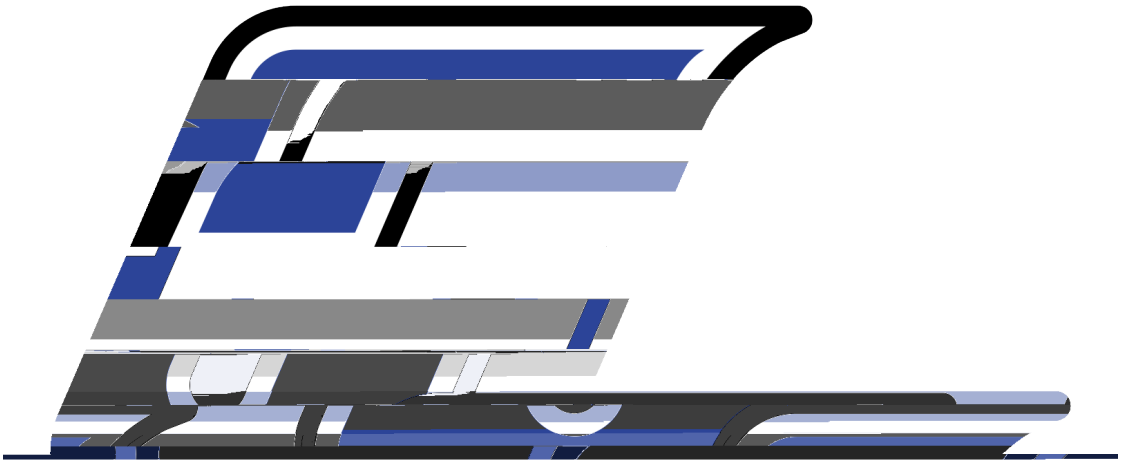

# 2023-2024
# GENERAL CATALOG

Fall 2023 Volume

CISCO COLLEGE
Cisco College District
101 College Heights
Cisco, Texas

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- We work and interact with honesty, integrity, and mutual trust, looking beyond self-interests and without hidden agendas.
- We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.
- We work together to achieve common goals, offering support and building consensus.

## Admission and Withdrawal

Applications for admission should be directed to the Admissions Office. The student is responsible for meeting all admission requirements; failure to do so within a reasonable period of time after registration may cause the student to be placed on non-credit status for work in which the student is enrolled.

## Admission Process & Requirements

Completion of the following is necessary to gain admission to Cisco College.

1. Application for admission is available online at www.cisco.edu.
2. 
   - High School – An official transcript from an accredited high school must be filed with the Admissions Office before full admission is granted.
   - Transfer – All official transcripts must be presented before students transferring from other colleges can be accepted. The transcripts must also show evidence of honorable dismissal. Do not send partial or incomplete transcripts unless requested to do so.
   - Examination in Lieu of Transcript – An applicant may be admitted without a high school diploma if the high school class to which the applicant belonged has graduated, the applicant is at least 17 years old and has passed the General Education Development (GED) Test.

7. Registration at Cisco College occurs online utilizing Campus Connect. New students are encouraged to contact the Counseling Office to learn how to use Campus Connect.

A student is not officially enrolled until the completion of the payment process. The payment process for fall, spring, or long summer sessions can be completed as follows:

- A student may pay tuition and fees in full prior to the beginning of the semester, or
- A student may contract with Nelnet formerly FACTS Management Co. for an installment payment plan. To learn more about this installment payment plan, speak with one of our business office personnel or access the Cashier on campus connect at www.cisco.edu, or
- A student may use awarded financial aid if it is of sufficient amount to meet the minimum required payment, or
- A student may use a contractual arrangement with a third party. In this case, it is the

transfer of the course credit is denied. This written notice shall include the reason(s) for denying the credit, procedures for resolving transfer disputes for lower-division courses and instructions for appealing the decision. A student who receives this written notice may dispute the denial of credit by contacting a designated official at either the receiving or the sending institution. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and/or guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the receiving institution shall notify the Commissioner in writing of its denial and the reason(s) for the denial.

