG-2312*		3
Sub-Total Credits			**13**
Total Hours			**60**

*LANG represents one of the possible foreign languages: FREN, GERM, KORE, ITAL, RUSS, or SPAN. The specific language chosen for the 1411 course must be the language chosen for 1412, 2311, and 2312. Students may select 2 semester credit hours from TCCN courses that fulfill the student's educational goals.

Transfer Agreements
Texas A&M University - Central Texas

- BA - English
- BA - English, Secondary Education Minor
- BA - History

Lamar University

- AA Communication and Media to BS in Communication

General Framing Carpentry (GFC25.OSA) 460201

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours	Clock Hours
CRPT-1423	Floor Systems	4	96
CRPT-1415	Wall Systems	4	112
CRPT-1411	Roof Systems	4	112
Sub-Total Credits		**12**	**320**
Total Hours		**12**	
Total Clock Hours			**320**

Certificate is stackable towards Building Trades (MTB15.CC2), Carpentry Trades (MTC15.CC1), and AAS Craftsman Trades (CFT18.AAS)

General Office Assistant (OTG12.CC1) 520401

Degree Type
Certificate of Completion

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

First Semester

Course Code	Name	Credit Hours
POFI-1301	Computer Applications I	3
POFT-1329	Beginning Keyboarding	3
POFT-1309	Administrative Office Procedures I	3
POFT-1301	Business English	3
Sub-Total Credits		**12**

Second Semester

Course Code	Name	Credit Hours
POFT-1325	Business Math Using Technology	3
POFT-1319	Records and Information Management I	3
POFT-2312	Business Correspondence and Communications	3
Sub-Total Credits		**9**

Third Semester

Course Code	Name	Credit Hours
POFI-2301	Word Processing	3
POFT-1349 or POFI-2331		3

	POFI-1349	Spreadsheets	3
Sub-Total Credits			**9**
Total Hours			**30**

Certificate is stackable into Office Technology Specialist (OTS15.CC2) and AAS Office Technology (OT15.AAS)

General Studies (GST4.AA) 240102

Degree Type
Associate of Arts

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

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	ELEC: Life and Physical Sciences		4
DEGR	Electives*		6
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	HIST-1302	United States History II	3
CORE	MATH-1314, MATH-1332, MATH-1342, MATH-1414, MATH-2412 or MATH-2413		3-4
CORE	ELEC: Language/Philosophy/Culture		3
Sub-Total Credits			**12-13**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Life and Physical Sciences		4
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	Electives*		6
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Creative Arts		3
CORE	Component Area Option		4
DEGR	Electives*		6
Sub-Total Credits			**16**
Total Hours			**60**

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.

Transfer Agreements
Texas A&M University - Central Texas

- BS - Liberal Studies

Kansas State University

- AA in General Studies to BS in General Business (Online)

Southern New Hampshire University - Online

- AA General Studies to BA General Studies

SUNY Empire State College

- AA General Studies to:
  - Interdisciplinary/Multidisciplinary Studies
  - Any area of study

Western Governors University

- AA - General Studies to:
  - BS Accounting
  - BS Business Management
  - BS Communications
  - BS Finance
  - BS Healthcare Administration
  - BS Human Resource Management
  - BS Information Technology Management
  - BS Marketing
  - BS Supply Chain and Operations Management
  - BS User Experience Design
  - BA Elementary Education
  - BA Special Education - Mild to Moderate
  - BA Special Education and Elementary Education - Dual Licensure
  - BS Mathematics Education - Secondary

- BS Science Education - Secondary Biological Science
- BS Science Education - Secondary Chemistry
- BS Science Education - Secondary Earth Science
- BS Science Education - Secondary Physics
- BS Health and Human Services
- BS Health Information Management
- Accelerated - BS in IT + MS in IT Management
- BS Cloud Computing
- BS Computer Science
- BS Cybersecurity and Information Assurance
- BS Data Analytics
- BS Information Technology
- BS Network Engineering and Security
- BS Network Engineering and Security Cisco Track
- BS Software Engineering
- BS Software Engineering C Track

University of the Cumberlands

- AA 42 Hour General Education to BS General Education

General Studies in Pre-Health Sciences (GSH25.AS) 510000 Pre-Health Sciences

Degree Type
Associate of Science

The General Studies in Pre-Health Sciences program is designed to provide a strong academic foundation for students aspiring to pursue careers in a variety of healthcare-related fields. With a comprehensive curriculum focused in the core foundational sciences, mathematics, and communication skills, this program prepares students for the rigorous academic demands of advanced health programs such as medicine, physical therapy, pharmacy, dentistry, and more.

This program is designed to offer a flexible and accessible pathway to higher education for the student wishing to pursue a Baccalaureate degree in the Health Sciences. It provides an opportunity for students to explore various health professions, identify their areas of interest, and build a strong academic portfolio for further studies in specialized health programs. The Central Texas College curriculum is designed to maximize the transfer of lower-level coursework to the Baccalaureate degree granting public education institutions within the State of Texas.

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	MATH-1314	College Algebra	3
CORE	HIST-1301	United States History I	3
CORE	BIOL-1406	Biology for Science Majors I*	4
DEGR	BIOL-1322	Nutrition & Diet Therapy	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1311, SPCH-1315, SPCH-1318 or SPCH-1321		3
CORE	HIST-1302	United States History II	3
CORE	CHEM-1411	General Chemistry I*	4
DEGR	BIOL-2420	Microbiology for Non-Science Majors	4
Sub-Total Credits			**14**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Creative Arts		3
CORE	GOVT-2305	Federal Government	3
CORE	CHEM-1412	General Chemistry II*	4
DEGR	KINE-1304 or KINE-1306		3
DEGR	BIOL-2401	Anatomy & Physiology I	4
Sub-Total Credits			**17**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Language/Philosophy/Culture		3
CORE	PSYC-2301 or PSYC-2314		3
CORE	GOVT-2306	Texas Government	3
DEGR	BIOL-2402* or CHEM-2423*		4
Sub-Total Credits			**13**
Total Hours			**60**

Please note that some courses in this list are only offered in specific semesters. Contact the Science Department for guidance regardingwhen specific classes will be offered.

* Indicates that the course requires a pre-requisite.

Global Supply Chain Management Specialist (LGS19.CC1) 520203

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	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
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
	IBUS-1341	Global Supply Chain Management	3
	IBUS-2332	Global Business Simulation	3
Sub-Total Credits			**6**
Total Hours			**18**

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

Graphic Design for Print Production (GDP25.OSA) 500409

Degree Type
Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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
Sub-Total Credits			**12**	**384**
Total Hours			**12**	
Total Clock Hours				**384**

Certificate is stackable towards Graphics and Printing Technology Graphic Design (GPG25.CC1), Graphics and Printing Technology (GP15.CC2), and AAS Graphics and Printing (GP15.AAS)

Graphics and Printing (GP15.AAS) 100305

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	GRPH-1305	Introduction to Graphic Arts & 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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ARTC-2313	Digital Publishing II	3
DEGR	GRPH-1459	Vector Graphics for Production	4
CORE	MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
CORE	GOVT-2305 or GOVT-2306		3
Sub-Total Credits			**13**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ARTC-1327	Typography	3
DEGR	ARTC-2305	Digital Imaging II	3
CORE	SPCH-1315 or SPCH-1321		3
DEGR	GRPH-2309	Digital Pre-Press	3
DEGR	ARTC-2348	Digital Publishing III	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
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, GRPH-2488 or ARTC-2488		4
Sub-Total Credits			**17**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Graphics and Printing AAS

SUNY Empire State College

- AAS in Graphics and Printing to The Arts

Graphics and Printing Technology (GP15.CC2) 100301

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours	Clock Hours
GRPH-1305	Introduction to Graphic Arts & 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 Pre-Press	3	96
ARTC-2348	Digital Publishing III	3	96
Sub-Total Credits		**28**	**864**

Second Semester

Course Code	Name	Credit Hours	Clock Hours
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, GRPH-2488 or ARTC-2488		4	96-304
Sub-Total Credits		**17**	**480-688**
Total Hours		**45**	
Total Clock Hours			**1344**

Certificate is stackable towards AAS Graphics and Printing (GP15.AAS)

Graphics and Printing Technology Graphic Design (GPG25.CC1) 500409

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours	Clock Hours
GRPH-1305	Introduction to Graphic Arts & 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
Sub-Total Credits			**18**	**576**
Total Hours			**18**	
Total Clock Hours				**576**

Certificate is stackable towards AAS Graphics and Printing (GP15.AAS)

Graphics and Printing Technology Press Operations (GPP15.CC1) 100305

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	GRPH-1305	Introduction to Graphic Arts & Printing	3	96
	GRPH-2309	Digital Pre-Press	3	96
	GRPH-1419	Bindery and Finishing Operations	4	96
	GRPH-1309	Press Operations I	3	96
	GRPH-2338	Press Operations II	3	96
Sub-Total Credits			**16**	**480**
Total Hours			**16**	
Total Clock Hours				**480**

Certificate is stackable towards AAS Graphics and Printing (GP15.AAS)

Health Sciences (DHS25.AAS) 510000

Degree Type
Associate of Applied Science

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	BIOL-2401	Anatomy & Physiology I	4
CORE	MATH-1314	College Algebra	3
DEGR	HPRS-2300	Pharmacology for Health Professions	3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	SOCI-1301	Introduction to Sociology	3
CORE	BIOL-2402	Anatomy & Physiology II	4
DEGR	PSYC-2314	Life Span Growth & Development	3
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**13**

Third Semester - Summer

	Course Code	Name	Credit Hours
CORE	PSYC-2301	General Psychology	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**6**

Third Semester

	Course Code	Name	Credit Hours
DEGR	HITT-1305	Medical Terminology I	3
CORE	HIST-1301	United States History I	3
CORE	PHIL-2306	Introduction to Ethics	3
CORE	SPCH-1318	Interpersonal Communication	3
Sub-Total Credits			**12**

Third Semester

	Course Code	Name	Credit Hours
DEGR	Healthcare Credential*		16
Sub-Total Credits			**16**
Total Hours			**60**

*These credits apply to AAS in Health Science only. A current or active license/certification is required.Certification/Licensure/Credential must be approved by the Department of Health Sciences before credit can be awarded.

Heating, Air Conditioning and Refrigeration (HART5.CC2) 470201

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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 or HART-2488		4	96-304
Sub-Total Credits			**45**	**1,152-1,360**
Total Hours			**45**	
Total Clock Hours				**1152–1360**

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

Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5.AAS) 470201

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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 (Quantitative Reasoning)	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**13**

Second Year

First Semester

Course Code	Name	Credit Hours

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 Elective		3
Sub-Total Credits			**17**

Second Semester

	Course Code	Name	Credit Hours
DEGR	HART-2436	Air Conditioning Troubleshooting	4
DEGR	HART-2431	Advanced Electricity for HVAC	4
CORE	SPCH-1315 or SPCH-1321		3
DEGR	HART-2445 or HART-2488		4
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Heating, Air Conditioning and Refrigeration Mechanic and Repairer AAS

University of Alaska-Fairbanks

- AAS in Heating, Air Conditioning & Refrigeration Mechanic Repairer to BAM

South Texas College

- AAS HVAC to BAT Technology Mgmt.

Histologic Technician (HLAB.AAS) 511008

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HLAB-1301	Introduction to Histotechnology	3
CORE	MATH-1314	College Algebra	3
DEGR	BIOL-1406	Biology for Science Majors I	4
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
DEGR	HLAB-1302	Histotechnology I	3
CORE	CHEM-1411	General Chemistry I*	4
CORE	PSYC-2301 or SOCI-1301		3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**13**

Third Semester

	Course Code	Name	Credit Hours
DEGR	HLAB-1443	Histotechnology II	4
DEGR	MLAB-2221	Molecular Diagnostics for Clinical Laboratory Science	2
Sub-Total Credits			**6**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HLAB-2434	Histotechnology III	4
DEGR	HLAB-1260	Clinical - Histologic Technology/ Histotechnologist I	2
DEGR	BIOL-2401	Anatomy & Physiology I	4
DEGR	HLAB-1305	Functional Histology I	3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
DEGR	HLAB-2260	Clinical - Histologic Technology/ Histotechnologist II	2
DEGR	HLAB-2341	Registry Review	3
DEGR	MLAB-1235	Immunology/Serology	2
DEGR	BIOL-2402	Anatomy & Physiology II	4
DEGR	HLAB-1446	Functional Histology II	4
Sub-Total Credits			**15**
Total Hours			**60**

*MATH-1314 is Prerequisite for CHEM-1411

Transfer Agreements
SUNY Empire State College

- AAS in Histologic Technician to BS in Allied Health

University of Alaska-Fairbanks

- AAS in Histologic Technician to BSEM

Midwestern State University

- Histological Technician AAS

Homeland Security (HSHS.CC1) 430301

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	HMSY-1337	Introduction to Homeland Security	3
	HMSY-1340	Homeland Security Intelligence Operations	3
	HMSY-1341	Critical Infrastructure Protection	3
	HMSY-1342	Understanding and Combating Terrorism	3
	HMSY-2337	Managing a Unified Incident Command	3
	HMSY-2306	Organized Crime and Terrorism	3
Sub-Total Credits			**18**
Total Hours			**18**

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15.AAS)

Transfer Agreements
University of Alaska-Fairbanks

- AAS in Homeland Security to BSEM
- Homeland Security and Emergency Management CC to BSEM

Homeland Security and Emergency Management (HS15.AAS) 430301

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HMSY-1337	Introduction to Homeland Security	3
DEGR	EMAP-1400	Principles of Basic Emergency Management	4
DEGR	HMSY-2306	Organized Crime and Terrorism	3
CORE	ENGL-1301	Composition I	3
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**12**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ELEC: Physical Activity		1
CORE	ELEC: Humanities/Fine Arts Selection		3
CORE	MATH-1314, MATH-1332, MATH-1342 or MATH-1414		3-4
DEGR	HMSY-1343	Weapons of Mass Destruction	3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	EMAP-2355	Disaster Recovery	3
Sub-Total Credits			**16-17**

Second Semester

	Course Code	Name	Credit Hours
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	EMAP-1440	Disaster Exercise Design and Evaluation	4
Sub-Total Credits			**16**
Total Hours			**60**

Transfer Agreements
American Public University System

- AAS Homeland Security & Emergency Management to BA Homeland Security

Midwestern State University

- Homeland Security and Emergency Management AAS

SUNY Empire State College

- AAS Homeland Security and Emergency Management to:
  - BS in Security Studies
  - Public Affairs

Thomas Edison State University

- AAS Homeland Security & Emergency Management to BS Homeland Security & Emergency Management

University of Alaska-Fairbanks

- AAS in Homeland Security to BSEM

Homeland Security and Emergency Management (HS15.CC1) 430301

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
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
Sub-Total Credits		**16**

Second Semester

Course Code	Name	Credit Hours
EMAP-2355	Disaster Recovery	3
EMAP-2300 or HMSY-1343		3
EMAP-2301 or HMSY-2306		3
HMSY-2337	Managing a Unified Incident Command	3
EMAP-1440	Disaster Exercise Design and Evaluation	4
Sub-Total Credits		**16**
Total Hours		**32**

Certificate is stackable towards AAS Homeland Security and Emergency Management (HS15.AAS)

Transfer Agreements
University of Alaska-Fairbanks

- Homeland Security and Emergency Management CC to BSEM

Horticultural Development (AGH14.AAS) 010104

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AGRI-1419	Introductory Animal Science	4
DEGR	AGRI-2317	Introduction to Agriculture Economics	3
DEGR	AGRI-1309	Computers in Agriculture	3
DEGR	AGRI-1415	Horticulture	4
CORE	BIOL-1411	General Botany	4
Sub-Total Credits			**18**

Second Semester

	Course Code	Name	Credit Hours
DEGR	HALT-1324	Turfgrass Science and Management	3
DEGR	AGRI-1407	Agronomy	4
DEGR	FDST-1323	Principles of Viticulture I	3
DEGR	AGRI-1131	The Agriculture Industry	1
DEGR	HALT-2307	Horticultural Food Crops	3
DEGR	AGCR-2318	Soil Science	3
Sub-Total Credits			**17**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	AGCR-2305	Entomology	3
DEGR	HALT-1319	Landscape Construction	3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	HALT-2308	Greenhouse Management	3
CORE	ELEC: Social and Behavioral Sciences		3
CORE	MATH-1342	Elementary Statistical Methods	3
DEGR	AGMG-2486	Internship - Agriculture Business & Management, General	4
Sub-Total Credits			**13**
Total Hours			**60**

Transfer Agreements

Midwestern State University

- Horticultural Development AAS

SUNY Empire State College

- AAS Horticultural Development to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics
  - Science, Mathematics and Technology

Horticultural Development (HDC25.CC1) 010104

Degree Type
Certificate of Completion

Course Code	Name	Credit Hours
HALT-1324	Turfgrass Science and Management	3
AGRI-1407	Agronomy	4
FDST-1323	Principles of Viticulture I	3
AGRI-1131	The Agriculture Industry	1
HALT-2307	Horticultural Food Crops	3
AGCR-2318	Soil Science	3
Sub-Total Credits		**17**
Total Hours		**17**

Courses are stackable towards AAS Horticultural Development (AGH14.AAS)

Horticultural Technology (HTC25.CC1) 010104

Degree Type
Certificate of Completion

Course Code	Name	Credit Hours
AGRI-1419	Introductory Animal Science	4
AGRI-2317	Introduction to Agriculture Economics	3
AGRI-1309	Computers in Agriculture	3
AGRI-1415	Horticulture	4
BIOL-1411	General Botany	4
Sub-Total Credits		**18**
Total Hours		**18**

Courses are stackable towards AAS Horticultural Development (AGH14.AAS)

Hospitality Property Management (HMP19.CC1) 520904

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
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 Service	2
RSTO-1313	Hospitality Supervision	3
Sub-Total Credits		**14**

Second Semester

Course Code	Name	Credit Hours
HAMG-1340	Hospitality Legal Issues	3
HAMG-1321	Introduction to Hospitality Industry	3
HAMG-2337	Hospitality Facilities Management	3
RSTO-1325	Purchasing for Hospitality Operations	3
Sub-Total Credits		**12**

Third Semester

Course Code	Name	Credit Hours
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 Management	3
HAMG-2388 or BUSG-1371		3
Sub-Total Credits		**15**
Total Hours		**41**

Certificate is stackable towards AAS Hotel Management Specialization (HMH15.AAS)

Transfer Agreements
Virginia State University

- Hospitality Management

Hotel Management Specialization (HMH15.AAS) 520901

Degree Type
Associate of Applied Science

FIrst Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CHEF-1305	Sanitation and Safety	3
DEGR	HAMG-1321	Introduction to Hospitality Industry	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	ELEC: Academic		3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	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
Sub-Total Credits			**18**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	RSTO-1325	Purchasing for Hospitality Operations	3
DEGR	RSTO-1204	Dining Room Service	2
DEGR	HAMG-1342	Guest Room Management	3
CORE	MATH-1332 or MATH-1342		3
DEGR	HAMG-1340	Hospitality Legal Issues	3
DEGR	ELEC: KINE or EDUC-1100		1
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
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 or BUSG-1371		3
Sub-Total Credits			**15**

Total Hours	**60**

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Business, Accounting Concentration
- BAAS - Business, Computer Information Systems Concentration
- BAAS - Business, Finance Concentration
- BAAS - Business, Human Resource Management Concentration
- BAAS - Business, Management Concentration
- BAAS - Business, Marketing Concentration
- BAAS - Business, without Concentration

Midwestern State University

- Hotel Management Specialization AAS

South Texas College

- AAS Hotel Management Specialization to BAT Technology Mgmt.
- AAS Hotel Management Specialization to BAS Organizational Leadership

SUNY Empire State College

- AAS Hotel Management Specialization to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics

Excelsior University

- AAS in Hotel Management to BPS Business and Management

Human Resources Management (HRM17.CC1) 520201

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	BUSI-1301	Business Principles+	3
	HRPO-2301	Human Resources Management+	3
	HRPO-1311	Human Relations+	3
	POFT-1301 or ENGL-1301		3
	BMGT-1325	Office Management+	3
	ACNT-1329, ACNT-1303+ or ACCT-2301+		3
Sub-Total Credits			**18**
Total Hours			**18**

+Courses are stackable towards AAS Business Management (BUBM5.AAS)

Industrial Welding Transition (WLTP.CC1) 480508

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	WLDG-1323	Welding Safety, Tools, and Equipment+	3	96
	WLDG-1434	Introduction to Gas Tungsten Arc Welding (GTAW)+	4	96
	WLDG-1457	Intermediate Shielded Metal Arc Welding (SMAW)+	4	96
	WLDG-2447	Advanced Gas Metal Arc Welding (GMAW)	4	96
	WLDG-2453	Advanced Pipe Welding+	4	144
Sub-Total Credits			**19**	**528**
Total Hours			**19**	
Total Clock Hours				**528**

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.

+ Courses stackable towards AAS Welding (WLD21.AAS)

Information Technology (CSI17.AAS) 110103

Degree Type
Associate of Applied Science

The primary job function of the Information Management professional is to assist others with using computer technology in the performance of their jobs. This requires a general knowledge of PC hardware and software, to include operating systems and applications such as word processors and spreadsheets, and the internet. This degree offers a clear path to understanding computers and today's technology.

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1301	Introduction to Computing	3
DEGR	BCIS-1305	Business Computer Applications	3
DEGR	ITNW-1325	Fundamentals of Networking Technologies	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1325	Personal Computer Hardware	3
DEGR	ITNW-1309	Fundamentals of Cloud Computing	3
DEGR	ITSY-1342	Information Technology Security	3
DEGR	ITNW-1308	Implementing and Supporting Client Operating Systems	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1315 or ITSE-1329		3
DEGR	ITNW-1337	Introduction to the Internet	3
DEGR	ITNW-1316	Introduction to Network Administration	3
DEGR	ITSC-1316	Linux Installation and Configuration	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1315	IT Project Management	3
DEGR	IMED-1316	Web Design I	3
DEGR	ITSW-1307	Introduction to Database	3
CORE	ENGL-2311	Technical and Business Writing	3
DEGR	ITSC-2339 or ITSC-2386		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Information Technology AAS

South Texas College

- AAS Information Technology to BAT Computer and Information Technologies

SUNY Empire State College

- AAS Information Technology to Science, Mathematics and Technology (IT)

Texas A&M University - Central Texas

- BAAS - Information Technology, Cybersecurity Concentration
- BAAS - Information Technology, Data Analytics Concentration
- BAAS - Information Technology, Management & Networking Concentration
- BAAS - Information Technology, Software & Database Design Concentration
- BAAS - Information Technology, without Concentration

Regent University

- AAS Information Technology to BAS Information Systems Technology

Western Governors University

- AAS - Information Technology to:
  - Accelerated BS in IT and MS in IT Management
  - BS Cloud Computing
  - BS Computer Science
  - BS Cybersecurity and Information Assurance
  - BS Data Analytics
  - BS Information Technology
  - BS Network Engineering and Security
  - BS Network Engineering and Security Cisco Track
  - BS Software Engineering
  - BS Software Engineering C Track

Information Technology (INT24.CC2) 110103

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	COSC-1301	Introduction to Computing	3
	BCIS-1305	Business Computer Applications	3
	ITNW-1325	Fundamentals of Networking Technologies	3
	ITNW-1337	Introduction to the Internet	3
	ITSY-1342	Information Technology Security	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
	ITNW-1308	Implementing and Supporting Client Operating Systems	3
	ITNW-1309	Fundamentals of Cloud Computing	3
	COSC-1315 or ITSE-1329		3
	ITSC-1325	Personal Computer Hardware	3
	ITSC-1315	IT Project Management	3

Sub-Total Credits	**15**

Third Semester

	Course Code	Name	Credit Hours
	ITSC-1316	Linux Installation and Configuration	3
	IMED-1316	Web Design I	3
	ITNW-1316	Introduction to Network Administration	3
	ITSW-1307	Introduction to Database	3
	ITSC-2339	Personal Computer Help Desk Support	3
Sub-Total Credits			**15**
Total Hours			**45**

Certificate is stackable towards AAS Informational Technology (CSI17.AAS)

Information Technology (INT25.OSA) 110103

Degree Type
Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours
	COSC-1315 or ITSE-1329		3
	ITNW-1325	Fundamentals of Networking Technologies	3
	ITSC-1315	IT Project Management	3
	ITSY-1342	Information Technology Security	3
Sub-Total Credits			**12**
Total Hours			**12**

Certificate is stackable towards AAS Information Technology (CSI17.AAS) and Information Technology (INT24.CC2)

Interdisciplinary Studies (IDS4.AA) 240101

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	ELEC: Creative Arts		3

CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Language/Philosophy/Culture		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	HIST-1302	United States History II	3
CORE	Component Area Option		4
CORE	ELEC: Life and Physical Sciences		4
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**17**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	MATH-1314, MATH-1332, or MATH-1342		3
CORE	ELEC: Life and Physical Sciences		4
Sub-Total Credits			**10**

Second Semester

	Course Code	Name	Credit Hours
DEGR	Electives*		18
Sub-Total Credits			**18**
Total Hours			**60**

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

Transfer Agreements
SUNY Empire State College

- AA Interdisciplinary Studies to Interdisciplinary/Multidisciplinary Studies

Texas A&M University - Central Texas

- BA - History
- BA - History, Secondary Education Minor
- BS - Anthropology
- BS - Psychology
- BSW - Social Work

Texas Tech University

- A.A. Interdisciplinary Studies CTC to B.S. Plant and Soil Sciences Texas Tech University

Thomas Edison State University

- AA Interdisciplinary Studies to BA Liberal Studies

IT Core Fundamentals (ITC24.CC1) 110103

Degree Type
Certificate of Completion

Students who wish to pursue any AAS in the department should start with this certificate

First Semester

Course Code	Name	Credit Hours
COSC-1301	Introduction to Computing	3
BCIS-1305	Business Computer Applications	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITNW-1337	Introduction to the Internet	3
ITSY-1342	Information Technology Security	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
ITNW-1308	Implementing and Supporting Client Operating Systems	3
ITNW-1309	Fundamentals of Cloud Computing	3
COSC-1315	Introduction to Computer Programming	3
ITSC-1325	Personal Computer Hardware	3
ITSC-1315	IT Project Management	3
Sub-Total Credits		**15**
Total Hours		**30**

Certificate is stackable toward Cyberdefense - Information Assurance (CDIA.AAS); Cyberdefense - Information Assurance (CDIA.CC2); Information Technology (CSI17.AAS); Information Technology (INT24.CC2); Network Cloud Support and Cybersecurity (NCS20.AAS); Network Server Cloud Administrator (NSC24.CC2); Network Systems Administrator (CDN17.AAS); Network Systems Administrator (NSA24.CC2).

Kinesiology (KIN4.AS) 310505

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	MATH-1314	College Algebra	3
CORE	ELEC: Life and Physical Sciences		4
DEGR	KINE-1301	Foundations of Kinesiology	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	HIST-1302	United States History II	3
CORE	ELEC: Life and Physical Sciences		4
DEGR	KINE-1306	First Aid	3
DEGR	KINE-1143	Weight Training I	1
Sub-Total Credits			**14**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	Component Area Option		4
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Creative Arts		3
DEGR	KINE-1304	Personal/Community Health	3
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Language/Philosophy/Culture		3
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	KINE-1321	Coaching/Sports/Athletics	3
DEGR	KINE-1338	Concepts of Physical Fitness	3
DEGR	ELEC: Physical Activity		1
Sub-Total Credits			**16**
Total Hours			**60**

Life and Physical Sciences: BIOL-2401 and BIOL-2402 recommended.

Transfer Agreements
Cameron University

- AS in Kinesiology to BS in Sports and Exercise Science

SUNY Empire State College

- AS in Kinesiology to Science, Mathematics and Technology

Texas A&M University - Central Texas

- BS - Exercise Physiology & Human Performance

University of Alaska-Fairbanks

- AS in Kinesiology to Bachelor of Sport & Recreation Business

Midwestern State University

- Applied Technology-Kinesiology AS

Licensed Massage Therapy (LMT20.CC1) 513501

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
MSSG-1413	Anatomy & Physiology for Massage	4
MSSG-1109	Health & Hygiene	1
MSSG-1207	Business Practices & Professional Ethics	2
MSSG-2313	Kinesiology for Massage	3
Sub-Total Credits		**10**

Second Semester

Course Code	Name	Credit Hours
MSSG-1411	Massage Therapy Fundamentals I	4
MSSG-1105	Hydrotherapy/Therapeutic Modalities	1
MSSG-2314	Pathology for Massage	3
MSSG-2130	Advanced Massage Therapy Techniques	1
Sub-Total Credits		**9**

Third Semester

Course Code	Name	Credit Hours
MSSG-2311	Massage Therapy Fundamental II	3
MSSG-2101	Chair Massage	1

	MSSG-1371	Healthcare Communications	3
	MSSG-2287	Internship - Massage Therapy/Therapeutic Massage	2
Sub-Total Credits			**9**
Total Hours			**28**

Logistics and Global Supply Chain Management (LGS18.AAS) 520203

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	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 or ITSC-1309		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ACNT-1303 or ACCT-2301		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
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BUSG-2305 or BUSI-2301		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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Humanities/Fine Arts Selection		3
CORE	ECON-2302	Principles of Microeconomics	3
DEGR	LMGT-1325	Warehouse and Distribution Center Management	3
DEGR	BMGT-2370 or BMGT-2388		3
DEGR	IBUS-2332	Global Business Simulation	3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
American Public University System

- AAS Logistics & Global Supply Chain Management to BA Supply Chain Management
- AAS Logistics & Global Supply Chain Management to BA Transportation & Logistics

Midwestern State University

- Logistics and Global Supply Chain Management AAS

South Texas College

- AAS Logistics and Global Supply Chain Mgmt. to to BAT Technology Mgmt.
- AAS Logistics and Global Supply Chain Mgmt. to BAS Organizational Leadership

SUNY Empire State College

- AAS Logistics and Global Supply Chain Mgmt. to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics

Texas A&M University - Central Texas

- BAAS - Business, Accounting Concentration
- BAAS - Business, Computer Information Systems Concentration
- BAAS - Business, Finance Concentration
- BAAS - Business, Human Resource Management Concentration
- BAAS - Business, Management Concentration
- BAAS - Business, Marketing Concentration
- BAAS - Business, without Concentration

Western Governors University

- AAS - Logistics and Global Supply Chain Management to:
  - BS Accounting
  - BS Business Management
  - BS Communications
  - BS Finance
  - BS Healthcare Administration

- BS Human Resource Management
- BS Information Technology Management
- BS Marketing
- BS Supply Chain and Operations Management
- BS User Experience Design

Lamar University

- AAS Logistics to BS Industrial Technology

Logistics Specialist (LGS18.CC1) 520203

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
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
Sub-Total Credits		**12**

Second Semester

Course Code	Name	Credit Hours
LMGT-1325	Warehouse and Distribution Center Management	3
BMGT-2370 or BMGT-2388		3
Sub-Total Credits		**6**
Total Hours		**18**

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

Machine Maintenance Technology (MMT24.CC1) 470605

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours	Clock Hours
DEMR-1301	Shop Safety and Procedures	3	96
DEMR-1306	Diesel Engine I	3	96
DEMR-1416	Basic Hydraulics	4	128
DEMR-1405	Basic Electrical Systems	4	128
DEMR-1423	Heating, Ventilation, and Air Conditioning Troubleshooting and Repair	4	128

Sub-Total Credits	**18**	**576**
Total Hours	**18**	
Total Clock Hours		**576**

Certificate is stackable towards Diesel Technician Certificate (DET15.CC2) and AAS Diesel Engine Technician and Maintainer (DEM15.AAS)

Mathematics (MAT4.AS) 270101

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	HIST-1301	United States History I	3
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Language/Philosophy/Culture		3
CORE	MATH-1342 or MATH-1414		3-4
Sub-Total Credits			**12-13**

Spring Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1302	United States History II	3
CORE	ELEC: Life and Physical Sciences		4
DEGR	MATH-2412	Pre-Calculus Math	4
Sub-Total Credits			**14**

Summer Semester

	Course Code	Name	Credit Hours
DEGR	MATH-2413	Calculus I	4
Sub-Total Credits			**4**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	ELEC: Creative Arts		3
CORE	GOVT-2305	Federal Government	3

CORE	ELEC: Social and Behavioral Sciences		3
DEGR	MATH-2414	Calculus II	4
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	MATH-2415	Calculus III	4
DEGR	MATH-2318 or MATH-2320		3
CORE	Component Area Option		3
CORE	ELEC: Life and Physical Sciences		4
Sub-Total Credits			**14**
Total Hours			**60–61**

Life and Physical Science: PHYS-2425 recommended.

Transfer Agreements
Texas A&M University - Central Texas

- BS - Mathematics
- BS - Mathematics, Secondary Education Minor

SUNY Empire State College

- AS in Mathematics to Science, Mathematics and Technology

Medical Billing (OTM21.CC1) 510713

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours	Clock Hours
	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
	POFI-1301	Computer Applications I+	3	96
Sub-Total Credits			**15**	**480**

Second Semester

	Course Code	Name	Credit Hours	Clock Hours
	HITT-1303	Medical Terminology II+	3	96
	POFM-1327	Medical Insurance+	3	96
	POFM-2310	Intermediate Medical Coding	3	96

	HITT-2335	Coding and Reimbursement Methodologies	3	96
	POFT-1301	Business English+	3	96
Sub-Total Credits			**15**	**480**
Total Hours			**30**	
Total Clock Hours				**960**

+Courses stackable into Medical Office Technology Specialist (OTM5.CC1) and all courses stackable into AAS Medical Coding and Billing(OTMCB.AAS)

Medical Coding and Billing (OTMC5.CC1) 510713

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours	Clock Hours
	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
	POFI-1301	Computer Applications I	3	96
Sub-Total Credits			**15**	**480**

Second Semester

	Course Code	Name	Credit Hours	Clock Hours
	HITT-1303	Medical Terminology II	3	96
	POFM-1327	Medical Insurance	3	96
	POFM-2310	Intermediate Medical Coding	3	96
	HITT-2335	Coding and Reimbursement Methodologies	3	96
	POFT-1301	Business English	3	96
Sub-Total Credits			**15**	**480**

Third Semester

	Course Code	Name	Credit Hours	Clock Hours
	MDCA-1309	Anatomy & Physiology for Medical Assistants	3	96
	MDCA-1302	Human Disease/Pathophysiology	3	96
	HITT-1349	Pharmacology	3	96
	HITT-2361	Clinical - Health Information/Medical Records Technology/Technician	3	144
Sub-Total Credits			**12**	**432**
Total Hours			**42**	

Total Clock Hours	1392

Certificate is stackable into AAS Medical Coding and Billing (OTMCB.AAS)

Medical Coding and Billing (OTMCB.AAS) 510713

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	MDCA-1309	Anatomy & Physiology for Medical Assistants	3
DEGR	POFM-2310	Intermediate Medical Coding	3
DEGR	HITT-1303	Medical Terminology II	3
DEGR	POFM-1327	Medical Insurance	3
DEGR	HITT-2335	Coding and Reimbursement Methodologies	3
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**18**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	MDCA-1302	Human Disease/Pathophysiology	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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315 or SPCH-1321		3
CORE	ELEC: Humanities/Fine Arts Elective		3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	HITT/MDCA/MRMT/POFM		3
Sub-Total Credits			**12**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Medical Coding and Billing AAS

South Texas College

- AAS Medical Coding and Billing to BAT Medical and Health Services Mgmt.

Purdue University Global

- A.A.S. in Medical Coding and Billing to B.S. in Health Information Management

University of Alaska-Fairbanks

- AAS in Medical Coding & Billing to BAM

SUNY Empire State College

- AAS Medical Coding and Billing to Business, Management and Economics (Healthcare Management Concentration)

Medical Laboratory Technician (MLAB5.AAS) FALL START 511004

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	PLAB-1323	Phlebotomy	3
DEGR	MLAB-1101	Introduction to Clinical Laboratory Science	1
CORE	MATH-1314	College Algebra	3
CORE	ENGL-1301	Composition I	3
CORE	BIOL-1406	Biology for Science Majors I*	4
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours

DEGR	MLAB-1235	Immunology/Serology	2
DEGR	MLAB-2434	Clinical Microbiology	4
DEGR	MLAB-1415	Hematology	4
CORE	BIOL-1407	Biology for Science Majors II**	4
Sub-Total Credits			**14**

Third Semester

	Course Code	Name	Credit Hours
DEGR	MLAB-2431	Immunohematology	4
DEGR	MLAB-1311	Urinalysis and Body Fluids	3
Sub-Total Credits			**7**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	MLAB-2360	Clinical I - Medical Laboratory Technician	3
DEGR	MLAB-2401	Clinical Chemistry	4
DEGR	MLAB-2221	Molecular Diagnostics for Clinical Laboratory Science	2
CORE	CHEM-1411	General Chemistry I**	4
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
DEGR	MLAB-2361	Clinical II – Medical Laboratory Technician	3
DEGR	MLAB-2132	Seminar in Medical Laboratory Technology	1
DEGR	MLAB-1231	Parasitology/Mycology	2
CORE	PSYC-2301 or SOCI-1301		3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**12**
Total Hours			**60**

*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. Upon completion of the program, students are eligible to take a national credentialing examination.

