2014-2016
General Catalog

Last update: March 3, 2016

CISCO COLLEGE
WRANGLERS

Information contained in this document was accurate at the time of publication. It is intended as a description of programs and activities of Cisco College. It is not an offer to make a contract. Please consult our on-line catalog at www.cisco.edu for current information.

Cisco College is accredited by the Commission on Colleges of the Southern Association of Colleges and

Board of Regents

As prescribed by state law, policy-making functions and supervisory oversight of the College are vested in a Board of Regents. Nine board members delegate professional responsibility for daily operations to the College President and a staff of administrators.

BRAD KIMBROUGH	PRESIDENT
RONNIE LEDBETTER	VICE PRESIDENT
ALLEN MASTERS	SECRETARY
STACI WILKS	MEMBER
JOE JARVIS	MEMBER
JERRY CONRING	MEMBER
CHARLES HUMPHRIES	MEMBER
SARAH ADAMS	MEMBER
RICKY J. WHATLEY	MEMBER

Statement of Equal Opportunity

Cisco College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the recruitment and admission of students, the availability of student loans, grants, and scholarships, the opportunity to participate in student activities, the provision of student services, the use of college housing, the recruitment and employment of faculty and staff, or the operation of any programs and activities as specified by federal laws and regulations. The equal opportunity coordinator and coordinator for compliance with Section 504 of the Vocational Rehabilitation Act of 1973 is the Director of Human Resources. The Coordinator for title IX of the Education Amendment of 1972 is the Director of Student Success Programs.

Cisco College provides the necessary services to help students obtain the maximum benefits from the College experience, as well as adding enrichment and satisfaction to their personal development. It is the

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Calendar 2014-2016

Cisco College offers the following semesters:

Fall
Winter-mester
Spring
May-mester

As a member of the Texas state system of publicly supported institutions of higher education, Cisco College provides the educational programs and supporting activities prescribed by the Texas Legislature, the Texas Higher Education Coordinating Board, and the Cisco College Board of Regents. The College seeks to be effective in accomplishing its mission by employing an institutional effectiveness program of learning, assessment, planning, evaluation, and improvement activities

Mission and Vision Goals

1. *Offer Life-long Learning Opportunities:* Ed 3 Tf 0.0001 Tc 0.001 TwB97 >>BDC

We work together to achieve common goals, offering support and building consensus.

We encourage fun and laughter, taking joy in our work and our learning while celebrating our successes.

Always striving to improve, we encourage innovation and risk taking without the fear consequences for unsuccessful endeavors.

History

The history of Cisco College began in 1909 with the opening of a private school known as Britton Training School. This school operated successfully until military involvement in World War I so depleted the number of students that it was forced to close. In 1923, the Christian Church of Texas reopened the institution as Randolph College and operated it until 1932 as a four-year church-related school. Financial shortages required the college again to be closed. On May 8, 1939, Cisco citizens succeeded in getting legislation enacted which created Cisco Junior College as a part of the Cisco Independent School District. Such was the success of this venture that, in 1956, the college was separated from the public schools, and a Board of Regents was elected.

Today, Cisco College is an open enrollment, public, two-year institution whose mission is to provide quality learning experiences for its diverse student population. Academic transfer courses, career and technical education courses and continuing education courses are offered to support the needs of the traditional and non-traditional students.

Over 120,000 friendly people who take great pride in their hometown and the Western heritage of the area

Office, a certificate signe

scholarships. This fee will need to be submitted in the form of a cashier's check or money order made out to Cisco College_

*

2. International Application Please print and complete this application.
3. Certificate of Health Please print this form and take it to your medical doctor to be completed and signed.
4. Legible copies of immunization records for: Diphtheria and Tetanus (within the last 10 years), Bacterial Meningitis (within the last 5 years), Poliomyelitis (types I, II and III), Measles, Mumps, and Rubella. Please note: if records are not in English, translation is required.
5. Official transcripts of completion from high school or a secondary school, and official transcripts from all colleges attended. If the transcript is not in English, translation will need to accompany the official transcript.
6. Confirmation of Financial Resources Form

Prospective students who have been granted acceptance to Cisco College will be notified by letter and an initial I-20, as soon as your documents have been processed. The student can then go to their Embassy to obtain the F-1 visa, unless they are already in the United States on an F-1 visa. Cisco College accepts F-1 visas only. Please note that students who do not have a Social Security number will be issued a Cisco College ID number.

International students who are enrolled full-time at another college/university and who have SEVIS records that are maintained by that institution, but wish to concurrently enroll in courses at Cisco College, will need to submit the following documents to the International Student Liaison in order to register for courses at Cisco College.

1. Official transcript from current college or university
2. Proof of the Bacterial Meningitis vaccine given within the last five years
3. Copies of current I-20, passport, F-1 visa, and I-94
4. An Advisors Report completed by your current International Student Advisor

Documents must be submitted by stated deadlines for Fall, Spring, and Summer semesters. Deadlines for mini-mesters are as follows:

November 1st for the December mini-mester
April 1st for the May and July mini-mesters
July 1st for the August mini-mester

All items must be received by the International Student Liaison according to the following deadlines:

- July 15 for the Fall semester
- November 15 for the Spring semester
- April 15 for the Summer semesters

Texas Success Initiative

The Texas Success Initiative (TSI) is a program designed to ensure students attending public colleges and universities in Texas have the necessary reading, math and writing skills to be successful in college-level coursework. The Texas Success Initiative involves an assessment component (TSI test) and includes both an individual advising component and a developmental education program for those students who do not place into college-level coursework. Students who are not exempt from the Texas Success Initiative (see exemptions below) must present TSI test scores in order to register. These test scores are used to determine appropriate academic

Texas Public Education Grants (TPEG)

Loans

William D. Ford Federal Direct Loan Program

and/or the Federal Government. The responsibility for returning unearned aid between the college and the student will be established according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

Time Frame The return of unearned Title IV funds to the Department of Education is completed in 14 days, but no later than 45 days after the determined date of a student's withdrawal. Post-withdrawal disbursements of earned Title IV aid funds to a student's account (for allowable charges) are completed in 30 days, but no later than 180 days after determined date of withdrawal. Post-withdrawal disbursements to a student for earned Title IV funds in excess of outstanding educationally related charges are completed as follows: (1) Loans in 30 days, but no later than 180 days after determined date of a student's withdrawal and (2) Grants in 14 days but no later than 45 days after determined date of a student's withdrawal.

Order of Return The return of unearned Title IV funds are administered in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG). For more information regarding Title IV refunds contact the Director of Financial Aid.

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	9	2.0
	8	2.0
	7	2.0
	7	2.0
	6	2.0
	5	2.0
	5	

Financial Aid Suspension A student who does not make satisfactory progress during the first probationary period will be suspended from all Title IV financial aid the next semester of enrollment until all satisfactory

Alternative Credit Awards

Transfer of Credit to Cisco College

College-level coursework satisfactorily completed at a regionally accredited college or university, including courses with a grade of 'D,' will be accepted for transfer to Cisco College. Developmental coursework is not transferred as credit but is considered in determining a student's Texas S

Dropping Courses

A student may drop a course with the permission of his/her advisor and the Counseling Office, until a date four (4) weeks before the start of final examinations. Students dropping courses will receive a grade of 'W' for each course dropped. A fee of $10 will be charged for each course dropped. Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of F.