The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

## Reverse Transfer

Reverse transfer is a process where academic credits for applicable coursework taken at a university are transferred back to Cisco College so that the student may receive an associate degree while they complete coursework at their university.

Students are eligible to reverse transfer university credits to Cisco College to complete the requirements for an associate's degree if they have:

- earned at least 30 credit hours from Cisco College.
- transferred from Cisco College to a 4-year college or university.
- earned at least 66 credit hours total, including coursework completed at your university.

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the residency requirement for graduation. Students planning to transfer CLEP credit(s) to another college or university should check with that school as to its policy on transferring and accepting CLEP credit.

Diploma gradua ore of 24 or higher, but who do st a 4 on each exam, may 4 semester hours of credit. To of the IB exams, with the the courses that will be credited, p nselor or check the Cis

Students with a st see a counselor to request t ded to their transcript. Cred a student's transcript with the after a student has bee ester. Such credit earned by examin sed to meet the reside graduation. Students planning t o another college or unive ith that institution as to the poli nd accepting IB cre

## Texas Succ

The Texas Succ program designed to ensure st blic colleges and un have necessary writing, reading s the successful in co . The Texas Success Initiative ment component (TSA both a holistic advising compone tal education progr ts who do not place into colleg ents who are not exe Success Initiative must present TS o register. These to determine appropriate acad courses. Students who a ent official documentation of th er to register..

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act occurred on or off campus and regardless of whether the individual is ultimately convicted of the act

- Disruption of the educational process
- Suspension or expulsion from the College
- Failure to respond to an official summons from a College official

The withdrawn student may also be removed from the campus and barred from enrollment until such time as specific conditions have been met. The penalty may be imposed effective with the date of the circumstance and/or violation, or as otherwise appropriate.

## Official Withdrawal

Should circumstances require that a student totally withdraw from the College prior to final examinations, they must OFFICIALLY WITHDRAW THROUGH THE ADMISSIONS OFFICE. Any student who stops attending class and fails to officially withdraw is subject to a grade of F in each course.

## Student Withdrawals

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amount of Pell Grant funding a student can receive each year is equal to 100%, the six year equivalent is 600%.

Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants:

- You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12

the government when the student is enrolled at least half time, during the six month grace period, and during periods of authorized deferments. The unsubsidized direct loan is not based on financial need, and the student is responsible for all accrued interest. Interest payments do not have to be made while the student is enrolled at least half time, or during grace or deferment periods. Students applying for unsubsidized direct loans must also complete the FAFSA and other financial aid paperwork.

## Rehabilitation Assistance

The Texas Workforce Commission Vocational Rehabilitation Services (TWC) offers rehabilitation services to assist people with disabilities to obtain, ret3 (,)9.8 ( 3.4 (ilfu-3.3 (.5 (e)-6l (e)-3 5 (ic)9 a4.3 ( e)t)-3 (u

### Room Waiver Scholarship

Each year, the College accepts applications for room waiver scholarships on a first-come, first-served basis. A student living in one of the 36 counties within a 100-mile radius of Cisco who will be enrolled full-time and receive no other Cisco College institutional scholarships is eligible to apply. This scholarship waives room cost. Eligibility and retention of the scholarship is for four semesters only, on an available basis, and is subject to several conditions, including making satisfactory academic progress. More information is available from the Counseling Office.

## Student Employment

### College Work Study Program (CWSP)

The CWSP is a joint program financed by federal, state, and local funds. The program is designed to provide campus employment to students demonstrating financial need. A college work-study student will generally work 12 hours per week, with work hours arranged to fit the student's academic schedule. The rate of pay is the current minimum wage, and the student is paid monthly. Eligibility is determined

## SAP Requirements

Federal regulation requires that all postsecondary institutions participating in Title IV financial aid programs must measure qualitative and quantitative standards. These standards are Cumulative GPA, completion rate, and time frame.