*Credit in Science and MLAB courses must have been received within 5 years prior to enrollment in MLAB 1101.

Transfer Agreements

Midwestern State University

- Medical Laboratory Technician AAS

South Texas College

- AAS Medical Lab Tech to BAT Medical and Health Services Mgmt.

Purdue University Global

- A.A.S. in Medical Laboratory Technician to B.S. in Health Science

University of Alaska-Fairbanks

- AAS in Medical Laboratory Technician to BAM

SUNY Empire State College

- AAS Medical Laboratory Technician to BS in Allied Health

Medical Office Technology (OTM15.AAS) 510716

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**18**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	POFT-1325	Business Math Using Technology	3
DEGR	POFT-2312	Business Correspondence and Communications	3
DEGR	HITT-1303	Medical Terminology II	3
DEGR	POFM-1327	Medical Insurance	3
DEGR	POFI/POFM/POFT Internship Selection		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315 or SPCH-1321		3
CORE	ELEC: Humanities/Fine Arts Elective		3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	HITT/MDCA/MRMT/POFI/POFM/POFT Selection		3
Sub-Total Credits			**12**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Medical Office Technology AAS

University of Texas at Tyler

- AAS in Medical Office Technology to BAAS in Health Occupations

South Texas College

- AAS Medical Office Technology to BAT Medical and Health Services Mgmt.

Purdue University Global

- A.A.S. in Medical Office Technology to B.S. in Health Care Administration

Medical Office Technology Professional (OTMP.CC1) 510716

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours	Clock Hours
	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
Sub-Total Credits		**18**	**576**

Second Semester

Course Code	Name	Credit Hours	Clock Hours
POFI-2301	Word Processing	3	96
POFI/POFM/POFT Internship Selection		3	144
POFM-1302	Medical Software Applications	3	96
HITT-1301	Health Data Content and Structure	3	96
Sub-Total Credits		**12**	**432**
Total Hours		**30**	
Total Clock Hours			**1008**

Certificate is stackable into Medical Office Technology Specialist (OTMO5.CC1) and AAS Medical Office Technology (OTM15.AAS)

Medical Office Technology Specialist (OTMO5.CC1) 510716

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours	Clock Hours
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
Sub-Total Credits		**18**	**576**

Second Semester

Course Code	Name	Credit Hours	Clock Hours
POFI-2301	Word Processing	3	96
POFI/POFM/POFT Internship Selection		3	144
POFM-1302	Medical Software Applications	3	96
HITT-1301	Health Data Content and Structure	3	96
Sub-Total Credits		**12**	**432**

Third Semester

Course Code	Name	Credit Hours	Clock Hours

	POFT-2312	Business Correspondence and Communications	3	96
	HITT-1303	Medical Terminology II	3	96
	POFM-1327	Medical Insurance	3	96
	POFI-1349	Spreadsheets	3	96
Sub-Total Credits			**12**	**384**
Total Hours			**42**	
Total Clock Hours				**1392**

Certificate is stackable into AAS Medical Office Technology (OTM15.AAS)

Medical Office Technology Support (OTMS5.CC1) 510716

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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
Sub-Total Credits			**18**	**576**
Total Hours			**18**	
Total Clock Hours				**576**

Available online and at select locations. All courses offered in both the open-entry and online delivery formats. Certificate is stackable into Medical Office Technology Professional (OTMP.CC1), Medical Office Technology Specialist (OTMO5.CC1), and AAS Medical Office Technology (OTM15.AAS)

Music (MUSG2.AA) Field of Study - General Track 500901

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	MATH-1314	College Algebra	3

CORE	MUSI-1306	Music Appreciation	3
DEGR	MUSI-1311	Music Theory I	3
DEGR	MUSI-1116	Sight Singing and Ear Training I	1
DEGR	MUSI-1181	Piano Class I*	1
DEGR	MUAP-11XX		1
DEGR	MUEN-11XX		1
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1321	Business and Professional Communication	3
CORE	HIST-1301	United States History I	3
CORE	MUSI-1307	Music Literature	3
DEGR	MUSI-1312	Music Theory II	3
DEGR	MUSI-1117	Sight Singing and Ear Training II	1
DEGR	MUAP-11XX		1
DEGR	MUEN-11XX		1
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	HIST-1302	United States History II	3
CORE	PSYC-2301	General Psychology	3
DEGR	MUSI-2311	Music Theory III	3
DEGR	MUSI-2116	Sight Singing and Ear Training III	1
DEGR	MUAP-22XX		2
DEGR	MUEN-11XX		1
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2306	Texas Government	3
CORE	DRAM-1310 or ARTS-1303		3
DEGR	MUSI-2312	Music Theory IV	3
DEGR	MUSI-2117	Sight Singing and Ear Training IV	1
DEGR	MUAP-22XX		2
DEGR	MUEN Ensemble		1

Sub-Total Credits	**13**
Total Hours	**60**

*MUSI-1181: If piano is principal instrument, MUSI-1183 or MUSI-1188 or MUSI-1192 MUST be substituted.

MUSI-1181: MUAP (Individualized Instruction) and MUEN (Ensemble) must be taken each semester while attending CTC.

Field of Study

	Course Code	Name	Credit Hours
FOS	MUSI-1311	Music Theory I	3
FOS	MUSI-1116	Sight Singing and Ear Training I	1
FOS	MUSI-1181	Piano Class I*	1
FOS	MUAP-11XX		1
FOS	MUEN-11XX		1
FOS	MUSI-1307	Music Literature	3
FOS	MUSI-1312	Music Theory II	3
FOS	MUSI-1117	Sight Singing and Ear Training II	1
FOS	MUAP-11XX		1
FOS	MUEN-11XX		1
FOS	MUSI-2311	Music Theory III	3
FOS	MUSI-2116	Sight Singing and Ear Training III	1
FOS	MUAP-22XX		2
FOS	MUEN-11XX		1
FOS	MUSI-2312	Music Theory IV	3
FOS	MUSI-2117	Sight Singing and Ear Training IV	1
FOS	MUAP-22XX		2
FOS	MUEN Ensemble		1
Sub-Total Credits			**30**

*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.

Transfer Agreements
University of Alaska-Fairbanks

- AA in Music to BAM

SUNY Empire State College

- AA in Music to:
  - The Arts
  - Cultural Studies

Network Administrator (NAO25.OSA) 110201

Degree Type
Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours
	ITNW-1325	Fundamentals of Networking Technologies	3
	ITNW-1316	Introduction to Network Administration	3
	ITSC-1316	Linux Installation and Configuration	3
	ITNW-1308	Implementing and Supporting Client Operating Systems	3
Sub-Total Credits			**12**
Total Hours			**12**

Certificate is stackable towards AAS Network Systems Administrator (CSN17.AAS) and Network Systems Administrator (NSA24.CC2).

Network Cloud Support and Cybersecurity (NCS20.AAS) 110902

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1301	Introduction to Computing	3
DEGR	BCIS-1305	Business Computer Applications	3
DEGR	ITNW-1325	Fundamentals of Networking Technologies	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1325	Personal Computer Hardware	3
DEGR	ITNW-1309	Fundamentals of Cloud Computing	3
DEGR	ITSY-1342	Information Technology Security	3
DEGR	ITNW-1308	Implementing and Supporting Client Operating Systems	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ITNW-1336	Cloud Deployment and Infrastructure Management	3
DEGR	ITNW-1337	Introduction to the Internet	3
DEGR	ITNW-1316	Introduction to Network Administration	3
DEGR	ITSC-1316 or ITNW-1313		3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1315	IT Project Management	3
DEGR	COSC-1315	Introduction to Computer Programming	3
DEGR	ITSW-1307	Introduction to Database	3
CORE	ENGL-2311	Technical and Business Writing	3
DEGR	ITNW-2327 or ITNW-2388		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Information Technology, Cybersecurity Concentration
- BAAS - Information Technology, Data Analytics Concentration
- BAAS - Information Technology, Management & Networking Concentration
- BAAS - Information Technology, Software & Database Design Concentration
- BAAS - Information Technology, without Concentration

University of Alaska-Fairbanks

- AAS in Network Cloud Support & Cybersecurity to Bachelor of Security & Emergency Management

SUNY Empire State College

- AAS Network Cloud Support & Cybersecurity to Science, Mathematics and Technology (IT)

Western Governors University

- AAS - Network Cloud Support and Cybersecurity to:
  - Accelerated BS in IT + MS in IT Management
  - BS Cloud Computing
  - BS Computer Science
  - BS Cybersecurity and Information Assurance
  - BS Data Analytics
  - BS Information Technology

- BS Network Engineering and Security
- BS Network Engineering and Security Cisco Track
- BS Software Engineering
- BS Software Engineering C Track

South Texas College

- AAS Network Cloud Support Admin to BAT Computer and Information Technologies

Network Server and Cloud (NSC25.OSA) 110902

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours
ITNW-1336	Cloud Deployment and Infrastructure Management	3
ITNW-1309	Fundamentals of Cloud Computing	3
ITSC-1316 or ITNW-1313		3
ITSW-1307	Introduction to Database	3
Sub-Total Credits		**12**
Total Hours		**12**

Certificate is stackable towards AAS Network Cloud Support and Cybersecurity (NCS20.AAS) and Network Server Cloud Administrator(NSC24.CC2)

Network Server Cloud Administrator (NSC24.CC2) 110902

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
COSC-1301	Introduction to Computing	3
BCIS-1305	Business Computer Applications	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITNW-1337	Introduction to the Internet	3
ITSY-1342	Information Technology Security	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
ITNW-1308	Implementing and Supporting Client Operating Systems	3
ITNW-1309	Fundamentals of Cloud Computing	3

	COSC-1315	Introduction to Computer Programming	3
	ITSC-1325	Personal Computer Hardware	3
	ITSC-1315	IT Project Management	3
Sub-Total Credits			**15**

Third Semester

	Course Code	Name	Credit Hours
	ITNW-1336	Cloud Deployment and Infrastructure Management	3
	ITNW-1316	Introduction to Network Administration	3
	ITSC-1316 or ITNW-1313		3
	ITSW-1307	Introduction to Database	3
	ITNW-2327	Advanced Cloud Concepts	3
Sub-Total Credits			**15**
Total Hours			**45**

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

Network Systems Administrator (CSN17.AAS) 111001

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1301	Introduction to Computing	3
DEGR	BCIS-1305	Business Computer Applications	3
DEGR	ITNW-1325	Fundamentals of Networking Technologies	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1325	Personal Computer Hardware	3
DEGR	ITNW-1309	Fundamentals of Cloud Computing	3
DEGR	ITSY-1342	Information Technology Security	3
DEGR	ITNW-1308	Implementing and Supporting Client Operating Systems	3
CORE	ELEC: Creative Arts		3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ITSY-2301	Firewalls and Network Security Design	3
DEGR	ITNW-1337	Introduction to the Internet	3
DEGR	ITNW-1316	Introduction to Network Administration	3
DEGR	ITSC-1316	Linux Installation and Configuration	3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1315	IT Project Management	3
DEGR	COSC-1315	Introduction to Computer Programming	3
DEGR	ITSW-1307	Introduction to Database	3
CORE	ENGL-2311	Technical and Business Writing	3
DEGR	ITNW-1354 or ITNW-2388		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Texas A&M University - Central Texas

- BAAS - Information Technology, Cybersecurity Concentration
- BAAS - Information Technology, Data Analytics Concentration
- BAAS - Information Technology, Management & Networking Concentration
- BAAS - Information Technology, Software & Database Design Concentration
- BAAS - Information Technology, without Concentration

Midwestern State University

- Network Systems Administrator AAS

South Texas College

- AAS Network Systems Admin to BAT Computer and Information Technologies

SUNY Empire State College

- AAS Network Systems Administrator to Science, Mathematics and Technology (IT)

Network Systems Administrator (NSA24.CC2) 111001

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
COSC-1301	Introduction to Computing	3
BCIS-1305	Business Computer Applications	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITNW-1337	Introduction to the Internet	3
ITSY-1342	Information Technology Security	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
ITNW-1308	Implementing and Supporting Client Operating Systems	3
ITNW-1309	Fundamentals of Cloud Computing	3
COSC-1315	Introduction to Computer Programming	3
ITSC-1325	Personal Computer Hardware	3
ITSC-1315	IT Project Management	3
Sub-Total Credits		**15**

Third Semester

Course Code	Name	Credit Hours
ITSW-1307	Introduction to Database	3
ITSY-2301	Firewalls and Network Security Design	3
ITNW-1316	Introduction to Network Administration	3
ITSC-1316	Linux Installation and Configuration	3
ITNW-1354	Implementing and Supporting Servers	3
Sub-Total Credits		**15**
Total Hours		**45**

Certificate is stackable toward AAS Information Technology (CSI17.AAS)

Nursing - Prospective ADN Student (NU15.CC1) 513801

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
BIOL-2401	Anatomy & Physiology I	4
HPRS-2300	Pharmacology for Health Professions	3
BIOL-2420	Microbiology for Non-Science Majors*	4
ENGL-1301	Composition I	3

Sub-Total Credits	**14**

Second Semester

Course Code	Name	Credit Hours
PSYC-2301	General Psychology	3
PSYC-2314	Life Span Growth & Development	3
BIOL-2402	Anatomy & Physiology II	4
ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits		**13**
Total Hours		**27**

* BIOL-2421 may be accepted in lieu of BIOL-2420.
Certificate is stackable towards AAS Nursing Associate Degree (NUA15.AAS)

Nursing - Prospective Articulating Student (NOAP5.CC1) 513801

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
BIOL-2401	Anatomy & Physiology I	4
ENGL-1301	Composition I	3
PSYC-2301	General Psychology	3
Sub-Total Credits		**10**

Second Semester

Course Code	Name	Credit Hours
BIOL-2402	Anatomy & Physiology II	4
BIOL-2420	Microbiology for Non-Science Majors*	4
HPRS-2300	Pharmacology for Health Professions	3
RNSG-1229	Integrated Nursing Skills II	2
Sub-Total Credits		**13**

Additional Requirements

Course Code	Name	Credit Hours
PSYC-2314	Life Span Growth & Development	3
ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits		**6**
Total Hours		**29**

* BIOL-2421 may be accepted in lieu of BIOL-2420.
Certificate is stackable towards AAS Nursing Option for Articulating Student (NOA15.AAS)

Nursing Associate Degree (NUA15.AAS) 513801

Degree Type
Associate of Applied Science

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.acenursing.org.

The Nursing Associate Degree is a pre-licensure 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 First Semester

	Course Code	Name	Credit Hours
CORE	BIOL-2401	Anatomy & Physiology I	4
DEGR	BIOL-2420	Microbiology for Non-Science Majors*	4
CORE	ENGL-1301	Composition I	3
DEGR	HPRS-2300	Pharmacology for Health Professions	3
Sub-Total Credits			**14**

Second Semester

Admission into the Associate Degree Nursing Program

	Course Code	Name	Credit Hours
DEGR	RNSG-1115	Health Assessment	1
DEGR	RNSG-1413	Foundations for Nursing Practice	4
DEGR	RNSG-1262	Clinical - Nursing I	2
CORE	BIOL-2402	Anatomy & Physiology II	4
Sub-Total Credits			**11**

Third Semester

	Course Code	Name	Credit Hours
DEGR	RNSG-1331	Principles of Clinical Decision-Making	3
DEGR	RNSG-2213	Mental Health Nursing	2
DEGR	RNSG-1363	Clinical - Nursing II	3
CORE	PSYC-2301	General Psychology	3
Sub-Total Credits			**11**

Fourth Semester

	Course Code	Name	Credit Hours
DEGR	RNSG-1347	Concepts of Clinical Decision-Making	3
DEGR	RNSG-1412	Nursing Care of Childbearing and Child-Rearing Family	4
DEGR	RNSG-2362	Clinical - Nursing III	3
DEGR	PSYC-2314	Life Span Growth & Development	3
Sub-Total Credits			**13**

Fifth Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**11**
Total Hours			**60**

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

Field of Study

	Course Code	Name	Credit Hours
FOS	BIOL-2401	Anatomy & Physiology I	4
FOS	ENGL-1301	Composition I	3
FOS	BIOL-2402	Anatomy & Physiology II	4
FOS	PSYC-2301	General Psychology	3
FOS	PSYC-2314	Life Span Growth & Development	3
Sub-Total Credits			**17**

Transfer Agreements
Lamar University

- AAS Nursing to BS Nursing RN

Midwestern State University

- Nursing AAS
- Nursing Option for Articulating Student

Purdue University Global

- A.A.S. in Nursing to B.S. in Nursing - Advance Start

South Texas College

- AAS Nursing to BAT Medical and Health Services Mgmt.

South University

- AAS Registered Nursing to BS Nursing

Texas A&M University Central Texas

- Bachelor of Science in Nursing

Texas Tech University

- AAS Nursing CTC to RN BSN Degree Texas Tech University

University of Phoenix

- AAS Nursing to BSN Block Transfer

Nursing Option for Articulating Student (NOA15.AAS) 513801

Degree Type
Associate of Applied Science

Prerequisite First Semester

	Course Code	Name	Credit Hours
CORE	BIOL-2401	Anatomy & Physiology I	4
CORE	ENGL-1301	Composition I	3
CORE	PSYC-2301	General Psychology	3
Sub-Total Credits			**10**

Second Semester

	Course Code	Name	Credit Hours
CORE	BIOL-2402	Anatomy & 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
Sub-Total Credits			**13**

Third Semester

Admission into the Associate Degree Nursing Program

	Course Code	Name	Credit Hours
DEGR	RNSG-1331	Principles of Clinical Decision-Making	3
DEGR	RNSG-2213	Mental Health Nursing	2
DEGR	RNSG-1363	Clinical - Nursing II	3
DEGR	PSYC-2314	Life Span Growth & Development	3
Sub-Total Credits			**11**

Fourth Semester

	Course Code	Name	Credit Hours
DEGR	RNSG-1347	Concepts of Clinical Decision-Making	3
DEGR	RNSG-1412	Nursing Care of Childbearing and Child-Rearing Family	4
DEGR	RNSG-2362	Clinical - Nursing III	3
Sub-Total Credits			**10**

Fifth Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**11**
Total Hours			**60**

*BIOL-2421 may be accepted in lieu of BIOL-2420.
Upon successful completion of the last semester, Articulation Students will receive credit for RNSG-1413 and 1115.

Field of Study

	Course Code	Name	Credit Hours
FOS	BIOL-2401	Anatomy & Physiology I	4
FOS	ENGL-1301	Composition I	3
FOS	PSYC-2301	General Psychology	3
FOS	BIOL-2402	Anatomy & Physiology II	4
FOS	PSYC-2314	Life Span Growth & Development	3
Sub-Total Credits			**17**

Transfer Agreements
Texas A&M University - Central Texas

- Bachelor of Science in Nursing

Midwestern State University

- Nursing AAS
- Nursing Option for Articulating Student

Lamar University

- AAS Nursing to BS Nursing RN

Purdue University Global

- A.A.S. in Nursing to B.S. in Nursing - Advance Start

South Texas College

- AAS Nursing to BAT Medical and Health Services Mgmt.

South University

- AAS Registered Nursing to BS Nursing

University of Phoenix

- AAS Nursing to BSN Block Transfer

Texas Tech University

- AAS Nursing CTC to RN BSN Degree Texas Tech University

Office Technology (OT15.AAS) 520401

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**18**

Second Semester

	Course Code	Name	Credit Hours
DEGR	POFT-1319	Records and Information Management I	3
DEGR	POFI-2301	Word Processing	3
DEGR	POFT-2312	Business Correspondence and Communications	3
DEGR	POFI-1349	Spreadsheets	3
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours

DEGR	POFI-2331	Desktop Publishing	3
DEGR	POFT-2333	Advanced Keyboarding	3
DEGR	POFT-1349	Administrative Office Procedures II	3
DEGR	POFI/POFM/POFT Internship Selection		3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	BMGT-1325	Office Management	3
DEGR	HRPO-2301	Human Resources Management	3
CORE	SPCH-1315 or SPCH-1321		3
CORE	ELEC: Humanities/Fine Arts Elective		3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**15**
Total Hours			**60**

Available online and at select locations.

Transfer Agreements
Midwestern State University

- Office Technology AAS

South Texas College

- AAS Office Technology to BAT Medical and Health Services Mgmt.
- AAS Office Technology to BAT Technology Mgmt.

SUNY Empire State College

- AAS Office Technology to:
  - BS in Management
  - Business, Management and Economics

Office Technology Professional (OTP15.CC1) 520401

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours	Clock Hours
	POFT-1329	Beginning Keyboarding+	3	96
	POFT-1301	Business English+	3	96
	POFI-1301	Computer Applications I+	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
Sub-Total Credits		**18**	**576**

Second Semester

Course Code	Name	Credit Hours	Clock Hours
POFI-2301	Word Processing+	3	96
POFT-2312	Business Correspondence and Communications+	3	96
POFI/POFM/POFT Internship Selection		3	144
POFI-1349	Spreadsheets+	3	96
Sub-Total Credits		**12**	**432**
Total Hours		**30**	
Total Clock Hours			**1008**

Certificate is stackable into Office Technology Specialist (OTS15.CC2) and AAS Office Technology (OT15.AAS)
+Courses stackable towards General Office Assistant (OTG12.CC1)

Office Technology Specialist (OTS15.CC2) 520401

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours	Clock Hours
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
Sub-Total Credits		**18**	**576**

Second Semester

Course Code	Name	Credit Hours	Clock Hours
POFI-2301	Word Processing	3	96
POFT-2312	Business Correspondence and Communications	3	96
POFI/POFM/POFT Internship Selection		3	144
POFI-1349	Spreadsheets	3	96
Sub-Total Credits		**12**	**432**

Third Semester

Course Code	Name	Credit Hours	Clock Hours

	POFT-2333	Advanced Keyboarding	3	96
	BMGT-1325	Office Management	3	48
	HRPO-2301	Human Resources Management	3	48
	POFT-1349	Administrative Office Procedures II	3	96
	POFI-2331	Desktop Publishing	3	96
Sub-Total Credits			**15**	**384**
Total Hours			**45**	
Total Clock Hours				**1392**

Certificate is stackable into AAS Office Technology (OT15.AAS)

Office Technology Support (OTSP5.CC1) 520401

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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
Sub-Total Credits			**18**	**576**
Total Hours			**18**	
Total Clock Hours				**576**

Certificate is stackable into Office Technology Professional (OTP15.CC1), General Office Assistant (OTG12.CC1), Office Technology Specialist (OTS15.CC2), and AAS Office Technology (OT15.AAS)

Paralegal/Legal Assistant (LAS15.AAS) 220302

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	LGLA-1301	Legal Research and Writing	3
DEGR	LGLA-1307	Introduction to Law and the Legal Professions	3

CORE	ENGL-1301	Composition I	3
DEGR	ITSC-1309 or BCIS-1305		3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
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-1332 or MATH-1342		3
CORE	SPCH-1315 or SPCH-1321		3
Sub-Total Credits			**18**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	LGLA-1353	Wills, Trusts and Probate Administration	3
DEGR	POFT-1307, ACNT-1311 or ACNT-1329		3
DEGR	LGLA-2303	Torts & Personal Injury Law	3
DEGR	POFT-2312	Business Correspondence and Communications	3
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	LGLA-2313	Criminal Law and Procedure	3
DEGR	POFT-1309	Administrative Office Procedures I	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	ELEC: Legal		3
DEGR	LGLA-2333 or LGLA-2335		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Paralegal / Legal Assistant AAS

University of Alaska-Fairbanks

- AAS in Paralegal/Legal Assistant to BAM

SUNY Empire State College

- AAS Paralegal/Legal Assistant to Public Affairs

South Texas College

- AAS Paralegal-Legal Assistant to BAT Technology Mgmt.

Paralegal/Legal Assistant (LAS16.CC1) 220301

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
LGLA-1301	Legal Research and Writing	3
LGLA-1307	Introduction to Law and the Legal Professions	3
LGLA-1317	Law Office Technology	3
LGLA-1351	Contracts	3
LGLA-1355	Family Law	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
LGLA-1345	Civil Litigation	3
LGLA-1353	Wills, Trusts and Probate Administration	3
BCIS-1305 or ITSC-1309		3
POFT-1309	Administrative Office Procedures I	3
POFT-1307, ACNT-1311 or ACNT-1329		3
Sub-Total Credits		**15**
Total Hours		**30**

Certificate is stackable towards AAS Paralegal/Legal Assistant (LAS15.AAS)

Phlebotomy Technician (PLAB7.CC1) 511009

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours

	PLAB-1323	Phlebotomy	3
	MDCA-1309	Anatomy & Physiology for Medical Assistants	3
	HITT-1305	Medical Terminology I	3
	SPCH-1318	Interpersonal Communication	3
	PLAB-1460	Clinical - Phlebotomy/Phlebotomist	4
Sub-Total Credits			**16**
Total Hours			**16**

Upon successful completion of PLAB-1323 and PLAB-1460, students are eligible to sit for a national certification exam.

Pipe Welding (WLP20.CC2) 480508

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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	128
	WLDG-1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4	96
	WLDG-2451	Advanced Gas Tungsten Arc Welding (GTAW)	4	96
	WLDG-2406	Intermediate Pipe Welding	4	96
	WLDG-2453	Advanced Pipe Welding	4	144
	WLDG-1317	Introduction to Layout and Fabrication	3	96
Sub-Total Credits			**41**	**1,136**
Total Hours			**41**	
Total Clock Hours				**1136**

*This a Level 2 certificate that is stackable towards the AAS Welding (WLD21.AAS)

Pipe Welding* (WLP20.CC1) 480508

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	WLDG-2443	Advanced Shielded Metal Arc Welding (SMAW)	4	128

	WLDG-1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4	96
	WLDG-2451	Advanced Gas Tungsten Arc Welding (GTAW)	4	96
	WLDG-1435	Introduction to Pipe Welding	4	96
	WLDG-2406	Intermediate Pipe Welding	4	96
Sub-Total Credits			**20**	**512**
Total Hours			**20**	
Total Clock Hours				**512**

*Requires completion of WLFR9.CC1 certificate
This is a Level 1 certificate that is stackable towards the AAS Welding (WLD21.AAS)

Prepress and Print Production Specialization (PPS25.OSA) 100305

Degree Type
Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours	Clock Hours
	GRPH-1459	Vector Graphics for Production	4	96
	GRPH-2309	Digital Pre-Press	3	96
	GRPH-1419	Bindery and Finishing Operations	4	96
Sub-Total Credits			**11**	**288**
Total Hours			**11**	
Total Clock Hours				**288**

Certificate is stackable towards Graphics and Printing Technology (GP15.CC2) and AAS Graphics and Printing (GP15.AAS)

Production Technology (APT24.CC1) 010104

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	AGRI-1419	Introductory Animal Science	4
	AGRI-1309	Computers in Agriculture	3
	AGRI-2317	Introduction to Agriculture Economics	3
	AGCR-1307	Range Management	3
	AGMG-2306	Livestock and Meat Marketing	3
Sub-Total Credits			**16**

Courses are stackable towards AAS Agriculture Production (AGP24.AAS) and AAS Equine Management (AGE24.AAS)

Total Hours	**16**

Psychology (PSY25.AS) 420101

Degree Type
Associate of Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	PSYC-2301	General Psychology	3
CORE	ENGL-1301	Composition I	3
CORE	MATH-1414	College Algebra (Calculus Path)	4
CORE	HIST-1301	United States History I	3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
DEGR	PSYC-2314	Life Span Growth & Development	3
DEGR	PSYC-2316	Psychology of Personality	3
CORE	HIST-1302	United States History II	3
CORE	BIOL-2401	Anatomy & Physiology I	4
CORE	ENGL-1302	Composition II*	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	BIOL-2402	Anatomy & Physiology II*	4
CORE	GOVT-2305	Federal Government	3
DEGR	PSYC-2319	Social Psychology*	3
DEGR	PSYC-2317	Statistical Methods in Psychology*	3
CORE	Component Area Option		3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Creative Arts		3
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Language/Philosophy/Culture		3

DEGR	PSYC-2308	Child Psychology	3
DEGR	PSYC-2315	Psychology of Adjustment	3
Sub-Total Credits			**15**
Total Hours			**60**

*Courses that have prerequisites

Residential Air Conditioning Technicians Assistant Award (RAC25.OSA) 470201

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours	Clock Hours
HART-1401	Basic Electricity for HVAC	4	96
HART-1407	Refrigeration Principles	4	96
HART-1341	Residential Air Conditioning	3	96
Sub-Total Credits		**11**	**288**
Total Hours		**11**	
Total Clock Hours			**288**

Certificate is stackable towards Heating, Air Conditioning and Refrigeration (HART5.CC2), Air Conditioning and Refrigeration Technicians Assistant (ACR17.CC1), and AAS Heating, Air Conditioning and Refrigeration Mechanic and Repairer (HART5.AAS)

Residential Construction (MTR15.CC1) 460401

Degree Type
Certificate of Completion

(Brady Location Only)

First Semester

Course Code	Name	Credit Hours
CRPT-1423	Floor Systems	4
CRPT-1415	Wall Systems	4
CRPT-1411	Roof Systems	4
CBFM-1334	Interior and Exterior Painting and Refinishing	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
WDWK-2351	Cabinet Making II	3

	MBST-1507	Masonry I	5
	ELPT-1429	Residential Wiring	4
	PFPB-2409	Residential Construction Plumbing I	4
Sub-Total Credits			**16**
Total Hours			**31**

Residential Heating, Air Conditioning and Refrigeration (HAC17.CC1) 470201

Degree Type
Certificate of Completion

(This certificate requires completion of Technicians Assistant Certificate)

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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
Sub-Total Credits			**20**	**480**
Total Hours			**20**	
Total Clock Hours				**480**

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

Restaurant and Culinary Management (RCM15.AAS) 520901

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	CHEF-1305	Sanitation and Safety	3
DEGR	HAMG-1321	Introduction to 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

Sub-Total Credits			**18**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	SPCH-1315 or SPCH-1321		3
DEGR	ELEC: CHEF/PSTR		3
DEGR	HAMG-2301	Principles of Food and Beverage Operations	3
Sub-Total Credits			**12**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	HAMG-2332	Hospitality Financial Management	3
CORE	ENGL-1301	Composition I	3
DEGR	PSTR-1301	Fundamentals of Baking	3
DEGR	HAMG/IFWA/RSTO/TRVM		3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	RSTO-1325	Purchasing for Hospitality Operations	3
CORE	MATH-1332 or MATH-1342		3
DEGR	HAMG-1340	Hospitality Legal Issues	3
DEGR	RSTO-1313	Hospitality Supervision	3
DEGR	ELEC: Academic		3
DEGR	HAMG-2388 or BUSG-1371		3
Sub-Total Credits			**18**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Restaurant and Culinary Management AAS

South Texas College

- AAS Restaurant and Culinary Mgmt. to BAS Organizational Leadership
- AAS Restaurant and Culinary Mgmt. to BAT Technology Mgmt.

Excelsior University

- AAS Restaurant and Culinary Management to BPS Business and Management

SUNY Empire State College

- AAS Restaurant and Culinary Management to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics

Restaurant Management (RCM18.CC1) 520901

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
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
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
HAMG-2307	Hospitality Marketing and Sales	3
HAMG-1340	Hospitality Legal Issues	3
HAMG-1321	Introduction to Hospitality Industry	3
CHEF-1302 or IFWA-1318		3
RSTO-1325	Purchasing for Hospitality Operations	3
Sub-Total Credits		**15**

Third Semester

Course Code	Name	Credit Hours
ELEC: CHEF/PSTR		3
HAMG-2332	Hospitality Financial Management	3
RSTO-1313	Hospitality Supervision	3
HAMG-2388 or BUSG-1371		3
Sub-Total Credits		**12**
Total Hours		**42**

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

Restaurant Operations (HRO13.CC1) 520905

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours
CHEF-1305	Sanitation and Safety+	3
CHEF-1301	Basic Food Preparation+	3
HAMG-2301	Principles of Food and Beverage Operations+	3
PSTR-1301	Fundamentals of Baking+	3
RSTO-1321	Menu Management+	3
HAMG-2307	Hospitality Marketing and Sales+	3
HAMG-1340	Hospitality Legal Issues+	3
HAMG-1321	Introduction to Hospitality Industry+	3
CHEF-1302 or IFWA-1318		3
Sub-Total Credits		**27**
Total Hours		**27**

+Courses are stackable towards AAS Restaurant and Culinary Management (RCM15.AAS)

Restaurant Skills (HMR13.CC1) 520905

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours
CHEF-1305	Sanitation and Safety	3
CHEF-1302 or IFWA-1318		3
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
Sub-Total Credits		**21**
Total Hours		**21**

Certificate is stackable towards AAS Culinary Arts (HMC15.AAS)

Robotics Technology (RBT19.AAS) 150405

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	MATH-1414	College Algebra (Calculus Path)	4
DEGR	RBTC-1343	Robotics	3
DEGR	COSC-1315	Introduction to Computer Programming	3
CORE	ENGL-1301	Composition I	3
DEGR	RBTC-1347	Electro-Mechanical Devices	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	RBTC-1305	Robotic Fundamentals	3
DEGR	RBTC-1351	Robotic Mechanisms	3
CORE	MATH-2412	Pre-Calculus Math	4
DEGR	COSC-1336	Programming Fundamentals I	3
DEGR	RBTC-1301	Programmable Logic Controllers	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Creative Arts		3
DEGR	COSC-1337	Programming Fundamentals II	3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	RBTC-1345	Robot Interfacing	3
CORE	PHYS-1401	College Physics I	4
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	RBTC-1355	Sensors	3
DEGR	RBTC-2339	Robot Programming and Diagnostics	3
DEGR	RBTC-2345	Robot Application, Set-Up, & Testing	3

DEGR	RBTC-1309	Pneumatics	3
Sub-Total Credits			**12**
Total Hours			**60**

Transfer Agreements
South Texas College

- AAS Robotics Technology to BAT Computer and Technology Technologies

Robotics Technology (RBT19.CC1) 150405

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours
RBTC-1347	Electro-Mechanical Devices	3
RBTC-2339	Robot Programming and Diagnostics	3
RBTC-2345	Robot Application, Set-Up, & Testing	3
RBTC-1343 or RBTC-1305		3
RBTC-1351	Robotic Mechanisms	3
RBTC-1309	Pneumatics	3
Sub-Total Credits		**18**
Total Hours		**18**

Certificate is stackable towards AAS Robotics Technology (RBT19.AAS).