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in the Spring of 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the Fall of 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

A Cisco College student affected by this statute that has attended or plans to attend another institution of

4. Educational records containing information about more than one student; however, in such cases, the institution must permit access to that part of the record which pertains only to the inquiring student

To review records, students and former students may go to the appropriate office of record (e.g., Admissions Office, Financial Aid Office), present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Educational Records" form. Because of various circumstances, the College may delay to a maximum of 45 days the release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Under the "Family Educational Rights and Privacy Act of 1974," the following is designated as directory information and may be made public, unless the student desires to withhold all or any portion of it:

Student's name, local address, home address, telephone listing, date and place of birth, major field of study, military status, participation in officially recognized activities and sports, dates of college attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Students wishing to withhold any or all of this information should complete the appropriate form, available at the Admissions Office, within 10 days after the first class day. The form is also available on the College website. Forms received by mail must be accompanied by a copy of a photo ID.

Social Security Numbers

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any federal, state or local government agency requests an individual to disclose his/her social security account number, the individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what uses will be made of it.

Accordingly, students or applicants for admission as students are advised that disclosure of a student's social security account number (SSAN) is required as a condition for admission as a student at Cisco College, in view of the practical administrative difficulties which would be encountered in maintaining adequate student records without the continued use of the SSAN.

A randomly generated identification number is issued to each student to be used by students and college personnel in place of the SSAN for accessing student data in the Cisco College administrative system. Cisco College personnel will continue to have access to the student SSAN in the Cisco College administrative system as necessary to verify the identity of the student, and as a student account

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preventing students from putting themselves in academic peril. This program is intended to encourage and assist students.

Wrangler Success Seminars

Various seminars related to academic success in college are available to all students at Cisco College. Topics such as classroom skills, learning styles, test taking, time management, adjustment to college, and others are included in this program. All seminars are available online anytime in the form of PowerPoint slides while a number of seminars are online in either audio or video format. Each semester, Success Programs will host face-to-face seminars as well.

Wrangler Success Newsletters

Periodically throughout the academic year (August-May), a newsletter containing helpful information about college and academic success will be published. This newsletter is available online.

Writing Center

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During a regular Fall or Spring semester, the following requirements apply for face-to-face classes. For a class that meets three times per week, a student is allowed six absences. For a class that meets two times per week, a student is allowed four absences. For a class that meets one time per week, a student is allowed two absences. If a student misses one more than the allowed number of absences, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

For online or hybrid courses, a student may be dropped after he/she fails to access the course web site and/or participate in the class for a two-week period, and the professor deems the student to be failing.

During a Summer I or II regular face-to-face class, or during a regular semester, seven-week course, a student is allowed two absences. Upon the third absence, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

For Health Sciences/Allied Health Certificate and Degree programs please refer to each student handbook regarding attendance and grades in respective areas.

For any mini-semester or summer night class, a student is allowed one absence. Upon the second absence, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of "F."

The student will receive a grade of "W" for the course if withdrawn before the "last day to drop with a "W,"

Textbooks

All classes require the use of supplies and learning tools. For many classes, these tools consist of textbooks and workbooks. However, some courses may require e-books, online labs and workshops and/or electronic support equipment (Flash drives, CDs, etc.). A college bookstore where all course materials may usually be obtained is available for the convenience of students. Both new and used textbooks are sold, based on their availability and adoption for use. At the end of the semester, the bookstore may purchase used textbooks from the students if those books will be used for classes the following semester.

Grades

Semester Reports

Final grade reports will be made available online at the end of each semester through Campus Connect on the College website (www.cisco.edu) to students who do not have a "hold" on their records.

Grade Reports

At the end of each semester, a report showing all grades will be made available online through Campus Connect on the College website (www.cisco.edu) to each student who does not have a "Hold" on his/her records. Grades and values are as follows:

Grade	Value**	Grade Points Per Semester Hour
A	90-100%	4
B	80-89%	3
C	70-79%	2
D*	60-69%	1
F	Below 60%	0
W	Dropped Course	0
I	Incomplete	0

*Policies on the transferability of the grade of 'D' may vary from one college to another.

**Some degree and certificate programs use alternative grade values. These programs specify grading values in the program descriptions. See specific handbooks.

The grade of Incomplete ('I') is never given in lieu of an 'F' or 'W.' An 'I' is reserved for situations when a student's work is satisfactory in quality but due to extraordinary circumstances beyond his/her control, it has not been completed. The instructor of record will decide what constitutes extraordinary circumstances. To remove an 'I' from an official record, a student must satisfy all course requirements no later than the end of the next long semester. Failure to meet this deadline will result in the 'I' being changed to a grade of 'F.'

To earn credit in a course, a student must earn a semester grade of not less than 'D.' Health Sciences students must make at least a 'C' in all required courses in order to progress in the program.

Minimum Grade Requirements

All students are expected to make reasonable scholastic progress. Specific criteria have been set to determine such progress. Scholastic suspension or probation will result for students who do not meet these criteria. Therefore, a specific grade point has been set by the College for particular situations.

1. A student who enrolls in 12 or more semester hours and passes less than 10 hours and earns 15 grade points will be placed on Scholastic Probation or on Scholastic Suspension if the student entered the semester on Scholastic Probation.
2. A student who enrolls in less than 12 semester hours and passes less than 2/3 of the work with a 1.5 GPA will be placed on Scholastic Probation or on Scholastic Suspension if the student entered the semester on Scholastic Probation.
3. A student transferring to Cisco College from another institution will be placed on Scholastic Probation if he/she left the other institution on Scholastic Probation.
4. Summer coursework is not considered in the determination of scholastic probation status.

It is the responsibility of all students to know whether they have passed the minimum required work and whether they are eligible to continue in college. An ineligible student who nevertheless registers shall be dropped by the College. The student shall not receive special consideration on his/her plea of lack of knowledge of scholastic probation or scholastic suspension.

Removal from Scholastic Probation

A student will be removed from Scholastic Probation at the end of his/her next long semester of enrollment provided the student (a) passes at least 10 hours and (b) earns at least 15 grade points.

A student placed on Scholastic Suspension who feels that he/she has circumstances sufficiently unusual to deserve consideration may present his/her case to the Dean of Enrollment Services. The Dean will then refer the matter to the Admissions Committee, which may make an exception to the procedures described above.

Admission from Scholastic Suspension

1. The period of Scholastic Suspension is for at least one long semester. A student placed on Scholastic Suspension at the close of the fall semester will be eligible for admission at the beginning of the next summer session. A student placed on Scholastic Suspension at the close of a spring semester is eligible for admission at the beginning of the next spring semester.
2. A student permitted to enroll after the period of Scholastic Suspension has expired will be admitted on Scholastic Probation.

3. A student on Scholastic Suspension from another institution may be admitted to Cisco College on Scholastic Probation provided his academic record meets the minimum academic standards required of students enrolled in this institution.

A student who is placed on Scholastic Suspension for the second time will be barred from re-entering the College unless special permission to re-enter is authorized by the Admissions Committee.

Student Life

Student Activities

From comedians to music, and everything in between, Cisco College Student Activities provide the student body and community with programming and events that are diverse, educational, entertaining and fun. Typical programs include movies, dances, educational speakers, tournaments, comedy/variety shows and other special events. Events must be approved by the Dean of Student Life.

Athletics

Athletic programs at Cisco College compete in Region 5 of the National Junior College Athletics Association. All sports compete at the Division 1 level and offer partial to full athletic scholarships.

Baseball

The Cisco College baseball team plays in the North Texas Junior College Athletic Conference, in which the Wrangler

Volleyball

The Cisco College volleyball team plays in the North Texas Junior College Athletic Conference. The team has recently enjoyed success through the conference and into the playoffs. The team plays its home games in the Schaefer Hall gymnasium.