1. Cumulative Grade Point Average

   In addition to successfully completing coursework each semester, students must earn a 2.0 grade point average (GPA) on a 4.0 scale and maintain a GPA of 2.0 each semester thereafter.

| | | | |
|---|---|---|---|
| 1 | 67% | 1 | 2.0 |

Students must complete a minimum of 67% of the course work in which they are enrolled each semester, with a minimum of a 2.0 GPA. The table indicates the attempted credit hour totals and the number of credits that must be completed to meet this requirement.

Pace of Progression Formula

in and attended classes in the new major and will only include courses (credit hours) the student has taken that will apply to the new major.

A student must declare a program or major other than "undecided" and must be taking courses that apply to that degree or certificate and must complete the declared program or major within 150% of the published length of the program to maintain eligibility.

As expressed in hours: Most Bachelor's degree programs require 120 semester hours. 150% of 120 hours = 180 hours (120 x 1.5 = 180). An academic transfer Associate degree at Cisco College requires 60 hours (60 x 1.5 = 90), 150% of 60 hours is 90 hours

As expressed in semesters: Students should normally complete an Associate degree in 4 semesters of full-time study or the equivalent. 150% of 4 semesters is 6 semesters (4 x 1.5 = 6).

As expressed in years: Students are normally expected to complete a Bachelor's degree by the end of 4 years of full

student can achieve satisfactory academic progress and complete their program within the maximum time frame by following an academic plan.

The student will be notified promptly of the result of their appeal. If approved, the student will be assigned a probation level status and must comply with all conditions of the probation. If denied, the student may choose to file a written appeal to the Admissions, Registration, and Financial Aid Committee, which will review the appeal and notify the student in writing of its decision within 30 business days after receiving the written appeal. The committee decision is final. Students appealing their financial aid eligibility to the committee are encouraged to have an alternative payment plan in place before registering for classes.

## Completion of Degree Requirements

An eligible student may receive financial aid until they have completed their degree or certificate as long as the student is in good academic standing, is meeting minimum SAP requirements, and has not exceeded 150% of the published length for their degree program. Cisco College allows students to change majors no more than 3 times. The 150% calculation will be reset once the student has enrolled in and attended classes in the new major and will only include courses (credit hours) the student has taken that will apply to the new major.

### How to Meet SAP and Maintain Financial Aid Eligibility

1. Maintain a 2.0 GPA
2. Complete a minimum of 67% of attempted hours (ex. after attempting 15 hours must have

less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned will be calculated by subtracting the earned amount from the amount actually disbursed. The return calculation of Title IV funds may result in the student owing a balance to Cisco College 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.

: 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 paid

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Class days refer to the number of calendar days the College normally meets for classes, not the days a particular course meets. If class is canceled by the College, 100% of the tuition and fee charges will be credited to students. Late registering students will have the time already elapsed in the semester counted against them. Refunds will be paid approximately 45 days after the semester begins. Financial Aid may be impacted by unsatisfactory academic progress

## Continuing Education Refund Policy

No refund of tuition and/or fees is allowed for any Adult Vocational and Community Service Course, unless the College cancels the course

## Texas Tuition Rebate Program

In accordance with Senate Bill 1907, as passed by the Seventy fifth Texas Legislature and modifying Texas Education Code Sec. 54.0065, Cisco College participates as appropriate in the Texas Tuition Rebate Program for certain undergraduate students. The Program provides, in part, that a Texas resident student enrolling for the first time in Fall 2003 or thereafter will be entitled to a rebate of a portion of the tuition paid for each semester hour completed at the College. The rebate will be paid to the student after the student has completed 45 semester hours of college credit. The rebate will be paid only if the student graduates from the College within four years (or five years if the student is required to complete a course of study that requires more than 120 semester hours). The rebate will be paid only if the student graduates from the College within four years (or five years if the student is required to complete a course of study that requires more than 120 semester hours).