Rooms Division (HRD13.CC1) 520904

Degree Type
Certificate of Completion

First Semester

Course Code	Name	Credit Hours
HAMG-1313	Front Office Management	3
HAMG-1321	Introduction to Hospitality Industry	3
HAMG-1342	Guest Room Management	3
HAMG-1340	Hospitality Legal Issues	3
RSTO-1313	Hospitality Supervision	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours

	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 Service	2
	HAMG-2307	Hospitality Marketing and Sales	3
Sub-Total Credits			**14**
Total Hours			**29**

Certificate is stackable towards AAS Hotel Management Specialization (HMH15.AAS)

Service Management (HMH18.CC1) 520901

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	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
Sub-Total Credits			**20**
Total Hours			**20**

Certificate is stackable towards AAS Hotel Management Specialization (HMH15.AAS)

Social Media and Digital Marketing (SMD25.AAS) 521404

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BCIS-1305	Business Computer Applications	3
DEGR	BUSI-1301	Business Principles	3
DEGR	MRKG-1311	Principles of Marketing	3
CORE	MATH-1314	College Algebra	3

DEGR	ITNW-1325	Fundamentals of Networking Technologies	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
DEGR	COMM-2327	Introduction to Advertising	3
DEGR	MRKG-2370	Digital Marketing	3
DEGR	ITNW-1309	Fundamentals of Cloud Computing	3
DEGR	ITSY-1342	Information Technology Security	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1318 or SPCH-1321		3
CORE	ECON-2301 or ECON-2302		3
DEGR	ITNW-1337	Introduction to the Internet	3
DEGR	ITSE-1329 or ITSE-1359		3
DEGR	MRKG-2371	Consumer Behavior	3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	IMED-1316	Web Design I	3
DEGR	ITSW-1307	Introduction to Database	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	MRKG-2372	Strategies in Social Media Marketing	3
DEGR	MRKG-2348	Marketing Research and Strategies	3
Sub-Total Credits			**15**
Total Hours			**60**

Social Media and Digital Marketing (SMD25.CC1) 521404

Degree Type
Certificate of Completion

First Year

First Semester

	Course Code	Name	Credit Hours
	BCIS-1305	Business Computer Applications	3
	ITNW-1325	Fundamentals of Networking Technologies	3
	MRKG-1311	Principles of Marketing	3
	MRKG-2370	Digital Marketing	3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
	COMM-2327	Introduction to Advertising	3
	ITNW-1309	Fundamentals of Cloud Computing	3
	ITSY-1342	Information Technology Security	3
Sub-Total Credits			**9**
Total Hours			**21**

Certificate is stackable towards AAS Social Media and Digital Marketing (SMD25.AAS)

Social Media and Digital Marketing and Design (SDD25.CC1) 521404

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours
	ITNW-1337	Introduction to the Internet	3
	ITSE-1329 or ITSE-1359		3
	MRKG-2371	Consumer Behavior	3
	IMED-1316	Web Design I	3
	MRKG-2372	Strategies in Social Media Marketing	3
	BUSI-1301	Business Principles	3
Sub-Total Credits			**18**
Total Hours			**18**

Certificate is stackable towards AAS Social Media and Digital Marketing (SMD25.AAS)

Social Science (SOC4.AA) 450101

Degree Type
Associate of Arts

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
CORE	HIST-1301	United States History I	3
CORE	ELEC: Creative Arts		3
CORE	MATH-1314, MATH-1332, or MATH-1342		3
CORE	ELEC: Language/Philosophy/Culture		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	HIST-1302	United States History II	3
CORE	Component Area Option		4
CORE	ELEC: Life and Physical Sciences		4
CORE	GOVT-2305	Federal Government	3
Sub-Total Credits			**17**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Social and Behavioral Sciences		3
CORE	GOVT-2306	Texas Government	3
CORE	ELEC: Life and Physical Sciences		4
DEGR	Foreign Language I		4
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ELEC: Social and Behavioral Sciences		3
DEGR	ELEC: Social and Behavioral Sciences		3
DEGR	Foreign Language I		4
DEGR	ELEC: Physical Activity		1
DEGR	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**14**
Total Hours			**60**

Field of Study

Curriculum for Political Science and Government

	Course Code	Name	Credit Hours
FOS	GOVT-2304	Introduction to Political Science	3
FOS	GOVT-2305	Federal Government	3
FOS	GOVT-2306	Texas Government	3
FOS	MATH-1342	Elementary Statistical Methods	3
Sub-Total Credits			**12**

Curriculum for Sociology

	Course Code	Name	Credit Hours
FOS	SOCI-1301	Introduction to Sociology	3
FOS	SOCI-1306	Social Problems	3
FOS	SOCI-2301	Marriage and the Family	3
FOS	SOCI-2319	Minority Studies I	3
Sub-Total Credits			**12**

Transfer Agreements
Texas A&M University - Central Texas

- BS - Anthropology
- BS - Political Science
- BS - Psychology
- BS - Sociology

Texas Woman's University

- AA Social Science to BS Sociology

American Public University System

- AA Social Science to BA Psychology

Southern New Hampshire University - Online

- AA Social Science to BA Psychology

SUNY Empire State College

- AA Social Science to:
  - BA in Psychology
  - Social Science

Lamar University

- AA Social Science to BS Sociology

Social Work Specialization (MHSF4.AAS) 511503

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	PSYT-1429	Interviewing & Communication Skills	4
DEGR	DAAC-1319	Introduction to Substance Use Disorders	3
DEGR	PSYT-2345	Principles of Behavior Management and Modification	3
DEGR	SOCI-1306	Social Problems	3
DEGR	PSYT-1309	Health Psychology	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	CMSW-1309	Problems of Children and Adolescents	3
DEGR	CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work	1
CORE	GOVT-2305	Federal Government	3
DEGR	ELEC: KINE or EDUC-1100		1
CORE	ENGL-1301	Composition I	3
CORE	PSYC-2301	General Psychology	3
DEGR	PSYT-2321	Crisis Intervention	3
Sub-Total Credits			**17**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	ENGL-1302	Composition II	3
DEGR	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
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
CORE	MATH-1342	Elementary Statistical Methods	3

DEGR	SOCW-2362	Social Welfare: Legislature, Programs & Services	3
DEGR	SOCW-2389	Academic Cooperative	3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**12**
Total Hours			**60**

Field of Study

	Course Code	Name	Credit Hours
FOS	SOCI-1306	Social Problems	3
FOS	SOCW-2361	Introduction to Social Work	3
FOS	MATH-1342	Elementary Statistical Methods	3
FOS	SOCW-2362	Social Welfare: Legislature, Programs & Services	3
FOS	SOCW-2389	Academic Cooperative	3
Sub-Total Credits			**15**

Transfer Agreements
Midwestern State University

- Social Work Specialization AAS

South Texas College

- AAS Social Work Specialization to BAT Medical and Health Services Mgmt.

SUNY Empire State College

- AAS Social Work Specialization to:
  - BS in Addiction Studies
  - Community and Human Services

Software Development and Programming (SDP25.AAS) 110201

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	COSC-1301	Introduction to Computing	3
DEGR	BCIS-1305	Business Computer Applications	3
DEGR	COSC-1315 or ITSE-1329		3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Mathematics		3

Sub-Total Credits	**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITNW-1325	Fundamentals of Networking Technologies	3
CORE	Social and Behavioral Science		3
DEGR	ITSY-1342	Information Technology Security	3
DEGR	ITSE-1302 or COSC-1336		3
DEGR	ITSE-2309	Database Programming	3
Sub-Total Credits			**15**

Second Year

Fist Semester

	Course Code	Name	Credit Hours
DEGR	ITNW-1308	Implementing and Supporting Client Operating Systems	3
DEGR	ITNW-1337	Introduction to the Internet	3
DEGR	ITSC-1325	Personal Computer Hardware	3
DEGR	ITSE-2321 or COSC-1337		3
DEGR	ITSE-2337 or COSC-2325		3
Sub-Total Credits			**15**

Second Semester

	Course Code	Name	Credit Hours
DEGR	ITSC-1315	IT Project Management	3
DEGR	ITNW-1309	Fundamentals of Cloud Computing	3
CORE	SPCH-1318 or SPCH-1321		3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	ITSE-2359 or ITSE-2386 or COSC-2336		3
Sub-Total Credits			**15**
Total Hours			**60**

Specialization in Manufacturing, Automation, and Robotics Technology (SMA25.AAS) 150613

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
CORE	MATH-1314	College Algebra	3
DEGR	DFTG-1405	Introduction to Technical Drawing	4
DEGR	INMT-1319	Manufacturing Processes	3
DEGR	ENTC-1423	Strength of Materials	4
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	ENGL-1301	Composition I	3
DEGR	RBTC-1305	Robotic Fundamentals	3
DEGR	DFTG-1409	Basic Computer-Aided Drafting	4
DEGR	RBTC-1309	Pneumatics	3
DEGR	RBTC-1347	Electro-Mechanical Devices	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	INMT-1417	Industrial Automation	4
DEGR	INTC-1457	AC/DC Motor Control	4
DEGR	RBTC-2345	Robot Application, Set-Up, & Testing	3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	INMT-2489 or DFTG-2440*		4
DEGR	RBTC-2339	Robot Programming and Diagnostics	3
DEGR	PTAC-2314 or RBTC-1351+		3
CORE	ELEC: Social and Behavioral Sciences		3
CORE	PHIL-2306	Introduction to Ethics	3
Sub-Total Credits			**16**
Total Hours			**60**

*If the student chooses this option, then the student will earn a Certificate in Computer-Aided Drafting and Design (DFT15.OSA).
+If the student chooses this option, then the student will earn a Certificate in Robotics Technology (RBT19.CC1).

Structural Iron and Steel Works (SIS25.OSA) 480508

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours	Clock Hours
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
Sub-Total Credits		**12**	**320**
Total Hours		**12**	
Total Clock Hours			**320**

Certificate is stackable towards Welding Technology (WLD21.CC2), Pipe Welding (WLP20.CC2), and AAS Welding (WLD21.AAS)

Structural Welding Technology* (WLS19.CC1) 480508

Degree Type
Certificate of Completion

Courses

Course Code	Name	Credit Hours	Clock Hours
WLDG-2443	Advanced Shielded Metal Arc Welding (SMAW)	4	128
WLDG-1430	Introduction to Gas Metal Arc Welding (GMAW)	4	96
WLDG-2447	Advanced Gas Metal Arc Welding (GMAW)	4	96
WLDG-1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4	96
WLDG-2451	Advanced Gas Tungsten Arc Welding (GTAW)	4	96
Sub-Total Credits		**20**	**512**
Total Hours		**20**	
Total Clock Hours			**512**

*Requires completion of WLFR9.CC1 certificate
Certificate is stackable towards AAS Welding (WLD21.AAS)

Substance Abuse Prevention Specialist (MHP14.CC1) 511501

Degree Type
Certificate of Completion

First Year

First Semester

Course Code	Name	Credit Hours
PSYT-1429	Interviewing & Communication Skills+*	4
DAAC-1319	Introduction to Substance Use Disorders+*	3
DAAC-1304	Pharmacology of Substance Use Disorders*	3
PSYT-1313	Psychology of Personal Adjustment+	3
PSYT-1309	Health Psychology+*	3
Sub-Total Credits		**16**

Second Semester

Course Code	Name	Credit Hours
CMSW-1309	Problems of Children and Adolescents+*	3
CMSW-1166	Practicum (or Field Experience) - Clinical/Medical Social Work+*	1
DAAC-2306	Substance Abuse Prevention I	3
PSYT-2321	Crisis Intervention+*	3
DAAC-2307	Family Intervention with Substance Use Disorders+*	3
Sub-Total Credits		**13**

Third Semester

Course Code	Name	Credit Hours
DAAC-2353	Substance Abuse Prevention II	3
PSYT-2345	Principles of Behavior Management and Modification+*	3
DAAC-1167	Practicum (or Field Experience) Substance Abuse/Addiction Counseling+	1
Sub-Total Credits		**7**
Total Hours		**36**

+ Courses are stackable towards AAS At Risk Youth Specialization (MHAF4.AAS)
* Courses are stackable towards AAS Chemical Dependency Specialization (MHCF5.AAS)

Supervision Management (SUM11.CC) 299999 NCO LEAD

Degree Type
Certificate of Completion

(These courses offer a practical "hands-on" experience that deals with a variety of topics and situations.)

Required Course for Certificate

Course Code	Name	Credit Hours
MTCS-1174	Academic Research Using the Internet	1
Sub-Total Credits		**1**

Take 13 Semester Hours from the courses below:

Course Code	Name	Credit Hours
BMGT-1177	Critical and Creative Thinking (NCO Lead)	1

	MTBC-1170	Conducting Briefings	1
	MTBC-1171	Effective Writing I	1
	MTBC-1173	Effective Writing II	1
	MTES-1171	Professional Values	1
	MTHO-1170	Historical Principles of War	1
	MTHR-1170	Preparing Efficiency Reports	1
	MTHR-1171	Performance Oriented Training	1
	MTHR-1173	Counseling Practicum Technique	1
	MTHR-1175	Career Management	1
	MTIR-1170	Interpersonal Relationships	1
	MTLM-1170	Managerial Planning	1
	MTLM-1171	Managing Resources	1
	MTMM-1170	Increasing Work Site Efficiency	1
	MTMM-1171	Problem Solving	1
	MTOB-1170	Styles of Leadership	1
	MTPF-1170	Personal Finance Management I	1
	MTPF-1171	Personal Finance Management II	1
	POFT-1132	Workplace Diversity	1
Sub-Total Credits			**13**
Total Hours			**14**

Teacher Education (TEAE2.AAT) 131210

Degree Type
Associate of Arts in Teaching

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	EDUC-1301* or Social and Behavioral Sciences		3
CORE	MATH-1314	College Algebra	3
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Life and Physical Sciences		4
CORE	PSYC-2301	General Psychology	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	MATH-1350	Mathematics for Teachers I*	3

CORE	ELEC: Life and Physical Sciences		4
CORE	HIST-1301	United States History I	3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
CORE	ENGL-1302	Composition II	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
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	ELEC: Life and Physical Sciences*		4
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	EDUC-2301* or TECA-1354		3
CORE	ELEC: Creative Arts		3
CORE	GOVT-2306	Texas Government	3
CORE	ENGL-2328 or MATH-1342		3
Sub-Total Credits			**12**
Total Hours			**60**

* EC-6 Requirements, 4-8, EC-12 Special Education

Transfer Agreements
SUNY Empire State College

- AAT Teacher Education to Education Studies

Texas A&M University Central Texas

- BS - Education, Elementary
- BS - Education, Middle School Mathematics
- BS - Education, All Level Special Education

Texas Tech University

- A.A. Teaching CTC to Bachelors of Multidisciplinary Studies with EC-6th Grade Generalist and Special Education Certification, English as a Second Language or Bilingual Education Certification EC-6
- AAT CTC to BS Mid Lev Math (4-8) Texas Tech University
- AAT CTC to BS EDUC (EC-6) Texas Tech University

Vehicle and Mobile Equipment Mechanics, Installer, and Repairers (VME25.OSA) 470302

Degree Type
Occupational Skills Achievement Certificate

Courses

Course Code	Name	Credit Hours	Clock Hours
DEMR-1301	Shop Safety and Procedures	3	96
DEMR-1306	Diesel Engine I	3	96
DEMR-1405	Basic Electrical Systems	4	128
Sub-Total Credits		**10**	**320**
Total Hours		**10**	
Total Clock Hours			**320**

Certificate is stackable towards Diesel Technician (DET15.CC2), Machine Maintenance Technology (MMT24.CC1), Basic Diesel Certificate (DESP7.CC1), and AAS Diesel Engine Technician and Maintainer (DEM15.AAS)

Vocational Nursing (NUV24.CC2) Evening/Weekend Fall Admission 513901

Degree Type
Certificate of Completion

A 18-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).

Prerequisite Semester (Fall)

Course Code	Name	Credit Hours
BIOL-2401	Anatomy & Physiology I	4
HPRS-2300	Pharmacology for Health Professions	3
Sub-Total Credits		**7**

BIOL-2401 and HPRS-2300:

1. Course can be taken before acceptance into the program
2. Courses are stackable towards AAS Nursing Associate Degree (NUA15.AAS) and AAS Nursing Option for Articulating Student (NOA15.AAS)

First Semester (Fall)

Course Code	Name	Credit Hours
VNSG-1323	Basic Nursing Skills	3
VNSG-1126	Gerontology	1

VNSG-2331	Advanced Nursing Skills	3
VNSG-1222	Vocational Nursing Concepts	2
Sub-Total Credits		**9**

Second Semester (Spring)

Course Code	Name	Credit Hours
VNSG-1301	Mental Health and Mental Illness	3
VNSG-1230	Maternal-Neonatal Nursing	2
VNSG-1234	Pediatrics	2
VNSG-1219	Leadership and Professional Development	2
Sub-Total Credits		**9**

Third Semester (Fall)

Course Code	Name	Credit Hours
VNSG-1429	Medical-Surgical Nursing I	4
VNSG-1560	Clinical - Practical Nurse	5
Sub-Total Credits		**9**

Fourth Semester (Spring)

Course Code	Name	Credit Hours
VNSG-1432	Medical-Surgical Nursing II	4
VNSG-2560	Clinical - Practical Nurse II	5
Sub-Total Credits		**9**
Total Hours		**43**

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

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 (NUVF5.CC2) Fall Admission 513901

Degree Type
Certificate of Completion

A 9-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).

Prerequisite Semester (Fall)

	Course Code	Name	Credit Hours
	BIOL-2401	Anatomy & Physiology I	4
	HPRS-2300	Pharmacology for Health Professions	3
Sub-Total Credits			**7**

BIOL-2401 and HPRS-2300:

1. Course can be taken before acceptance into the program
2. Courses are stackable towards AAS Nursing Associate Degree (NUA15.AAS) and AAS Nursing Option for Articulating Student (NOA15.AAS)

First Semester (Fall)

	Course Code	Name	Credit Hours
	VNSG-1323	Basic Nursing Skills	3
	VNSG-1126	Gerontology	1
	VNSG-1429	Medical-Surgical Nursing I	4
	VNSG-1560	Clinical - Practical Nurse	5
	VNSG-2331	Advanced Nursing Skills	3
	VNSG-1222	Vocational Nursing Concepts	2
Sub-Total Credits			**18**

Second Semester (Spring)

	Course Code	Name	Credit Hours
	VNSG-1301	Mental Health and Mental Illness	3
	VNSG-1230	Maternal-Neonatal Nursing	2
	VNSG-1432	Medical-Surgical Nursing II	4
	VNSG-2560	Clinical - Practical Nurse II	5
	VNSG-1234	Pediatrics	2
	VNSG-1219	Leadership and Professional Development	2
Sub-Total Credits			**18**
Total Hours			**43**

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

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.

Web Technologies (CSW17.CC1) 110801

Degree Type
Certificate of Completion

First Semester

	Course Code	Name	Credit Hours
	ITNW-1325	Fundamentals of Networking Technologies+	3
	ITNW-1337	Introduction to the Internet+	3
	ITSE-1329+ or COSC-1315+		3
Sub-Total Credits			**9**

Second Semester

	Course Code	Name	Credit Hours
	ITSY-1342	Information Technology Security+	3
	IMED-1316	Web Design I+	3
	ITSW-1307	Introduction to Database+	3
	ITSE-2402	Intermediate Web Programming	4
Sub-Total Credits			**13**
Total Hours			**22**

+ Courses are stackable towards AAS Information Technology (CSI17.AAS)

Welding (WLD21.AAS) 480508

Degree Type
Associate of Applied Science

First Year

First Semester

	Course Code	Name	Credit Hours
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-1314	College Algebra	3
Sub-Total Credits			**17**

Second Semester

	Course Code	Name	Credit Hours
DEGR	WLDG-1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
DEGR	WLDG-1430 or WLDG-1435		4
DEGR	WLDG-1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
CORE	ENGL-1301	Composition I	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	WLDG-2443	Advanced Shielded Metal Arc Welding (SMAW)	4
DEGR	WLDG-2447 or WLDG-2406		4
DEGR	WLDG-1317	Introduction to Layout and Fabrication	3
CORE	HIST-1301	United States History I	3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	WLDG-2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
CORE	SPCH-1315 or SPCH-1321		3
CORE	ELEC: Humanities/Fine Arts Elective		3
DEGR	WLDG-2435 or WLDG-2453		4
Sub-Total Credits			**14**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Welding AAS

South Texas College

- AAS Welding to BAT Technology Mgmt.

University of Alaska-Fairbanks

- AAS in Welding to BAM

Welding Technology (WLD21.CC2) 480508

Degree Type
Certificate of Completion

Courses

	Course Code	Name	Credit Hours	Clock Hours
	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	128

	WLDG-1430	Introduction to Gas Metal Arc Welding (GMAW)	4	96
	WLDG-2447	Advanced Gas Metal Arc Welding (GMAW)	4	96
	WLDG-1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4	96
	WLDG-2451	Advanced Gas Tungsten Arc Welding (GTAW)	4	96
	WLDG-1317	Introduction to Layout and Fabrication	3	96
	WLDG-2435	Advanced Layout and Fabrication	4	96
Sub-Total Credits			**45**	**1,184**
Total Hours			**45**	
Total Clock Hours				**1184**

Certificate is stackable towards AAS Welding (WLD21.AAS)

Wideformat Graphics Specialization (WGS25.OSA) 500409

Degree Type
Occupational Skills Achievement Certificate

Courses

	Course Code	Name	Credit Hours	Clock Hours
	ARTC-1302	Digital Imaging I	3	96
	ARTC-2305	Digital Imaging II	3	96
	GRPH-1459	Vector Graphics for Production	4	96
Sub-Total Credits			**10**	**288**
Total Hours			**10**	
Total Clock Hours				**288**

Certificate is stackable towards Graphics and Printing Technology (GP15.CC2) and AAS Graphics and Printing (GP15.AAS)

Agricultural Industries (AGI13.CC2) 010104 (Scheduled for 2-24-23 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Semester

	Course Code	Name	Credit Hours
	AGRI-1309	Computers in Agriculture	3
	AGRI-1131	The Agriculture Industry	1
	AGRI-1407 or AGRI-1419		4
	AGCR-1307	Range Management	3

AGEQ-1311	Equine Science I	3
Sub-Total Credits		**14**

Second Semester

Course Code	Name	Credit Hours
AGRI-2330	Wildlife Conservation & Management+	3
AGAH-1347+ or AGAH-1353+		3
AGAH-1343	Animal Health+	3
AGEQ-2311 or HALT-1322		3
Sub-Total Credits		**12**

Third Semester

Course Code	Name	Credit Hours
AGEQ-1301+ or HALT-2308		3
FDST-1323	Principles of Viticulture I	3
AGRI-2317	Introduction to Agriculture Economics+	3
AGAH-2313+ or AGCR-2318		3
Sub-Total Credits		**12**

Fourth Semester

Course Code	Name	Credit Hours
AGEQ-1319 or HALT-1319		3
AGEQ-2301 or HALT-1345		3
AGMG-2306	Livestock and Meat Marketing+	3
AGMG-2486	Internship - Agriculture Business & Management, General	4
Sub-Total Credits		**13**
Total Hours		**51**

+ Courses are stackable towards AAS Agriculture Production (AGP14.AAS)

Agriculture Production (AGP14.AAS) 010104 (Scheduled for 8-11-26 Deactivation)

Degree Type
Associate of Applied Science

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Year

First Semester

Course Code	Name	Credit Hours

DEGR	AGRI-1131	The Agriculture Industry	1
CORE	AGRI-1419	Introductory Animal Science	4
CORE	ENGL-1301	Composition I	3
CORE	ELEC: Humanities/Fine Arts Selection		3
DEGR	AGRI-2317	Introduction to Agriculture Economics	3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AGRI-1309	Computers in Agriculture	3
DEGR	AGMG-2306	Livestock and Meat Marketing	3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	AGAH-1343	Animal Health	3
Sub-Total Credits			**12**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AGAH-2313	Principles of Feeds & 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 & Management, General	4
Sub-Total Credits			**19**

Second Semester

	Course Code	Name	Credit Hours
DEGR	AGAH-1347	Animal Reproduction	3
DEGR	AGEQ-1301	Equine Behavior and Training I	3
DEGR	AGRI-2330	Wildlife Conservation & Management	3
DEGR	AGCR-1307	Range Management	3
CORE	SPCH-1315 or SPCH-1321		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements

SUNY Empire State College

- AAS Agriculture Production to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics
  - Science, Mathematics and Technology

Applied Management with Computer Applications (BUAM5.AAS) 520201 (Scheduled for 12-17-25 Deactivation)

Degree Type
Associate of Applied Science

(Offered only at Fort Polk, Louisiana. Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BMGT-1327	Principles of Management	3
DEGR	ELEC: Computer Science		4
DEGR	ITSC-1309 or BCIS-1305		3
CORE	ENGL-1301	Composition I	3
CORE	MATH-1332 or MATH-1342		3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	BMGT-1301	Supervision	3
DEGR	BMGT-1325	Office Management	3
DEGR	ITSC-1415	Project Management Software	4
DEGR	ITSW-1307	Introduction to Database	3
CORE	SPCH-1315 or SPCH-1321		3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	BUSG-2305 or BUSI-2301		3
DEGR	HRPO-2301	Human Resources Management	3

DEGR	ACCT-2301	Principles of Financial Accounting	3
DEGR	ITSE-1329	Programming Logic and Design	3
Sub-Total Credits			**12**

Second Semester

	Course Code	Name	Credit Hours
DEGR	HRPO-1311	Human Relations	3
DEGR	ELEC: Computer Science		4
DEGR	ACCT-2302	Principles of Managerial Accounting	3
CORE	ELEC: Humanities/Fine Arts Selection		3
CORE	ELEC: Social and Behavioral Sciences		3
Sub-Total Credits			**16**
Total Hours			**60**

Transfer Agreements
South Texas College

- AAS Applied Mgmt. to BAT Technology Mgmt.
- AAS Applied Mgmt. with Computer Applications to BAT Technology Mgmt.
- AAS Applied Mgmt. with Computer Applications to BAS Organizational Leadership

Capitol Technology University

- A.A.S. Applied Management with Computer Applications to B.S. Technology and Business Management

SUNY Empire State College

- AAS Applied Mgmt. with Computer Applications to:
  - BS in Management
  - Business, Management and Economics

Computer Helpdesk Specialist (CSI17.CC1) 111006 (Scheduled for 12-17-25 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Semester

	Course Code	Name	Credit Hours
	ITSC-1309 or BCIS-1305		3
	ITNW-1325	Fundamentals of Networking Technologies	3
	ITSE-1329 or COSC-1315		3
	ITSC-1325	Personal Computer Hardware	3

ITNW-1337	Introduction to the Internet	3
Sub-Total Credits		**15**

Second Semester

Course Code	Name	Credit Hours
CPMT-1345	Computer Systems Maintenance	3
ITSC-1315	IT Project Management	3
ITSY-1342	Information Technology Security	3
ITSC-2339	Personal Computer Help Desk Support	3
Sub-Total Credits		**12**
Total Hours		**27**

Certificate is stackable towards AAS Information Technology (CSI17.AAS)

Computer Systems Technician (CST19.CC1) 151201 (Scheduled for 9-29-22 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Semester

Course Code	Name	Credit Hours
COSC-1301+ or ITSC-1301+		3
CETT-1325	Digital Fundamentals	3
CETT-1303	DC Circuits	3
ITSC-1325	Personal Computer Hardware+	3
Sub-Total Credits		**12**

Second Semester

Course Code	Name	Credit Hours
ITNW-1325	Fundamentals of Networking Technologies+	3
CETT-1305	AC Circuits	3
CPMT-1345	Computer Systems Maintenance+	3
CETT-1429	Solid State Devices	4
Sub-Total Credits		**13**
Total Hours		**25**

+Courses are stackable towards AAS Information Technology (CSI17.AAS)

Cyberdefense - Information Assurance (CDIA.CC1) 111003 (Scheduled for 12-17-25 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for Dec. 2025 deactivation.)

First Semester

Course Code	Name	Credit Hours
COSC-1301	Introduction to Computing	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSC-1316	Linux Installation and Configuration	3
Sub-Total Credits		**9**

Second Semester

Course Code	Name	Credit Hours
ITNW-1316	Introduction to Network Administration	3
ITSY-2301	Firewalls and Network Security Design	3
Sub-Total Credits		**6**

Third Semester

Course Code	Name	Credit Hours
ITSY-1342	Information Technology Security	3
ITSY-2345	Network Defense and Countermeasures	3
Sub-Total Credits		**6**
Total Hours		**21**

Certificate is stackable towards AAS Cyberdefense-Information Assurance (CDIA.AAS)

Cybersecurity (CSUR5.CC1) 111003 (Scheduled for 12-17-25 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for Dec. 2025 deactivation.)

Courses

Course Code	Name	Credit Hours
ITNW-1325	Fundamentals of Networking Technologies	3
ITSC-1316	Linux Installation and Configuration	3
ITSY-1342	Information Technology Security	3

	ITNW-1316	Introduction to Network Administration	3
	ITSY-2301	Firewalls and Network Security Design	3
Sub-Total Credits			**15**
Total Hours			**15**

Certificate is stackable towards AAS Cyberdefense-Information Assurance (CDIA.AAS)

Drama - Design/Technical (DRMD2.AA) 500501 (Scheduled for 8-15-26 Deactivation)

Degree Type
Associate of Arts

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Year

First Semester

	Course Code	Name	Credit Hours
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	ELEC: Drama		3
DEGR	DRAM-1351	Acting I	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Life and Physical Sciences		4
CORE	HIST-1302	United States History II	3
CORE	DRAM-2366	Film Appreciation	3
CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
DEGR	DRAM-1330	Stagecraft I	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Life and Physical Sciences		4

CORE	ARTS-1303 or MUSI-1306	3
DEGR	ELEC: Drama	3
Sub-Total Credits		**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Social and Behavioral Sciences		3
CORE	DRAM-2361 or DRAM-2362		3
CORE	GOVT-2306	Texas Government	3
DEGR	DRAM-2355	Script Analysis	3
DEGR	DRAM-2389	Academic Cooperative	3
Sub-Total Credits			**15**
Total Hours			**60**

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

Drama - Performance (DRMP2.AA) 500501 (Scheduled for 8-15-26 Deactivation)

Degree Type
Associate of Arts

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Year

First Semester

	Course Code	Name	Credit Hours
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	ELEC: Drama		3
DEGR	DRAM-1351	Acting I	3
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Life and Physical Sciences		4
CORE	HIST-1302	United States History II	3
CORE	DRAM-2366	Film Appreciation	3

CORE	SPCH-1315, SPCH-1318, or SPCH-1321		3
DEGR	DRAM-1330	Stagecraft I	3
Sub-Total Credits			**16**

Second Year

First Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
CORE	ELEC: Life and Physical Sciences		4
CORE	ARTS-1303 or MUSI-1306		3
DEGR	ELEC: Drama		3
Sub-Total Credits			**13**

Second Semester

	Course Code	Name	Credit Hours
CORE	ELEC: Social and Behavioral Sciences		3
CORE	DRAM-2361 or DRAM-2362		3
CORE	GOVT-2306	Texas Government	3
DEGR	DRAM-2355	Script Analysis	3
DEGR	DRAM-2389	Academic Cooperative	3
Sub-Total Credits			**15**
Total Hours			**60**

Drama Electives: Choose from DRAM-1341, DRAM-1352, and DRAM-2336.

Equine Management (AGE14.AAS) 010104 (Scheduled for 8-11-26 Deactivation)

Degree Type
Associate of Applied Science

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Year

First Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**18**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	AGAH-2313	Principles of Feeds & Feeding	3
CORE	ELEC: Humanities/Fine Arts Selection		3
CORE	MATH-1342	Elementary Statistical Methods	3
CORE	ELEC: Social and Behavioral Sciences		3
DEGR	AGMG-2486	Internship - Agriculture Business & Management, General	4
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
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
Sub-Total Credits			**12**
Total Hours			**60**

Transfer Agreements
Midwestern State University

- Equine Management AAS

South Texas College

- AAS Equine Mgmt. to BAS Organizational Leadership

SUNY Empire State College

- AAS Equine Management to:
  - BS in Business Administration
  - BS in Management
  - Business, Management and Economics
  - Science, Mathematics and Technology

Fire Protection (FIP15.AAS) 430202 (Scheduled for 12-17-25 Deactivation)

Degree Type
Associate of Applied Science

Offered at locations outside of Texas under Military Contract Obligation

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Year

First Semester

	Course Code	Name	Credit Hours
DEGR	FIRT-1301	Fundamentals of Fire Protection	3
DEGR	FIRT-1309	Fire Administration I	3
DEGR	FIRT-1333	Fire Chemistry I	3
DEGR	FIRT-1338	Fire Protection Systems	3
CORE	ENGL-1301	Composition I	3
DEGR	KINE-1125	Physical Conditioning I	1
Sub-Total Credits			**16**

Second Semester

	Course Code	Name	Credit Hours
DEGR	FIRT-1307	Fire Prevention Codes and Inspections	3
DEGR	FIRT-1319	Firefighter Health and Safety	3
DEGR	FIRT-2309	Firefighting Strategies and Tactics I	3
CORE	MATH-1332 or MATH-1342		3
DEGR	FIRT-1315	Hazardous Materials I	3
Sub-Total Credits			**15**

Second Year

First Semester

	Course Code	Name	Credit Hours
DEGR	FIRT-1329	Building Codes and Construction	3

DEGR	FIRT-1303	Fire & Arson Investigation I	3
DEGR	EMSP-1401	Emergency Medical Technician - Basic	4
DEGR	EMSP-1160	Clinical - Emergency Medical Technology/Technician	1
CORE	SOCI-1301	Introduction to Sociology	3
Sub-Total Credits			**14**

Second Semester

	Course Code	Name	Credit Hours
CORE	GOVT-2305	Federal Government	3
DEGR	FIRT-1347	Industrial Fire Protection	3
DEGR	FIRT-2331	Firefighting Strategies and Tactics II	3
DEGR	FIRT-1349 or FIRT-1311		3
CORE	ELEC: Humanities/Fine Arts Selection		3
Sub-Total Credits			**15**
Total Hours			**60**

Transfer Agreements
SUNY Empire State College

- AAS Fire Protection to Public Affairs

University of Alaska - Fairbanks

- AAS in Fire Protection and Emergency Management to Bachelor of Security & Emergency Management
- AAS in Fire Service Administration from to Bachelor of Security & Emergency Management

IT Network Analyst (INA17.CC1) 111001 (Scheduled for 12-17-25 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Semester

	Course Code	Name	Credit Hours
	ITNW-1325	Fundamentals of Networking Technologies	3
	ITSC-1316	Linux Installation and Configuration	3
Sub-Total Credits			**6**

Second Semester

	Course Code	Name	Credit Hours
	ITNW-1309	Fundamentals of Cloud Computing	3
	ITNW-1354	Implementing and Supporting Servers	3

ITSY-1342	Information Technology Security	3
Sub-Total Credits		**9**
Total Hours		**15**

Certificate is stackable towards AAS Cyberdefense-Information Assurance (CDIA.AAS)

Network Administrator (CSN15.OSA) 110201 (Scheduled for 12-17-25 Deactivation)

Degree Type
Occupational Skills Achievement Certificate

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

Courses

Course Code	Name	Credit Hours
COSC-1301 or ITSC-1301		3
ITSC-1325	Personal Computer Hardware	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITNW-1309	Fundamentals of Cloud Computing	3
Sub-Total Credits		**12**
Total Hours		**12**

Certificate is stackable towards AAS Cyberdefense-Information Assurance (CDIA.AAS) and AAS Network Systems Administrator (CSN17.AAS)

Network Server and Cloud Administrator (CSC17.CC1) 110902 (Scheduled for 12-17-25 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for Dec. 2025 deactivation.)

First Semester

Course Code	Name	Credit Hours
ITNW-1325	Fundamentals of Networking Technologies+^*	3
ITSC-1316	Linux Installation and Configuration^*	3
ITSE-1359	Introduction to Scripting Languages^*	3
ITNW-1316	Introduction to Network Administration+^*	3
Sub-Total Credits		**12**

Second Semester

	Course Code	Name	Credit Hours
	ITSY-1342	Information Technology Security+^*	3
	ITSW-1307	Introduction to Database+	3
	ITNW-1309	Fundamentals of Cloud Computing	3
	ITNW-1354	Implementing and Supporting Servers^*	3
Sub-Total Credits			**12**
Total Hours			**24**

Certificate is stackable towards AAS Network Cloud Support and Cybersecurity (NCS20.AAS)
+ Courses stackable towards AAS Information Technology (CSI17.AAS)
^ Courses stackable towards AAS Network Systems Administrator (CSN17.AAS)
* Courses stackable towards AAS Cyberdefense - Information Assurance (CDIA.AAS)

Production Technology (AGP23.CC1) 010104 (Scheduled for 8-11-26 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Semester

	Course Code	Name	Credit Hours
	AGRI-1131	The Agriculture Industry+*	1
	AGRI-1419	Introductory Animal Science+*	4
	AGEQ-1311	Equine Science I+*	3
	AGRI-1309	Computers in Agriculture+*	3
Sub-Total Credits			**11**

Second Semester

	Course Code	Name	Credit Hours
	AGRI-1407	Agronomy	4
	AGRI-2330	Wildlife Conservation & Management+*	3
	HALT-2307	Horticultural Food Crops	3
	AGCR-1307	Range Management+*	3
	AGRI-2317	Introduction to Agriculture Economics+*	3
Sub-Total Credits			**16**
Total Hours			**27**

+* Courses are stackable towards AAS Agriculture Production (AGP14.AAS) and AAS Equine Management (AGE14.AAS)

Telecommunications Technician (ELN17.CC1) 111001 (Scheduled for 9-29-22 Deactivation)

Degree Type
Certificate of Completion

(Program not available to new students. Currently scheduled for August 2025 deactivation.)