Wrangler Band

The Wrangler Band is open to any student with previous instrumental experience. The band performs throughout the year at sports activities, concerts and various other programs. The band has appeared in eight Macy's Thanksgiving Day Parades in New York City.

Wrangler Belles

The Cisco College Wrangler Belles is a dance-drill team. They perform at college football and basketball games, parades and on tours, accompanied by the Wrangler Band. They have been featured on national television several times in Macy's Parades in New York, the Apple Blossom Festival in Washington and the "Stars and Stripes Special" on NBC. Membership is by application and/or audition.

Wrangler Cheerleaders

The Cisco College Wrangler Cheerleaders is a co-ed cheer group that promotes spirit and enthusiasm by supporting many athletic events as well as special events in the community. Team membership is by application and/or audition.

Recreational Sports

The purpose of the recreational sports program is to meet the needs of students, faculty, and staff members through a comprehensive campus recreation program associated with the guidelines of the National Intramural Recreational Sports Association, (NIRSA). These guidelines can be found at www.NIRSA.org.

Ranch Day

Ranch Day was organized by the first class of Cisco College in 1941. It is an annual event held in the spring. The western theme is carried out in decorations, clothing, ranch-style meals, games, contests, a street dance, a rodeo and other western entertainment.

Wrangler Day

Wrangler Day is an annual spring semester event which was created to foster community on the Abilene Educational Center campus. Wrangler Day has a western theme; featuring a chili cook-off, food, games, and agricultural activities. This event was designed to create a sense of togetherness for students

Room Application

The application for a residence hall room may be found on the Cisco College website (on the main page of the college website, point to the red 'Student Life' tab and select 'Housing' from the drop down menu), in the back of this catalog, or it may be obtained from the Student Life Office. A fee is required to reserve a residence hall room. Please see the Residence Hall Application for policies regarding this fee.

Campus Safety

Educational Programs

Degree and Certificate Requirements

Core Curriculum Required Courses

Required of all students earning the Associate of Arts Degree

Degrees & Certificates

Associate of Arts Degree

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching (AAT) degree is a Board-approved collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. The AAT is fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification. Students who complete the AAT will be required to meet all entrance requirements of the senior university and should consult the catalog of the senior institution. Education courses require field experiences in the public schools.

The A.A.T. Degree is awarded if the student satisfies the following requirements:

1. Fulfills all college entrance requirements.
2. Fulfills prerequisite entry requirements specific to the A.A.T. program.
    a. Cumulative GPA of 2.75 or above for all college courses taken prior to beginning the Education courses
    b. Completion of 24 semester hours with a grade of 'C' or above in: English 1301; Speech 1315; Psychology 2301; and Math 1314
    c. TSI scores: 351 in Reading; 350 in Math; essay of at least 4 with 363 sentence skills score.
3. Completes a minimum of 25% of the semester credit hours required for the A.A.T. degree at Cisco College.
4. Satisfactorily completes a degree program comprised of 60 semester hours, depending on the type of initial Texas Teacher Certification being sought. Although the Cisco College core curriculum serves as its foundation, this degree program also mandates successful completion of specific education and content-based courses.
5. Satisfactorily settles all business accounts.

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification EC-6; 4-8, EC-12 Special Education; 8-12, EC-12 Other than Special Education

Freshman Year

ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
HIST 1301 United States History I	3	HIST 1302 United States History II.	3
MATH 1314 College Algebra or options	3	SPCH 1315 Pub Speaking	3
BCIS 1305 Business Computer App	3	PSYC 2301	3
Science	4	Science	4
	Total 16		Total 16

Sophomore Year

Humanities	3	Visual/Performing Arts	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
Science	3	MATH 1351 Fund of Math II	3
MATH 1350 Fundamentals of Math I	3	EDUC 2301 Intro to Special Pops	3
EDUC 1301 Intro to the Teaching Prof	3	Kinesiology	1
	Total 15		Total 13

Associate of Applied Science Degree

The A.A.S. Degree is granted if the student satisfies the following requirements:

1. Fulfills all college entrance requirements.
2. Satisfactorily completes a prescribed two-year technical program (specific courses identified in information pertaining to specific degree), including 15 semester hours of college level, academic transfer courses drawn from the following categories:
    - Humanities/Fine Arts – 3 semester hours
    - Social/Behavioral Sciences – 3 semester hours
    - Natural Science/Mathematics – 3 semester hours

Associate in Applied Science Degree-Medical Assisting

Must complete a minimum of 25% of the required credit hours at Cisco College to earn degree

ENGL 1301 Composition I	3
MDCA 1313 Medical Terminology	3
MDCA 1321 Admin Procedures	3
MDCA 1409 A & P for MA	4
Total	13

Humanities/Fine Arts Elective	3
HITT 1313 Insurance Coding	3
MDCA 1310 Med Assist Comm Skills	3
ITSC 1301 Introduction to Computers	3
Total	12

PHRA 1305 Drug Classification	3
MDCA 1417 Procedures Clinical Setting	4
PSYC 2301 General Psychology OR	
PSYC 2319 Social Psychology	3
MDCA 1343 Medical Insurance	3
Total	13

MATH 1314 College Algebra	3
GOVT 2305 Federal Government or	
GOVT 2306 Texas Government	3
PHRA 1209	2
MDCA 1452 Med Assist Lab Procedures	4
ITSW 1404 Introduction to Spreadsheets	4
Total	16

MDCA 2460 Clinical-Medical Assisting	4

MDCA 1254 Med Assi4.3(.227 Td[(M)2e7)6.18. 3ea4 s Tw 0>BDC T16(ea-2ss)-13TjEM35r[(d)-13(A)0.6(s)-14(s)-0l[(d)-13(A91S18.88 T 13 >>BDC 0.001 T

Clinical Medical Assisting-Level I Certificate

MDCA 1313 Medical Terminology	3
MDCA1409 A & P for MA	4
PHRA 1209 Pharm Math I	2
MDCA 1417 Procedures Clinical Setting	4
Total	13

ITSW 1404 Introduction to Spreadsheets.	4
MDCA 1452 Med Assist Lab Procedures	4
PHRA 1305 Drug Classification	3
MDCA 1310 Medical Law and Ethics..	3
Total	14

MDCA 2460 Clinical-Medical Assisting	4
Total	4

Capstone: Departmental Exam

Pharmacy Technician

The pharmacy technician program prepares students for entry-level position in a pharmacy setting. The pharmacy technicians' responsibility is to assist the pharmacist in the preparation and dispensing the medications. The Pharmacy Technician program offers a one year Level II Certificate. Students completing the program will be eligible to take the national certification exam from the Pharmacy Technician Certification Board. A student must successfully complete semester one courses prior to enrolling in courses in semester two. To be accepted into the program, the students must fill out an application, take the general admission HESI exam, TAS, complete immunizations requirements, a Drug Screen and register with the Texas State Board of Pharmacy for background check and fingerprinting. The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacist (ASHP) along with the Accreditation Council for Pharmacy Education (ACPE) and the Pharmacy Technician Commission (PTAC). For fy3(a)2.1(t)C2(P)3Tc -D003 Tw [6D00.8(y1(s)10.52w 6..7(he.1(a6.1(C)-10.2 Td[m)-10.2(i1ch)-6.1(n

A = 90-100
B = 80-89
C = 75-79
D = 74-70

*RSPT 2231 Clinical Simu in Resp Care 2
*RSPT 2167 Pract/ Respiratory Care 1
Total 3