2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statement of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admissions, application for employment or job placement, or receipt of honors.
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 attnc 1oyific, aT.5 (iCT.5 (iC4 (ev)-2.3 (i)3 (en7 (o)4 t)-2.7 (

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.

Cisco College will release information under the Audit and Evaluation exception to authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising Cisco College District's state-supported education programs. Disclosure under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosure of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).

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 number (identifier) in order to accurately record necessary data. As an identifier, the SSAN is required for such activities as determining and recording eligibility for admission as a student; determining and recording eligibility for student financial assistance to include loans, scholarships and grants; recording entitlement to and payment of scholarships, grants, allowances; issuing student identification cards; and such other related requirements which may arise.

Authority for requiring the disclosure of a student's SSAN is grounded on Section 7(a)(2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law, where the agency required this disclosure under statute or regulation prior to January 1, 1975, in order to verify the identity of an individual.

Cisco College has, for several years, consistently required the disclosure of the SSAN on student application forms, and other necessary student forms and documents used pursuant to statutes passed by the State of Texas and the United States, and regulations adopted by the agencies of the State of Texas and the United States, and the Board of Regents.

## Transcripts

Official transcripts housed with Cisco College are bound by the Federal Law FERPA. Cisco College must receive authorization from the student for the Admissions Office to send a transcript of the student's permanent record to another college. Transcripts may be requested and authorized

## Meat Judging

The first Intercollegiate Meat Judging Team in Cisco College history began in 2014, and is a large priority for the Agriculture Department. The Cisco College Meat Judging Team is a member of the American Meat Science Association (AMSA). Meat judging is a scientific based event that requires hard work and dedication. Students learn beef, pork, and lamb carcass evaluation, value based pricing, as well as cut class evaluation for pork hams, center-cut pork loins, beef ribs, beef short loins, beef full loins, beef rounds, and various processed meats. Students also learn yield and quality grading of beef.

Cisco College competes in the DA division against several other colleges and universities. Participation in Meat Judging provides a student with the ability to network with agriculture professors from across the United States as well as industry leaders. Students have exposure to internship opportunities and job opportunities upon graduation. Meat judging helps to build character by teaching students an advance skill set such as time management, decision making, communication, leadership, and confidence.

## 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.

## 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.

## 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 chuck wagon food, games, and agricultural activities. This event was designed to create a sense of community for students within Cisco College's commuter campus located in Abilene, TX.

## Room and Board

Room and board are required for all resident students. Room and board payment is due at the time of registration; however, arrangements may be made with the Business Office if installment payments are desired. If withdrawal occurs during the semester, room and board may be prorated.

## Campus Safety

The Campus Safety Department works to provide students and employees a safe working and learning environment. The department assists both the Cisco campus and the Abilene Educational Center (AEC) in meeting this goal. It is the intention of the department to meet this goal with health and safety planning and with training at both facilities for students, faculty and staff. The Campus Safety Department also provides security staffing at the Cisco campus and assists with security officers at the AEC. The Campus Safety Department does not replace other emergency response organizations; it works with them to enhance their ability to provide service to Cisco College campus communities.

## Title IX and Non-Discrimination

The College is committed to maintaining and strengthening an environment founded on civility and respect. The College also is committed to providing programs, activities, and an educational

- During a summer I or II face-to-face class, a student is allowed two absences. Upon the third absence, they 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.
- During a summer I or II online or hybrid course, a student may be dropped after they fail to access the course web site and/or participate in the class after one week, and the professor deems the student to be failing.
- During a or during a Fall or Spring eight-week course, a student is allowd [(.)-2 e1.0.7 (u)-n5.6 (u)2.3 (rin)2.

Counselors are available to provide short-term assistance to help students address issues that may be hindering them from succeeding in college. There is no charge for this service, but the counseling is limited and, in some cases, a student will be referred to community resources to better address their issues.