First Semester

	Course Code	Name	Credit Hours
	ITCC-1314 or ITNW-1325+^		3
	ITSC-1325	Personal Computer Hardware	3
Sub-Total Credits			**6**

Second Semester

	Course Code	Name	Credit Hours
	ITCC-1344	CCNA 2: Switching, Routing and Wireless Essentials	3
	ITSE-1359	Introduction to Scripting Languages^	3
	CPMT-1345	Computer Systems Maintenance	3
Sub-Total Credits			**9**

Third Semester

	Course Code	Name	Credit Hours
	ITCC-2420	CCNA 3: Enterprise Networking, Security, and Automation	4
	ITSY-1342	Information Technology Security^	3
	ITSY-2401	Firewalls and Network Security+	4
Sub-Total Credits			**11**
Total Hours			**26**

+Courses stackable towards AAS Network Systems Administrator (CSN17.AAS)
^ Courses stackable towards AAS Network Cloud Support and Cybersecurity (NCS20.AAS)

Continuing Education Certificates

Allied Health Care Professions

- Certified Nurse Aide Training Program (CNA.NCC) 513902, Non-Credit Certificate of Completion
- Clinical Medical Assistant Training Program (CMT24.OSA) 510801, Occupational Skills Achievement Certificate
- Compounding Sterile Preparation Technician (CSP24.NCC) 510805, Non-Credit Certificate of Completion
- Electrocardiography Technician Certification (ELT22.NCC) 510902, Non-Credit Certificate of Completion
- Pharmacy Technician (PHT24.OSA) 510805, Occupational Skills Achievement Certificate

Professional Development and Workforce Education

- Basic Jail (BAJ25.NCC) 430107, Non-Credit Certificate of Completion
- Basic Peace Officers Academy (BPNC4.NC) 430107, Non-Credit Certificate of Completion
- Certified Veterinary Assistant Basic (VEB24.NCC) 018301, Non-Credit Certificate of Completion
- Certified Veterinary Assistant Intermediate (VEI24.NCC) 018301, Non-Credit Certificate of Completion
- Dealership Sponsored Technician Program (DSTP.NCC) 470604, Non-Credit Certificate of Completion
- Diesel Technician for Small Engine Maintenance (DTP25.NCC) 470605, Non-Credit Certificate of Completion
- Residential Wireman Certification (RWC24.OSA) 460302, Occupational Skills Achievement Certificate
- Technicians of Tomorrow (TOT26.OSA) 470604, Occupational Skills Achievement Certificate
- Truck Driving (TRD24.OSA) 490205, Occupational Skills Achievement Certificate

Allied Health Care Professions

Certified Nurse Aide Training Program (CNA.NCC) 513902

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

	Course Code	Name	Clock Hours
	NURA-1001	Nurse Aide for Health Care	68
	NURA-1060	Clinical Nursing Assistant/Aide	48
Total Clock Hours			**116**

Clinical Medical Assistant Training Program (CMT24.OSA) 510801

Degree Type
Occupational Skills Achievement Certificate

Certificate Requirements

	Course Code	Name	Clock Hours
	MDCA-1009	Anatomy and Physiology for Medical Assistants	58
	MDCA-1010	Medical Assistant Interpersonal and Communication Skills	48
	MDCA-1017	Procedures in a Clinical Setting	90

MDCA-1052	Medical Assistant Laboratory Procedures	64
MDCA-1060	Clinical - Medical/Clinical Assistant	80
Total Clock Hours		**340**

Compounding Sterile Preparation Technician (CSP24.NCC) 510805

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

Course Code	Name	Clock Hours
PHRA-1045	Compounding Sterile Preparations	64
Total Clock Hours		**64**

** Prerequisite required- Certified (PTCB) Pharmacy Technician and/or Registered Pharmacy Technician or Pharmacy Technician Trainee or Registered Pharmacist or Pharmacy Intern.*

Electrocardiography Technician Certification (ELT22.NCC) 510902

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

Course Code	Name	Clock Hours
ECRD-1011	Electrocardiography	60
ECRD-1091	Special Topics in Electrocardiograph Technology/Technician	48
Total Clock Hours		**108**

Pharmacy Technician (PHT24.OSA) 510805

Degree Type
Occupational Skills Achievement Certificate

Certificate Requirements

Course Code	Name	Clock Hours
PHRA-1001	Introduction to Pharmacy	32
PHRA-1002	Pharmacy Law	16
PHRA-1009	Pharmaceutical Mathematics I	32
PHRA-1013	Community Pharmacy Practice	64
PHRA-1060	Clinical - Pharmacy Technician/Assistant	50
Total Clock Hours		**194**

Professional Development and Workforce Education

Basic Jail (BAJ25.NCC) 430107

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

Course Code	Name	Clock Hours
CJCR-1000	Basic Jail Course	144
Total Clock Hours		**144**

Basic Peace Officers Academy (BPNC4.NC) 430107

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

Course Code	Name	Clock Hours
CJLE-1006	Basic Peace Officer I	160
CJLE-1012	Basic Peace Officer II	160
CJLE-1018	Basic Peace Officer III	160
CJLE-1024	Basic Peace Officer IV	160
CJLE-1029	Basic Peace Officer V	120
Total Clock Hours		**760**

Certified Veterinary Assistant Basic (VEB24.NCC) 018301

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

Course Code	Name	Clock Hours
VTHT-1012	Veterinary Animal Care, Husbandry, and Sanitation	35
Total Clock Hours		**35**

Certified Veterinary Assistant Intermediate (VEI24.NCC) 018301

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

Course Code	Name	Clock Hours

VTHT-1005	Veterinary Medical Terminology	32
VTHT-1011	Veterinary Clinical Skills	40
VTHT-1017	Veterinary Office Management	48
Total Clock Hours		**120**

*Prerequisite required- Certified Veterinary Assistant Basic

Dealership Sponsored Technician Program (DSTP.NCC) 470604

Degree Type
Non-Credit Certificate of Completion

Certificate Requirements

Course Code	Name	Clock Hours
AUMT-1045	Automotive Climate Control Systems	64
AUMT-2028	Automotive Service	96
AUMT-2030	Automotive Suspension and Steering	40
AUMT-2039	Automotive Electrical/Electronic System	40
AUMT-2042	Automotive Brake Systems Update	40
AUMT-2056	Automotive Air Condition System Update	40
Total Clock Hours		**320**

Diesel Technician for Small Engine Maintenance (DTP25.NCC) 470605

Degree Type
Non-Credit Certificate of Completion

Course Code	Name	Clock Hours
DEMR-1006	Diesel Engine I	96
DEMR-1010	Diesel Engine Testing and Repair I	128
DEMR-1005	Basic Electrical Systems	128
DEMR-1016	Basic Hydraulics	128
DEMR-1030	Steering and Suspension I	96
Total Clock Hours		**576**

Residential Wireman Certification (RWC24.OSA) 460302

Degree Type
Occupational Skills Achievement Certificate

Certificate Requirements

Course Code	Name	Clock Hours

CNBT-1001	Introduction to the Construction Industry	32
ELPT-1001	Electrical Code	16
ELPT-1021	Introduction to Electrical, Safety, and Tools	48
ELPT-1029	Residential Wiring	64
ELPT-1091	Electrical Externship	64
Total Clock Hours		**224**

Technicians of Tomorrow (TOT26.OSA) 470604

Degree Type
Occupational Skills Achievement Certificate

(This certificate will be available Spring 2026.)

Certificate Requirements

Course Code	Name	Clock Hours
AUMT-1001	Introduction and Theory of Automotive Technology	33
AUMT-1007	Automotive Electrical Systems	93
AUMT-1057	Automotive Brake Systems Theory	56
AUMT-1013	Automotive Suspension and Steering Systems Theory	49
AUMT-1041	Automotive Climate Control Systems Theory	32
ETWR-1002	Introduction to Technical Writing	48
Total Clock Hours		**311**

Truck Driving (TRD24.OSA) 490205

Degree Type
Occupational Skills Achievement Certificate

Certificate Requirements

Course Code	Name	Clock Hours
CVOP-1013	Professional Truck Driver I	105
CVOP-1040	Professional Truck Driver II	105
Total Clock Hours		**210**

Course Information

Explanation of items in Course Descriptions

Course Type: ACNT Accounting Technician **(N)**

Course Prefix: ACNT

Course Number: 1303

Course Title: Introduction to Accounting I

Lecture Hours Each Week: (3-0-3)

Lab Hours Each Week: (3-0-3)

Semester Hour Credit: (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.

Credit Courses: A credit course is a college-level course, that if successfully completed can be applied toward the number of courses required for achieving an academic or workforce degree, diploma, certificate, or other formal award. In determining the award of credit for a course, Central Texas College's definition of a semester credit hour and continuing education unit aligns

with federal regulations 34 CFR 600.2; the Texas Administrative Code (TAC), Title 19, Chapter 4, Subchapter A, Rule 4.6 definitions of a credit hour; TAC Chapter 2, Subchapter A, Rule 2.3 and the THECB Career and Technical Education (CTE) Guidelines updated April 2025.

- A “semester credit hour” (SCH) means a unit of measure of instruction consisting of 60 minutes, of which 50 minutes must be direct instruction, over a 15-week period in a semester system.
- A “contact hour” means a time unit of instruction used by institutions of higher education consisting of 60 minutes, of which 50 minutes must be direct instruction.
- “Accelerated courses” mean courses delivered in shortened semesters which are expected to have the same number of contact hours and the same requirements for out-of-class learning as courses taught in a normal semester.

A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of a student achievement that is an institutionally.

Continuing Education Unit Courses: A Continuing Education Course is a Coordinating Board-approved higher education technical curse offered for continuing education units and conducted in a competency based format. Such a course provides a quick and flexible response to business, industry, and student needs for intensive preparatory, supplemental, or upgrade training and education and has specific occupational and/or apprenticeship training objectives

For continuing education units, a ratio of 1 CEU to 10 contact hours is used. The total number of contact hours is divided by 10 to determine the number of CEUs, which may be expressed as a decimal. For example, 17 contact hours equals 1.7 CEU. Additional information about continuing education courses and units are available in the THECB Career and Technical Education (CTE) Guidelines and the THECB Glossary of Terms dated September 13, 2023.

Courses

ACCT Accounting

ACCT-2301: Principles of Financial Accounting 3-0-3

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Course Type	T

ACCT-2302: Principles of Managerial Accounting 3-0-3

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Course Type	T
Prerequisites	ACCT-2301.

ACNT Accounting Technician

ACNT-1303: Introduction to Accounting I 3-0-3

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Course Type	N

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.

Course Type	N
Prerequisites	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.

Course Type	N

ACNT-1329: Payroll & 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.

Course Type	N

ACNT-1331: Federal Income Tax: Individual 3-0-3

A study of the federal tax law for preparation of individual income tax returns.

Course Type	N

AGAH Agriculture

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N
Prerequisites	**Suggested prerequisite:** AGRI-1419.

AGAH-2313: Principles of Feeds & 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.

Course Type	N

AGCR Agriculture

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.

Course Type	N

AGCR-2305: Entomology 2-3-3

Study of the morphology, physiology, and classification of the common insect orders and related arthropods with emphasis on species of economic or biological importance. Emphasis on integrated pest management concepts and proper use of pesticides.

Course Type	N

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

Course Type	N

AGEQ Agriculture

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.

Course Type	N

AGEQ-1311: Equine Science I 2-3-3

An introduction to the horse industry. Topics include breeds and breeding, selection, and management practices.

Course Type	N

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.

Course Type	N

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.

Course Type	N

AGEQ-2311: Equine Science II 2-3-3

Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry.

Course Type	N

AGEQ-2339: Western Horsemanship II 2-3-3

Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots.

Course Type	N
Prerequisites	AGEQ-1319.

AGMG Agriculture

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.

Course Type	N

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.

Course Type	N
Prerequisites	**Department approval required.**

AGRI Agriculture

AGRI-1131: The Agriculture Industry 1-0-1

An overview of world agriculture, nature of the industry, resource conservation, and the American system, including production, distribution, and marketing.

Course Type	T

AGRI-1309: Computers in Agriculture 2-2-3

This course covers the use of computers in agricultural applications. It includes an introduction to programming languages, word processing, electronic spreadsheets, and agriculture software.

Course Type	**T**

AGRI-1407: Agronomy 3-3-4

Classification and distribution of farm crops, their use, production, and identification will be studied with emphasis placed on those crops important to Texas. Studies will also include crop improvement technology, value of rotation, weed/pest/disease management, and use/need of fertilizer, which will be determined by soil testing in the laboratory to the course. Laboratory work will also include practical use of tillage and harvesting equipment by student participation in actual crop production.

Course Type	**T**

AGRI-1415: Horticulture 3-3-4

An introduction to horticulture. Lectures will include basic botany, plant classification, plant structures, plant growth processes, plant production, as well as the environmental effects on the plant. Discussions will also include various landscape and ornamental plants, especially those that are native or well adapted to the local area. Laboratory will include hands on experience in all aspects of plant propagation and an introduction to greenhouse production and management.

Course Type	**T**

AGRI-1419: Introductory Animal Science 3-3-4

An introductory survey course. Farm animals as a source of food, clothing, and labor. The place of livestock in farming and ranching. The value of heredity and breeding for improvement, importance of judging, pedigrees, and proper nutrition, and the proper handling and management of livestock.

Course Type	**T**

AGRI-2317: Introduction to Agriculture Economics 3-0-3

Fundamental economic principles including assembly, food production and processing, distribution, and agribusiness industries and their application to the problems of the agriculture industry.

Course Type	**T**

AGRI-2330: Wildlife Conservation & Management 2-2-3

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

Course Type	**T**

AIRP Aviation Science

AIRP-1171: Private Pilot Solo 1-1-1

Private Pilot Solo is the first of three stages necessary to meet or exceed the curriculum requirements for that stage in the Central Texas College's Federal Aviation Administration - Approved Private Pilot Training Course Outline. The course contains the minimum FAA-Approved flight training to solo in accordance with the Central Texas College's Federal Aviation Administration - Approved Private Pilot Training Course Outline. (LOCAL NEEDS COURSE)

Course Type	**N**
Prerequisites	**Completion or concurrent enrollment in AIRP-1417 at Central Texas College, Current Class II F.A.A. Medical Certification, and must be at least 17 years of age.**

AIRP-1215: Private Flight 1-2-2

Flight and ground training to prepare student for completion of the Federal Aviation Administration Private Pilot Certificate.

Course Type	**N**
Prerequisites	**AIRP-1171, completion or concurrent enrollment in AIRP-1417, Current Class II F.A.A. Medical Certificate, and must be at least 17 years of age.**

AIRP-1255: Intermediate Flight 1-3-2

Provides students with flight hours and skills to fulfill solo cross-country requirements for the F. A. A., Commercial Pilot Certificate with airplane single engine land rating. Dual flight instruction provided to introduce basic instrument operations including instrument approaches and holding procedures.

Course Type	**N**
Prerequisites	**AIRP-1315, F.A.A. Private Pilot Certificate with Airplane Category Rating; Current Class II F.A.A. Medical Certificate and completion or concurrent enrollment in AIRP-1341.**

AIRP-1305: Aircraft Science 3-0-3

Introductory course in the development of aviation. Topics include design and development of aircraft and aircraft components, basic flight systems, aircraft flight characteristics and performance and the historical development of the Aviation Industry.

Course Type	**N**

AIRP-1307: Aviation Meteorology 3-0-3

In-depth study of meteorological phenomena affecting aircraft operations. Topics include basic concepts of aviation meteorology including temperature, moisture, pressure and stability. Major emphasis is placed on recognition and avoidance of common aviation weather hazards. Course also covers procurement, analysis and use of weather reports and forecasts for flight planning.

Course Type	**N**

AIRP-1315: Private Flight 2-3-3

Flight training to prepare the student for the completion of F.A.A. certification requirements for the Private Pilot Certificate with Airplane Single Engine Land Rating. Dual and solo flight hours are included for training in the areas of private pilot flight maneuvers and cross country navigation.

Course Type	**N**
Prerequisites	**F.A.A. Class II Medical Certificate, F.A.A. Student Pilot Certificate and completion or concurrent enrollment in AIRP-1417.**
Corequisites	AIRP-1417.

AIRP-1341: Advanced Air Navigation 3-0-3

Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of a program leading to Federal Aviation Administration certification.

Course Type	**N**
Prerequisites	AIRP-1417.

AIRP-1343: Aerodynamics 3-0-3

Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag; aircraft design; stability control; and high-speed flight characteristics.

Course Type	**N**

AIRP-1417: Private Pilot Ground School 3-3-4

Basic ground school for the Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for F.A.A. Private Pilot Certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.

Course Type	**N**

AIRP-1451: Instrument Ground School 3-3-4

A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification.

Course Type	**N**
Prerequisites	AIRP-1341.

AIRP-2239: Commercial Flight 1-3-2

Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers.

Course Type	**N**
Prerequisites	**AIRP-2250, 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.**
Corequisites	**AIRP-2337.**

AIRP-2243: Flight Instructor - Multiengine Airplane 1-2-2

Instruction in flight training to prepare the student for the Federal Aviation Administration Flight Instructor - Multiengine Airplane Rating. Includes combined ground and flight instruction and analysis of flight maneuvers.

Course Type	**N**
Prerequisites	**Must hold a current F.A.A. CFI Certificate with Airplane Single Engine Rating and Instrument Airplane.**

AIRP-2250: Instrument Flight 1-3-2

Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures.

Course Type	**N**
Prerequisites	**AIRP-1255, 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.**
Corequisites	**AIRP-1451.**

AIRP-2251: Multiengine Flight 1-2-2

Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures.

Course Type	**N**
Prerequisites	**Commercial Pilot Certificate.**

AIRP-2336: Certified Flight Instructor - Airplane 2-3-3

Flight instruction necessary to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane Certificate. Topics include ground and flight instruction.

Course Type	**N**
Prerequisites	**Must hold Commercial Pilot Certification with Instrument Rating.**

AIRP-2337: Commercial Ground School 3-0-3

A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Commercial Airplane knowledge test.

Course Type	**N**
Prerequisites	AIRP-1451.

AIRP-2342: Flight Instructor - Instrument Airplane 2-2-3

Skill development for flight instructors necessary to qualify for the Federal Aviation Administration Certified Flight Instructor Instrument Rating, Airplane Single-Engine Land.

Course Type	**N**
Prerequisites	**Certified Flight Instructor Certificate, with Single Engine Rating.**

AIRP-2355: Propulsion Systems 3-0-3

In-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines including reciprocating, turboprop, turbojet, and turbo fan. Topics include propellers, superchargers, engine accessories, controls, and instrumentation.

Course Type	**N**

ANTH Anthropology

ANTH-2301: Physical Anthropology 3-0-3

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.

Course Type	**T**

ANTH-2302: Introduction to Archeology 3-0-3

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline.

Course Type	**T**

ANTH-2346: General Anthropology 3-0-3

The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, their applications, and ethics in the discipline.

Course Type	T

ANTH-2351: Cultural Anthropology 3-0-3

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

Course Type	T

ARTC Graphics and Printing

ARTC-1302: Digital Imaging I 2-4-3

Digital imaging using raster image editing and/or image creation software; scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

Course Type	N

ARTC-1313: Digital Publishing I 2-4-3

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

Course Type	N

ARTC-1327: Typography 2-4-3

A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

Course Type	N
Prerequisites	ARTC-2348.

ARTC-2305: Digital Imaging II 2-4-3

Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial or fine art applications.

Course Type	N
Prerequisites	ARTC-1302.

ARTC-2313: Digital Publishing II 2-4-3

Layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.

Course Type	N
Prerequisites	ARTC-1313.

ARTC-2333: Publication Design 2-4-3

Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication.

Course Type	N
Prerequisites	ARTC-2348.

ARTC-2348: Digital Publishing III 2-4-3

A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques.

Course Type	N
Prerequisites	ARTC-2313.

ARTC-2435: Portfolio Development for Graphic Design 3-3-4

Preparation of a portfolio comprised of completed graphic design projects. An evaluation and demonstration of the portfolio presentation methods based on the student's specific area of study.

Course Type	N

ARTC-2488: Internship - Commercial and Advertising Art 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	N
Prerequisites	**Department approval is required.**

ARTS Arts

ARTS-1301: Art Appreciation 3-0-3

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Course Type	T

ARTS-1303: Art History I 3-0-3

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

Course Type	T

ARTS-1304: Art History II 3-0-3

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

Course Type	T

ARTS-1311: Design I (2-Dimensional) 2-4-3

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

Course Type	T

ARTS-1312: Design II (3-Dimensional) 2-4-3

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

Course Type	T

ARTS-1316: Drawing I 2-4-3

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

Course Type	T

ARTS-1317: Drawing II 2-4-3

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

Course Type	T
Prerequisites	ARTS-1316.

ARTS-2311: Design III (Color Theory) 2-4-3

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.

Course Type	T

ARTS-2313: Graphic Design 2-4-3

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.

Course Type	T

ARTS-2316: Painting I 2-4-3

Studio art course that introduces the fundamental principles, materials, and techniques of painting.

Course Type	T

ARTS-2317: Painting II 2-4-3

Studio art course that furthers the study of the principles, materials and techniques of painting.

Course Type	T
Prerequisites	ARTS-2316.

ARTS-2323: Life Drawing I 2-4-3

Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.

Course Type	T

ARTS-2341: Metals 2-4-3

A studio art course that introduces metalsmithing using basic techniques in jewelry design and metal construction. The course provides instruction and practical fabrication experience as it relates to the design and production of small-scale functional and/or non-functional objects.

Course Type	T

ARTS-2346: Ceramics I 2-4-3

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.

Course Type	T

ARTS-2347: Ceramics II 2-4-3

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.

Course Type	T
Prerequisites	ARTS-2346.

ARTS-2348: Digital Media 2-4-3

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.

Course Type	T

ARTS-2356: Photography I (Fine Arts Emphasis) 2-4-3

A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

Course Type	T

ARTS-2357: Photography II (Fine Arts Emphasis) 2-4-3

A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium.

Course Type	T

ARTS-2366: Watercolor 2-4-3

Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media.

Course Type	T

ARTS-2389: Academic Cooperative 2-4-3

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history.

Course Type	T

AUMT Automotive Service and Repair

AUMT-1319: Automotive Engine Repair 2-4-3

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification and inspection, measurements, and disassembly, repair, and reassembly of the engine.

Course Type	N
Prerequisites	AUMT-2305.

AUMT-1405: Introduction to Automotive Technology 3-3-4

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance.

Course Type	N

AUMT-1407: Automotive Electrical Systems 2-7-4

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principle, schematic diagrams, and service publications.

Course Type	**N**
Prerequisites	**Completion of or concurrent enrollment in AUMT-1405.**

AUMT-1410: Automotive Brake Systems 2-6-4

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.

Course Type	**N**
Prerequisites	AUMT-1405.

AUMT-1416: Automotive Suspension and Steering Systems 2-6-4

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service.

Course Type	**N**
Prerequisites	AUMT-1405.

AUMT-1445: Automotive Climate Control Systems 2-6-4

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling.

Course Type	**N**
Prerequisites	AUMT-1407.

AUMT-2305: Automotive Engine Theory 2-2-3

Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods.

Course Type	**N**
Prerequisites	AUMT-1405.

AUMT-2337: Automotive Electronics 2-4-3

Study of electronic principles applied to microcomputers and communications systems. Includes digital fundamentals, and use of electronic test equipment.

Course Type	**N**
Prerequisites	AUMT-1407.

AUMT-2413: Automotive Drive Train and Axles 2-6-4

A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair.

Course Type	N
Prerequisites	AUMT-1405.

AUMT-2417: Automotive Engine Performance Analysis I 2-7-4

Theory, operation, diagnosis, of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment.

Course Type	N
Prerequisites	AUMT-2337.

AUMT-2425: Automotive Automatic Transmission and Transaxle 2-6-4

A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions/transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques.

Course Type	N
Prerequisites	AUMT-2413.

AUMT-2434: Automotive Engine Performance Analysis II 2-7-4

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment.

Course Type	N
Prerequisites	AUMT-2417.

AUMT-2488: Internship - Automobile/Automotive Mechanics Technology/Technician 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer.

Course Type	N
Prerequisites	**Department approval required.**

AVIM Aviation Science

AVIM-2331: Airline Management 3-0-3

An examination of the organization, operation, and management of airlines. Topics include financing, aircraft selection, route feasibility studies, load factors, and marketing.

Course Type	N

BCIS Computer Information Technology and Systems

BCIS-1305: Business Computer Applications 2-4-3

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.)

Course Type	T

BIOL Biology

BIOL-1322: Nutrition & Diet Therapy 3-0-3

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. 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.

Course Type	T

BIOL-1406: Biology for Science Majors I 3-3-4

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Course Type	T
Prerequisites	**Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. TSI Skills: R, M.**
Corequisites	**BIOX-1406.**

BIOL-1407: Biology for Science Majors II 3-3-4

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Course Type	**T**
Prerequisites	**Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. 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.**
Corequisites	**BIOX-1407.**

BIOL-1408: Biology for Non-Science Majors I 3-3-4

This lecture and lab course provides a survey of biological principles with an emphasis on humans including chemistry of life, cells, structure, function, and reproduction. TSI Skills: R, M.

Course Type	**T**
Corequisites	**BIOX-1408.**

BIOL-1409: Biology for Non-Science Majors II 3-3-4

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Course objective will be met in lecture and laboratory. TSI Skills: R, M.

Course Type	**T**
Corequisites	**BIOX-1409.**

BIOL-1411: General Botany 3-3-4

Fundamental biological concepts relevant to plant physiology, life, cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to the course material. TSI Skills: R, M.

Course Type	**T**
Prerequisites	**Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Completion of BIOL-1406 is recommended prior to enrollment in this course.**
Corequisites	**BIOX-1411.**

BIOL-1413: General Zoology 3-3-4

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Laboratory activities will reinforce fundamental biological concepts relevant to the course material. TSI Skills: R, M.

Course Type	**T**
Prerequisites	**Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher level math.**
Corequisites	**BIOX-1413.**

BIOL-2401: Anatomy & Physiology I 3-3-4

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. TSI Skills: R, M.

Course Type	**T**
Prerequisites	**Completion of BIOL-1406 is strongly recommended.**
Corequisites	**BIOX-2401.**

BIOL-2402: Anatomy & Physiology II 3-3-4

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Course Type	**T**
Prerequisites	**BIOL-2401 with a grade of C or better, must have been taken within the last five years.**
Corequisites	**BIOX-2402.**

BIOL-2416: Genetics 3-3-4

Study of the principles of molecular and classical genetics and the function and transmission of hereditary materials. May include population genetics and genetic engineering. Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course. TSI Skills: R, M.

Course Type	**T**
Prerequisites	**Successful completion of BIOL-1406 with a minimum grade of C.**
Corequisites	**BIOX-2416.**

BIOL-2420: Microbiology for Non-Science Majors 3-3-4

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. TSI Skills: R, M.

Course Type	T
Corequisites	BIOX-2420.

BIOL-2421: Microbiology for Science Majors 3-3-4

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment.

Course Type	T
Prerequisites	CHEM-1411 and BIOL-1406, BIOL-1407 or BIOL-1411, BIOL-1413.
Corequisites	BIOX-2421.

BMGT Business Administration and Management

BMGT-1301: Supervision 3-0-3

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

Course Type	N

BMGT-1313: Principles of Purchasing 3-0-3

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.

Course Type	N

BMGT-1325: Office Management 3-0-3

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

Course Type	N

BMGT-1327: Principles of Management 3-0-3

Concepts, terminology, principles, theory, and issues that are in the field of management.

Course Type	N

BMGT-2370: Management Applications I 1-5-3

A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as a program Capstone for those students whose situation precludes an internship. The course may be repeated (if topics and learning outcomes vary).

Course Type	**N**
Prerequisites	**Consent of the Department Chair. NOTE: Should be taken during the last semester of a certificate program or at about the halfway point in a degree plan.**

BMGT-2371: Management Applications II 1-5-3

A management laboratory that emphasizes management decision-making skills that are necessary for the modern manager to successfully deal with resource problems in the work place and career field. The course is designed for students desiring to further their management training by applied learning techniques utilizing decision-making case studies, computer-assisted models, or other instructional techniques. It serves as the program Capstone for those students whose situation precludes an internship.

Course Type	**N**
Prerequisites	**BMGT-2370.**

BMGT-2388: Internship - Business Administration and Management, General 0-12.5-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**Consent of the Department Chair.**

BMGT-2389: Internship - Business Administration and Management, General 0-12.5-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**BMGT-2388 and Consent of the Department Chair.**

BUSG Business Administration and Management

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. Emphasized the time value of money.

Course Type	**N**

BUSG-1315: Small Business Operations 3-0-3

Central Campus Only. A course in the unique aspects of operating a small business. Emphasizes management functions, planning, heading, organizing, staffing and controlling Enactus operations. Members of the organization that participate during the entire training program and document a minimum of 50 hours of active participation, can be awarded credit for this course with the approval of the Enactus Faculty Advisor.

Course Type	N

BUSG-1371: Entrepreneur & 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.

Course Type	N

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.

Course Type	N

BUSG-2309: Small Business Management/ Entrepreneurship 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.

Course Type	N

BUSI Business Administration and Management

BUSI-1301: Business Principles 3-0-3

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

Course Type	T

BUSI-1307: Personal Finance 3-0-3

Personal and family accounts, budgets, and budgetary controls, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

Course Type	T

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.

Course Type	T

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. (BUSI-2305) is included in the Business Field of Study.

Course Type	T
Prerequisites	BCIS-1305 and MATH-1314 or MATH-1324.

CBFM Construction Technology

CBFM-1334: Interior and Exterior Painting and Refinishing 2-4-3

Interior and exterior painting and refinishing for commercial and residential applications.

Course Type	N
Prerequisites	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.

Course Type	N
Prerequisites	Department approval required.

CDEC Child Development

CDEC-1303: Families, School and Community 3-1-3

Study of the child, family, 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 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.

Course Type	N

CDEC-1311: Educating Young Children 3-1-3

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.

Course Type	N

CDEC-1318: Wellness of the Young Child 3-1-3

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.

Course Type	N

CDEC-1321: The Infant and Toddler 3-1-3

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. 16 lab hours required.

Course Type	N

CDEC-1354: Child Growth & Development 3-0-3

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

Course Type	N

CDEC-1356: Emergent Literacy for Early Childhood 3-1-3

An exploration of principles, methods, and materials for teaching children language and literacy through a play-based, integrated curriculum to children from birth through age eight. 16 lab hours required.

Course Type	N

CDEC-1358: Creative Arts for Early Childhood 3-1-3

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. 16 lab hours required.

Course Type	N

CDEC-1359: Children with Special Needs 3-1-3

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.

Course Type	N

CDEC-1413: Curriculum Resources for Early Childhood Programs 3-2-4

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. 32 lab hours required.

Course Type	N

CDEC-1417: Child Development Associate Training I 3-2-4

Based on the requirements for the Child Development Associate credential (CDA). Topics include CDS overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication. 32 hour lab required.

Course Type	N

CDEC-1419: Child Guidance 3-2-4

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.

Course Type	N

CDEC-2307: Math & Science for Early Childhood 3-1-3

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play. 16 lab hours required.

Course Type	N

CDEC-2341: The School Age Child 3-1-3

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.

Course Type	N

CDEC-2388: Internship - Child Care Provider/Assistant 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Department approval required. Student's final course. 256 hour lab requirement may be done at student's qualifying place of employment. 144 work-based or volunteer lab experience in an approved facility, final course taken.

Course Type	N

CDEC-2422: Child Development Associate Training II 3-2-4

A continuation of the study of the requirements for the Child Development Associate (CDA) National Credential. The six functional areas of study include safety, health, learning environment, self, social, and guidance. 32 hour lab required.

Course Type	**N**

CDEC-2424: Child Development Associate Training III 3-2-4

Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study includes family, program management, and professionalism. 32 hour lab required.

Course Type	**N**

CDEC-2426: Administration of Programs for Children I 3-2-4

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.

Course Type	**N**
Prerequisites	**Six hours of Child Development coursework. 32 lab hours required.**

CETT Computer Information Technology

CETT-1303: DC Circuits 0-0-3

CETT-1305: AC Circuits 0-0-3

CETT-1325: Digital Fundamentals 2-4-3

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.

Course Type	**N**

CETT-1429: Solid State Devices 0-0-4

CHEF Hospitality Management

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 Certification Examination.

Course Type	**N**

CHEF-1302: Principles of Healthy Cuisine 1-5-3

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style.

Course Type	N
Prerequisites	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.

Course Type	N

CHEF-1310: Garde Manger 2-4-3

A study of cold foods and garnishes. Emphasis on design, techniques, and display of fine foods.

Course Type	N
Prerequisites	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 build a portfolio of recipe strategies and production systems.

Course Type	N
Prerequisites	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.

Course Type	N
Prerequisites	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.

Course Type	N
Prerequisites	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.

Course Type	N
Prerequisites	CHEF-1301.

CHEM Chemistry

CHEM-1406: Introductory Chemistry I 3-3-4

This course is a survey of the fundamentals of general chemistry with applications from medicine, modern living, agriculture, and the environment. This course is designed for non-science majors who need a lab science credit, for nursing students seeking a B.S. degree or background for physiology, and also for students who have very little or no chemical background.

Course Type	T
Prerequisites	TSI Skills: M
Corequisites	CHEX-1406.

CHEM-1407: Introductory Chemistry II 3-3-4

A survey of the fundamentals of organic and biochemistry for 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.

Course Type	T
Prerequisites	TSI Skills: M
Corequisites	CHEX-1407.

CHEM-1411: General Chemistry I 3-3-4

The first of two courses covering the fundamental principles of chemistry for majors in the sciences, health sciences, and engineering. Topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Emphasis is placed on problem solving.

Course Type	T
Prerequisites	MATH-1314 or MATH-1414.
Corequisites	CHEX-1411.

CHEM-1412: General Chemistry II 3-4-4

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.

Course Type	**T**
Prerequisites	**CHEM-1411 with a grade of "C" or better.**
Corequisites	**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.

Course Type	**T**
Prerequisites	**CHEM-1411 and CHEM-1412 with a grade of "C" or better.**
Corequisites	**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.

Course Type	**T**
Prerequisites	**CHEM-2423 with a grade of "C" or better.**
Corequisites	**CHEX-2425.**

CHLT Community Health

CHLT-1167: Practicum - Community Health Services 0-10-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Type	**N**

CHLT-1302: Wellness & 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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

CHLT-1401: Introduction to Community Health 4-0-4

Designed to provide a basic understanding of variables that affect health sectors in the community.

Course Type	N

CHLT-1440: Community Health Advocacy 4-0-4

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.

Course Type	N

CJCR Criminal Justice

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.

Course Type	N

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.

Course Type	**N**

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 statues concerning prisoner rights.

Course Type	**N**

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.

Course Type	**N**
Prerequisites	**Consent of the Department Chair.**

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.

Course Type	**N**

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.

Course Type	**N**

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.

Course Type	**N**
Prerequisites	**Consent of the Department Chair.**

CJLE Criminal Justice

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. Department approval required.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

CJLE-1518: Basic Peace Officer III 3-7-5

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.

Course Type	**N**

CJLE-1524: Basic Peace Officer IV 3-8-5

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. This course may be offered only by institutions licensed as Police Academy by Texas Commission on Law Enforcement.

Course Type	**N**

CJLE-2345: Vice and Narcotics Investigation 3-0-3

Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques.

Course Type	**N**

CJLE-2486: Internship - Criminal Justice/Police Science 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**Consent of the Department Chair.**

CJSA Criminal Justice

CJSA-1302: Private Security Officer Training 3-0-3

A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification.

Course Type	**N**
Prerequisites	**Consent of Department Chair.**

CJSA-1308: Criminalistics I 3-0-3

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

Course Type	**N**

CJSA-1312: Crime in America 3-0-3

The study of American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and crime prevention.

Course Type	N

CJSA-1313: Court Systems and Practices 3-0-3

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing.

Course Type	N

CJSA-1317: Juvenile Justice System 3-0-3

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

Course Type	N

CJSA-1318: Court Management 3-0-3

Exploration of operational issues in the administration of American courts. Topics include responsibilities of court personnel, records management, and organizational management topics.

Course Type	N

CJSA-1322: Introduction to Criminal Justice 3-0-3

The study of the history and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement, court system; prosecution and defense; trial process; corrections.

Course Type	N

CJSA-1327: Fundamentals of Criminal Law 3-0-3

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

Course Type	N

CJSA-1342: Criminal Investigation 3-0-3

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, case and trial preparation.

Course Type	N

CJSA-1348: Ethics in Criminal Justice 3-0-3

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

Course Type	**N**

CJSA-1351: Use of Force 3-0-3

A study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement.

Course Type	**N**
Prerequisites	**Consent of the Department Chair.**

CJSA-1359: Police Systems and Practices 3-0-3

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

Course Type	**N**

CJSA-1393: Special Topics in Criminal Justice Studies 3-0-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

Course Type	**N**

CJSA-2300: Legal Aspects of Law Enforcement 3-0-3

Exploration of police authority. Topics include responsibilities and constitutional constraints, law of arrest, search and seizure, and police liability.

Course Type	**N**

CJSA-2302: Police Management, Supervision, and Related Topics 3-0-3

Techniques and theories regarding dealing with people, their performance and problems. Topics include basic supervision, leadership, time management, first-line supervision, and management by objectives.

Course Type	**N**

CJSA-2331: Child Abuse: Prevention and Investigation 3-0-3

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies.

Course Type	**N**

CJSA-2488: Internship - Criminal Justice Safety Studies 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	N
Prerequisites	Consent of the Department Chair.

CMSW Mental Health Services

CMSW-1166: Practicum (or Field Experience) - Clinical/Medical Social Work 0-8-1

Practical, general workplace training supported by an individualized learning plan developed by the instructor and student.

Course Type	N

CMSW-1167: Practicum (or Field Experience) - Clinical/Medical Social Work 0-10-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Type	N
Prerequisites	CMSW-1309, DAAC-1319, DAAC-2354, PSYT-1429, PSYT-2321, PSYT-2331.

CMSW-1309: Problems of Children and Adolescents 2-4-3

Examine risk and protective factors, and evaluate effective prevention and intervention models for children and youth. Topics include social, family, educational systems impact, juvenile delinquency, teen sexuality, and mental health including addictive behaviors to promote wellness.

Course Type	N

CMSW-1323: The Exceptional Person 2-4-3

Study of physical, intellectual, and learning disabilities, sensory deficits, and the exceptionally gifted individual throughout the lifespan. Includes educational approaches and an introduction to the continuum of service delivery systems for various disabilities and conditions

Course Type	N

CMSW-1327: Treatment Modalities with Special Populations 2-4-3

An introduction to evidence-based prevention, intervention, and treatment methods with special populations including ethnic minorities, elderly, children, youth, alternative lifestyles, persons with addictions or mental health issues.

Course Type	N

CNBT Construction Technology

CNBT-1446: Construction Estimating I 3-3-4

Fundamentals of estimating materials and labor costs in construction.