**Secured comprehensive assessment exam*

Surgical Technology

The Surgical Technology program prepares students to be a part of the surgical staff who assist with patient care in the operating room. Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Cisco College offers a Level I Certification and an Associate in Applied Science Degree. The program has three pre-requisites that must be completed prior to acceptance into the program: Medical Terminology and Anatomy and Physiology I & II, all of which are taught at the Abilene Educational Center. The programs include hours of clinical observation and experience in the operating room as well as classroom lecture. The mission of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (6 West Dry Creek Circle Suite 110, Littleton, Colorado 80120, Phone Number: (303) 694-9262, Fax Number: (303) 741-3655, www.arcstsa.org) is to provide recognition for the quality of the education in its system to the public. The Cisco College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Program (1361 Park Street, Clearwater, Florida 33756, Phone Number: (727) 210-2350, Fax (727) 210-2354, www.caahep.org)

Associate in Applied Science Degree-Surgical Technology

Must complete a minimum of 25% of the required credit hours at Cisco College to earn degree

FIRST SEMESTER

MATH 1314 College Algebra 3
PSYC 2314 Lifespan Growth & Dev .....
or SOCI 1301 3
BIOL 2401 A & P 1 4
BIOL 2421 Microbiology 4

SECOND SEMESTER

BIOL 2402 Anatomy and Physiology 11 4
ENGL 1301 English Comp 1 3
SPCH 1321 B & P Prof Comm 3
Humanities/Fine Arts Elective 3

FIFTH SEMESTER (LONG SUMMER)

SRGT 2130 Professional Readiness 1
SRGT 2560 Clinical III-Surg Tech..... 5
Total 6

Total 60

Capstone: Department Exam

Surgical Technology Level I Certificate

Prerequisite Semester

BIOL 2401 Anatomy & Physiology I..... 4
BIOL 2402 Anatomy & Physiology II..... 4
MDCA 1313 Medical Terminology 3
Total 11

Sophomore Year

AUMT 1410 Automotive Brake Systems.....4
AUMT 1416 Suspension & Steering.....4
AUMT 2434 Adv Emission Sys Diagnostics.....4
ENGL 1301 English Comp. & Rhetoric.....3
AUMT 1445 Automotive Climate Control 4
AUMT 2325 Automatic Trans &Transaxle 3
AUMT 2421 Automotive Electrical Diag and rep.....4

Sophomore Year

ACNT 1311 Intro to Comp Accounting	3
BMGT 1327 Principles of Management	3
ITSW 1307 Introduction to Database	3
POFT 2431 Administrative Systems	4
POFT 1313 Prof & Pers Dev for Office Personnel	3
	Total 16

MATH 1314 College Algebra	3
PSYC 2301 Intro to Psychology	3
Humanities/Fine Arts	3
ENGL 1301 Composition I	3
SPCH 1315 Pub Speaking Or SPCH 1321 Bus & Prof Communications	3
	Total 15

Capstone: Departmental Examination

Business Systems Technology-Level II Certificate

ACNT 1303 Intro to Accounting I	3
ITSW 1410 Intro to Presentation Graphic Soft	4
POFI 2301 Word Processing	3
POFT 1325 Bus Math	3

ITSW 1404 Intro to Spreadsheets	4
POFT 1309 Admin Office Procedures	3
ACNT 1304 Intro to Accounting II	3
POFT 2312 Business	

Cosmetology (Cisco Only)

Admission Requirements

Students entering the Cisco College Cosmetology program must be high school graduates or should have established a high school equivalency and be at least 18 years of age. Prospective students should apply early.

The primary purpose of Cisco College's cosmetology program is to prepare competent cosmetologists and to provide specialized training, thereby affording the student an opportunity for immediate employment upon completion of the program. A further objective is to equip the student with the basic knowledge and skills which will be useful in the cosmetology field.

The State requires certain information from prospective students prior to enrollment including proof of age, citizenship and proof of high school graduation or GED, and a criminal background check. Licenses will be issued upon satisfactory completion of state examination. Cisco College offers courses leading to licenses for operators and instructors. The operator program is a complete one year-program consisting of successful completion of 42 credit hours equivalent to 1500 hours. The instructor program is requires a valid Texas Operators License plus one year of experience and the completion of 12 credit hours (one semester) equivalent to 500 hours or a valid Texas Operators License a

Fire Technology-Level II Certificate

Freshman Year

FIRT 1327 Building Const in Fire Service 3
FIRT 1307 Fire Prev Codes & Ins 3
FIRT 1338 Fire Protection Systems 3
FIRT 1309 Fire Administration I..... 3
FIRT 1342 Fire Officer I..... 3
Total 15

FIRT 2305 Fire Instructor..... 3
Approved Elective* 3/4
FIRT 1319 Health & Safety..... 3
FIRT 2309 Fire Fighting Strat & Tactics..... 3
FIRT 1333 Fire Chemistry I..... 3
Total 15/16

Sophomore Year

FIRT 1353 Legal Aspects Fire Protection..... 3
BMGT 2305 Advanced Comm..... 3
FIRT 2344 Driver/Operator 3
Approved Elective* 3/4
FIRT 1315 Hazardous Materials I 3
Total 15/16

Total 45 to 46 Credit Hours

**Approved Electives: FIRT 1349, FIRT 1408, FIRT 1329, FIRT 1343, FIRT 1303 or FIRT 2307*

Fire Science -Level I Certificate

Freshman Year

FIRT 1327 Building Const in Fire Service 3
FIRT 1307 Fire Prev Codes & Ins 3

FIRT 1333 Fire Chemistry 3
FIRT 1338 Fire Protection Sys(t).3(n04 -0(m)-02Tj0.0019.933 0 Td(or)Tj0 Tc .005 Td(3

Associate in Applied Science Degree-Industrial Technology

Must complete a minimum of 25% of the required credit hours at Cisco College to earn degree

Freshman Year

ENGL 1301 Composition I 3
MATH 1314 College Algebra 3
PFPB 1421 Plumbing Maint & Repair 4
DFTG 1409 Basic Comp Aided Drafting 4
WLDG 1421 Intro to Weld Fund 4

Total 18

Humanities/Fine Arts Elective 3
GOVT 2306 Texas Government OR
SOCI 1301 Introductory Sociology 3
BCIS 1305 Business Computer App 3
BMGT 1482 Co-op Ed: Industrial Tech 4
CETT 1402 Electricity Principles 4

Total 17

Sophomore Year

BMGT 1483 Co-op Ed: Industrial Tech 4

Refrigeration/Air Conditioning-Level I Certificate

BMGT 1482 Co-op Ed: Industrial Tech 4
CETT 1402 Electricity Principles 4
HART 1407 Refrigeration Principles 4
HART 1441 Residential Air Cond 4
Total 16

HART 2441 Commercial Air Cond 4
HART 2438 AC Install/Start up 4
IEIR 1410 Motor Controls 4
Total 12

+Capstone: Departmental Exam

Welding Technology (Abilene Only)

Today's welding industry is a fast growing industry in which trained individuals are in high demand. The welding industry is changing rapidly, and more skilled welders are needed in many different areas of the industry. Cisco College's welding certificate program is designed to help students develop the skills needed to enter the job market ready to go to work as a welder. We offer two level I certificates as well as one level OO certificate. These certificates consist of courses that provide intense training in the major welding processes such as shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FACW), and gas tungsten arc welding (GTAW). Certificates also include supportive courses in metallurgy; welding blue print reading and welding layout and fabrication. At the completion of each certificate, the student must pass a capstone procedural event designed to demonstrate mastery of the skills learned in that certificate. Optional AWS (American Welding Society) procedural testing is available at a reduced cost if the student desires them.