Course Type	N

COMM Communication and Media Technology

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.

Course Type	T

COMM-2327: Introduction to Advertising 3-0-3

Fundamentals of advertising including marketing theory and strategy, copy writing, and selection of media. It is strongly encouraged that you take MRKG-1311 prior to enrolling in COMM-2327.

Course Type	T

COSC Computer Information Technology and Systems

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.

Course Type	T

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 noncomputer 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.

Course Type	T

COSC-1336: Programming Fundamentals I 2-4-3

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.

Course Type	**T**
Prerequisites	**COSC-1315 with a minimum grade of "C".**

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.)

Course Type	**T**
Prerequisites	**COSC-1336 with a minimum grade of "C".**

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.

Course Type	**T**
Prerequisites	**COSC-1315 or COSC-1336 with a minimum grade of "C".**

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. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.)

Course Type	**T**
Prerequisites	**COSC-1337 with a minimum grade of "C".**

CPMT Computer Information Technology and Systems

CPMT-1345: Computer Systems Maintenance 2-4-3

This course is designed to prepare student to challenge the Comp Tia A+ certification exam, providing an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids to repair computer systems.

Course Type	N

CRIJ Criminal Justice

CRIJ-1301: Introduction to Criminal Justice 3-0-3

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

Course Type	T

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.

Course Type	T

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.

Course Type	T

CRIJ-1310: Fundamentals of Criminal Law 3-0-3

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

Course Type	T

CRIJ-1313: Juvenile Justice System 3-0-3

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

Course Type	T

CRIJ-2301: Community Resources in Corrections 3-0-3

An introductory study of the role of the community in corrections, community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

Course Type	T

CRIJ-2313: Correctional Systems and Practices 3-0-3

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

Course Type	T

CRIJ-2314: Criminal Investigation 3-0-3

Investigative theory; the collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

Course Type	T

CRIJ-2323: Legal Aspects of Law Enforcement 3-0-3

Exploration of police authority. Topics include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability.

Course Type	T

CRIJ-2328: Police Systems and Practices 3-0-3

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Course Type	T

CRPT Construction Technology

CRPT-1411: Roof Systems 3-4-4

Principles of design and construction of a roof system incorporating gable, hip, valley and intersections. Emphasis given to safe work practices and the use and maintenance of tools and equipment.

Course Type	N
Prerequisites	CRPT-1415, CRPT-1429.

CRPT-1415: Wall Systems 3-4-4

Identification of components; construction of wall systems; safe work practices; and the use and maintenance of tools and equipment.

Course Type	N
Prerequisites	CRPT-1423, CRPT-1429.

CRPT-1423: Floor Systems 3-3-4

An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use and maintenance of tools and equipment.

Course Type	N
Prerequisites	CRPT-1429.

CRPT-1429: Introduction to Carpentry 3-3-4

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

Course Type	N

DAAC Mental Health Services

DAAC-1167: Practicum (or Field Experience) Substance Abuse/Addiction Counseling 0-10-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Type	N
Prerequisites	CMSW-1309, DAAC-1309, DAAC-1319, DAAC-2354.

DAAC-1304: Pharmacology of Substance Use Disorders 2-4-3

This course provides an emphasis on the pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interactions, withdrawal, and recovery; describing the psychological and physiological effects of substance use.

Course Type	N
Corequisites	**Recommended DAAC-1319 be taken concurrently.**

DAAC-1305: Co-Occurring Disorders 2-2-3

Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying co-occurring disorders.

Course Type	N

DAAC-1309: Assessment of Substance Use Disorders 2-4-3

Exploration of procedures and tools used to identify substance use disorders and assess a client's problems, strengths, limitations and resources.

Course Type	N
Prerequisites	DAAC-1304, DAAC-1319.

DAAC-1311: Counseling Theories 2-4-3

This course is an examination of the major theories and current treatment modalities used in the field of counseling.

Course Type	N
Prerequisites	PSYC-2301, PSYT-1429.

DAAC-1319: Introduction to Substance Use Disorders 2-4-3

An overview of causes and impacts of substance use disorders, the primary prevention, intervention, and treatment methods utilized, the major drug classifications, and the counselor's code of ethics.

Course Type	N
Corequisites	Recommended: DAAC-1304 to be taken concurrently.

DAAC-2301: Therapeutic Communities in a Criminal Justice Setting 2-2-3

A study of therapeutic communities as an approach to rehabilitation of substance users in a criminal justice setting.

Course Type	N
Prerequisites	DAAC-1304, DAAC-1309, DAAC-1319.

DAAC-2306: Substance Abuse Prevention I 2-2-3

Examination of substance use disorder prevention.

Course Type	N

DAAC-2307: Family Intervention with Substance Use Disorders 2-4-3

Examination of family systems focusing on the effects of substance use and recovery.

Course Type	N
Prerequisites	DAAC-1319.

DAAC-2341: Counseling of Substance Use Disorders 2-4-3

Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders.

Course Type	N
Prerequisites	Department approval required. CMSW-1309, DAAC-1304, DAAC-1309, DAAC-2354, PSYT-2321, PSYT-2331.

DAAC-2353: Substance Abuse Prevention II 2-2-3

In-depth exploration of research, evaluation methods and best practices in prevention program design.

Course Type	N

DAAC-2354: Dynamics of Group Counseling 2-4-3

Differentiate types of groups; describe the basic stages of the group process; demonstrate group management skills; document client progress; and identify issues of confidentiality and ethics.

Course Type	N
Prerequisites	Department approval required. CMSW-1309, DAAC-1304, DAAC-1319, PSYC-2301, PSYT-1429, PSYT-2321, PSYT-2331.

DAAC-2367: Practicum - Substance Abuse/Addiction Counseling 0-22-3

This advanced placement helps students gain practical experience in the discipline, enhances skills, and integrates knowledge gained from the classroom. Direct supervision at an advanced level is provided by clinical professionals at the host agency. This course is the Capstone Experience for the 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.

Course Type	N
Prerequisites	Department approval required. CMSW-1309, DAAC-1304, DAAC-1309, DAAC-1319, DAAC-2307, DAAC-2341, DAAC-2354, PSYT-1429, PSYT-2321, PSYT-2331.

DEMR Diesel

DEMR-1301: Shop Safety and Procedures 3-3-3

A study of shop safety, rules, basic shop tools, and test equipment.

Course Type	N

DEMR-1306: Diesel Engine I 2-4-3

An introuction to the basic principles of diesel engines and systems.

Course Type	N

DEMR-1330: Steering and Suspension I 2-4-3

A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components.

Course Type	N

DEMR-1405: Basic Electrical Systems 2-6-4

Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

Course Type	N

DEMR-1410: Diesel Engine Testing and Repair I 2-6-4

An introduction to testing and repairing diesel engines including related systems specialized tools.

Course Type	N
Prerequisites	DEMR-1405.

DEMR-1416: Basic Hydraulics 2-6-4

Fundamentals of hydraulics including components and related systems.

Course Type	N
Prerequisites	DEMR-1405.

DEMR-1417: Basic Brake Systems 2-6-4

Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting.

Course Type	N
Prerequisites	DEMR-1405.

DEMR-1423: Heating, Ventilation, and Air Conditioning Troubleshooting and Repair 2-6-4

Introduction to heating, ventilation, and air conitioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.

Course Type	N

DEMR-1447: Power Train II 3-3-4

Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components.

Course Type	N

DEMR-1449: Diesel Engine II 2-7-4

An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

Course Type	N
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.

Course Type	N
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.

Course Type	N
Prerequisites	Department approval required.

DFTG Computer-Aided Drafting and Design

DFTG-1358: Electrical/Electronic 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.

Course Type	N
Prerequisites	DFTG-1409.

DFTG-1405: Introduction to Technical Drawing 3-3-4

An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

Course Type	N

DFTG-1409: Basic Computer-Aided Drafting 3-3-4

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Course Type	N
Prerequisites	DFTG-1405 or concurrent enrollment.

DFTG-1417: Architectural Drafting – Residential 3-3-4

Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols.

Course Type	N
Prerequisites	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 was designed to be repeated multiple times to improve student proficiency.

Course Type	N
Prerequisites	Second semester sophomore standing in the Drafting Program, DFTG-1358, DFTG-1417.

DFTG-2317: Descriptive Geometry 2-4-3

Examination of the graphical solution to problems involving points, lines, and planes in space.

Course Type	N
Prerequisites	DFTG-1405.
Corequisites	DFTG-1405.

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.

Course Type	N
Prerequisites	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.

Course Type	N
Prerequisites	DFTG-1409.

DFTG-2412: Technical Illustration and Presentation 3-3-4

Study of pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media.

Course Type	N
Prerequisites	DFTG-1405.

DFTG-2421: Topographical Drafting 3-3-4

Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses.

Course Type	N
Prerequisites	DFTG-1409.

DFTG-2438: Final Project - Advanced Drafting 3-3-4

An advanced course in which students produce a comprehensive project from conception to conclusion.

Course Type	N
Prerequisites	**Second semester sophomore standing in the Drafting Program**

DFTG-2440: Solid Modeling/Design 3-3-4

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

Course Type	N
Prerequisites	DFTG-1409.

DRAM Drama

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.

Course Type	T

DRAM-1121: Theatre Practicum II 0-1-1

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Course Type	T

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.

Course Type	T

DRAM-1330: Stagecraft I 3-0-3

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Course Type	T

DRAM-1341: Stage Makeup 3-0-3

Design and execution of makeup for the stage performer. Includes discussion of basic makeup principles and practical experience of makeup application.

Course Type	T

DRAM-1342: Costume Technology 3-0-3

Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance.

Course Type	T

DRAM-1351: Acting I 2-4-3

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor’s instrument: voice, body and imagination.

Course Type	T

DRAM-1352: Acting II 2-4-3

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor’s instrument: voice, body and imagination.

Course Type	T

DRAM-2120: Theatre Practicum III 0-1-1

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Course Type	T

DRAM-2331: Stagecraft II 3-0-3

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.

Course Type	T

DRAM-2336: Voice for the Actor 3-0-3

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

Course Type	T

DRAM-2355: Script Analysis 3-0-3

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.

Course Type	T

DRAM-2361: History of Theater I 3-0-3

Study of the history of theatre from primitive times through the Renaissance.

Course Type	T

DRAM-2362: History of Theatre II 3-0-3

Study of the history of the theatre from the Renaissance through today.

Course Type	T

DRAM-2366: Film Appreciation 3-0-3

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

Course Type	T

DRAM-2389: Academic Cooperative 2-4-3

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.

Course Type	**T**

DS Developmental Studies

DIRW-0200: BASE NCBO Reading/Writing 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 DIRW-0403 Developmental Integrated Reading and Writing I. The intervention is a mainstreamed intensifier providing additional, just-in-time instructional support for the student's success in DIRW-0403 Developmental Integrated Reading and Writing I. This course will assist the student in developing the critical reading and academic writing skills necessary for college level English courses.

Corequisites	**DIRW-0403.**

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.

Corequisites	**DIRW-0200.**

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.

DSED-0300: College Study Skills 3-0-3

This course is designed to provide an opportunity for students to develop, select, and use strategies necessary in becoming prepared and successful in college and life. Emphasis in this particular course will be placed on the transference of high-level study skills to practical classroom situations and include the areas of time management, effective listening and note taking, concentration, learning through media, reading, retention of information, taking examinations, creativity, and leadership.

DSMA-0100: BASE NCBO Developmental Mathematics 1-0-1

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. BASE NCBO intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course. Students must be enrolled in Developmental Mathematics I (DSMA-0300) concurrently. Course enrollment requires granted petition from the department. Please email math.express@ctcd.edu for help enrolling.

Corequisites	DSMA-0300.

DSMA-0300: Developmental Mathematics I 4-0-3

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. Students must be enrolled in BASE NCBO Developmental Mathematics (DSMA-0100) concurrently. Course enrollment requires a granted petition from the department; please email math.express@ctcd.edu for help enrolling.

Corequisites	DSMA-0100.

DS English for Speakers of Other Languages (ESOL)

DSED-0302: Study Skills/Foreign Students 3-1-3

This elective for ESL 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 and Level II DSLA.**

DSLA-0310: Reading and Vocabulary I (ESL) 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 (ESL) 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.

Prerequisites	DSLA-0315.

DSLA-0315: Grammar I (ESL) 3-1-3

This course is for beginning-intermediate non-native speakers. It covers basic elements of English sentence structure and linguistic problem areas such as countable/uncountable nouns, articles, prepositions, phrasal verbs, word order, and simple sentence construction.

DSLA-0320: Reading and Vocabulary II (ESL) 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.

Prerequisites	DSLA-0310.

DSLA-0321: Writing II (ESL) 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.

Prerequisites	DSLA-0314.

DSLA-0322: Academic Listening and Speaking II (ESL) 4-1-3

In this course, designed for intermediate non-native speakers, students develop beginning note-taking and speaking skills to prepare them for academic environments.

Prerequisites	DSLA-0323.

DSLA-0323: Academic Listening and Speaking I (ESL) 4-1-3

This course, designed for beginning non-native speakers, moves students from aural language recognition to oral production through simple conversational dialogues and the use of dictation. This course focuses on fluency and accuracy.

DSLA-0330: Reading & Vocabulary III (ESL) 4-1-3

This course, a continuation of DSLA-0320, Reading and Vocabulary II, in the Certificate Program for English-as-a-Second Language. It provides advanced vocabulary acquisition and comprehension skills through the study of short stories and informational articles. A laboratory is required.

Prerequisites	DSLA-0320.

DSLA-0332: Academic Listening & Speaking III (ESL) 4-1-3

In this course for advanced non-native speakers, students improve note taking, and oral reporting skills to prepare for college-level courses.

Prerequisites	DSLA-0322.

DSLA-0340: Accent Reduction (ESL) 3-1-3

This course is designed for non-native speakers of English who, despite knowledge of English, experience difficulty in pronouncing words and phrases correctly. It consists of exercises to shape and articulate correct consonant and vowel sounds in words and phrases using English rhythm, intonation, and pitch patterns. This course will not result in accent-free speech, but it will improve the speaker's clarity and phrasing so that English speakers will more readily understand the non-native speaker. This course differs from DSLA-0323 in that it focuses on pronunciation rather than vocabulary acquisition. Offered on Central Campus only.

Prerequisites	DSLA-0323.

ECON Economics

ECON-2301: Principles of Macroeconomics 3-0-3

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

Course Type	**T**

ECON-2302: Principles of Microeconomics 3-0-3

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

Course Type	**T**

EDUC Education

EDUC-1100: Learning Frameworks 1-0-1

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.

Course Type	**T**

EDUC-1301: Introduction to the Teaching Profession 3-1-3

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Course Type	**T**

EDUC-2301: Introduction to Special Populations 3-1-3

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning, provides students with opportunities to participate in early field observations of P-12 special populations; course 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.

Course Type	T
Prerequisites	EDUC-1301.

ELPT Construction Technology

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.

Course Type	N

EMAP Public Administration/Homeland Security

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 instruction 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.

Course Type	N

EMAP-1440: Disaster Exercise Design and Evaluation 4-0-4

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. This course will provide students with detailed information concerning the system for command, control and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal management Agency course G920.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

EMSP Paramedicine

EMSP-1147: Pediatric Advanced 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.

Course Type	N

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 EMT-Basic. This course is only offered with EMSP-1401.

Course Type	N

EMSP-1204: Emergency Medical Tech 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).

Course Type	N

EMSP-1305: Emergency Care Attendant 1-2-2

Preparation for certification as an Emergency Care Attendant (ECA)/Emergency Medical Responder (EMR).

Course Type	N

EMSP-1338: Introduction to Advanced Practice 3-0-3

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

Course Type	N
Corequisites	EMSP-2434.

EMSP-1355: Trauma Management 2-3-3

Knowledge and skills in the assessment and management of patients with traumatic injuries. Upon successful completion of this course, EMSP-1356, students are eligible to take the exam to be certified as an AEMT or EMT-I. See also admissions requirements.

Course Type	N
Prerequisites	Current CPR certification, EMSP-1401, or National Registry Certification or any State Certification as an EMT-Basic.
Corequisites	EMSX-1355.

EMSP-1356: Patient Assessment and Airway Management 2-3-3

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. See also admission requirements.

Course Type	N
Prerequisites	Current CPR certification, EMSP-1401, EMSP-1160, or National Registry Certification, or any State Certification as an EMT-Basic.
Corequisites	EMSX-1356.

EMSP-1401: Emergency Medical Technician - Basic 2-7-4

Preparation for certification as an Emergency Medical Technician (EMT). Upon successful completion of this course and EMSP-1160, students are eligible to take the exam to be certified as an EMT-Basic by the Texas Department of State Health Services and/or National Registry of EMT. See also admission requirements.

Course Type	N
Prerequisites	Current CPR certification.
Corequisites	EMSX-1401.

EMSP-2135: Advanced Cardiac Life Support 1-0-1

Theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.

Course Type	**N**

EMSP-2143: Assessment Based Management 0-3-1

A capstone experience covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. Upon successful completion of this course students are eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services and/or National Registry of EMT. See also admission requirements.

Course Type	**N**
Prerequisites	**Current CPR certification, EMSP-2330, EMSP-2444.**
Corequisites	**EMSP-2330.**

EMSP-2164: Practicum - Emergency Medical Technology/Technician (EMT Paramedic) 0-10-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Upon successful completion of this 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.

Course Type	**N**
Prerequisites	EMSP-2262, EMSP-2263.

EMSP-2206: Emergency Pharmacology 2-0-2

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Upon successful completion of this course, EMSP-1355, EMSP-1338, EMSP-1356, and EMSP-2262, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. See also admission requirements.

Course Type	**N**
Prerequisites	**Current CPR certification, National Registry certification, or Texas State certification as an Emergency Medical Technician (EMT).**

EMSP-2262: Clinical - Emergency Medical Technology/Technician (EMT Paramedic) 0-10-2

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP-1356 EMSP-1355 EMSP-1338 AND EMSP-2206, students are eligible to take the exam to be certified as an Advanced EMT by the National Registry and then apply for EMT-Intermediate certification by the Texas Department of State Health Services. This course is designed to meet the clinical requirements for the Advanced EMT portion of the program.

Course Type	**N**
Prerequisites	EMSP-1355, EMSP-1356.

EMSP-2263: Clinical – Emergency Medical Technology/Technician (EMT Paramedic) 0-10-2

A health-related work-based learning experience that enables the student to apply specialized occupational theory skills, and concepts. Direct supervision is provided by clinical professional. Upon successful completion of this course, EMSP-2330, EMSP-2305, and EMSP-2143, students are eligible to enter their Field Internship (EMSP-2164).

Course Type	**N**
Prerequisites	**EMSP-2262.**

EMSP-2305: EMS Operations 3-0-3

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Upon successful completion of this course, EMSP-2263, EMSP-2330, and EMSP-2143, students are eligible to enter their Field Internship (EMSP-2164).

Course Type	**N**
Prerequisites	**EMSP-2444.**

EMSP-2330: Special Populations 2-2-3

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, geriatrics, and other related topics. Upon successful completion of this course, EMSP-2444, EMSP-2434, and EMSP-2143 students are eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services and/or National Registry of EMT. See also admission requirements.

Course Type	**N**
Prerequisites	**Current CPR certification, EMSP-2444.**
Corequisites	**EMSP-2143**

EMSP-2434: Medical Emergencies 3-3-4

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Upon successful completion of this course, EMSP-2444, EMSP-2330, and EMSP-2143 students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services and/or National Registry of EMT.

Course Type	**N**
Prerequisites	**Current CPR certification, EMSP-1401 and EMSP-1160. See also admissions requirements.**
Corequisites	**EMSX-2434.**

EMSP-2444: Cardiology 3-3-4

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Upon successful completion of this course, EMSP-2434, EMSP-2330, and EMSP-2143, students will be eligible to take the exam to be certified as an EMT-P by the Texas Department of State Health Services and/or National Registry of EMT.

Course Type	**N**
Prerequisites	**Current CPR certification, EMSP-1401 and EMSP-1160. See also admission requirements**
Corequisites	**EMSX-2444.**

EMSP-2458: Critical Care Paramedic 4-4-4

Prepares healthcare personnel to function as members of a critical care transport team.

Course Type	**N**

ENGL English

ENGL-1301: Composition I 3-0-3

A study of the principles and techniques of written compositions including sentence structure, paragraph development, and paper organization. Also stresses the development of critical thinking as it applies to the textual analysis of expository prose.

Course Type	**T**

ENGL-1302: Composition II 3-0-3

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.

Course Type	**T**
Prerequisites	ENGL-1301.

ENGL-2307: Creative Writing I 3-0-3

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. TSI Skills: R, W.

Course Type	**T**

ENGL-2311: Technical and Business Writing 3-0-3

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Course Type	**T**

ENGL-2322: British Literature I 3-0-3

A survey of English literature from Beowulf to the major writers of the 18th Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking and writing skills in the analysis of a wide variety of selected readings.

Course Type	**T**
Prerequisites	**ENGL-1301 or equivalent, with a grade of "C" or above.**

ENGL-2323: British Literature II 3-0-3

A survey of English literature from the early Romantic writers to the Twentieth Century. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of the English literary heritage. The course employs critical reading, thinking and writing skills in the analysis of a wide variety of selected readings.

Course Type	**T**
Prerequisites	**ENGL-1301 or equivalent, with a grade of "C" or above.**

ENGL-2327: American Literature I 3-0-3

A survey of American literature from selected Pre-Colonial and Colonial literature to selected major writers of the American Renaissance period. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis of the course is on the individual selections themselves as outstanding expressions of our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings.

Course Type	**T**
Prerequisites	**ENGL-1301 or equivalent, with a grade of "C" or above.**

ENGL-2328: American Literature II 3-0-3

A survey of American literature beginning with Walt Whitman and ending with selected major writers from the present. Although careful attention is given to the historical, social, and intellectual developments that gave rise to the literature, the emphasis is on the individual selections themselves as outstanding expressions for our American literary heritage. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings.

Course Type	**T**
Prerequisites	**ENGL-1301 or equivalent, with a grade of "C" or above.**

ENGL-2332: World Literature I 3-0-3

A survey of the major works of world writers from ancient epics to Renaissance poetry. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking, and writing skills in the analysis of a wide variety of selected readings.

Course Type	**T**
Prerequisites	**ENGL-1301 or equivalent, with a grade of "C" or above.**

ENGL-2333: World Literature II 3-0-3

A survey of the major works of world writers from the Enlightenment to the Twenty-first Century. Emphasis will be placed on individual selections of literature as outstanding examples of literary masterpieces and on significant themes represented across the literature. Social, intellectual and historical developments will be examined to highlight literary development through the ages. The course employs critical reading, thinking and writing skills in the analysis of a wide variety of selected readings.

Course Type	**T**
Prerequisites	**ENGL-1301 or equivalent, with a grade of "C" or above.**

ENGR Engineering

ENGR-1201: Introduction to Engineering 2-0-2

Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

Course Type	**T**
Prerequisites	**MATH-1414 or equivalent with a grade of "C" or above.**

ENGR-1304: Engineering Graphics I 2-4-3

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.

Course Type	**T**
Prerequisites	MATH-1314.

ENGR-2301: Engineering Mechanics – Statics 3-0-3

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

Course Type	T
Prerequisites	MATH-2413, MATH-2414.
Corequisites	MATH-2414.

ENGR-2302: Engineering Mechanics – Dynamics 3-0-3

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

Course Type	T
Prerequisites	ENGR-2301.

ENGR-2305: Electrical Circuits I 3-0-3

Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; 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; Bode plots; and use of computer simulation software to solve circuit problems.

Course Type	T
Prerequisites	Completion of MATH-2413 with a grade of C or above.

ENGR-2332: Mechanics of Materials 3-0-3

This course will cover stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading and combined stress.

Course Type	T
Prerequisites	ENGR-2301.

ENTC SMART Specialization in Manufacturing, Automation, and Robotics Technology

ENTC-1423: Strength of Materials 3-2-4

Study of the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural members.

Course Type	N

ENVR Environmental Science

ENVR-1401: Environmental Science I 3-3-4

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. TSI Skills: R, M.

Course Type	T
Corequisites	ENVX-1401.

FDST Agriculture

FDST-1323: Principles of Viticulture I 2-3-3

Principles and practices of grape production including propagation, trellis and production systems, climate requirements, and economic factors affecting the choice of vineyard type and location.

Course Type	N

FDST-2320: Principles of Viticulture II 2-3-3

Principles and practices of grapevine production, including vineyard establishment, vine training and pruning, canopy management, nutrient and water.

Course Type	N

FIRT Fire Protection

FIRT-1301: Fundamentals of Fire Protection 3-0-3

Overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local governments, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. Includes introduction to fire protection systems and introduction to fire strategy and tactics.

Course Type	N

FIRT-1303: Fire & Arson Investigation I 3-0-3

In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

Course Type	N

FIRT-1307: Fire Prevention Codes and Inspections 3-0-3

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures.

Course Type	N

FIRT-1309: Fire Administration I 3-0-3

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

Course Type	N

FIRT-1311: Fire Service Hydraulics 3-0-3

Principles of the use of water in fire protection. Includes application of hydraulic principles to analyze and solve water supply problems.

Course Type	N

FIRT-1315: Hazardous Materials I 3-0-3

Study of chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

Course Type	N

FIRT-1319: Firefighter Health and Safety 3-0-3

Study of firefighter occupational safety and health in emergency and non-emergency situations.

Course Type	N

FIRT-1329: Building Codes and Construction 3-0-3

Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each.

Course Type	N

FIRT-1333: Fire Chemistry I 3-0-3

Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes.

Course Type	N

FIRT-1338: Fire Protection Systems 3-0-3

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers.

Course Type	N

FIRT-1347: Industrial Fire Protection 3-0-3

Study of industrial emergency response teams and specific concerns related to business and industrial facilities.

Course Type	N

FIRT-1349: Fire Administration II 3-0-3

In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Not offered in Texas.

Course Type	N

FIRT-2309: Firefighting Strategies and Tactics I 3-0-3

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency.

Course Type	N

FIRT-2331: Firefighting Strategies and Tactics II 3-0-3

Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems.

Course Type	N

FREN French

FREN-1411: Beginning French I 4-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

Course Type	T

FREN-1412: Beginning French II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed.

Course Type	T
Prerequisites	FREN-1411.

FREN-2311: Intermediate French I 3-0-3

This course includes grammar review, composition, and reading of French masterpieces, with conversation based on material read.

Course Type	T
Prerequisites	FREN-1411, FREN-1412.

FREN-2312: Intermediate French II 3-0-3

This course continues reading of French masterpieces and drill on syntax as needed for reading, composition, and conversation.

Course Type	T
Prerequisites	FREN-2311.

GEOG Geography

GEOG-1301: Physical Geography 3-0-3

This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

Course Type	T

GEOG-1302: Human Geography 3-0-3

This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

Course Type	T

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.

Course Type	T

GEOL Geology

GEOL-1401: Earth Sciences for Non-Science Majors I 3-3-4

Survey of Geology, Meterology, Oceanography, and Astronomy. Activities will cover methods used to collect and analyze data in Geology, Meteorology, Oceanography, and Astronomy. TSI Skills: R.

Course Type	T
Corequisites	GEOX-1401.

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. TSI Skills: R.

Course Type	T
Corequisites	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. TSI Skills: R.

Course Type	T
Prerequisites	GEOL-1403.
Corequisites	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. TSI Skills: R.

Course Type	T

GERM German

GERM-1411: Beginning German I 4-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

Course Type	T

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.

Course Type	T
Prerequisites	GERM-1411.

GERM-2311: Intermediate German I 3-0-3

This course includes grammar review, composition and practice in conversation, with readings in contemporary German writings. Includes short stories and some longer works, providing a conversational basis.

Course Type	T
Prerequisites	GERM-1411, GERM-1412.

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.

Course Type	T
Prerequisites	GERM-2311.

GOVT Government

GOVT-2304: Introduction to Political Science 3-0-3

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

Course Type	T

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.

Course Type	T

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.

Course Type	T

GRPH Graphics and Printing Technology

GRPH-1305: Introduction to Graphic Arts & 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.

Course Type	N

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.

Course Type	N
Prerequisites	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.

Course Type	N

GRPH-1459: Vector Graphics for Production 2-4-4

A study and use of vector graphics for production.

Course Type	N

GRPH-2309: Digital Pre-Press 2-4-3

Theory and techniques for pre-press preparation using industry standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus.

Course Type	N

GRPH-2338: Press Operations II 2-4-3

Maintenance and operation of large sheet-fed offset press systems and production of process-color jobs with hairline registration.

Course Type	N
Prerequisites	GRPH-1309.

GRPH-2488: Internship - Graphics and Printing Equipment Operator, General Production 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer.

Course Type	**N**
Prerequisites	**Department approval required.**

HALT Agriculture

HALT-1319: Landscape Construction 2-3-3

Exploration of landscape construction materials and the methods used for installation. Topics include site preparation, use of common construction materials, landscape lighting, water features, and general construction details.

Course Type	**N**

HALT-1322: Landscape Design 2-3-3

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

Course Type	**N**

HALT-1324: Turfgrass Science and Management 2-3-3

A survey of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

Course Type	**N**

HALT-1338: Irrigation Water Management and Conservation 2-3-3

Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

Course Type	**N**

HALT-1345: Golf/Sports Field/Park Management 2-3-3

Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

Course Type	**N**

HALT-2307: Horticultural Food Crops 3-2-3

A study of commercial and home cultivated food crops including various vegetables, fruits, and nuts. Topics address planting, maintenance, harvest, and storage of the various crops.

Course Type	N

HALT-2308: Greenhouse Management 2-3-3

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post-harvest handling, marketing and business management.

Course Type	N

HAMG Hospitality Management

HAMG-1313: Front Office Management 3-0-3

Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.

Course Type	N

HAMG-1321: Introduction to Hospitality Industry 3-0-3

An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

Course Type	N

HAMG-1340: Hospitality Legal Issues 3-0-3

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

Course Type	N

HAMG-1342: Guest Room Management 3-0-3

A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.

Course Type	N

HAMG-2301: Principles of Food and Beverage Operations 3-0-3

An overview of food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales.

Course Type	N

HAMG-2307: Hospitality Marketing and Sales 3-0-3

Identification of the core principles of marketing and sales in their impact on the hospitality industry.

Course Type	N

HAMG-2332: Hospitality Financial Management 3-0-3

Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

Course Type	N

HAMG-2337: Hospitality Facilities Management 3-0-3

Identification of hospitality building systems and facilities; to include sustainability and risk management.

Course Type	N

HAMG-2388: Internship - Hospitality Administration and Management 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	N
Prerequisites	**Consent of the Program Director.**

HART Heating, Air Conditioning and Refrigeration

HART-1341: Residential Air Conditioning 2-4-3

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

Course Type	N
Prerequisites	HART-1401, HART-1407.
Corequisites	HART-1401, HART-1407.

HART-1401: Basic Electricity for HVAC 3-3-4

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Course Type	N

HART-1403: Air Conditioning Control Principles 3-3-4

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

Course Type	N
Prerequisites	HART-1401, HART-1407.

HART-1407: Refrigeration Principles 3-3-4

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

Course Type	N

HART-1445: Gas and Electric Heating 3-3-4

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

Course Type	N
Prerequisites	HART-1401.

HART-2341: Commercial Air Conditioning 2-4-3

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

Course Type	N
Prerequisites	HART-1401, HART-1407.

HART-2342: Commercial Refrigeration 2-4-3

Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines.

Course Type	N
Prerequisites	HART-1401, HART-1407.

HART-2431: Advanced Electricity for HVAC 3-3-4

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls and application of solid state devices.

Course Type	N
Prerequisites	HART-1401, HART-1403, HART-1407, HART-1445.

HART-2436: Air Conditioning Troubleshooting 3-3-4

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

Course Type	N
Prerequisites	HART-1401, HART-1403, HART-1407, HART-1445.

HART-2438: Air Conditioning Installation and Startup 3-3-4

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

Course Type	N
Prerequisites	HART-1407.
Corequisites	HART-1407.

HART-2445: Residential Air Conditioning System Design 3-3-4

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

Course Type	N
Prerequisites	HART-1407.

HART-2449: Heat Pumps 3-3-4

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

Course Type	N
Prerequisites	HART-1401, HART-1403, HART-1407.

HART-2488: Internship - Heating, Air Conditioning, Ventilation, and Refrigeration Maintenance 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.

Course Type	N

HIST History

HIST-1301: United States History I 3-0-3

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Course Type	**T**

HIST-1302: United States History II 3-0-3

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Course Type	**T**

HIST-2301: Texas History 3-0-3

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

Course Type	**T**

HIST-2311: Western Civilization I 3-0-3

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

Course Type	**T**

HIST-2312: Western Civilization II 3-0-3

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

Course Type	**T**

HIST-2321: World Civilizations I 3-0-3

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. The course emphasizes the development, interaction and impact of global exchange.

Course Type	**T**

HIST-2322: World Civilizations II 3-0-3

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.

Course Type	**T**

HIST-2381: African-American History I 3-0-3

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.

Course Type	**T**

HIST-2382: African American History II 3-0-3

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

Course Type	**T**

HITT Office Technology

HITT-1301: Health Data Content and Structure 2-4-3

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

Course Type	**N**

HITT-1303: Medical Terminology II 2-4-3

A continuation of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures and medical specialties.

Course Type	N
Prerequisites	HITT-1305.

HITT-1305: Medical Terminology I 2-4-3

A continuation of medical terms through word origin and structure, abbreviations and symbols, surgical and diagnostic procedures and medical specialties.

Course Type	N

HITT-1341: Coding and Classification Systems 2-4-3

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

Course Type	N
Prerequisites	HITT-1305 **(required previous or concurrent) with minimum passing grade of C or higher.**
Corequisites	HITT-1305.

HITT-1349: Pharmacology 2-4-3

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Course Type	N
Prerequisites	HITT-1305, MDCA-1309.
Corequisites	HITT-1305, MDCA-1309.

HITT-2335: Coding and Reimbursement Methodologies 2-4-3

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Course Type	N
Prerequisites	**Must have completed HITT-1305 and HITT-1341 with a minimum passing grade of C or higher. Recommend completion of POFM-2310 with a minimum passing grade of C or higher or concurrent enrollment in POFM-2310.**
Corequisites	POFM-2310.

HITT-2361: Clinical - Health Information/Medical Records Technology/Technician 0-9-3

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Course Type	N
Prerequisites	HITT-1301, HITT-1303, HITT-1305, HITT-1341, HITT-1349, HITT-2335, MDCA-1302, MDCA-1309, POFI-1301, POFM-1302, POFM-1327, POFM-2310, POFT-1301.
Corequisites	HITT-1349, POFI-1301, POFT-1301.

HLAB Histological Technician

HLAB-1260: Clinical - Histologic Technology/ Histotechnologist I 0-12-2

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Course Type	N

HLAB-1301: Introduction to Histotechnology 3-2-3

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.

Course Type	N

HLAB-1302: Histotechnology I 2-3-3

Introduction to the basic theories and practices of histotechnology. Includes laboratory safety, fixation, tissue processing, embedding, microtomy and cryotomy, and routine staining.

Course Type	N
Prerequisites	HLAB-1301.

HLAB-1305: Functional Histology I 3-3-3

Recognition, composition, and function of cells, cell life cycles, blood, and basic tissue types.

Course Type	N

HLAB-1443: Histotechnology II 3-3-4

A continuation of Histotechnology I. Introduces both theory and practice of common histochemical staining techniques. Topics include laboratory safety; laboratory mathematics and reagent preparation; basic tissue/dye bonding; differentiation and quality control; and nuclear, connective tissue, and carbohydrate staining techniques.

Course Type	N
Prerequisites	HLAB-1302.

HLAB-1446: Functional Histology II 3-3-4

A continuation of Functional Histology I. Emphasis on the recognition, composition, and function of organ systems. Includes skeletal tissues, central nervous system, circulatory system, endocrine glands, and reproductive system.

Course Type	N
Prerequisites	HLAB-1305.

HLAB-2260: Clinical - Histologic Technology/ Histotechnologist II 0-12-2

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis on employment skills, review of ethical and legal behavior, and professional development.

Course Type	N
Prerequisites	HLAB-1443.

HLAB-2341: Registry Review 3-0-3

Review of the major theoretical/practical applications in histotechnology. Includes fixation, processing, embedding, microtomy, frozen cryotomy, routine and special stains, tissue identification, immunohistochemistry, enzyme histochemistry, and electron microscopy.

Course Type	N
Prerequisites	HLAB-2434.

HLAB-2434: Histotechnology III 3-3-4

A continuation of Histotechnology II. Further introduces theory and practice of routine histochemical staining techniques. Techniques include microorganisms, tissue pigments and minerals, and neural tissue. Includes specialized techniques such as electron microscopy, immunohistochemistry, and muscle enzyme histochemistry.

Course Type	N
Prerequisites	HLAB-1443, HLAB-1302.

HMSY Public Administration/Homeland Security

HMSY-1337: Introduction to Homeland Security 3-0-3

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

Course Type	N

HMSY-1338: Homeland Security Emergency Communications Management 3-0-3

A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

Course Type	N

HMSY-1340: Homeland Security Intelligence Operations 3-0-3

A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, cycle, management operations, classification, production and analysis, assessment of targets, and assessment of threat vulnerability. Source development will be conducted.

Course Type	N

HMSY-1341: Critical Infrastructure Protection 3-0-3

Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

Course Type	N

HMSY-1342: Understanding and Combating Terrorism 3-0-3

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime’s impact on terrorism.

Course Type	N

HMSY-1343: Weapons of Mass Destruction 3-0-3

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of the first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

Course Type	N

HMSY-2306: Organized Crime and Terrorism 3-0-3

Examination of links between organized crime and terrorism. Includes information concerning current terrorist groups; ties to ethnic-related organized crimes; and terrorist organizations' use of black marketing, money laundering, identity theft, credit card theft, and fraud to fund terrorism.

Course Type	N

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.

Course Type	N

HPRS Nursing

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.

Course Type	N
Prerequisites	BIOL-2401.
Corequisites	BIOL-2401.

HRPO Business Administration and Management

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.

Course Type	N

HRPO-2301: Human Resources Management 3-0-3

Behavioral and legal approaches to the management of human resources in organizations.

Course Type	N

HUMA Humanities

HUMA-1315: Fine Arts Appreciation 3-0-3

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience.

Course Type	T

IBUS International Business/Trade/Commerce

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

IFWA Hospitality Management

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.

Course Type	**N**

IMED Computer Information Technology and Systems

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.

Course Type	**N**
Prerequisites	**ITNW-1337 with a minimum grade of "C".**

INMT SMART Specialization in Manufacturing, Automation, and Robotics Technology

INMT-1319: Manufacturing Processes 3-0-3

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.

Course Type	**N**

INMT-1417: Industrial Automation 3-2-4

Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system.

Course Type	**N**

INMT-2489: Internship - Manufacturing Technology/Technician 0-12-4

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.

Course Type	**N**

INTC SMART Specialization in Manufacturing, Automation, and Robotics Technology

INTC-1457: AC/DC Motor Control 4-0-4

A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

Course Type	N

ITAL Italian

ITAL-1411: Beginning Italian I 4-2-4

This course includes basic grammar drill, simple reading, and conversation.

Course Type	T

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.

Course Type	T
Prerequisites	ITAL-1411.

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.

Course Type	T
Prerequisites	ITAL-1411, ITAL-1412.

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.

Course Type	T
Prerequisites	ITAL-2311.

ITCC Computer Information Technology and Systems

ITCC-1314: CCNA 1: Introduction to Networks 0-0-3

ITCC-1344: CCNA 2: Switching, Routing and Wireless Essentials 0-0-3

ITCC-2420: CCNA 3: Enterprise Networking, Security, and Automation 0-0-4

ITNW Computer Information Technology and Systems

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.

Course Type	**N**
Prerequisites	**ITNW-1325 with a minimum grade of "C".**

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.

Course Type	**N**
Prerequisites	**ITNW-1325 with a minimum grade of "C".**

ITNW-1313: Computer Virtualization 2-4-3

Implement and support virtualization of clients of servers in a networked computing environment. Course explores installation, configuration, and management of computer virtualization workstation and servers.

Course Type	**N**
Prerequisites	**6 hours of Networking course (any combination: ITNW) with a minimum grade of "C" required prior to registration.**

ITNW-1316: Introduction to Network Administration 2-4-3

An introduction to the basic concepts of network administration.

Course Type	**N**

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.

Course Type	**N**

ITNW-1336: Cloud Deployment and Infrastructure Management 2-4-3

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. Cloud Deployment and Infrastructure covers the fundamentals of building IT infrastructure in the Cloud. This course uses Amazon Web Services, or AWS. The course is designed to teach solutions architects how to optimize the use of the Cloud by understanding AWS services and how these services fit into cloud-based solutions. Because architectural solutions can differ depending on industry, type of applications, and size of business, this course emphasizes best practices.

Course Type	**N**
Prerequisites	**ITNW-1309 with minimum grade of "C".**

ITNW-1337: Introduction to the Internet 2-4-3

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, publish information, and create web pages in 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 favorits/ 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)

Course Type	**N**

ITNW-1354: Implementing and Supporting Servers 2-4-3

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. This course serves as a required or elective course on various degree plans. Curriculum plans for degrees and certificates are listed in the current Central Texas College Catalog. The delivery method of this course may be traditional lecture/lab, blended lecture/lab, or online.

Course Type	**N**
Prerequisites	**ITNW-1325, and ITNW-1316, plus any 12 Computer Science credit hours with a minimum grade of "C".**

ITNW-2327: Advanced Cloud Concepts 2-4-3

Focus on enterprise Cloud architecture, with advanced topics including multi-Cloud platforms inclusive of computing, networking, storage, monitoring and database.

Course Type	**N**
Prerequisites	**ITNW-1336 with a minimum grade of "C".**

ITNW-2388: Internship - Computer Systems Networking and Telecommunications 0-12-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**30 Computer Science credit hours with a minimum grade of "C" and departmental approval.**

ITSC Computer Information Technology and Systems

ITSC-1301: Introduction to Computers 3-1-3

Overview of computer information systems. Introduces computer hardware, software, procedures and human resources.

Course Type	**N**

ITSC-1309: Integrated Software Applications I 2-4-3

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Course cannot be completed using Apple devices or Google Chrome devices.

Course Type	**N**

ITSC-1315: IT Project Management 2-4-3

Use of project management tools for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, and processes.

Course Type	**N**

ITSC-1316: Linux Installation and Configuration 2-4-3

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

Course Type	**N**

ITSC-1325: Personal Computer Hardware 2-4-3

Current personal computer hardware including assembly, upgrading setup, configuration, and troubleshooting.

Course Type	**N**

ITSC-1415: Project Management Software 0-0-4

ITSC-2339: Personal Computer Help Desk Support 2-4-3

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

Course Type	**N**
Prerequisites	**21 Computer Science credit hours with a minimum grade of "C" or department approval.**

ITSC-2386: Internship - Computer and Information Sciences, General 0-12-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**30 Computer Science credit hours with a minimum grade of "C" and departmental approval.**

ITSE Computer Information Technology and Systems

ITSE-1302: Computer Programming 2-4-3

Introduction to computer programming including design, development, testing, implementation, and documentation.

Course Type	**N**
Prerequisites	**ITSE-1329 or COSC-1315 with a minimum grade of "C".**

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.

Course Type	**N**

ITSE-1346: Database Theory and Design 2-4-3

Introduction to the analysis and utilization of data requirements and organization into normalized tables using the normal forms of database design.

Course Type	**N**

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.

Course Type	**N**

ITSE-2309: Database Programming 2-4-3

Database development using database programming techniques emphasizing database structures, modeling, and database access.

Course Type	**N**
Prerequisites	**ITSE-1302 or COSC-1336 or concurrent.**

ITSE-2321: Object Oriented Programming 2-4-3

Program design with classes, including development, testing, implementation, and documentation.

Course Type	**N**
Prerequisites	**ITSE-1302 or COSC-1336.**

ITSE-2337: Assembly Language Programming 2-4-3

Comprehensive coverage of low-level computer operations and architecture.

Course Type	**N**
Prerequisites	**ITSE-1302 or COSC-1336.**

ITSE-2347: Advanced Database Programming 2-4-3

Database development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access.

Course Type	**N**
Prerequisites	**12 hours from any combination of COSC-1315, any ITSE, and any ITSW or Departmental Approval.**

ITSE-2359: Internship - Computer Programming/Programmer, General 2-4-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**12 hours from any combination of COSC-1315, any ITSE, and any ITSW or Departmental Approval.**

ITSE-2402: Intermediate Web Programming 3-3-4

Server-side and client-side techniques for Web development.

Course Type	**N**
Prerequisites	**ITNW-1337 and ITSE-1329 with a minimum grade of "C".**

ITSW Computer Information Technology and Systems

ITSW-1307: Introduction to Database 2-4-3

Introduction to relational and non-relational database theory and the practical applications of contemporary databases. Topics may adapt to changes in industry practices.

Course Type	**N**

ITSW-2337: Advanced Database 2-4-3

Advanced concepts of database design and functionality.

Course Type	**N**
Prerequisites	**ITSW-1307 or Concurrent Enrollment.**

ITSW-2386: Internship - Data Processing and Data Processing Technology/Technician 2-4-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**12 hours from any combination of COSC-1315, any ITSE, and any ITSW or Department Approval.**

ITSY Computer Information Technology and Systems

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.

Course Type	**N**
Prerequisites	**3 hours of Network coursework (ITNW) with a minimum grade of "C" or concurrent enrollment**

ITSY-2301: Firewalls and Network Security Design 2-4-3

Identify elements of secure network design that may include segmentation, Firewall implementation or a combination thereof to mitigate various types of security threats and attacks. Use Best Practices to design, implement, monitor, and manage a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

Course Type	**N**
Prerequisites	**ITNW-1325, ITSC-1316 with a minimum grade of "C" or concurrent enrollment.**
Corequisites	**ITNW-1325, ITSC-1316 with a minimum grade of "C" 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.

Course Type	**N**
Prerequisites	**ITSY-2301 with a minimum grade of "C".**

ITSY-2359: Security Assessment and Auditing 2-4-3

Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure industry specific levels of protection are in place to assure regulatory compliance.

Course Type	**N**
Prerequisites	**12 Computer Science credit hours with a minimum grade of "C" or department approval.**

ITSY-2386: Internship - Computer and Information Systems Security 0-12-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	**N**
Prerequisites	**30 Computer Science credit hours with a minimum grade of "C" or department approval.**

ITSY-2401: Firewalls and Network Security 0-0-4

Courses stackable towards AAS Network Systems Administrator (CSN17.AAS)

KINE Kinesiology

KINE-1106: Basketball I 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.

Course Type	**T**

KINE-1107: Basketball II 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.

Course Type	**T**

KINE-1108: Bowling I 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.

Course Type	**T**

KINE-1109: Bowling II 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.

Course Type	**T**

KINE-1110: Fitness Walking I 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.

Course Type	**T**

KINE-1111: Fitness Walking II 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.

Course Type	**T**

KINE-1114: Spin Bike I 0-3-1

This course is designed to improve fitness and endurance by participating in an indoor cycling workout. Also includes core exercise.

Course Type	**T**

KINE-1115: Spin Bike II 0-3-1

This course is designed to improve fitness and endurance by participating in an indoor cycling workout. Also includes core exercise.

Course Type	**T**

KINE-1120: Tae Kwon Do I 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. Instruction and participation in physical and recreational activities.

Course Type	**T**

KINE-1121: Tae Kwon Do II 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. Instruction and participation in physical and recreational activities.

Course Type	**T**

KINE-1122: 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.

Course Type	**T**

KINE-1123: Muay Thai Kickboxing I 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.

Course Type	**T**

KINE-1124: Muay Thai Kickboxing II 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.

Course Type	**T**

KINE-1125: Physical Conditioning I 0-3-1

This course emphasizes the development of cardiovascular fitness, muscular strength, muscular endurance, and flexibility through the use of cardio-activities, resistance training and core exercises.

Course Type	**T**

KINE-1126: Physical Conditioning II 0-3-1

This course emphasizes the development of cardiovascular fitness, muscular strength, muscular endurance, and flexibility through the use of cardio-activities, resistance training and core exercises.

Course Type	**T**

KINE-1127: Soccer I 0-3-1

This course is designed to acquaint students with the basic fundamentals of soccer to include dribbling, passing, tackling, shooting, throwins and offensive/defensive positioning. Also introduces basic rules and terminology of soccer.

Course Type	**T**

KINE-1128: Soccer II 0-3-1

This course is designed to acquaint students with the basic fundamentals of soccer to include dribbling, passing, tackling, shooting, throwins and offensive/defensive positioning. Also introduces basic rules and terminology of soccer.

Course Type	T

KINE-1132: Swimming I 0-3-1

This course is for students who have little or no experience in the water to the advanced swimmer. Students will be taught basic water safety, floating, treading water, proper breathing and 5 basic swim strokes (front crawl, backstroke, breaststroke, elementary back stroke and side stroke).

Course Type	T

KINE-1133: Swimming II 0-3-1

This course is for students who have little or no experience in the water to the advanced swimmer. Students will be taught basic water safety, floating, treading water, proper breathing and 5 basic swim strokes (front crawl, backstroke, breaststroke, elementary back stroke and side stroke).

Course Type	T

KINE-1135: Tennis I 0-3-1

This course is designed to acquaint students with the basic fundamentals of tennis to include basic groundstrokes, serving, volleying and offensive/defensive positioning. Students will also learn basic rules, terminology and etiquette of the game.

Course Type	T

KINE-1136: Tennis II 0-3-1

This course is designed to acquaint students with the basic fundamentals of tennis to include basic groundstrokes, serving, volleying and offensive/defensive positioning. Students will also learn basic rules, terminology and etiquette of the game.

Course Type	T

KINE-1137: Volleyball I 0-3-1

This course is designed to acquaint students with the basic fundamentals of volleyball to include passing, setting, serving, hitting and offensive/defensive positioning. Students will also learn basic rules and terminology.

Course Type	T

KINE-1138: Volleyball II 0-3-1

This course is designed to acquaint students with the basic fundamentals of volleyball to include passing, setting, serving, hitting and offensive/defensive positioning. Students will also learn basic rules and terminology.

Course Type	T

KINE-1139: Water Fitness I 0-3-1

This course is designed to increase cardiovascular endurance, muscular endurance, strength and flexibility while using the water resistance. The resistance of water reduces impact on the joints of the body and challenges all fitness levels. Swimming skills are not required.

Course Type	T

KINE-1140: Water Fitness II 0-3-1

This course is designed to increase cardiovascular endurance, muscular endurance, strength and flexibility while using the water resistance. The resistance of water reduces impact on the joints of the body and challenges all fitness levels. Swimming skills are not required.

Course Type	T

KINE-1143: Weight Training I 0-3-1

This course is designed for the beginner or novice weight lifter. This course introduces fundamental skills of weight training for personal fitness. Emphasis is placed on proper techniques, training programs and nutrition.

Course Type	T

KINE-1144: Weight Training II 0-3-1

This course is designed for the beginner or novice weight lifter. This course introduces fundamental skills of weight training for personal fitness. Emphasis is placed on proper techniques, training programs and nutrition.

Course Type	T

KINE-1146: Yoga I 0-3-1

This course is designed to improve muscular strength, endurance, flexibility, posture, balance and relaxation techniques. Students gain an increased understanding of yoga postures, benefits associated with yoga and meditation.

Course Type	T

KINE-1147: Yoga II 0-3-1

This course is designed to improve muscular strength, endurance, flexibility, posture, balance and relaxation techniques. Students gain an increased understanding of yoga postures, benefits associated with yoga and meditation.

Course Type	T

KINE-1148: Kickboxing II 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.

Course Type	T

KINE-1149: Jogging I 0-3-1

This course is designed for the beginner as well as the novice jogger. Students begin with low-intensity, short-distance training before progressing into a more aggressive, longer training distance. The course covers proper running mechanics, types of training and benefits of cardiovascular training.

Course Type	**T**

KINE-1150: Jogging II 0-3-1

This course is designed for the beginner as well as the novice jogger. Students begin with low-intensity, short-distance training before progressing into a more aggressive, longer training distance. The course covers proper running mechanics, types of training and benefits of cardiovascular training.

Course Type	**T**

KINE-1301: Foundations of Kinesiology 3-0-3

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities. This course does not replace the physical activities course(s) requirements for the award of the Associate of Arts, Associate of Science, or Associate of Applied Science degrees.

Course Type	**T**

KINE-1304: Personal/Community Health 3-0-3

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being. 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.

Course Type	**T**

KINE-1306: First Aid 3-0-3

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency. American Heart Association certification in CPR, Basic Life Saving (BLS) and/or Heartsaver may be earned. An additional fee will be charged in this course for American Heart Association Certifications. This course does not replace the physical activities course(s) requirement for the award of the Associate of Arts, Associate of Science, or Associate of Applied Science degrees.

Course Type	**T**

KINE-1321: Coaching/Sports/Athletics 3-0-3

Study of the history, theories, philosophies, rules and terminology of competitive sports. Including coaching techniques. 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.

Course Type	T

KINE-1338: Concepts of Physical Fitness 3-0-3

This course is designed to familiarize students with knowledge, understanding and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs. This course is designed 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.

Course Type	T
Prerequisites	KINE-1143 or KINE-1144.

KINE-2100: Zoomba Cardio 0-3-1

Zoomba is a Latin inspired dance-fitness course that incorporates international and pop music for a total-body workout. This course combines all elements of fitness, such as cardio, muscle conditioning, balance and flexibility.

Course Type	T

KINE-2104: Zoomba Cardio II 0-3-1

Zoomba is a Latin inspired dance-fitness course that incorporates international and pop music for a total-body workout. This course combines all elements of fitness, such as cardio, muscle conditioning, balance and flexibility.

Course Type	T

KINE-2105: Krav Self-Defense I 0-3-1

This course involves multiple levels of self-defense, various martial arts techniques, and skills based on safety principles such as the ABCs of Conflict Avoidance, your body's natural weapons, and target areas for striking. Self-defense training will teach you to be in control, have an action plan, and react quickly to any situation.

Course Type	T

KINE-2106: Krav Self-Defense II 0-3-1

This course involves multiple levels of self-defense, various martial arts techniques, and skills based on safety principles such as the ABCs of Conflict Avoidance, your body's natural weapons, and target areas for striking. Self-defense training will teach you to be in control, have an action plan, and react quickly to any situation.

Course Type	T

KINE-2107: Bootcamp Fitness I 0-3-1

This course incorporates High Intensity Interval Training (HIIT) 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.

Course Type	**T**

KINE-2108: Bootcamp Fitness II 0-3-1

This course incorporates High Intensity Interval Training (HIIT) 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.

Course Type	**T**

KINE-2109: Eagle Fit I 0-3-1

This course uses varied functional movements performed at high intensity in a team setting similar to CrossFit. The movements are taken from gymnastics, weight lifting, running, towing, and a variety of other types of workouts.

Course Type	**T**

KINE-2110: Eagle Fit II 0-3-1

This course uses varied functional movements performed at high intensity in a team setting similar to CrossFit. The movements are taken from gymnastics, weight lifting, running, towing, and a variety of other types of workouts.

Course Type	**T**

KINE-2111: Step Workout 0-3-1

This course is designed to promote the overall health and wellness benefits by incorporating HIIT (High Intensity Interval Training) in a motivation Step Workout setting. Step Workout classes combine a variety of step routines with body weight strength training in an energetic workout environment.

Course Type	**T**

KORE Korean

KORE-1411: Beginning Korean I 4-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

Course Type	**T**

KORE-1412: Beginning Korean II 4-2-4

Elementary grammar is completed. Pronunciation drill and reading-based conversation are continued. Common conversational phrases are stressed.

Course Type	T
Prerequisites	KORE-1411.

KORE-2311: Intermediate Korean I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read.

Course Type	T
Prerequisites	KORE-1411, KORE-1412.

KORE-2312: Intermediate Korean II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation.

Course Type	T
Prerequisites	KORE-2311.

LGLA Paralegal/Legal Assistant

LGLA-1301: Legal Research and Writing 3-0-3

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

Course Type	N

LGLA-1304: Military & National Security Legal Issue 3-0-3

Emphasizes the role of the paralegal and presents the fundamentals of the United States military legal system including an introduction to the Uniform code of Military Justice, military regulations, and court decisions involved in military law emphasizing emerging issues of national security laws.

Course Type	N

LGLA-1307: Introduction to Law and the Legal Professions 3-0-3

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the Federal and State judicial systems, ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

Course Type	N

LGLA-1317: Law Office Technology 3-0-3

Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology.

Course Type	N
Prerequisites	BCIS-1305, ITSC-1309.

LGLA-1345: Civil Litigation 3-0-3

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.

Course Type	N

LGLA-1351: Contracts 3-0-3

Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

Course Type	N

LGLA-1353: Wills, Trusts and Probate Administration 3-0-3

Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

Course Type	N

LGLA-1355: Family Law 3-0-3

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

Course Type	N

LGLA-1391: Special Topics in Paralegal/Legal Assistance 3-0-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Course Type	N

LGLA-2303: Torts & Personal Injury Law 3-0-3

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability are presented with emphasis on the paralegal's role in tort and personal injury law.

Course Type	N

LGLA-2311: Business Organizations 3-0-3

Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.

Course Type	N

LGLA-2313: Criminal Law and Procedure 3-0-3

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

Course Type	N

LGLA-2321: Military Law 3-0-3

Principles of operation and management of military law are presented as applicable to paralegals including detailed coverage of Uniform Code of Military Justice (UCMJ), claims, military administrative law, legal assistance, and civil law as it applies to the military.

Course Type	N

LGLA-2333: Advanced Legal Document Preparation 3-0-3

The use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

Course Type	N
Prerequisites	LGLA-1345.

LGLA-2335: Advanced Civil Litigation 3-0-3

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills required in prior civil litigation courses.

Course Type	N

LGLA-2388: Internship - Paralegal/Legal Assistant 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	N

LMGT - Logistics

LMGT-1319: Introduction to Business Logistics 3-0-3

A systems approach to managing activities associated with traffic, transportation, inventory management, warehousing, packaging, order processing, and materials handling.

Course Type	N

LMGT-1321: Introduction to Materials Handling 3-0-3

Introduces the concepts and principles of materials management to include inventory control and forcasting activities.

Course Type	N

LMGT-1323: Domestic and International Transportation Management 3-0-3

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.

Course Type	N

LMGT-1325: Warehouse and Distribution Center Management 3-0-3

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.

Course Type	N

MATH Mathematics

MATH-0324: NCBO Mathematics for Business & Social Science 2-1-3

The Non-Course Based Option (NCBO) supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include a study of relations and functions, inequalities, algebraic expressions and equations, (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Students must be co-enrolled in a specific college level Mathematics for Business & Social Science Course (MATH-1324). The MATH-0324 course is not for academic credit, does not transfer and is not applicable toward any certificate/degree. Course enrollment requires a department granted petition – email math.express@ctcd.edu to be enrolled in this corequisite course.

Course Type	T
Prerequisites	**TSIA2 Diagnostic of 5 or successful completion of DSMA-0100/DSMA-0300 BASE NCBO course.**
Corequisites	MATH-1324

MATH-0342: NCBO Elementary Statistical Methods 3-0-3

The Non-Course Based Option (NCBO) 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. Students must be co-enrolled in a specific college level Elementary Statistical Methods Course (MATH-1342). The MATH-0342 NCBO course is not for academic credit, does not transfer and is not applicable toward any certificate/degree. Email math.express@ctcd.edu for help enrolling.

Course Type	**T**
Corequisites	MATH-1342

MATH-0413: NCBO College Algebra 3-1-4

The Non-Course Based Option (NCBO) supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Students must be co-enrolled in a specific college level College Algebra Course (MATH-1314). The MATH-0413 course is not for academic credit, does not transfer and is not applicable toward any certificate/degree. Email math.express@ctcd.edu for help enrolling.

Course Type	**T**
Prerequisites	**TSIA2 Diagnostic of 5 or successful completion of DSMA-0100/DSMA-0300 BASE NCBO course.**
Corequisites	MATH-1314

MATH-0414: NCBO College Algebra (Calculus Path) 2-2-4

The Non-Course Based Option (NCBO) supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Students must be co-enrolled in a specific college level College Algebra (Calculus Path) Course (MATH-1414). The MATH-0414 course is not for academic credit, does not transfer and is not applicable toward any certificate/degree. Course enrollment requires a departmental granted petition -- email math.express@ctcd.edu to be enrolled in this corequisite course.

Course Type	**T**
Prerequisites	**TSIA2 Diagnostic of 5 or successful completion of DSMA-0100/DSMA-0300 BASE NCBO course.**
Corequisites	MATH-1414

MATH-0432: NCBO Contemporary Mathematics 3-1-4

The Non-Course Based Option (NCBO) 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. Students must be co-enrolled in a specific college level Contemporary Mathematics Course (MATH-1332). The MATH-0432 NCBO course is not for academic credit, does not transfer and is not applicable toward any certificate/degree. Email math.express@ctcd.edu for help enrolling.

Course Type	**T**
Prerequisites	**TSIA2 Diagnostic of 4 or 5 or successful completion of DSMA-0100/DSMA-0300 BASE NCBO course.**
Corequisites	MATH-1332

MATH-1314: College Algebra 3-0-3

In depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. The student will explore and gain a foundation with relations and functions.

Course Type	**T**
Prerequisites	**Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course or concurrent enrollment in MATH-0413 NCBO College Algebra.**

MATH-1324: Mathematics for Business and Social Sciences 3-0-3

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

Course Type	**T**
Prerequisites	**Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies courses or concurrent enrollment in MATH-0324 NCBO Mathematics for Business & Social Science.**

MATH-1325: Calculus for Business and Social Science 3-0-3

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH-2413, Calculus I.

Course Type	**T**
Prerequisites	MATH-1324 **or** MATH-1414 **with a grade of "C" or above.**

MATH-1332: Contemporary Mathematics (Quantitative Reasoning) 3-0-3

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. The course is for non-mathematics, non-science, and non-business students seeking mathematics credit for an AAS degree only. Additional topics may be covered.

Course Type	**T**
Prerequisites	**Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course or concurrent enrollment in MATH-0432 NCBO Contemporary Mathematics.**

MATH-1342: Elementary Statistical Methods 3-0-3

Collection, analysis, presentation, and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Technology is embedded throughout the course. Students will gain a foundation in discrete probability distributions, normal distributions, and descriptive statistics including measures of central tendency and variation.

Course Type	**T**
Prerequisites	**Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies course or concurrent enrollment in MATH-0342 NCBO Elementary Statistical Methods.**

MATH-1350: Mathematics for Teachers I 3-0-3

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

Course Type	**T**
Prerequisites	**MATH-1314 or MATH-1414 with a grade of "C" or above.**

MATH-1351: Mathematics for Teachers II 3-0-3

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

Course Type	**T**
Prerequisites	**MATH-1314 or MATH-1414 with a grade of "C" or above.**

MATH-1414: College Algebra (Calculus Path) 4-0-4

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as applications of relations and functions, introductory to trigonometry and conics.

Course Type	**T**
Prerequisites	**Appropriate placement score or TSI exemption or completion of the appropriate level of Developmental Studies courses or concurrent enrollment in MATH-0414 NCBO College Algebra (Calculus Path)**

MATH-2318: Linear Algebra 3-0-3

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

Course Type	**T**
Prerequisites	**MATH-2414 with a grade of "C" or above within the last 5 years.**

MATH-2320: Differential Equations 3-0-3

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems, application of differential equations to real-world problems.

Course Type	**T**
Prerequisites	**MATH-2414 with a grade of "C" or above within the last 5 years.**

MATH-2412: Pre-Calculus Math 4-0-4

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness and includes the study of elementary functions and their graphs, including polynomial, rational, exponential, logarithmic, and trigonometric functions, as well as analytic geometry.

Course Type	**T**
Prerequisites	**MATH-1414 with a grade of "C" or above within the last 5 years.**

MATH-2413: Calculus I 4-0-4

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

Course Type	**T**
Prerequisites	**MATH-2412 with a grade of "C" or above within the last 5 years.**

MATH-2414: Calculus II 4-0-4

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Course Type	T
Prerequisites	MATH-2413 **with a grade of "C" or above within the last 5 years.**

MATH-2415: Calculus III 4-0-4

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

Course Type	T
Prerequisites	MATH-2414 **with a grade of "C" or above within the last 5 years.**

MBST - Construction Technology

MBST-1507: Masonry I 2-7-5

Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading. Emphasis on the fundamentals of laying bricks and block.

Course Type	N
Prerequisites	CRPT-1429.

MDCA - Office Technology

MDCA-1302: Human Disease/Pathophysiology 2-4-3

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

Course Type	N
Prerequisites	HITT-1305, MDCA-1309.
Corequisites	HITT-1305, MDCA-1309.

MDCA-1309: Anatomy & Physiology for Medical Assistants 2-4-3

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

Course Type	N

MLAB Medical Lab Technician

MLAB-1101: Introduction to Clinical Laboratory Science 2-1-1

Introduction to medical laboratory science, structure, equipment, and philosophy.

Course Type	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.

Course Type	N

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.

Course Type	N

MLAB-1311: Urinalysis and Body Fluids 2-2-3

An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety.

Course Type	N
Prerequisites	MLAB-1101.

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.

Course Type	N
Prerequisites	MLAB-1101.

MLAB-2132: Seminar in Medical Laboratory Technology 3-0-1

Designed to reinforce didactic information with laboratory methodologies and to allow exploration of advanced techniques in medical laboratory technology.

Course Type	N
Prerequisites	MLAB-2401

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.

Course Type	N

MLAB-2360: Clinical I - Medical Laboratory Technician 0-18-3

A health-related work-based learning experience that enables the student to apply apecialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Course Type	N
Prerequisites	MLAB-1415, MLAB-2431, and MLAB-2434.

MLAB-2361: 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.

Course Type	N
Prerequisites	MLAB-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-based balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology and chemical analysis of body fluids.

Course Type	N
Prerequisites	MATH-1314.
Corequisites	CHEM-1411.

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 applciation of basic immunology including the principles of serological procedures.

Course Type	N
Prerequisites	MLAB-1101.

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.

Course Type	N
Prerequisites	MLAB-1101.

MRKG Business Administration and Management

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.

Course Type	N

MRKG-1311: Principles of Marketing 3-0-3

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, environmental, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

Course Type	N

MRKG-2333: Principles of Selling 3-0-3

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

Course Type	N

MRKG-2348: Marketing Research and Strategies 3-0-3

Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes interrelationships among the components of the marketing mix. It is strongly encouraged that you take MRKG-1311 prior to enrolling in MRKG-2348.

Course Type	N

MRKG-2370: Digital Marketing 3-0-3

This course provides a broad overview of the digital marketing techniques needed for designing marketing campaigns utilizing digital concepts. Students will explore the development, production and implementation of digital-marketing delivery methods including, but not limited to web-based marketing, email and mobile marketing, search engine optimization (SEO), online advertising and introductory social media concepts. Students will learn and utilize tools to measure and evaluate the effectiveness of digital-marketing campaigns which are designed to enhance customer experience. It is strongly encouraged that you take MRKG-1311 and COMM-2327, prior to enrolling in Digital Marketing MRKG-2370. (LOCAL NEEDS COURSE)

Course Type	N

MRKG-2371: Consumer Behavior 3-0-3

A study of how marketing meets consumer needs. Covers consumer behavior as it affects marketing. Topics include needs, motivations, perceptions, and attitudes of consumers, and the influence of social class, culture and subculture on consumer behavior and behavior research are discussed in depth. Course addresses strategies for creating customer values and trends in customer behavior. (LOCAL NEEDS COURSE)

Course Type	N

MRKG-2372: Strategies in Social Media Marketing 3-0-3

A study of current trends in social media followed by the development of a plan and implementation of social media marketing activities and evaluations of data using online analytics. It is strongly encouraged that you take MRKG-1311 prior to enrolling in MRKG-2372. (LOCAL NEEDS COURSE)

Course Type	N

MSMG Military Science Management (ROTC)

MSMG-1201: Introduction to the Army 2-2-2

This course focuses on introduction to the Army and critical thinking. 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 learn how resiliency and fitness supports their development as an Army leader. Includes a weekly lab facilitated by MSL 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.

Course Type	N

MSMG-1203: Foundations of Leadership 2-2-2

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 IV's and Cadre. This course is occupationally related and serves as preparation for careers in Leadership and as a United States Army Officer.

Course Type	N

MSMG-1310: Leadership and Ethics 2-2-3

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.

Course Type	N
Prerequisites	MSMG-1203.

MSMG-1312: Army Doctrine and Decision Making 2-2-3

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 Symbology. 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.

Course Type	N
Prerequisites	MSMG-1310.

MSSG Massage Therapy

MSSG-1105: Hydrotherapy/Therapeutic Modalities 1-1-1

The use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect.

Course Type	N

MSSG-1109: Health & Hygiene 1-1-1

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.

Course Type	N

MSSG-1207: Business Practices & Professional Ethics 1-3-2

The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency.

Course Type	N

MSSG-1371: Healthcare Communications 2-2-3

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.

Course Type	N

MSSG-1411: Massage Therapy Fundamentals I 2-6-4

Introduction to the theory and the application of skills necessary to perform basic massage skills.

Course Type	N
Prerequisites	MSSG-1413.
Corequisites	MSSG-1413.

MSSG-1413: Anatomy & Physiology for Massage 3-3-4

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.

Course Type	N

MSSG-2101: Chair Massage 0-2-1

Therapy and practice of chair massage using proper techniques for a variety of settings.

Course Type	N
Prerequisites	MSSG-1411.
Corequisites	MSSG-1411.

MSSG-2130: Advanced Massage Therapy Techniques 0-2-1

Advanced concepts of massage. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care.

Course Type	N
Prerequisites	MSSG-1105.

MSSG-2287: Internship - Massage Therapy/Therapeutic Massage 0-8-2

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	N
Prerequisites	MSSG-1105, MSSG-1109, MSSG-1207, MSSG-1371, MSSG-1411, MSSG-1413, MSSG-2101, MSSG-2130, MSSG-2311, MSSG-2313, MSSG-2314.

MSSG-2311: Massage Therapy Fundamental II 2-4-3

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.

Course Type	N
Prerequisites	MSSG-1411, MSSG-1413.
Corequisites	MSSG-2313.

MSSG-2313: Kinesiology for Massage 2-2-3

Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing.

Course Type	N
Prerequisites	MSSG-1413.

MSSG-2314: Pathology for Massage 2-2-3

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.

Course Type	N
Prerequisites	MSSG-1413.

MT Military Contract Courses

BMGT-1177: Critical and Creative Thinking (NCO Lead) 0-0-1

This course is designed to provide the students with the skills and knowledge required to develop structured approaches to critical/creative thinking and problem solving in the workplace.

Course Type	N

MTBC-1170: Conducting Briefings 0-0-1

Teaches how to prepare and conduct military style information briefings. Special attention is given to organizing material; to developing effective delivery skills and the use of audiovisual aids to enhance briefings.

Course Type	N

MTBC-1171: Effective Writing I 0-0-1

The course explains the communications process; describes the writing process; and covers identifying; analyzing and constructing effective sentences and paragraphs.

Course Type	N

MTBC-1173: Effective Writing II 0-0-1

Building on the student's basic knowledge of grammar and writing techniques, this course concentrates on improving writing skills through the use of practical exercises.

Course Type	N

MTCS-1174: Academic Research Using the Internet 0-0-1

This course is designed to help students conduct research online by teaching them a variety of online search strategies, how to evaluate sources, the ethical responsibility associated with plagiarism and how to avoid it, using online library databases to conduct research, and creating and using the Modern Language Association (MLA) and/or the American Psychological Association (APA) documentation styles in Microsoft Word. Students should be able to demonstrate basic computer, internet, and word processing skills.

Course Type	N

MTES-1171: Professional Values 0-0-1

This course is a study of the Seven Army values and their application to military and personal life. It is designed to acquaint the student with the Seven Army Values, distinguish between professional values and personal values, and understand how they apply to their unit, community and nation.

Course Type	N

MTHO-1170: Historical Principles of War 0-0-1

This course provides the student with an understanding of the nine principles of war with specific battle examples of each; discusses their application to the history of the United States military; enables the student to apply the military concepts and principles used in past engagements to that of the present and future missions of the military.

Course Type	N

MTHR-1170: Preparing Efficiency Reports 0-0-1

This course is designed to teach the student aspects of the NCO Evaluation Reporting System (NCOERS) to include its development; functions; purpose; forms; preparation of forms; and proper processing of forms. The student will learn how to record counseling sessions; prepare and process the efficiency report; recognize prohibited comments on the efficiency report; and become familiar with the various avenues of appeal.

Course Type	N

MTHR-1171: Performance Oriented Training 0-0-1

This course is designed to provide the student with a basic knowledge and understanding of the rationale, methods, techniques, and procedures for determining training needs; the selection of resources to enhance training effectiveness; and how to prepare, present and evaluate training.

Course Type	N

MTHR-1173: Counseling Practicum Technique 0-0-1

Examines the counseling role of supervisors. Emphasizes speaking; listening; and writing skills through simulated counseling situations and the preparation of the leadership counseling forms. The course reviews leadership principles and positive counseling techniques by analyzing various case studies.

Course Type	N

MTHR-1175: Career Management 0-0-1

This course provides students with the basic management techniques for career management. It will assist individuals in building a base of information for career planning; training and professional development and establishing and working with career goals for themselves and their subordinates.

Course Type	N

MTIR-1170: Interpersonal Relationships 0-0-1

This course provides the student with the tools to become more understanding of themselves and others. It presents techniques to better deal with difficult people. It defines the basic differences between people in an attempt to create a better understanding of those with whom we work. It reviews the basic model for dealing with these differences.

Course Type	N

MTLM-1170: Managerial Planning 0-0-1

Develops complex skills in setting goals, planning and coordinating objectives, and allocating resources. Managerial styles and models are applied to simulated and real problems.

Course Type	N

MTLM-1171: Managing Resources 0-0-1

Working with management problems such as inventory control, planning the efficient use of available resources and creative problem-solving within the limitations of budget constraints.