Our welding program offers flexible scheduling, which enables students to register for full-time or part-time depending upon their needs. We offer both day and evening courses. All welding courses offer hands on approach allowing students more time to develop specific welding skills utilized in the welding industry. Our classes are a combination of lecture/lab training. All of our welding instructors are experienced welders and currently work in the welding industry because we believe it is very important that students learn from instructors who are knowledgeable in the welding processes they teach.

Welding-Level I Certificate

WLDG 1412 Intro to FCAW 4
WLDG 1430 Intro to GMAW 4
WLDG 1421 Intro to Weld Fund 4
Total 12

WLDG 1317 Intro to Layout and Fab 3
WLDG 1434 Intro to GTAW 4
WLDG 1435 Intro to Pipe Welding 4
Total 11

+Capstone: Departmental Exam

Welding-Advanced Level I Certificate

WLDG 2443 Advanced SMAW 4
WLDG 2435 Advanced Layout & Fabrication 4
WLDG 2452 Advanced FCAW 4
Total 12

WLDG 1337 Intro to Welding Metallurgy 3
WLD5 2451 Advanced GTAW 4
WLDG 2453 Advanced Pipe Welding 4
Total 11

+Capstone: Departmental Exam

Welding-Level II Certificate

WLDG 1412 Intro to FCAW 4
WLDG 1430 Intro to GMAW 4
WLDG 1421 Intro to Weld Fund 4
Total 12

WLDG 1317 Intro to Layout and Fab 3
WLDG 1434 Intro to GTAW 4
WLDG 1435 Intro to Pipe Welding 4
Total 11

Application Deadline: Third Friday in May. Classes begin each fall semester.

PREREQUISITE COURSES	Credit Hours
ENGL 1301 Composition I	3
BIOL 2401 Anatomy & Physiology I	4
BIOL 2402 Anatomy & Physiology II	4
BIOL 1322 Nutrition	3
PSYC 2301 General Psychology	3
	Total 17

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Admission Criteria:

1. Must fulfill Cisco College's requirements for admission; please refer to the Cisco College Catalog
2. All applicants must submit a current, complete application each time they apply for the program.
3. Official high school transcript or GED scores
4. Have current immunizations including Hepatitis B vaccine series or show serologic confirmation of immunity to Hepatitis B virus. (Hepatitis B series must be complete before student's application will be considered complete.)
5. All applicants must be TSI complete or college ready.

Applicants are selected based on the following criteria:

1.

hybrid instruction (a combination of online and face-to-face instruction); and through interactive television classrooms. The College seeks to operate as one institution by integrating policy, procedure, personnel, services and programs as appropriate to the location, circumstance and need. In all activities, institutional goals and objectives, especially for educational offerings, seek to achieve the same expected educational outcomes; appropriate assessment procedures seek to evaluate effectiveness in meeting the needs of constituents and for the improvement of institutional programs and services.

Virtual College of Texas

Distance learning courses not in the catalog or schedule may be available to Cisco College students through a statewide consortium, the Virtual College of Texas. Individual courses are available through the virtual college and may be viewed on the web at http://ciscojrcollege.vct.org/credit.

Although Virtual College of Texas courses may originate from any one of the more than forty public college participants in the state, they have the same tuition, admission procedures and requirements, Texas Success Initiative requirements, and appear on an academic transcript like any other Cisco College courses.

For Virtual College courses, students have access to the advisement, library and support services, as well as all other activities of the Cisco College system. Depending on the course, exams may be completed online, through the Cisco College Counseling Office, or through appropriate arrangements at an approved off-campus site.

Additional information on courses offered through the Virtual College may be obtained online at www.cisco.edu under Distance Education, via e-mail (vct@cisco.edu) or by calling (254) 442-5008.

COURSE DESCRIPTIONS

The following pages provide course descriptions of all Cisco College courses, including those required for certificates, two-year degrees and transfer to four-year institutions. Courses and programs at Cisco College are listed below with designated abbreviations in parentheses. Suggested degree plans for transfer to specific baccalaureate programs can be found on the college website at www.cisco.edu.

Accounting (ACCT, ACNT)
Agriculture (AGRI)
Anthropology (ANTH)
Art (ARTS)
Athletic Training
Automotive Technology (AUMT, ABDR)
Biology (BIOL)
Biotechnology (BITC, SCIT)
Business (BUSI)
Business Administration Management
Business Computer Information Systems (BCIS, COSC)
Business Systems Technology (ACNT, ITSW, POFI, POFT)
Chemistry (CHEM)
Child Care Technology (CDEC)
Computer Science (COSC)
B

the course carrying or cross-referenced with the same TCCNS designation at the receiving institution. Transfer courses having a common TCCNS number are indicated with an asterisk (*) on the following pages.

Courses are numbered by a four-digit number in the following manner: The first digit identifies the academic level: zero (0) indicates developmental, one (1) indicates freshman level and two (2) indicates sophomore level. The second digit identifies credit hour value. The third and fourth digits uniquely identify the course.

For example, ENGL 1301 is a freshman level, 3-semester hour course and should be taken first in any sequence of college-level English courses. Courses numbered with a first digit of zero (0) are developmental and will not count toward a degree.

The course numbers on the following pages are subject to the approval of the Texas Higher Education Coordinating Board.

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MDCA 1305 Medical Law and Ethics

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients and medical assistants in ambulatory care settings. Three lecture hours per week.
Credit: 3 semester hours

MDCA 1310 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. Three lecture hours per week.
Credit: 3 semester hours

MDCA 1313 Medical Terminology

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes roots and combining forms. Three lecture hours per week.
Credit: 3 semester hours

MDCA3 6FE.3(c)2.333 T Acsmiuatied Proeddufod

PHRA 2260 Clinical Institution

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. Eight hours clinical per week.
Credit: 2 semester hours

PHRA 2261 Clinical Community

A health-related work-based learning experience that enables the students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Eight hours clinical per week
Credit: 2 semester hours

PHRA 2460 Clinical II

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. Twelve clinical hours per week.
Credit: 4 semester hours

Respiratory Care/Therapy

RSPT 1101 Introduction to Respiratory Care

An introduction to the field of respiratory care. Two hours lecture, one hour lab per week. Two hour lecture, one hour lab.
Credit: 2 semester hour
Co-requisite: RSPT 1160, RSPT 1329

RSPT 1141 Respiratory Home Care/Rehabilitation

A study of respiratory home care/rehabilitation equipment, procedures, and patient education. One hour lecture per week.
Credit: 1 semester hour
Pre-requisites: RSPT 2210, RSPT 1340, RSPT 2317, RSPT 2266

RSPT 1160 Clinical/Respiratory Care

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. Eight hours clinical per week.
Credit: 1 semester hours
Co-requisite RSPT 1201, RSPT 1329

RSPT 1201 Introduction to Respiratory Care

An introduction to the field of respiratory care. Two hours lecture, one hour lab per week. Two hour lecture, one hour lab.
Credit: 2 semester hour
Co-requisite: RSPT 1160, RSPT 1329

RSPT 1207 Cardiopulmonary A& P

Anatomy and Physiology of the cardiovascular and pulmonary systems. One hour lecture, four hour lab per week.
Credit: 2 semester hours

RSPT 12

RSPT 2231 Simulations in Respiratory Care

Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. One hour lecture, four hours lab per week.
Credit: 2 semester hour
Pre-requisites: RSPT 2267, RSPT 1141, RSPT 1329, RSPT 1331, RSPT 1340, RSPT 2210, RSPR 1201, RSPT 2317, RSPT 2314, RSPT 2353, RSPT 2305