Course Type	N

MTMM-1170: Increasing Work Site Efficiency 0-0-1

This course is designed to assist supervisors to increase knowledge about performance, job satisfaction, and efficiency of oneself and subordinates at the work site. The course will suggest and demonstrate a systematic process to organize work methods and work environments in order to accomplish more work in less time using fewer resources. The course provides techniques for increasing productivity at the work site.

Course Type	N

MTMM-1171: Problem Solving 0-0-1

This course presents an effective problem solving and decision making model for management settings and offers hands-on practice in using problem solving techniques. This course includes defining, analyzing, and solving management problems. It is designed to present a logical approach to problem solving, and step-by-step process for the achievement of desired results.

Course Type	N

MTOB-1170: Styles of Leadership 0-0-1

A study of the current Army thoughts on leadership with hands-on practice in developing and practicing a leadership style within the framework of the military organization.

Course Type	N

MTPF-1170: Personal Finance Management I 0-0-1

This course provides students with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including budgetary controls, family budgets, financial concepts, credit, debt, and risk management, bank accounts, borrowing, investing, and insurance.

Course Type	N

MTPF-1171: Personal Finance Management II 0-0-1

This course provides student with the basic management techniques for planning personal financial affairs and developing a base of information to use during the counseling of subordinates, including investment concepts, mutual funds, IRA's, retirement, and estate planning.

Course Type	N
Prerequisites	MTPF-1170.

POFT-1132: Workplace Diversity 0-0-1

This course provides basic knowledge about cultural awareness, including cultural heritage, work force diversity, human rights and communications. Student will be able to identify and demonstrate benefits of valuing diversity and effective cultural contacts.

Course Type	N

MUAP Music Applied

MUAP-1101: Individualized Instruction - Strings I 0-1-1

Individual instruction in voice, instrument, composition, or conducting.

Course Type	T

MUAP-1102: Individualized Instruction - Strings II 0-1-1

Individual instruction in voice, instrument, composition, or conducting.

Course Type	T
Prerequisites	MUAP-1101.

MUAP-1117: Individualized Instruction - Woodwinds I 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T

MUAP-1118: Individualized Instruction - Woodwinds II 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1117.

MUAP-1137: Individualized Instruction - Brass I 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T

MUAP-1138: Individualized Instruction - Brass II 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1137.

MUAP-1157: Individualized Instruction - Percussion I 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T

MUAP-1158: Individualized Instruction - Percussion II 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1157.

MUAP-1169: Individualized Instruction - Piano I 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T

MUAP-1170: Individualized Instruction - Piano II 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1169.

MUAP-1181: Individualized Instruction - Voice I 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T

MUAP-1182: Individualized Instruction - Voice II 0-1-1

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1181.

MUAP-2201: Individualized Instruction - Strings III 0-2-2

Individual instruction in voice, instrument, composition, or conducting.

Course Type	T
Prerequisites	MUAP-1102

MUAP-2202: Individualized Instruction - Strings IV 0-2-2

Individual instruction in voice, instrument, composition, or conducting.

Course Type	T
Prerequisites	MUAP-2201.

MUAP-2217: Individualized Instruction - Woodwinds III 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1118.

MUAP-2218: Individualized Instruction - Woodwinds IV 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-2217.

MUAP-2237: Individualized Instruction - Brass III 0-2-2

Individual instruction in voice, instrument, composition, or conducting.

Course Type	T
Prerequisites	MUAP-1138.

MUAP-2238: Individualized Instruction - Brass IV 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-2237.

MUAP-2257: Individualized Instruction - Percussion III 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1158.

MUAP-2258: Individualized Instruction - Percussion IV 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-2257.

MUAP-2269: Individualized Instruction - Piano III 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1170.

MUAP-2270: Individualized Instruction - Piano IV 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-2269.

MUAP-2281: Individualized Instruction - Voice III 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-1182.

MUAP-2282: Individualized Instruction - Voice IV 0-2-2

Individual instruction in voice, instrument, composition, or conducting. Special fees apply.

Course Type	T
Prerequisites	MUAP-2281.

MUEN Music

MUEN-1132: Chamber Small Instrumental Ensemble 1-2-1

Examples of small instrumental ensembles may include but are not limited to wind, string, percussion, piano, and mixed ensembles in various styles.

Course Type	T

MUEN-1142: Major (Large) Vocal Ensemble 1-2-1

Any large choral ensemble.

Course Type	T

MUEN-1152: Chamber (Small) Vocal Ensembles 1-2-1

Examples of small vocal ensembles may include but are not limited to glee club, madrigals, opera/musical theater, commercial, and folk.

Course Type	T

MUSI Music

MUSI-1116: Sight Singing and Ear Training I 1-1-1

Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony. This is a required course for music majors.

Course Type	T
Prerequisites	MUSI-1311.
Corequisites	MUSI-1311.

MUSI-1117: Sight Singing and Ear Training II 1-1-1

Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. This is a required course for music majors.

Course Type	T
Prerequisites	MUSI-1116, MUSI-1312.
Corequisites	MUSI-1312.

MUSI-1181: Piano Class I 1-1-1

Class instruction in the fundamentals of keyboard technique for beginning piano students. Open to all students.

Course Type	T

MUSI-1183: Voice Class 1-1-1

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree. Open to all students.

Course Type	T

MUSI-1188: Percussion Class 1-1-1

Class instruction in the fundamental techniques of playing and teaching percussion instruments.

Course Type	**T**

MUSI-1192: Guitar Class 1-1-1

Class instruction in fundamental guitar playing, including technique, music-reading, fretboard theory, melodic and harmonic realizations. Open to all students.

Course Type	**T**

MUSI-1303: Fundamentals of Music 3-0-3

Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter and rhythm. Course does not apply to a music major degree.

Course Type	**T**

MUSI-1306: Music Appreciation 3-0-3

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Open to all students. (Does not apply to a music major degree.)

Course Type	**T**

MUSI-1307: Music Literature 3-0-3

An in-depth study of the music, literature and history from the 15th through the 20th 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.

Course Type	**T**

MUSI-1311: Music Theory I 3-0-3

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

Course Type	**T**
Prerequisites	**Previous music experience.**
Corequisites	**This course should be taken concurrently with MUSI-1116.**

MUSI-1312: Music Theory II 3-0-3

The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard. This course is required for music majors.

Course Type	**T**
Prerequisites	**MUSI-1311 or placement exam by the instructor.**
Corequisites	**This course should be taken concurrently with MUSI-1117.**

MUSI-2116: Sight Singing and Ear Training III 1-1-1

Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. This is a required course for music majors.

Course Type	**T**
Prerequisites	**MUSI-1117**
Corequisites	**MUSI-2312.**

MUSI-2117: Sight Singing and Ear Training IV 1-1-1

Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony. This is a required course for music majors.

Course Type	**T**
Prerequisites	**MUSI-2116.**
Corequisites	**MUSI-2312.**

MUSI-2311: Music Theory III 3-0-3

Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard. This course is required for music majors.

Course Type	**T**
Prerequisites	**MUSI-1312.**
Corequisites	**This course should be taken with MUSI-2116.**

MUSI-2312: Music Theory IV 3-0-3

Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. This course is required for music majors.

Course Type	T
Prerequisites	MUSI-2311.
Corequisites	MUSI-2117.

MUSI-2389: Academic Cooperative 2-4-3

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of music.

Course Type	T

PFPB Construction Technology

PFPB-2409: Residential Construction 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.

Course Type	N

PFPB-2445: Residential Construction Plumbing II 3-3-4

Installation of residential plumbing fixtures in single- and multi-family housing.

Course Type	N
Prerequisites	PFPB-2409.

PHIL Philosophy

PHIL-1301: Introduction to Philosophy 3-0-3

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

Course Type	T

PHIL-1304: Introduction to World Religion 3-0-3

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

Course Type	T

PHIL-2303: Introduction to Formal 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.

Course Type	T

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.

Course Type	T

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.

Course Type	T

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.

Course Type	T

PHYS Physics

PHYS-1401: College Physics I 3-3-4

Fundamental principles of physics, using algebra and trigonometry, the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce concepts discussed in lecture.

Course Type	T
Prerequisites	MATH-1414.
Corequisites	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 modem physics topics; with emphasis on problem solving.

Course Type	T
Prerequisites	PHYS-1401.
Corequisites	PHYX-1402.

PHYS-1403: Stars and Galaxies 3-3-4

This course is designed to give an overview of the visible universe. The objective throughout this course is to explain how astronomers know the many curious things they have learned about our universe. It brings the universe alive; in a sense; by showing the drama of the birth; evolution; and death of stars. What is the universe? Did the universe have a beginning? Will the universe last forever? These cosmological questions are answered in a qualitative way. The chances of life elsewhere in the universe; and how we might know about it are discussed. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments; application of modern technology; and guided discussions. The course is structured around the lecture-lab format (i.e. depending on the topic; it may be necessary to do a hands-on activity before lecturing on a concept). TSI Skills: R, M.

Course Type	T
Corequisites	PHYX-1403.

PHYS-1404: Solar System 3-3-4

This course is an introduction to Astronomy. The approach is very qualitative, but simple mathematics skills are required. The course is designed to explain the origin of the Solar System including the Sun and its nine planets, and smaller bodies - satellites (moon) orbiting the planets, asteroids, and comets. The students are also exposed to the basic idea of the function of a telescope. Planetarium and Observatory are used extensively. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. This course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concepts). TSI Skills: R, M.

Course Type	T
Corequisites	PHYX-1404.

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.

Course Type	T
Corequisites	PHYX-1405.

PHYS-1415: Physical Science I 3-3-4

This is an introductory course on Physical Science for the first year non-science major; strongly recommended for students in teacher training program. It is designed to provide skills needed for success in other science classes and for improving science literacy. The course emphasizes the basic concepts in Physics, Chemistry, Earth Science, and Astronomy. Methods of instruction include practical laboratory experiments, application of modern technology, and guided discussions. The course is structured around the lecture-lab format (i.e., depending on the topic, it may be necessary to do a hands-on activity before lecturing on the concept). TSI Skills: R, M.

Course Type	T
Corequisites	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.

Course Type	T
Prerequisites	MATH-2413.
Corequisites	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.

Course Type	T
Prerequisites	MATH-2414, PHYS-2425.
Corequisites	PHYX-2426.

PLAB Phlebotomy

PLAB-1323: Phlebotomy 2-2-3

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

Course Type	N

PLAB-1460: Clinical - Phlebotomy/Phlebotomist 0-12-4

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.

Course Type	**N**

POFI Office Technology

POFI-1301: Computer Applications I 2-4-3

This course is an overview of office computer applications including current terminology and technology. An introduction to computer hardware, software applications, and procedures.

Course Type	**N**
Prerequisites	**Keyboarding skills or concurrent enrollment in a keyboarding course recommended.**

POFI-1349: Spreadsheets 2-4-3

Skill development in concepts, procedures, and application of spreadsheets.

Course Type	**N**
Prerequisites	**An introduction to a computer application course or equivalent recommended, POFI-1301.**

POFI-2301: Word Processing 2-4-3

Word processing software focusing on business applications.

Course Type	**N**

POFI-2331: Desktop Publishing 2-4-3

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications.

Course Type	**N**
Prerequisites	**Keyboarding and word processing skills or concurrent enrollment in word processing course recommended.**

POFI-2386: Internship-Business Office Automation/ Technology/Data Entry 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communications skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Department approval required.

Course Type	**N**

POFM Office Technology

POFM-1302: Medical Software Applications 2-4-3

Medical software applications for the management and operation of health care information systems. Keyboarding proficiency recommended.

Course Type	N

POFM-1317: Medical Administrative Support 2-4-3

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

Course Type	N

POFM-1327: Medical Insurance 2-4-3

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

Course Type	N
Prerequisites	**Must have completed HITT-1305 with a minimum passing grade of C or higher to enroll.**

POFM-2310: Intermediate Medical Coding 2-4-3

Assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

Course Type	N
Prerequisites	HITT-1341.

POFM-2386: Internship - Medical Administrative Assistant/Secretary 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Department approval required upon completion of certificate requirements.

Course Type	N

POFT Office Technology

POFT-1301: Business English 2-4-3

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Keyboarding skills recommended.

Course Type	N

POFT-1307: Proofreading and Editing 2-4-3

Instruction in proofreading and editing skills necessary to assure accuracy in business documents.

Course Type	N

POFT-1309: Administrative Office Procedures I 2-4-3

Study of current office procedures, duties, and responsibilities applicable to an office environment.

Course Type	N

POFT-1319: Records and Information Management I 2-4-3

Introduction to basic records and information management including manual and electronic filing. Keyboarding skills or other computer literacy course recommended.

Course Type	N

POFT-1325: Business Math Using Technology 2-4-3

Skills development in business math problem solving using technology.

Course Type	N

POFT-1329: Beginning Keyboarding 2-4-3

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formating basic documents.

Course Type	N

POFT-1349: Administrative Office Procedures II 2-4-3

In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking.

Course Type	N
Prerequisites	POFT-1309.

POFT-2312: Business Correspondence and Communications 2-4-3

Development of writing and presentation skills to produce effective business communications.

Course Type	N
Prerequisites	ENGL-1301, POFT-1301. **Keyboarding and document formatting skills recommended.**

POFT-2333: Advanced Keyboarding 2-4-3

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.

Course Type	N
Prerequisites	POFI-2301, POFT-1329.

POFT-2386: Internship - Administrative Assistant/ Secretarial Science, General 0-9-3

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Completion of course requires 144 contact hours as well as strong keyboarding/word processing proficiency and written communications skills. Concurrent enrollment in or completion of first year Office Technology courses recommended. Departmental approval required.

Course Type	N

PSTR Hospitality Management

PSTR-1301: Fundamentals of Baking 2-4-3

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. National Restaurant Association (NRA) Food Production Certificate Examination.

Course Type	N

PSTR-1302: Cake Baking and Production 2-4-3

Principles and techniques of cake production. Emphasizes ingredient identification, functions, mixing, and baking.

Course Type	N
Prerequisites	PSTR-1301.

PSTR-1305: Breads and Rolls 2-4-3

Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products.

Course Type	N

PSTR-1306: Cake Decorating I 2-4-3

Introduction to skills, concepts and techniques of cake decorating.

Course Type	N

PSTR-2307: Cake Decorating II 1-5-3

A course in decoration of specialized and seasonal products.

Course Type	N
Prerequisites	PSTR-1306.

PSTR-2331: Advanced Pastry Shop 2-4-3

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

Course Type	N
Prerequisites	PSTR-1301.

PSTR-2350: Wedding Cakes 1-5-3

Skills, concepts, and techniques for preparing wedding cakes. Includes marzipan, molding chocolate-rolled fondant, chocolate garnish, flower making, and royal icing piping work.

Course Type	N
Prerequisites	PSTR-1306.

PSYC Psychology

PSYC-1300: Learning Framework 3-0-3

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. (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.)

Course Type	T

PSYC-2301: General Psychology 3-0-3

Survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Course Type	T

PSYC-2308: Child Psychology 3-0-3

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

Course Type	T

PSYC-2314: Life Span Growth & Development 3-0-3

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

Course Type	T

PSYC-2315: Psychology of Adjustment 3-0-3

Study of the processes involved in adjustment of individuals to their personal and social environments.

Course Type	T

PSYC-2316: Psychology of Personality 3-0-3

The study of various approaches to determinants, development, and assessment of personality.

Course Type	T

PSYC-2317: Statistical Methods in Psychology 3-0-3

This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypothesis testing and inference.

Course Type	T
Prerequisites	PSYC-2301, MATH-1414

PSYC-2319: Social Psychology 3-0-3

Study of individual behavior within the social environment. Topics may include sociopsychological processes, attitude formation and change, interpersonal relations, group processes, self, social cognition, and research methods.

Course Type	T
Prerequisites	PSYC-2301

PSYT Mental Health Services

PSYT-1309: Health Psychology 2-2-3

An exploration of behavioral medicine and the interdependence of mind, body, and spirit. Topics include stress and its effect on body systems, techniques for improving and maintaining health and physiological, psychological, behavioral, and social effects of disease and disabilities.

Course Type	N

PSYT-1313: Psychology of Personal Adjustment 2-2-3

An overview of personal, social, and work adjustment skills as they relate to relationships, self-awareness, and dealing with emotions. Topics covered include communication skills, resolving conflict, managing stress, values and ethics, and life planning in relation to education and life choices.

Course Type	N

PSYT-1392: Special Topics in Psychology, General 2-4-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Course Type	N

PSYT-1429: Interviewing & Communication Skills 3-3-4

This course provides instruction for the development of interviewing and communication skills in professional relationships. Students are encouraged to explore personal issues which may affect their ability to remain objective in the clinical setting. Demonstration of skills learned serves as an integral part of the lab process. Recommend to be taken in the first semester.

Course Type	N

PSYT-2321: Crisis Intervention 2-2-3

Examination of crisis management and intervention theories in assisting clients in crisis situations. This course introduces assessment skills and techniques in rating the severity of crisis in three areas; affective, cognitive and behavioral.

Course Type	N

PSYT-2331: Abnormal Psychology 2-2-3

An examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders. Attention is paid to diagnostic criteria, predisposing factors, and dual diagnosis.

Course Type	N
Prerequisites	**Recommended prerequisite** PSYC-2301**.**

PSYT-2345: Principles of Behavior Management and Modification 2-2-3

An analysis of behavior management and cognitive theories and techniques with emphasis on their applications. Topics covered include basic principles of behavior and behavior change, procedures to establish new behaviors, and procedures to increase desirable behaviors and decrease undesirable behaviors. Genetic, cultural, environmental, and social factors will be considered, as well as predisposing factors, perceptions, and prior learning.

Course Type	N
Prerequisites	Recommended prerequisite PSYC-2301.

PTAC SMART Specialization in Manufacturing, Automation, and Robotics Technology

PTAC-2314: Principles of Quality 3-0-3

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.

Course Type	N

RBTC Robotics

RBTC-1301: Programmable Logic Controllers 3-0-3

A study in programmable logic controller (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

Course Type	N

RBTC-1305: Robotic Fundamentals 3-0-3

An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

Course Type	N

RBTC-1309: Pneumatics 3-0-3

The pneumatics course is an introduction to the study of principles of pneumatics, including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

Course Type	N

RBTC-1343: Robotics 3-0-3

Principles and applications of robots. Includes installation, interfacing, programming, maintenance, and safety of robots and robotic cells.

Course Type	N

RBTC-1345: Robot Interfacing 2-4-3

A study of the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing.

Course Type	N

RBTC-1347: Electro-Mechanical Devices 3-1-3

A study of electro-mechanical devices found in and solid state relays.

Course Type	N

RBTC-1351: Robotic Mechanisms 3-0-3

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

Course Type	N

RBTC-1355: Sensors 3-0-3

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.

Course Type	N

RBTC-2339: Robot Programming and Diagnostics 2-2-3

Emphasis on the programming of industrial robots, the development of programming techniques, and the diagnosis of faults in systems.

Course Type	N

RBTC-2345: Robot Application, Set-Up, & Testing 2-4-3

A capstone course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance.

Course Type	N

RELE Real Estate

RELE-1200: Contract Forms and Addenda 2-0-2

Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law. The degree or certificate program may lead to professional licensing, depending on your individual path and score on the Texas Real Estate Salesperson Exam. More information on the Texas Real Estate license may be found at https://www.trec.texas.gov/

Course Type	N

RELE-1219: Real Estate Finance 2-0-2

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate contract law.

Course Type	N

RELE-1311: Real Estate, Law of Contracts 3-0-3

Elements of a contract, offer and acceptance, statue 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.

Course Type	N

RELE-1315: Property Management 3-0-3

A study of the role of property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act.

Course Type	N

RELE-1406: Real Estate Principles 4-0-4

An overview of licensing as a real estate broker and salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community real estate principles reinvestment. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate principles. Fulfills the 60-hour requirement for salesperson license.

Course Type	N

RELE-2301: Law of Agency 3-0-3

A study of law of agency including principal- agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. This course meets the Texas Real Estate Licensing Act (TRELA) requirement for a core course on Real Estate Agency Law.

Course Type	N

RELE-2488: Internship - Real Estate 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	N
Prerequisites	RELE-1311, RELE-1406, RELE-2301.

RNSG Nursing

RNSG-1115: Health Assessment 0-3-1

Development of skills and techniques required for a comprehensive 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.

Course Type	N
Prerequisites	HPRS-2300, BIOL-2401, BIOL-2420, ENGL-1301.
Corequisites	RNSG-1413, RNSG-1262, BIOL-2402.

RNSG-1229: Integrated Nursing Skills II 1-2-2

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse patients across the life span. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to an integrated approach.

Course Type	N
Prerequisites	BIOL-2401, ENGL-1301, PSYC-2301, BIOL-2402, BIOL-2420, HPRS-2300. **Students must be Licensed Vocational Nurses, or EMT-Paramedics and receive Department Chair consent prior to enrolling.**

RNSG-1262: Clinical - Nursing I 0-9-2

An introductory type of 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. This course includes clinical rotations in adult long term and acute health care settings. The concepts of communication, caring, community and critical thinking are used throughout the course. Clinical education is an unpaid learning experience.

Course Type	N
Prerequisites	BIOL-2401, BIOL-2420, ENGL-1301, HPRS-2300.
Corequisites	RNSG-1115, RNSG-1413, BIOL-2402.

RNSG-1331: Principles of Clinical Decision-Making 2-3-3

Examination of selected principles related to the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked or integrated approach. The concepts of communication, caring, community, and critical thinking are used throughout the course.

Course Type	N
Prerequisites	ENGL-1301, HPRS-2300, BIOL-2401, BIOL-2402, BIOL-2420, RNSG-1115, RNSG-1413, RNSG-1262 ARTICULATION OPTION: RNSG-1229, HPRS-2300, PSYC-2301, ENGL-1301, BIOL-2401, BIOL-2402, BIOL-2420.
Corequisites	PSYC-2301, RNSG-2213, RNSG-1363 ARTICULATION OPTION: RNSG-2213, RNSG-1363, PSYC-2314.

RNSG-1347: Concepts of Clinical Decision-Making 2-3-3

Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a 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. Discussion 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 critical thinking are used throughout the course.

Course Type	N
Prerequisites	PSYC-2301, RNSG-1331, RNSG-2213, RNSG-1363 ARTICULATION OPTION: PSYC-2314.
Corequisites	RNSG-1412, PSYC-2314, RNSG-2362.

RNSG-1363: Clinical - Nursing II 0-18-3

An intermediate type of 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. This course includes clinical rotations in adult acute health care and maternity settings. The concepts of communication, caring, community, and critical thinking are used throughout the course. Clinical education is an unpaid learning experience.

Course Type	N
Prerequisites	BIOL-2402, RNSG-1115, RNSG-1413, RNSG-1262.
Corequisites	RNSG-1331, RNSG-2213, PSYC-2301 ARTICULATION OPTION: PSYC-2314, RNSG-1331, RNSG-2213.

RNSG-1412: Nursing Care of Childbearing and Child-Rearing Family 3-3-4

Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of 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.

Course Type	N
Prerequisites	RNSG-1331, RNSG-2213, RNSG-1363, PSYC-2301.
Corequisites	RNSG-1347, RNSG-2362, PSYC-2314.

RNSG-1413: Foundations for Nursing Practice 2-7-4

Introduction to the role of the professional nurse as a provider of care, coordinator of care, and a member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. The concepts of communication, caring, community, and critical thinking are included throughout the course.

Course Type	N
Prerequisites	BIOL-2401, BIOL-2420, ENGL-1301, HPRS-2300.
Corequisites	RNSG-1262, RNSG-1115, BIOL-2402.

RNSG-2213: Mental Health Nursing 1-3-2

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients 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.

Course Type	N
Prerequisites	BIOL-2402, RNSG-1115, RNSG-1413, RNSG-1262 ARTICULATION OPTION: RNSG-1229, HPRS-2300, BIOL-2402, BIOL-2420.
Corequisites	RNSG-1331, RNSG-1363, PSYC-2301 ARTICULATION OPTION: RNSG-1363, RNSG-1331, PSYC-2314.

RNSG-2221: Professional Nursing Leadership and Management 1-3-2

Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. The concepts of communication, caring, community, and clinical reasoning will be included throughout the course.

Course Type	N
Prerequisites	RNSG-1347, RNSG-1412, RNSG-2362, PSYC-2314.
Corequisites	RNSG-2331, RNSG-2363.

RNSG-2331: Advanced Concepts of Adult Health 2-3-3

Application of advanced concepts and skills for the development of the professional nurse's roles with adult patients and families involving multiple body systems. Emphasis on advanced knowledge, judgment, skills and professional values within a legal/ethical framework.

Course Type	N
Prerequisites	RNSG-1347, RNSG-1412, RNSG-2362, PSYC-2314.
Corequisites	RNSG-2221, RNSG-2363.

RNSG-2362: Clinical - Nursing III 0-18-3

An intermediate type of 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. This course includes clinical rotations in adult acute health care, pediatric, and mental health care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course.

Course Type	N
Prerequisites	PSYC-2301, RNSG-2213, RNSG-1331, RNSG-1363.
Corequisites	RNSG-1347, RNSG-1412, PSYC-2314.

RNSG-2363: Clinical - Nursing IV 0-18-3

An advanced type of 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 in the care of adult clients in acute care settings. Clinical education is an unpaid learning experience. The concepts of communication, caring, community and critical thinking are used throughout the course.

Course Type	N
Prerequisites	RNSG-1347, RNSG-1412, RNSG-2362, PSYC-2314.
Corequisites	RNSG-2331, RNSG-2221.

RSPT Respiratory Care

RSPT-1201: Introduction to Respiratory Care 1-2-2

An introduction to the field of respiratory care.

Course Type	N

RSPT-1213: Respiratory Care Pharmacology 3-0-2

A study of basic pharmacological principles/practices of cardiopulmonary drugs. Emphasis on classification, routes of administration, dosages/calculations, and physiological interaction.

Course Type	N

RSPT-1241: Respiratory Home Care/Rehabilitation 2-0-2

A study of respiratory home care/rehabilitation equipment, procedures, and patient education.

Course Type	N

RSPT-1325: Respiratory Care Sciences 1-4-3

Physics, mathematics, and chemistry as related to respiratory care.

Course Type	N

RSPT-1340: Advanced Cardiopulmonary Anatomy and Physiology 3-1-3

Provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary systems.

Course Type	N

RSPT-1360: Clinical - Respiratory Care Therapy/Therapist 0-10-3

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.

Course Type	N

RSPT-1410: Respiratory Care Procedures I 3-3-4

Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease.

Course Type	N

RSPT-1411: Respiratory Care Procedures II 3-3-4

Develops essential knowledge and skills of airway care and mechanical ventilation.

Course Type	N

RSPT-2147: Specialties in Respiratory Care 1-1-1

Emerging and specialty practices in respiratory care.

Course Type	N

RSPT-2166: Practicum (or Field Experience) - Respiratory Care Therapy/Therapist 0-10-1

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Type	N

RSPT-2210: Cardiopulmonary Disease 3-0-2

Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

Course Type	N

RSPT-2230: Respiratory Care Examination Preparation 2-0-2

Comprehensive review to optimize respiratory care credentialing exam success.

Course Type	N

RSPT-2231: Simulations in Respiratory 2-0-2

Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination.

Course Type	N

RSPT-2255: Critical Care Monitoring 3-1-2

Advanced monitoring techniques used to assess a patient in the critical care setting.

Course Type	N

RSPT-2266: Practicum (or Field Experience) - Respiratory Care Therapy/Therapist 0-16-2

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Type	N

RSPT-2267: Practicum (or Field Experience) - Respiratory Care Therapy/Therapist 0-16-2

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Type	N

RSPT-2314: Mechanical Ventilation 2-2-3

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics.

Course Type	N

RSPT-2325: Cardiopulmonary Diagnostics 3-1-3

A study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments.

Course Type	N

RSPT-2353: Neonatal/Pediatric Cardiopulmonary Care 3-1-3

A study of neonatal and pediatric cardiopulmonary care.

Course Type	N

RSPT-2360: Clinical - Respiratory Care Therapy/Therapist 0-16-3

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.

Course Type	N

RSTO Hospitality Management

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. American Hotel and Lodging Association (AH&LA) certification course. Student must attain a score of 70% or higher on certification test to receive National Certification.

Course Type	N

RSTO-1301: Beverage Management 3-0-3

A study of the beverage service of the hospitality industry including spirits, wines, beers, and nonalcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

Course Type	N

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.

Course Type	N

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.

Course Type	N

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.

Course Type	N

RUSS Russian

RUSS-1411: Beginning Russian I 4-2-4

This course includes basic grammar drill, pronunciation drill, simple reading, and conversation.

Course Type	T

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.

Course Type	T
Prerequisites	RUSS-1411.

RUSS-2311: Intermediate Russian I 3-0-3

This course includes grammar review, composition, and reading with conversation based on material read.

Course Type	T
Prerequisites	RUSS-1411, RUSS-1412.

RUSS-2312: Intermediate Russian II 3-0-3

This course continues reading and drill on syntax as needed for reading, composition, and conversation.

Course Type	T
Prerequisites	RUSS-2311.

SCWK Mental Health Services

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 treatment plan of diverse populations. Topics include oral and written communications essential for screening, assessment, service delivery, and case management to determine the need for prevention, intervention and/or referral.

Course Type	N
Prerequisites	CMSW-1309, DAAC-1319, PSYT-1429, PSYT-2321, PSYT-2331.

SOCI Sociology

SOCI-1301: Introduction to Sociology 3-0-3

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Course Type	T

SOCI-1306: Social Problems 3-0-3

Application of sociological principles and theoretical perspectives to the major problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

Course Type	T

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.

Course Type	T

SOCI-2319: Minority Studies I 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.

Course Type	T

SOCW Mental Health Services

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 ethics, and areas of practice utilized under a Generalist Intervention Model.

Course Type	T

SOCW-2362: Social Welfare: Legislature, Programs & 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 legislation 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.)

Course Type	T

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.

Course Type	T
Prerequisites	SOCW-2361, SOCW-2362.

SPAN Spanish

SPAN-1411: Beginning Spanish I 4-2-4

The study of basic Spanish grammar with the development of frequently used vocabulary. This course develops students' speaking, listening, reading and writing skills so they will be able to express their own ideas and interact with others. Some culture points are integrated to introduce students to the everyday lives of Spanish speakers in the twenty-one countries of the Spanish-speaking world.

Course Type	T

SPAN-1412: Beginning Spanish II 4-2-4

The study of basic Spanish grammar and vocabulary development.

Course Type	T
Prerequisites	SPAN-1411.

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.

Course Type	T
Prerequisites	SPAN-1411, SPAN-1412.

SPAN-2312: Intermediate Spanish II 3-0-3

The continuation of SPAN-2311. Emphasis on complex grammar, composition and conversation about Spanish American topics.

Course Type	T
Prerequisites	SPAN-2311.

SPCH Speech

SPCH-1311: Introduction to Speech Communication 3-0-3

Introduction to Speech Communication explores the theories and practices of speech communication behavior to promote communication competence in interpersonal, small groups, and public speaking situations. The course also examines the influences of communication technologies on human interaction.

Course Type	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.

Course Type	T

SPCH-1318: Interpersonal Communication 3-0-3

Theory, examples, and participation in exercises to improve effective one-to-one and small-group communication.

Course Type	T

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.

Course Type	T

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.

Course Type	**T**

TECA Child Development

TECA-1303: Families, School and 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.

Course Type	**T**

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.

Course Type	**T**

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.

Course Type	**T**

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.

Course Type	**T**

TRVM Hospitality Management

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.

Course Type	N

VNSG Nursing - LVN

VNSG-1126: Gerontology 1-0-1

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of attitudes toward care of the elderly.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300.
Corequisites	VNSG-1222, VNSG-1323.

VNSG-1219: Leadership and Professional Development 2-0-2

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331.
Corequisites	VNSG-1301, VNSG-1429, VNSG-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.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300.
Corequisites	VNSG-1126, VNSG-1323.

VNSG-1230: Maternal-Neonatal Nursing 2-0-2

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to Pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

Course Type	N
Prerequisites	FALL: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331, VNSG-1301, VNSG-1219, VNSG-1429, VNSG-1560 SPRING: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331.
Corequisites	FALL: VNSG-1432, VNSG-1234 SPRING: VNSG-1429, VNSG-1234, VNSG-1360.

VNSG-1234: Pediatrics 2-1-2

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

Course Type	N
Prerequisites	FALL: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331, VNSG-1301, VNSG-1219, VNSG-1429, VNSG-1560. SPRING: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331.
Corequisites	FALL: VNSG-1432, VNSG-1230. SPRING: VNSG-1429, VNSG-1230, VNSG-1360.

VNSG-1301: Mental Health and Mental Illness 3-0-3

Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331.
Corequisites	VNSG-1301, VNSG-1219, VNSG-1560.

VNSG-1323: Basic Nursing Skills 1-7-3

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300.
Corequisites	VNSG-1126, VNSG-1222.

VNSG-1360: Clinical-Practical Nurse II 0-17-3

An intermediate/advanced health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1222, VNSG-1323, VNSG-2331.
Corequisites	VNSG-1230, VNSG-1234, VNSG-1429.

VNSG-1429: Medical-Surgical Nursing I 3-2-4

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

Course Type	N
Prerequisites	FALL: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331. SPRING: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331.
Corequisites	FALL: VNSG-1301, VNSG-1219, VNSG-1560. SPRING: VNSG-1230, VNSG-1234, VNSG-1429, VNSG-1360.

VNSG-1432: Medical-Surgical Nursing II 3-2-4

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medicalsurgical conditions along the health-illness continuum in a variety of health care settings.

Course Type	N
Prerequisites	FALL: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331, VNSG-1301, VNSG-1219, VNSG-1560, VNSG-1429. SPRING: BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331.
Corequisites	FALL: VNSG-1230, VNSG-1234. SPRING: VNSG-1230, VNSG-1234, VNSG-1429, VNSG-1360.

VNSG-1560: Clinical - Practical Nurse 0-25-5

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331.
Corequisites	VNSG-1301, VNSG-1219, VNSG-1429.

VNSG-2331: Advanced Nursing Skills 1-6-3

Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300, VNSG-1323.

VNSG-2560: Clinical - Practical Nurse II 0-25-5

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Capstone course.

Course Type	N
Prerequisites	BIOL-2401, HPRS-2300, VNSG-1126, VNSG-1323, VNSG-1222, VNSG-2331, VNSG-1230, VNSG-1234, VNSG-1429.
Corequisites	VNSG-1301, VNSG-1219, VNSG-1432.

WDWK Construction Technology

WDWK-1413: Cabinet Making I 2-5-4

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

Course Type	N
Prerequisites	CRPT-1429.

WDWK-2351: Cabinet Making II 2-4-3

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

Course Type	N
Prerequisites	WDWK-1413.

WLDG Welding

WLDG-1312: Introduction to Flux Cored Arc Welding 2-4-3

An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.

Course Type	N

WLDG-1313: Introduction to Blueprint Reading for Welders 2-4-3

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Course Type	N
Prerequisites	WLDG-1323.

WLDG-1317: Introduction to Layout and Fabrication 2-4-3

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Course Type	N
Prerequisites	WLDG-1313, WLDG-1323, WLDG-1425.

WLDG-1323: Welding Safety, Tools, and Equipment 2-4-3

An introduction to welding careers, equipment and safety practice, including OSHA Standards for Industry.

Course Type	N

WLDG-1425: Introduction to Oxy-Fuel Welding and Cutting 3-3-4

An introduction to oxy-fuel welding and cutting, safety, set up and maintenance of oxy-fuel welding, and cutting equipment and supplies.

Course Type	N
Prerequisites	WLDG-1323.

WLDG-1428: Introduction to Shielded Metal Arc Welding (SMAW) 3-3-4

An introduction to 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.

Course Type	N
Prerequisites	WLDG-1323, WLDG-1425.

WLDG-1430: Introduction to Gas Metal Arc Welding (GMAW) 3-3-4

Principles of gas metal arc welding (GMAW), setup and use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs.

Course Type	N
Prerequisites	WLDG-1323, WLDG-1428.

WLDG-1434: Introduction to Gas Tungsten Arc Welding (GTAW) 3-3-4

Principles of gas tungsten arc welding (GTAW), including setup of GTAW equipment. Instruction in various positions on joint designs.

Course Type	N
Prerequisites	WLDG-1323, WLDG-1428.

WLDG-1435: Introduction to Pipe Welding 3-3-4

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Course Type	N
Prerequisites	WLDG-1457.

WLDG-1457: Intermediate Shielded Metal Arc Welding (SMAW) 3-3-4

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Course Type	N
Prerequisites	WLDG-1428.

WLDG-2406: Intermediate Pipe Welding 3-3-4

A comprehensive course on the welding 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.

Course Type	N
Prerequisites	WLDG-1435.

WLDG-2435: Advanced Layout and Fabrication 3-3-4

An advanced course in layout and fabrication. Includes production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills.

Course Type	N
Prerequisites	WLDG-1317.

WLDG-2443: Advanced Shielded Metal Arc Welding (SMAW) 2-6-4

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Course Type	N
Prerequisites	WLDG-1323, WLDG-1457.