SRGT 2460 Clinical III-Surgical Technology/Technologist

A health-related work-

AUMT 1407 Automotive Electrical Systems

An overview of automotive electrical Systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. Two lecture hours, four lab hours per week.
Credit: 4 semester hours

AUMT 1410 Automotive Brake Systems

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, antilock brake systems, and parking brakes. May be taught manufacturer specific. Two lecture hours, four lab hours per week.
Credit: 4 semester hours

AUMT 1419 Automotive Engine Repair

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Two lecture hours, four lab hours per week.
Credit: 4 semester hours

AUMT 1416 Suspension and Steering

A study of theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. Two lecture hours, four lab hours per week.
Credit: 4 semester hours

AUMT 1445 Climate Control Systems

Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycles and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Two lecture hours, four lab hours.
Credit: 4 semester hours

AUMT 2313 Automotive Drive Train and Axles

A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on the diagnosis and the repair of transmissions/transaxles and drive lines. May be taught manufacturer specific. Two lecture hours, four lab hours per week.
Credit: 4 semester hours

AUMT 2325 Automatic Transmission and Transaxle

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper-techniques. May be taught manufacturer specific. Two lecture hours, four lab hours per week.
Credit: 4 semester hours

AUMT 2417 Engine Performance Analysis I

Theory, operation, diagnosis, and repair of basic engine dynamic.7(p)1(a)3 eghtcion,e anirnuyn(y)-4.3(o)-10.vmat h pr prs(e)0.7( )-13.o3(D)-.7(

BIOL 1411 GENERAL BOTANY*

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabo

BITC 1350 Special Studies and Bioethical Issues of Biotechnology

Current events, skills, attitudes, and behaviors pertinent to biotechnology and relevant to the professional development of the student. Includes exploration of ethical and legal behaviors in the context of the biotechnology industry. Three hours lecture per week.
Credit: 3 semester hours

BITC 1391 Special Topics – Immunology

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. Two hours lecture, two hours laboratory per week.
Credit: 3 semester hours

BITC 1402 Biotechnology Lab Methods and Techniques

Laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures, includes laboratory practice in using pH meters, mixing buffers, performing measurements, preparing solutions, and performing separatory techniques. Three hours lecture, three hours laboratory per week.
Credit: 4 semester hours per week

BITC 2411 Biotechnology Lab Instrumentation

Theory, applications, and operation of various analytical instruments. Addresses searation and identification techniques including electrophoresis, spectrophotometry, and chromatography. Two hours lecture, four hours laboratory per week.
Credit: 4 semester hours

BITC 2431 Cell Culture Techniques

Theory and applications of cell culture techniques. Laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, preservation of cell lines and applications. Three hours lecture, three hours laboratory per week.
Credit: 4 semester hours

BITC 2441 Molecular Biotechnology Techniques

Introduction to Biotechnology and Biotechnology laboratory instrumentation. Three hours lecture, three hours laboratory per week.
Credit: 4 semester hours

BITC 2445 Medical Biotechnology

Bio

Business

BUSI 1301 Business Principles

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.

Credit: 3 semester hours

Business Computer Information Systems

BCIS 1305 Business Computer Applications*

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Credit: 3 semester hours

COSC 1415 Fundamentals of Programming*

Introduction to computer n71l0(o)-160.7(,)m7(,)m7(,)eent-16(n72 b)1(u)1TJ0 Tc 0 Tnetestl.7(.4(c)-8(r)-2.7(e0(o)-160.72.6(o)-110(o)-l)-11.3

ITSW 1304 Introduction to Spreadsheets

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Two lecture hours, two lab hours per week.
Credit: 3 semester hours

ITSW 1307 Introduction to Database

Introduction to database theory and the practical applications of a database. Two lecture hours, two lab hours per week.
Credit: 3 semester hours ***r ls2t: 3d 6.***

CHEM 1411 General Chemistry I*

CDEC 1311 / TECA 1311 Educating Young Children

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. Three lecture hours, one lab hour per week.
Credit: 3 semester hours

CDEC 1313 Curriculum Resources for Early Childhood Program

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and

CDEC 1358 Creative Arts for Early Childhood

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. Three lecture hours per week.
Credi, 1e.1-18.7( )].

CDEC 2422 Child Development Associate Training II

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy learning environment, self, social and guidance. Three lecture hours, four lab hours per week.

CSME 1435 Orientation to the Instruction of Cosmetology

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Two lecture hours, six lab hours per week.

CJCR 2324/ CRIJ 2301* Community Resources in Correction

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. Three lecture hours per week.
Credit: 3 semester hours

CJLE 1111 Basic Firearm Training

Instruction on firearm safety, cleaning, and care techniques, proper shooting principles, and proficiency with a handgun and shotgun. One lecture hour per week.
Credit: 1 semester hour

CJLE 1249 Intermediate Arrest, Search and Seizure

Probable cause; detention and arrest; exceptions to search warrant requirements; principles of preparing valid search warrants; pretrial suppression hearings; and civil liability for improper arrests, searches, and seizures. Three lecture hours per week.
Credit: 3 semester hours

CJLE 1333 Traffic Law and Investigations

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures and traffic law c procedures and traffic law c

CJLE 1333 Traffic Law an21 Invegat-1(J)0.005S3A1313/ (t-1(R)3(IJ(3)6.3(1306*4r.7 (t-1(o7(t)-u-26o)-r)50.3 S2(f)2(y)3n)1117n)1te(3)6.3

CJSA 1322/ CRIJ 1301* Introduction to Criminal Justice

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. Three lecture hours per week.
Credit: 3 semester hours

CJSA 2331 Child Abuse, Prevention and Investigation

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. Three lecture hours per week.
Credit: 3 semester hours

CJSA 2334 Contemporary Issues in Criminal Justice

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. Three lecture hours per week.
Credit: 3 semester hours

CJSA 2335 First Line Police Supervision

Development of supervision techniques and practices for the first-line supervisor and development of desirable traits of a supervisor with emphasis on individual and group leadership. Special emphasis on the balance between the individual and the organization. Three lecture hours per week.
Credit: 3 semester hours

CJSA 2388 Internship-Criminal Justice/Safety Studies

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. Zero lecture hours, zero lab hours, ten external hours per week.
Credit: 3 semester hours

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Developmental Mathematics

MATH 0313 NCBO

This is a preparation course for college algebra including 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. The course is based on individual assessments and includes a computer component. A scheduled lab is required.
Credit: 3 semester hours
Prerequisite: test placement or instructor recommendation

MATH 0401 Basic Mathematics

An introductory mathematics course designed to prepare students for elementary algebra; operations with whole numbers, fractions, mixed numbers, decimals, ratios, proportions, percents, integers, basic geometry including perimeter-13.769610.02 r74.7(
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DERW 0403 Developmental Integrated Reading and Writing

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material. Students will develop written work appropriate to the audience, purpose, situation, and criteria for the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing. Three hours lecture per week; one lab hour.
Credit: 4 semester hours
Prerequisite: Grade of "C" or better in DERW 0402.

DREA 0204 Developmental Reading NCBO

Fundamental reading skills to develop comprehension, vocabulary, and rate. Allows students to apply active reading strategies and practice critical thinking skills to evaluate and interpret written material. Students must make a grade of "C" or better in this course to take reading-intensive college-level courses. Will not count toward a degree.
Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: Grade of "C" or better in DREA 0302 or test placement.

DREA 0302 Developmental Reading II

Fundamental reading skills to develop comprehension, vocabulary, and rate. Allows students to practice active reading strategies and to build critical thinking skills, vocabulary, and study skills. Will not count towards a degree. Y

II

ECON 2302 Principles of Economics (Microeconomics)*

History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economic systems. Attention given to the application of economic principles to economic problems. Three lecture hours per week.
Credit: 3 semester hours

Education

EDUC 1100 Learning Framework*

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

English

ENGL 1301 Composition I*

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individual and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Credit: 3 semester hours

ENGL 1302 Composition II*

ENGL 2327 American Literature

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Prerequisites: ENGL 1301, ENGL 1302

ENGL 2328 American Literature II

A survey of American literature from the civil war to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.
Prerequisites: ENGL 1301, ENGL 1302

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EMSP 2237 Emergency Procedures

Instruction in a laboratory environment concentrating on practical medical skills and critical thinking abilities. Topics include a variety of skills appropriate to the student's training level. Required verifications of specific skills may be included. Two lecture hours, one lab hour per week.
Credit: 2 semester hours

EMSP 1501 Emergency Medical Technician – Basic

Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. Three lecture hours, eight lab hours per week.
Credit: 5 semester hours

EMSP 1261 Clinical – Emergency Medical – Technology/Technician

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. Seven clinical hours per week.
Credit: 2 semester credit hours

POFT 1313 Professional Workforce

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. Two lecture hours, two lab hours per week.
Credit: 3 semester hours

POFI 1301 Computer Applications I

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications and procedures. Two lecture hours, four lab hours per week.
Credit: 3 semester hours

Fire Technology

FIRS 2344 Driver/Operator-Pumper

Meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Driver/Operator-Pumper. Three lecture hours, one lab hour per week.
Credit: 3 semester hours

FIRT 1303 Fire and Arson Investigator I

Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. Three lecture hours per week.
Credit: 3 semester hours

FIRT 1307 Fire Prevention Codes and Inspection

Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. Three lecture hours per week.
Credit: 3 semester hours

FIRT 1309 Fire Administration I

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. Three lecture hours per week.
Credit: 3 semester hours

FIRT 1315 Hazardous Materials I

The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency

FIRT 1408 Fire Inspector I

Fire inspection including rules, codes, and field inspection practices to meet certification requirements of the Texas Commission on Fire Protection. Two lecture hours per week, four laboratory hours per week.
Credit: 3 semester hours

FIRT 2305 Fire Instructor I

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use

HIST 2301 Texas History*

Survey of Texas from the Spanish exploration to the present. Three lecture hours per week.
Credit: 3 semester hours

HIST 2313 History of England I*

Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to 1688. Three lecture hours per week.
Credit: 3 semester hours

HIST 2314 History of England II*

Survey of the political, social, economic, military, cultural, and intellectual development of England from 1688 to the present. Three lecture hours per week.
Credit: 3 semester hours

HIST 2321 World Civilizations I*

Survey of ancient and medieval history with emphasis on Asian, African, and European cultures. Three lecture hours per week.
Credit: 3 semester hours

HIST 2322 World Civilizations II*

Survey of the modern history and culture of Asia, Africa, Europe, and the Americas. Three lecture hours per week.
Credit: 3 semester hours

Humanities

HUMA 2323 World Cultures*

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology. Three lecture hours per week.
Credit: 3 semester hours

Industrial Technology

ART 2438 Air Conditioning Installation and Start Up A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Two hours lecture, four hours lab per week.
Credit: 4 semester hours
Prerequisite: HART 1407 or approval of instructor

BMGT 1482, 1483, 2482 Cooperative Education-Business Administration & Management, General

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the College, employer and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience. Includes a lecture component. One hour lecture, twenty one lab hours per week.
Credit: 4 semester hours

CNBT 1416 Construction Technology I

Introduction to site preparation foundations and form work, safety, tools, and equipment. Two hours lecture, four lab hours per week.
Credit: 4 semester hours

CETT 1402 Electricity Principles

Principles of Electricity including proper use of test equipment, AC and DC circuits, and component theory and operation. Two hours lecture, four lab hours per week.
Credit: 4 semester hours

DFTG 1409 Basic Computer Aided Drafting

An introduction to computer aided drafting. Emphasis is placed on set up; 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. Two hours lecture, four lab hours per week.
Credit: 4 semester hours

ELPT 2419 Programmable Logic Controllers

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. Two hours lecture, four hours lab per week.
Credit: 4 semester hours

ENTC 1447 Safety and Ergonomics

Occupational Safety and Health Administration (OSHA) safety guidelines including electrical, chemical, and hazardous material safety. Ergonomic considerations to include repetitive motion, plant layout, and machine design. Industrial safety awareness, accident cost and prevention, and workman's com

PFPB 1421 Plumbing Maintenance and Repair

KINE 2356 Care and Prevention of Athletic Injuries*

Mathematics

MATH 1314 College Algebra*

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included; may not apply toward a major in math. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: Meet TSI college-readiness standard for Mathematics and High School Algebra I & II or a grade of "C" or

MUAP 1157, 1257 Percussion*

Individual instruction in snare drum, timpani, bells, or marimba; proficiency examination required of music majors upon entrance. One or two lab hours per week.
Credit: 1 or 2 semester hours

MUAP 1165, 1265 Organ*

Individual instruction; proficiency; proficiency examination required of music majors upon entrance; may be repeated for credit. One or two lab hours per week.
Credit: 1 or 2 semester hours

MUAP 1169, 1269 Piano*

Individual instruction, proficiency examination required for music majors upon entrance; may be repeated for credit. One or two lab hours per week.
Credit: 1 or 2 semester hours

MUAP 1181, 1281 Voice*

Individual instruction in singing; proficiency examination required of music majors upon entrance; may be repeated for credit. One or two lab hours per week.
Credit: 1 or 2 semester hours

MUEN 1121 College Band*

This course consists of marching band during the fall semester and concert band during the spring semester, with all the activities and commitments that are required of a college band. May be repeated for credit. Six lab hours per week.
Credit: 1 semester hour

MUEN 1131 Jazz Band*

Open to members of the College Band; selection by audition; performs "big band" and jazz as well as contemporary popular music; may be repeated for credit. Three lab hours per week.
Credit: 1 semester hour

MUEN 1132 Pep Band*

This course consists of a spirit based performance ensemble designed to help promote school spirit and enthusiasm especially at indoor athletic events. The ensemble is also used for promotional opportunities at area activities and assemblies. May be repeated for credit. Three lab hours per week and all home volleyball/basketball games during the school term.
Credit: 1 semester hour

MUEN 1133 Special Ensembles – Instrumental*

Select instrumental groups; performance includes country, popular, Dixieland, rock, and dramatic music; selection by audition; may be repeated for credit. Three lab hours per wee3.3(.)-6.o Credit: 1 semester hour

MUEN 113Bambere(e)3.7(m)10(b)0.7(l)12(e)33(l*)]TJ0 Tc 0 T3w 4.587 0 Td( )TjEMC /P <MCI6 23 BDC /TT2 1 Tf-0.004 Tc 3.111 Tk teethri
Credit: 1 semest

MUSI 1307 Music Literature*

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Three lecture hours per week.
Credit: 3 semester hours

MUSI 1311 Music Theory I*

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Correlates with MUSI 1116, Elementary Sight-singing and Aural Skills. Three lecture/lab hours per week.
Credit: 3 semester hours
Co-requisite: MUSI 1116

MUSI 1312 Music Theory II*

Continued analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Correlated with MUSI 1117, Elementary Sight-singing and Aural Skills. Three lecture hours per week.
Credit: 3 semester hours
Co-requisite: MUSI 1117

MUSI 2116 Advanced Sight-singing and Aural Skills I*

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody chromatic harmony, and extended tertian structures. Two lab hours per week.
Credit: 1 semester hour
Co-requisite: MUSI 2311

MUSI 2117 Advanced Sight-singing and Aural Skills II*

Continuation of singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Two lab hours

Nursing

RNSG 1170 Introduction to Health Care concepts

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, elimination, fluid and electrolytes, genetics, immunity, infection, inflammation gas exchange, perfusion, and tissue integrity.