WLDG-2447: Advanced Gas Metal Arc Welding (GMAW) 3-3-4

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.

Course Type	N
Prerequisites	WLDG-1430.

WLDG-2451: Advanced Gas Tungsten Arc Welding (GTAW) 3-3-4

Advanced topics in GTAW welding, including welding in various positions and directions.

Course Type	N
Prerequisites	WLDG-1434.

WLDG-2453: Advanced Pipe Welding 2-7-4

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

Course Type	N

WLDG-2488: Internship - Welder/Welding Technology 0-19-4

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Course Type	N

Continuing Education

AUMT-1001: Introduction and Theory of Automotive Technology

An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.

Clock Hours	33

AUMT-1005: Introduction to Automotive Technology

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.

Clock Hours	96

AUMT-1007: Automotive Electrical Systems

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 principles, schematic diagrams, and service publications. May be taught manufacturer specific.

Clock Hours	93

AUMT-1010: Automotive Brake Systems

Operations and repair of drum/disc type brake systems. Emphasis is on safe use of modern equipment. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems, and parking brakes.

Clock Hours	80

AUMT-1013: Automotive Suspension and Steering Systems Theory

A study of automotive suspension and steering systems including the theory of wheel and tire construction and alignment angles and procedures.

Clock Hours	49

AUMT-1041: Automotive Climate Control Systems Theory

Theory of automotive climate control systems. Emphasis on the refrigeration cycle and diagnosis of system malfunctions. Includes manual and electronic climate control systems.

Clock Hours	32

AUMT-1045: Automotive Climate Control Systems

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements.

Clock Hours	64

AUMT-1057: Automotive Brake Systems Theory

Theory and principles related to the design, operation, and servicing of automotive braking systems. Including disc and drum-type brakes, hydraulic systems, power assist components, anti-lock brake systems, and diagnosis and reconditioning procedures.

Clock Hours	56

AUMT-2028: Automotive Service

Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific.

Clock Hours	96

AUMT-2030: Automotive Suspension and Steering

Theory and operation of automotive suspension and steering system including tie and wheel problems diagnosis, component repair, and alignment procedures.

Clock Hours	40

AUMT-2037: Automotive Electronics

Topics address electrical principles, semiconductors and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology.

Clock Hours	120

AUMT-2039: Automotive Electrical/Electronic System

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis and repair of batteries, charging and starting, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals.

Clock Hours	40

AUMT-2042: Automotive Brake Systems Update

Emphasis on safe use of modern equipment. Topics include updates of brake theory, diagnosis and repair of power, manual, anti-lock brake systems, and parking brakes.

Clock Hours	40

AUMT-2056: Automotive Air Condition System Update

A study of current refrigerants and systems, computer controlled air conditioning systems, and current compressor design. Utilization of test and recovery equipment to diagnose and service air conditioning systems of late model vehicles.

Clock Hours	40

CJCR-1000: 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 #1120 Basic County Corrections Course. This course was designed to be repeated multiple times to improve student proficiency.

Clock Hours	144

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.

Clock Hours	160

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.

Clock Hours	160

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.

Clock Hours	160

CJLE-1022: Basic Telecommunicator

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.

Clock Hours	48

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.

Clock Hours	160

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.

Clock Hours	120

CNBT-1001: Introduction to the Construction Industry

This course gives students a basic overview of the construction industry. They will study topics including OSHA 10 training requirements, construction math, hand and power tools, materials handling and construction drawings.

Clock Hours	32

CVOP-1013: Professional Truck Driver I

Overview of the State of Texas Class A Commercial Driver's License written test. Includes preparation for mastery of the Commercial Driver's License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation.

Clock Hours	105

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.

Clock Hours	105

DEMR-1005: Basic Electrical Systems

Basic principles of electrical systems of diesel-powered equipment with emphasis on starters, alternators, and batteries. This course is occupationally related and prepares for a Diesel Service and Repair career. Alphanumeric coding used throughout this module book denotes the integration of SCANS occupational competencies (C1, etc.) and Foundation skills (F1, etc.)

Clock Hours	128

DEMR-1006: Diesel Engine I

An introduction to the basic principles of diesel engines and systems. This course provides the student with advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnosis with a common-sense approach. This course is occupationally related and prepares for a Diesel Service and Repair career. Alphanumeric coding used throughout this module book denotes the integration of SCANS occupational competencies (C1, etc.) and Foundation skills (F1, etc.)

Clock Hours	96

DEMR-1010: Diesel Engine Testing and Repair I

An introduction to testing and repairing diesel engines, including related systems and specialized tools. This course provides the student with advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnosis with a common-sense approach. This course is occupationally related and serves as a preparation for a career in the Diesel Service and Repair field. Alphanumeric coding used throughout this module book denotes the integration of SCANS occupational competencies (C1, etc.) and Foundation skills (F1, etc.).

Clock Hours	128

DEMR-1016: Basic Hydraulics

Fundamentals of hydraulics including components and related systems. This course is occupationally related and prepares a career in the Diesel Service and Repair field. Alphanumeric coding used throughout this module book denotes the integration of SCANS occupational competencies (C1, etc.) and Foundation skills (F1, etc.).

Clock Hours	128

DEMR-1030: Steering and Suspension I

A study of design, function, maintenance and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. This course is occupationally related and prepares for a Diesel Service and Repair career. Alphanumeric coding used throughout this module book denotes the integration of SCANS occupational competencies (C1, etc.) and Foundation skills (F1, etc.).

Clock Hours	96

ECRD-1011: Electrocardiography

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

Clock Hours	60

ECRD-1091: Special Topics in Electrocardiograph Technology/Technician

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. 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.

Clock Hours	48
Prerequisites	ECRD-1011.

ELPT-1001: Electrical Code

This course includes minimum requirements for approval of electrical installation specified by the National Electrical Code (NEC)-examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment.

Clock Hours	16

ELPT-1021: Introduction to Electrical, Safety, and Tools

This course gives students a basic overview of the electrical trade. They will study topics including safety rules and regulations. It includes the selection, inspection, use, and maintenance of common tools for electricians.

Clock Hours	48

ELPT-1029: Residential Wiring

This course gives students an overview of residential wiring. They will study topics including wiring methods for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

Clock Hours	64

ELPT-1091: Electrical Externship

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.

Clock Hours	64

ETWR-1002: Introduction to Technical Writing

Introduction to the principles, techniques, and skills needed for scientific, technical, and business writing.

Clock Hours	48

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.

Clock Hours	58

MDCA-1010: Medical Assistant Interpersonal and Communication Skills

Emphasis on 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.

Clock Hours	48

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)

Clock Hours	90

MDCA-1052: Medical Assistant Laboratory Procedures

Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing.

Clock Hours	64
Prerequisites	MDCA-1010 and MDCA-1009.

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.

Clock Hours	80

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.

Clock Hours	68

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)

Clock Hours	48

PFPB-1013: Introduction to the Plumbing Trade

This course gives students a basic overview of the plumbing trade. They will study topics including material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.

Clock Hours	48

PFPB-1091: Externship - Plumbing

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. This course places a student with a community partner plumbing company where the student will participate in practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Students will observe & practice under the direct supervision of a licensed Tradesman Plumber or Master Plumber. (80 hours)

Clock Hours	80

PFPB-2009: Residential Construction Plumbing I

This course gives students the beginning skills of the plumbing trade. They will study topics including 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.

Clock Hours	64

PFPB-2045: Residential Construction Plumbing II

Installation of residential plumbing fixtures used in single- and multi-family housing. This course gives students intermediate knowledge of the plumbing trade. They will study topics including installing residential plumbing fixtures in single- and multi-family housing.

Clock Hours	48

PHRA-1001: Introduction to Pharmacy

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician.

Clock Hours	32

PHRA-1002: Pharmacy Law

Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.

Clock Hours	16

PHRA-1009: Pharmaceutical Mathematics I

Outline the history of the pharmacy profession; describe the role of the pharmacy technician in a variety of settings; list the qualifications required for obtaining certification and registration; identify standards of law and ethics governing pharmacy practice; define key medical terms and abbreviations related to pharmacy practice; explain the importance of utilizing pharmacy resource materials; and summarize safety standards.

Clock Hours	32

PHRA-1013: Community Pharmacy Practice

Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters.

Clock Hours	64

PHRA-1045: Compounding Sterile Preparations

The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP standards.

Clock Hours	64

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 in-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.

Clock Hours	50

VTHT-1005: Veterinary Medical Terminology

Introduction to word parts, directional terminology, and analysis of veterinary terms.

Clock Hours	32

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.

Clock Hours	40

VTHT-1012: Veterinary Animal Care, Husbandry, and Sanitation

Survey of basic patient observation, record keeping, care and comfort, animal husbandry, sanitation, safety procedures, and the roles and responsibilities of the veterinary team.

Clock Hours	35

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.

Clock Hours	48
Prerequisites	VTHT-1012, VTHT-1005 and VTHT-1011.

Staff

Associate Vice Chancellors, Chief Officers, Others

Doug Barton
Associate Vice Chancellor, Financial Management

Traci Briggs
General Counsel

Clarissa Easton
Associate Vice Chancellor, Facilities and Construction

Cliff Gaines
Chief, Technology Officer

Holly Jordan
Chief, Human Resources Officer

Larry Murphy
Associate Vice Chancellor, Business Services

Wendy Sledd
Chief, Marketing and Communications

Brenda Thompson
Internal Auditor

Chancellor

Dr. Michele J. Carter
Chancellor

Provost/Vice Chancellor

Dr. Robin E. Garrett
Provost/Vice Chancellor

Vice Chancellor, Finance and Administration

DeWayne HaGans
Vice Chancellor, Finance and Administration

Vice Chancellor, Instruction and Workforce Education

Dr. Tamara Clunis
Vice Chancellor, Instruction and Workforce Education

Deans

Dr. Melanie Baak
Dean of Career and Technical Instruction

Dr. Tracy Cook
Dean of Academic Instruction

Dr. Jacqueline Haire
Dean, Military Operations

Dr. Katherine Oser
Dean, Workforce Education and Academic Outreach/ Lifelong Learning

Lori Purser
Dean, Library Services

Dr. Carey Rose
Dean, Institutional Accountability, Curriculum Support, and Grants

Julie Starkey
Dean, Student Success

Dr. Johnelle L. Welsh
Dean, Student Services

Associate Deans/Other

Lucette Bredt
Associate Dean, Financial Aid/Veterans Services

Jinette Campbell

Associate Dean, Institutional Accountability, Curriculum Support, and Grants

Janill Deal

Associate Dean, Dual Credit Programs

Sabrina Girard

Associate Dean, Navy Operations

Dr. Carolyn Griego

Associate Dean, Workforce Education, Academic Outreach, & Lifelong Learning

Eva Hutchens

Associate Dean, Enrollment Services

Matthew Lyles

Associate Dean, Academic Instruction

Veronica Martin

Associate Dean, Career and Technical Instruction

Stephen O'Donovan

Associate Dean, Admissions, Registration, and Records

Executive Directors

Valerie Payson

Executive Director, College Foundation & Development

Personnel

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Jacqueline Byrd

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Jacqueline Dora
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Technician, Financial Aid

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Ashley Garcia
Systems Librarian, Library Services

Janeen Garza
Director, Child Development Center

Victor Gates
Director, Testing Services

Shelly Gonsalves
Director, Human Resource Management

Aura Gonzales
Application Information Specialist/Trainer

Jessica Gonzalez
Success Coach, Student Success & Persistence

Marcos Gonzalez
Director, Accounting

Renae Gosnell
Science Associate

Chris Gotcher
Science Associate

Alexis Green
Curriculum/Administrative Support

Jasmil Greenthaner
Technician, Financial Aid

Monica Griego
Director, Academic Advising

Rebecca Gutierrez
Manager, Employee Benefits

Katya Hadley
Science Associate

Margaret Handrow
Virtual Librarian, Library Services

Debbie Havens
Executive Coordinator to Chancellor/Board of Trustees

Myrna Hawkins
Student Services Advisor, Eagles on Call

Cori Hinson
Coordinator, Evaluations

Tammy Holloway
Director, Business Services

Anita Horn
Coordinator, Course Scheduler, Systems Registrar

Ingride Horton
Veteran Service Advisor, Veteran Services

Sharon Hughes
Coordinator, Student Services, Fort Hood, Texas

Stephen Ivy
Coordinator, Testing and Building, Fort Hood, Texas

Trinnett Jackson
Evaluator/Advisor

Candace Johnson
Coordinator, Degree Audit & Technology

Melanie Jones
Science Associate

William Jones
Director, Career Services

Kenneth Jordan
Director, Facilities & Construction

Lorraine Juarez
Coordinator, Adult Education

Jeanette Kendrick
Coordinator, IT Software Implementation, IT Information Systems

Joan Kirk
TSI Coordinator/Advisor

Stephanie Ledlow-Arndt
Associate Registrar of Technology, Systems Registrar

Richard Lewis
Academic Advisor

Jose Lozano
Coordinator, Institutional Accountability and Curriculum Support

Wendy Martel
Coordinator, Development/Foundation Office

Regina Martinez-Woodruff
Manager, CTC Bookstore

Linda McCottrell
Director, Career and Technical Education (CATE) Advising

Lesley McGough
Coordinator, Curriculum Support Services

Kristine Miller
Lead Course Scheduler, Systems Registrar

Crystal Montoya
Academic Advisor

Teresa Morris
Coordinator, Document Imaging, Information Technology

Shone Morrow
Coordinator, Financial Aid

Mark Murgia
Coordinator, Recruiter/Student Services, Fort Hood, Texas

Atina Myazoe
Student Services Advisor, Eagles on Call

Robert O'Dell
Simulation Operations Lab Manager

Bryan Oakes
Veteran Services Advisor, Veteran Services

Michael Oliver
Manager, Accounts Receivable

Cynthia Oser
Librarian, Outreach & Reference, Library Services

Morgan Poe
Coordinator, Retention Communication & Outreach, Student Success & Persistence

Ron Porter
Counselor-Wellness & Counseling

Stacey Pritt
Associate Director, Financial Aid

Victoria Putzer
Coordinator, Veteran Services

Jeffrey Pyeatt
Recruitment Coordinator, Recruitment & Outreach

Victoria Repp
Student Services Advisor, Eagles on Call

Barbara Riffel-Darter
Director, IT Information Systems

April Rocha
Science Associate

Gail Roderique
Manager, Accounts Payable

Gary Romero
Advisor, Financial Aid

Charlie Roseberry
Associate Registrar, Operations, System Registrar

Clover Rudicel
Coordinator, Continuing & Community Education

Aubrey Ryan
Manager, Residence Hall, Student Success & Persistence

Mariceli Santiago Cruz
Director, Student Life & Activities

Dr. Christy Shank
Director, Disability Support Services

Drenea Singer
Science Associate

Betty Smith
Student Services Advisor, Eagles on Call

Matthew Soisson
Manager, Inventory Control

Eliza Sotomayor
Coordinator, Student Success, Fort Hood, Texas

Jennifer Stembridge
Veteran Services Technician, Veteran Services

Akeila Stevens
Student Services Advisor, Eagles on Call

Kristi Stickel
Education Transitions Counselor

Sheree Stover
Academic Advising

Angela Stuart
Loan Office, Financial Aid

Mariana Swiney
Academic Advisor

Jacqueline E. Thomas
Coordinator, Equal Employment Opportunity

Mychala Tipton
Coordinator, Course Scheduler, Systems Registrar

Tonia Turner
Coordinator, STEM, Dual Credit Program

Charlotte Wesley
Lead Success Coach, Student Success & Persistence

Greta Wheeler
Advisor, Financial Aid

Christopher White
Academic Advisor

Chandra Williams
Recruitment Coordinator, Recruitment & Outreach

Michelle Williams
Evaluator/Advisor

Lacriesha Wills
Coordinator, Transfer Articulations

Tracy Wong
Director, Instructional Technology, Distance Education & Educational Technology

David Scott Wyman
Coordinator, Employee Training/Technology

Michelle Yamasta
Director, Admissions

Kelley Yeonopolus-Holman
Budget Analyst, Budget Management

Caitlin Young
Student Services Advisor, Eagles on Call

Morgan Zacheus-Sanchez
Student Services Advisor, Eagles on Call Center

Patrick Givens
Site Director, Joint Base Lewis-McChord, WA

Ashley Prejean
Site Director, Fort Polk, LA

Dr. Ancica Roosa
Europe Advisor

Tracy Uzzell
Site Director, Fort Lee, VA

Inez C. Williams
Site Director, Camp Pendleton, CA

Staff-Continental, Europe, and Navy

Diana Cooper
NCPACE Distance Learning Coordinator

Faculty

Faculty Figures in parentheses indicate date of first appointment on the Central Texas College staff and date of appointment to present position, respectively.

Developmental Studies

Barbara J. Little (2005, 2019)

Social & Behavioral Science - Economics; Developmental Studies - Mathematics
B.S. Baylor University
M.S. Baylor University

Personnel

Dr. Bradley Bolick (2016-2018, 2025)

Fine Arts – Music

B.M., University of Mary Hardin-Baylor
M.M., University of Texas at Arlington
Ed.D., University of Mary Hardin-Baylor

Aviation Science

Abelardo Molina Barcena (2022)

Department Chair, Aviation Science
B.S., Texas A&M University-Central Texas

Sang Woo Han (2023)

Aviation Science

A.A.S., Central Texas College
B.S., Texas A&M University – Central Texas

Michael Hutyra (1998)

Assistant Chief Flight Instructor
B.S., University of Central Texas

James Reynolds (2022)

Aviation Science
A.A.S., Central Texas College
B.A.S., University of Mary Hardin-Baylor

Business Administration/Homeland Security/Hospitality/Logistics/Paralegal

Guadalupe Bluhm de Saldivar (2018, 2019)

Coordinator, Hospitality
A.A.S., Central Texas College
A.A.S., Central Texas College

Dr. Chastity Clemons (2009, 2013)

Business Administration
A.A.S., Central Texas College
B.S., Bellevue University
M.S.M., Bellevue University
D.B.A., Northcentral University

Chester M. Drake (2011, 2013)

Business Administration - Accounting Technician and Logistics & Supply Chain Management Coordinator
B.A., University of Texas at Austin
M.B.A., University of Texas at San Antonio

Elke Jensen (1999)

Hospitality Management (Fort Hood)
A.G.S., Central Texas College
A.A.S., Central Texas College
B.S., Excelsior College
M.S., Tarleton State University

Katherine Kemper (2024)

Hospitality
B.A., Southwestern University

L. Leslie Ledger (1995, 2002, 2014)

Department Chair, Business Administration – Management

B.B.A., Texas State University
M.B.A., University of Texas at Austin

Aurora Macaraeg (2018)

Hospitality Program Manager (Fort Hood)
A.A.S., Central Texas College (Culinary Arts)
A.A.S., Central Texas College (Restaurant and Culinary Arts Management)
A.A.S., Central Texas College (Baking and Pastry Specialist)
A.A., Central Texas College

Dr. Angela Reese (2007, 2013)

Faculty Online Manager, Business Administration
B.B.A., University of North Texas
M.B.A., Tarleton State University
D.B.A., Walden University

Dr. Gene Silverblatt (1982, 1994)

Paralegal Coordinator
B.A., Dickinson College
J.D., University of Dayton
Post Doctorate Studies graduate TJAGSA, VA Military Law

Dr. Raymond Stephens (2007, 2014)

Homeland Security and Emergency Management Program Coordinator
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

Child Development/Teacher Education

Dr. Laura Lamper (2009, 2011, 2019)

Faculty Online Manager, Child Development

B.S., Texas Christian University
M.S., University of North Texas
Ph.D., Texas Woman's University

Maria T. Royster (2021)

Department Chair, Child Development

A.S., Boston College
B.A., Park University
M.A., Pacific Oaks College

Communications

David Estringel (2023)

Developmental Studies – Writing
B.A., University of Texas at Brownsville
M.S., University of Texas at Austin
M.F.A., University of Texas at Rio Grande Valley

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

Cassie Graham (2022)

Developmental Studies – Writing
B.A., Northwestern State University
M.S., Webster University
M.Ed., Southern New Hampshire University
M.A., Southern New Hampshire University

Neal Heatherly (2023)

Communications - Language/Speech
A.A., Harper College
B.A., North Illinois University
M.A., North Illinois University

Dr. Thomas Klincar (2015)

Online, 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

Christina Murphy (2021)

Communications - English

B.S., University of Maryland Global Campus
M.A., Liberty University
Ed.S., Liberty University

Tammy Phillips (2017, 2021)

Communications
B.A., Texas A&M University
M.A., National University

Brenda Queen (2024)

Developmental Studies - Writing
B.A., Angelo State University
M.A., Angelo State University

Dr. Brent J. Royster (2012, 2023)

Department Chair, 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

Dr. Rhonda S. Sullivan (1999)

Communications - English
B.A., Western Maryland College
M.A., West Virginia University
Ed., Cert., Methodist College

Katherine Paige Tracy (2015)

Faculty Online Manager, Communications; Faculty Online Manager, Fine Arts - Visual Arts
B.F.A., Baylor University
M.A., Baylor University

Dr. Lisa M. Volle (1987, 1993)

Social & Behavioral Science - Anthropology; Communications - Modern Languages
B.A., Juniata College
M.A., West Virginia University
Ph.D., University of Texas at Austin

Bethany Winkler (2006, 2022)

Online Manager, 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

Shane Curington (2023)

Computer Information Technology and Systems
A.A.S., Temple College
B.A.S., University of Mary Hardin-Baylor
M.S., University of Mary Hardin-Baylor

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 (2024)

Department Chair, Computer Information Technology and Systems
A.A.S., Temple College
B.A.S., University of Mary Hardin-Baylor
M.S.I.S., University of Mary Hardin-Baylor

Karen L. Owens (2018)

Faculty Online Manager, Computer Information Technology & Systems
B.S., University of Phoenix
M.S., University of Phoenix

Jacqueline Van Dyke (2016)

Computer Information Technology and Systems
B.S., Tarleton State 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 (2025)

Department Chair, Fine Arts - Music
B.M., University of Texas at Austin
M.M., Baylor University

Emily Roeder (2022)

Fine Arts - Drama
B.A., Texas A&M-Corpus Christi
M.F.A., Northern Illinois 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 (2015)

Faculty Online Manager, Communications; Faculty Online Manager, Fine Arts - Visual Arts
B.F.A., Baylor University
M.A., Baylor University

Health Sciences

Ryan Baker (2021)

Health Sciences – Paramedicine Program Director
B.S.H.S., Trident University International
M.S., Southern New Hampshire University

Phillip Bannister (2015)

Health Sciences – EMT/Paramedic
A.A.S., Kilgore College

Dr. Robin Beauregard (2010, 2022)

Health Sciences – Human Services
A.A.S., Central Texas College
B.B.A., Tarleton State University
M.Ed., Tarleton State University
D. Min., Trinity College of the Bible and Theological Seminary
D.S.L., Regents University

Kimberly Brock (2014)

Health Sciences – Associate Degree Nursing
B.S.N., University of Mary Hardin-Baylor
M.S.N., Regis University

Sandra Brown (2022)

Health Sciences – Associate Degree Nursing
B.S.N., University of Mary Hardin-Baylor
M.S.N., University of Phoenix
M.S.N.-NP, University of Mary Hardin-Baylor

Jacqueline Byrd (2020)

Health Sciences – Associate Degree Nursing
A.A.S., Central Texas College
M.S., Walden University

Emily Cohagen (2020)

Health Sciences – Associate Degree Nursing
B.S.N., University of Mary Hardin-Baylor
M.S.N., University of Mary Hardin-Baylor

Viola Crowder-Moger (2019)

Health Sciences – Massage Therapy Program Director/ Professor
B.S., University of Missouri-Columbia
M.B.A., University of Mary Hardin-Baylor

Dr. Lori Forsyth (2021)

Health Sciences – Assistant Chair
A.A.S., Central Texas College
B.S.N., University of Texas at Arlington
M.S.N.-F.N.P., University of Texas at Arlington
D.N.P., University of Texas at Austin

Dr. Tammy M. Frew (2002, 2005, 2018)

Department Chair, Health Sciences
A.A.S., Central Texas College
B.A., American Military University
M.P.H., American Military University
Ed.D., Northcentral University

Diana Haug (2019, 2023)

Health Sciences – Vocational Nursing
A.A.S., Berlington County Community College

Marlene K. Henry (2011)

Health Sciences – Human Services Program Director/ Professor
A.A.S, Central Texas College
B.S., Tarleton State University
M.S., Tarleton State University/Texas A&M University-Central Texas

Yvonne Hilliard (2023)

Health Sciences – Vocational Nursing
A.S.N., Excelsior University
B.S.N., Grand Canyon University
M.S.N., Grand Canyon University

Teresa Johnson (2019)

Health Sciences – EMT/Paramedic
A.A.S., Central Texas College

Julie Jordan (2016, 2018)

Health Sciences – EMT/Paramedic
A.A.S., Central Texas College
B.S., Columbia Southern University

Jerica Josey (2022)

Health Sciences – Associate Degree Nursing
B.S.N., Texas Christian University
M.S.N., University of Texas at Arlington

Bertha Kondrak (2003)

Health Sciences – Mental Health Services
B.A., University of Texas at Austin
M.S.S.W., University of Texas at Austin

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

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

Danielle Moon (2022)

Health Sciences – Associate Degree Nursing
A.D.N., El Paso Community College
M.S.N., Grand Canyon University
M.N.E., Grand Canyon University

Timothy Rabroker (2016)

Health Sciences – EMT/Paramedic
A.A., Temple College
B.S., Texas A&M University

Dean Raein (2022)

Health Sciences – Associate Degree Nursing
A.S., Wayne County Community College
A.D.N., Wayne County Community College
B.S.N., Eastern Michigan University
M.S.N.-FNP, University of Texas at Arlington

Lamen Ramirez (2018)

Health Sciences – Vocational Nursing
A.A.S., Galen College of Nursing
B.S.N., 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

Kimberly Simmons (2006)

Health Sciences – Clinical Coordinator 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

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

Katherine Young (2024)

Health Sciences – Associate Degree Nursing
A.D.N., Temple Community College
B.S.N., Capella University
M.S.N., Capella University

Industrial Technology

Earnest Finney (2019)

Industrial Technology - Craftsman Trades
A.A.S., Central Texas College

Dr. Melissa E. Gonzalez (2011, 2021) (2024)

Department Chair, Office Technology; Department Chair, Industrial Technology
B.P.S., University of Mary Hardin-Baylor
M.S., Tarleton State University
Ed.D., University of Mary Hardin-Baylor

Bryan Hodges (2024)

Industrial Technology - Welding
A.A.S., Central Texas College

Jay Jackson (2017)

Industrial Technology - Heating and Air Conditioning
B.S., University of Mosul - Iraq

William Kirshner (2008, 2021, 2024)

Industrial Technology - Diesel
A.A.S., Central Texas College

Todd Muni (2023)

Industrial Technology - Automotive
A.A.S., Tarrant County College

Aaron Otis (2019)

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 (2009, 2018)

Department Chair, 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

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
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)

Faculty Online Manager, Mathematics
B.S., Baylor University
M.Ed., Texas A&M University

Dr. Audrie Cruz-Sealey (2010, 2022)

Department Chair, 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

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

Kristine Trevino (2012)

Mathematics (2012)
B.S., Tarleton State University
M.S., Tarleton State University

Office Technology

Sherron E. Chong (2022)

Office Technology
A.A.S., Central Texas College
A.A.S., Central Texas College
B.S., University of Phoenix

Kerwin J. Flaherty (2017)

Office Technology
A.S., Kaplan University
B.S., Southern New Hampshire University
M.S., Southern New Hampshire University

Dr. Melissa E. Gonzalez (2011, 2021) (2024)

Department Chair, Office Technology; Department Chair, Industrial Technology
B.P.S., University of Mary Hardin-Baylor
M.S., Tarleton State University
Ed.D., University of Mary Hardin-Baylor

Eva L. Hearn (2012, 2016)

Medical Office Programs Coordinator
B.S., Tennessee State University
M.P.H, University of Oklahoma - Health Science Center

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

Patrick J. Boone (2024)

Protective Services
B.A., Ohio State University
M.C.J., Tarleton State University

William Scott Lorenz (2014) (2024)

Department Chair, Protective Services
B.S., University of Central Texas
M.C.J., University of Central Texas

Clifton O. Osborne (2016, 2019)

Training Coordinator, 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

Meaghan Allshouse (2022)

Science - Biology
B.S., University of Florida
M.S., Texas A&M University

Dr. Onadia Cabrera-Mora (2019)

Science - Biology
B.S., Universidad Autonoma de Santo Domingo
M.D., Universidad Autonoma de Santo Domingo

Keeton Ehrig (2018)

Science - Agriculture
B.S., Texas Tech University
M.Ag., Texas Tech University

Dr. Andrea M. Foskett (2014, 2019)

Department Chair, 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 (Fort Hood)
B.S. Southwest Texas State University
M.A. Texas State University

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

Dr. Kathleen Shupe-Ricksecker (2022)

Science - Biology
B.A., University of Texas at Austin
Ph.D., Texas A&M University

Cristina Martinez Summers (2002)

Science - Biology
B.S., University of Texas at Austin
M.S., Texas A&M University

Chase Terry (2002)

Science - Biology
B.S., Tarleton State University
M.S., Tarleton State University

Ramey Wauer (2018)

Science - Biology
B.S., Angelo State University
M.S. Angelo State University

Dr. Daniel J. Wegert (2013, 2019)

Science - Geology
B.S., Northern Kentucky University
M.S., Eastern Kentucky University
Ph.D., Baylor University

Social & Behavioral Science

Dr. Karah Arriaga (2019) (2024)

Department Chair, Social & 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 & 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 & 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 (2015)

Online, Social & Behavioral Science - History
M.A., University of Washington
Ph.D., University of Washington

Dr. Charles D. Grear (2015)

Faculty Online Manager, Social & Behavioral Science – History
B.A., McMurry University
M.A., Texas Tech University
Ph.D., Texas Christian University

Dr. Anthony Jordan (2018)

Social & Behavioral Science - 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 & Behavioral Science - History/Government

B.A., St. John's University
M.A., Baylor University
Ph.D., Baylor University

Barbara J. Little (2005, 2019)

Social & Behavioral Science - Economics; Developmental Studies - Mathematics
B.S. Baylor University
M.S. Baylor University

Geralyn Mack (2016)

Faculty Online Manager, Social & Behavioral Science – Economics and Government
B.A., Texas A&M University
M.A., Texas Tech University

Dr. William R. Mack III (2013)

Social & Behavioral Science - History
B.A., University of Notre Dame
Ph.D., Texas A&M University

Dr. Michael Metsner (2023)

Social & Behavioral Science - Government (2023)
B.S., University of Houston
M.A., Case Western Reserve University
Ph.D., Case Western Reserve University

Dr. Aragorn Miller (2017)

Social & Behavioral Science - History
B.A., University of Texas at Austin
M.A., University of Texas at Austin
Ph.D., University of Texas at Austin

Elizabeth Molidor (2014)

Social & Behavioral Science - Geography
B.A., Texas State University
M.S., Texas State University

Dr. Mervyn Robert (2016)

Social & 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 & Behavioral Science - 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 (2016)

Faculty Online Manager, Social & 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 & Behavioral Science - Government (Fort Hood)
B.S., Texas A&M University-Commerce
M.S., Texas A&M University-Commerce
Ed.D., University of Mary Hardin-Baylor

Dr. Lisa M. Volle (1987, 1993)

Social & Behavioral Science - Anthropology; Communications - Modern Languages
B.A., Juniata College
M.A., West Virginia University
Ph.D., University of Texas at Austin

Michael J. Walls (2011, 2014)

Social & Behavioral Science - History (Fort Hood)
A.A., DeAnza College
B.S., University of Phoenix
M.A., Sam Houston State University

Dr. Sheri Worth (2014)

Social & Behavioral Science - Psychology
B.A., Oklahoma State University
M.S., Oklahoma State University
Ph.D., Oklahoma State University

Jana Zuehlke Bennette (2022)

Social & Behavioral Science - Sociology
B.A., Sam Houston State University
M.A., University of Nebraska - Lincoln

Emeriti Faculty and Staff Members

Dr. Tina Ady (1998-2023)

Vice Chancellor Emeritus of Instruction and Workforce Education

Dr. Wynona Alexander (1969-2010)

Department Chair Emeritus of Fine Arts

Exzelia O. Alfred (1985-2002)

Professor Emeritus of Nursing

Jan Anderson (1980-2021)

Dean Emeritus of Academic Instruction

Dr. James R. Anderson (1988-2012)

Chancellor Emeritus

Kenneth W. Austin (1993-2013)

Dean Emeritus of Continental

Kerstin Brooks (1991-2021)

Associate Dean Emeritus of Academic Instruction

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

Jerrie S. Cleaver (1998-2016)

Professor Emeritus of Office Technology

David Coleman (1989-2014)

Professor Emeritus of Computer Science

George "Bob" Criswell (1975-2001)

Dean Emeritus of Student Services

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

Lovie Dunn (1979-2021)

Department Chair Emeritus of Office Technology

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

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James Gebhardt (1979-2015)

Professor Emeritus of Aviation Science

Curtis Gibson (1981-2020)

Department Chair Emeritus of Aviation Science

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Dawn Green (1991-2014)

Department Chair Emeritus of Mental Health Services

Audrie E. Hall (1976-1999)

Professor Emeritus of Electronics

Dr. John Henderson (1970-2010)

Department Chair Emeritus of Communications

Dr. Jerry Herrick (1984-2019)

Department Chair Emeritus of Social and Behavioral Science

Patrick Hidy (1976-2006)

Department Chair Emeritus of Science and Agriculture

Joseph Hogan (1984-2011)

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

Gary Kindred (1995-2023)

Dean Emeritus of Europe

David Lazarus (1997-2017)

Professor Emeritus of Hospitality Management and Culinary Arts

Ramona Lezo (1996-2022)

Professor Emeritus of Hospitality Management and Culinary Arts

Bob Liberty (1989-2023)

Associate Vice Chancellor Emeritus of Financial Management

Cynthia Long (1995-2020)

Professor Emeritus of Office Administration, TDCJ

Gloria L. Lyons (1974-2002)

Professor Emeritus of Nursing

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Associate Dean Emeritus of Guidance and Counseling

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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

Fred J. Ostertag (1974-2006)

Dean Emeritus of Europe

Dr. Jane Perschbach (1996-2017)

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Associate Dean Emeritus of Instruction, Adult Education and Service Area Campus

Donna Poteet (1989-2009)

Professor Emeritus of Medical Lab Technician

Debra Prescott (1997-2022)

Department Chair Emeritus of Mathematics

Dr. Syed Rabbani (1991-2024)

Professor Emeritus of Physical Science

Paula Ray (1976-1999)

Professor Emeritus of Biology

Patricia Reid (1980-2010)

Professor Emeritus of Nursing

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Professor Emeritus of Nursing

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Professor Emeritus of Developmental Studies

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Doris Louise Sutton (1984-2005)
Professor Emeritus of Mathematics

Sandra Thomason (1992-2015)
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Harvey A. Tolbert (1971-1999)
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Dr. Edward L. Wagner (1994-2016)
Department Chair Emeritus of Developmental Studies

Albert Waite (1990-2012)
Professor Emeritus of Social Sciences

Joan Waldrop (1985-2007)
Administrator Emeritus of Continental Campus

Cynthia White (1995-2023)
Professor Emeritus of Accounting

Raiford Williams (1968-1997)
Professor Emeritus of Agriculture

Martha Williams (1989-2011)
Professor Emeritus of Vocational Nursing

Delores Williams (1995-2017)
Professor Emeritus of Nursing

Dr. Kenneth Word (1977-2010)
Department Chair Emeritus of Mathematics

Donnie D. Yeilding (1974-1978 & 1982-2002)
Professor Emeritus of English

Central Texas College Around The World

Central Texas College Around the World

as of July 2025

Central Campus and Service Area

- Killeen, Texas
- Marble Falls, Texas
- Gatesville, Texas including Texas Department of Criminal Justice Programs

Continental

- Camp Pendleton, CA
- Fort Lee, VA (formerly Gregg-Adams)
- Fort Polk, LA (formerly Fort Johnson)
- Fort Benning, GA (formerly Fort Moore)
- Fort Rucker, AL (formerly Fort Novosel)
- Joint Base Lewis-McChord, WA

Fort Hood

- Fort Hood, TX (formerly Fort Cavazos)

Navy Operations

- Navy Distance Learning
  ncpace@ctcd.edu

Europe

CTC in Europe officially closed July 31, 2023. All students located in Europe have at their disposal numerous avenues of remote support, advising, administrative guidance, and an ample selection of online classes. Available options accommodate student progress and degree completion as outlined in the CTC Catalog.

CTC students continue receiving real-time, multi-channel remote support via email, phone, WhatsApp, Skype, Zoom, Microsoft Teams, Signal, and CTC Europe Facebook Messenger Chat. The CTC Europe Advisor's office is stationed in Europe and the advisor works in the Central European Time Zone. In addition, Eagle Bot, a virtual assistant, is available for all students 24/7.

Contact CTC's Europe Advisor at:
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