1. Utilize a systematic process to evaluate the human body response to selected health problems referred to as concepts.
2. Apply pathophysiological an assessment data when planning and implementing nursing actions.

Credit Hours: 1

Co-Requisites: RNSG 1171, 2371, 2172, 2362

RNSG 1171- Professional Nursing Concepts 1

Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of Profession, Provider of Patent-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical-legal, evidenced-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team-collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.

Credit Hours: 1

Co-Requisites: RNSG 1170, 2371, 2572, 2172, 2362

RNSG 2172 – Professional Nursing Concepts 2

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, communication, ethical-legal, evidenced-based practice, informatics, patient-centered care, professionalism, safety, and team collaboration though exemplars presented in the HCC course. Introduces concepts of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.

Credit Hours: 1

Co-Requisites: RNSG 1170, 1171, 2371, 2572, 2362

RNSG 2173 – Professional Nursing Concepts 3

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, communication, ethical-legal, evidenced-based practice, informatics, patient-centered care, professionalism, safety, and team/collaboration. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

Credit Hours: 1

Co-Requisites: RNSG 2573, 2372

RNSG 2174 – Professional Nursing Concepts 4

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, communication, ethical-legal, evidence –based practice, informatics, leadership and Management, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the HCC course. Emphasizes concept of quality improvement and introduces health policy, Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.
Credit Hours: 1
Co-Requisites: RNSG 2574, 2360

RNSG 2371 – Concepte.6

RNSG 2362, 2363, 2360 – CLINICALS ASSOCIATED WITH ALL THREE SEMESTERS OF NURSING CLASSES

These are health-related work-

Pharmacy Technician

See Allied Health for listing of courses.

Philosophy

PHIL 1301 Introduction to Philosophy*

RELE 1307 Real Estate Investment

Characteristics of real estate investments. Includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax. Three lecture hours per week.
Credit: 3 semester hours

RELE 1309 Real Estate Law

Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. Three lecture hours per week.
Credit: 3 semester hours

RELE 1311 Law of Contracts

Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. Three lecture hours per week.
Credit: 3 semester hours

RELE 1315 Property Management

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. Three lecture hours per week.
Credit: 3 semester hours

RELE 1319 Real Estate Finance

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RELE 2331 Real Estate Brokerage

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. Three lecture hours per week.
Credit: 3 semester hours

RELE 2389 Internship - Real Estate

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.
Credit: 3 semester hours

Respiratory Care/Therapy

See Allied Health for complete listing of courses.

Sociology

SOCI 1301 Introductory Sociology*

Introduction to the concepts and principles used in the study of group life, social institutions and social processes. Three lecture hours per week.
Credit: 3 semester hours

SOCI 1306 Social Problems*

Application of sociological principles to the major problems of contemporary society such as inequ.7(o)-1e6.1(bl)-16(es) Tw 11.8BDC

Vocational Nursing

See Nursing for a complete listing of courses.

Welding

See Industrial Technology for a complete listing of courses.

College Employees

Faculty

CHERYL ADAMS ..... NURSING

A.D.N., Angelo State University
B.S.N., Texas Tech University

ALICIA ANDREATTA ..... GOVERNMENT

B.A., McMurry University
M.A., Baylor University

JACKY ANDREATTA ..... ATHLETIC TRAINING/KINESIOLOGY

B.S., Tarleton State University
M.S., Texas Tech University

DEBBIE BAKER ..... DIRECTOR OF WRANGLER BELLES, PERFORMING ARTS

B.S., Howard Payne University

TERRA BARTEE ..... PSYCHOLOGY

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M.S., Tarleton State University

DEBBIE BARTON ..... BIOLOGY

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B.S., Tarleton State University
M.S.T., Tarleton State University

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M.A., University of Texas-Permian Basin

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M.S., Abilene Christine University

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M.B.A., Tarleton State University
Graduate Study, University of Houston

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M.B.A., Tarleton State University

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M.S.N., Grand Canyon University

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L.A.T., Advisory Board of Athletic Trainers-Texas Department of Health

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M.A., Sul Ross State University

DUANE HALE ..... HISTORY
B.S.Ed., Abilene Christian University

JEFF LAWRENCE ..... RESPIRATORY CARE
A.A., Victoria College
A.A.S., Southwest Texas State University
B.A., Ottawa University
M.S., Abilene Christian University

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M.S., Angelo State University

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B.S., Southwestern Oklahoma State University

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Graduate Study, West Texas State University

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A.A.S.S.T. SOUTH PLAINS COLLEGE

TYRUS MCGLOTHEN ..... PRESIDENT HAL DORM SUPERVISOR/FOOTBALL
B.S., Lamar University

J.C. MCDANIEL ..... MATHEMATICS
B.A., Texas A&M University
M.S., Texas A&M University

KELLY MEYER ..... ALLIED HEALTH
CPhT, Pharmacy Technician Certification Board
PhTR, Registered Pharmacy Technician
B.S., Hardin-Simmons University
M.Ed., Texas Tech University

RANDY MILLER ..... INDUSTRIAL TECHNOLOGY
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M.S., Abilene Christian University
Graduate Study, University of Nebraska

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A.A., McLennan Community College
B.S., Tarleton State University

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B.S., McMurry University
M.S.T., Tarleton State University
Graduate Study, University of North Texas

CATHERINE MULLINAX ..... ENGLISH
A.A., Cisco Junior College
B.A., Hardin-Simmons University
M.A., Hardin-Simmons University

TERESA VILLAREAL ..... DEVELOPMENTAL STUDIES
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M.A., Hardin Simmons University

JEANETTE VINCENT ..... NURSING
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M.S.N., Clarkson College

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M.Ed., Tarleton State University

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M.A., University of Texas at Arlington

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M.S., Walden University
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M.P.T., Texas Tech University

Staff

ROBERT ANDERSON ..... DIRECTOR OF PLANT OPERATIONS

RENEE BATTEAS ..... ACCOUNTTANT
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JACKIE

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A.A., Ranger College
B.S., Tarleton State University

GAYE LANDENBERGER ..... INFORMATION TECHNOLOGY
Level I Electronics Certificate, Cisco Junior College
A.A., Cisco Junior College

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MIKE LEACH ..... MAINTENANCE

RANDY LEATH ..... DEAN OF COUNSELING
A.A., Tyler Junior College
B.S., Stephen F. Austin State University
M.A.B.S., Dallas Theological Seminary
M.Ed, Stephen F. Austin State University

RENEE LEATH ..... STUDENT SUCCESS SPECIALIST
B.S., Tarleton State University

RHONDA LUCEFORD ..... 989.-7(ty)]TJ0 Tc 0.634.772 0 Td( )Tj-0.002 Tc 0.002

BECKY YOUNG ..... ADMINISTRATIVE A

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CISCO COLLEGE

CISCO, TX 76437

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A room will not be reserved without the following:

THIS APPLICATION, completely filled out.

$100 APPLICATION FEE. Make check or money order payable to Cisco College. No cash. Grants, student loans and scholarships may NOT be used for the fee.

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