## Dean's List

The Dean's List is published after each regular semester. Eligibility is determined by (1) a GPA of at least 3.5 and below 4.0; (2) no grade lower than a 'C'; and (3) enrollment in at least 12 semester hours of academic work or a full-time technical program. The GPA is determined by dividing the total points earned by the number of hours attempted. Developmental coursework will not count toward this recognition.

## Dual Credit

Dual credit allows highs school students to earn college credit and high school credit concurrently. Cisco College partners with many regional high schools to deliver a quality college education for a fraction of typical college and university tuition costs. Dual credit serves to expand academic options for college bound students and familiarize them early with college curriculum and expectations. Dual enrollment obtaining credit at either Cisco College campus. All college and academic policies and procedures apply to dual enrollment courses and all dual enrollment courses are identical to campus college courses in rigor and content.

For questions related to dual credit eligibility and admissions, or other general info, see the Dual Credit pages on the college website or contact the Director of Dual Credit Programs. A full list of locations where Cisco College offers dual credit courses and the Dual Credit Handbook are also available online.

## Library Services

Cisco College Libraries offer students, faculty, staff, and Eastland County residents access to over 24,000 print materials including reference, books, movies, journals, and magazines.

and friend. The Veterans Services Specialist serves as the School Certifying Officer to the VA verifying the classes and schedules for any student considered a covered individual and using educational benefits. See Veterans Financial Assistance for information on using educational benefits.

## Math Center

The Math Center provides in-person and online Zoom tutoring. Professors and peer tutors are available for College Algebra, Contemporary Mathematics, Statistics, Precalculus, Calculus, and more. The Math Center is located in Schaefer Hall, Room 3, on the Cisco campus and Room 114 at the Abilene Educational Center. QR codes will be posted at the tutoring locations to access Cisco and Abilene schedules, online lesson tutorials, calculator rental, and other learning resources.

## Writing Center

The Department of English offers one-on-one instruction in writing for all Cisco College students, free of charge. All Writing Center instruction is delivered by college English instructors, and these instructors are able to help with essays and writing assignments from all disciplines. The Cisco campus Writing Center is located in the Maner Memorial Library and the Abilene Educational Center Writing Center is located in Room 122. Schedules vary each semester and will be posted outside each location and accessed via Canvas.

is judged by their employer to be lacking in technical job skills identified as exit competencies for the specific degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skill training by Cisco College. Full information regarding the procedures and definitions of this guarantee can be obtained from the Provost of the Abilene Educational Center.

## Distance Education

Distance Education at Cisco College provides students with flexible ways to earn college credit. Along with the courses delivered at off-district locations, the College offers distance instruction in four formats:

- Online course instruction will be delivered asynchronously (anytime) online using distance

## Workforce Education/Continuing Education

Cisco College is committed to enriching the lives of its students and communities through quality educational programs and services to all those interested in pursuing lifelong learning opportunities. Cisco College delivers an array of innovative programs and courses through a variety of individual formats that are flexible, diverse and responsive to the needs of its public, private and corporate citizens.

Workforce Education/Continuing Education programs range from intensive instruction in skills necessary to employment at the entry level to extending or upgrading the skills and knowledge of persons already employed who need additional training or retraining to achieve stability or advancement in their employment. Customized courses are available to meet specific employer needs. Programs for personal growth and development are also available. Continuing Education Units (CEUs) are awarded upon satisfactory completion of certain programs.

Instructors who teach in Workforce Education/Continuing Education programs are highly trained in their fields and subjects. They are chosen with particular emphasis on their knowledge of the subjects and ability to teach and guide others to develop their maximum potential.

Information on workforce education and continuing education programs and courses is available on the Cisco College website under Degrees & Programs.

# Academic Programs

## Core Curriculum

Cisco College has adopted a core curriculum credit requirement of 42 semester hours. This requirement conforms to guidance from the Texas Higher Education Coordinating Board (THECB). The core curriculum serves as a major part of the Associate of Arts, Associate of Science, and Associate of Arts in Teaching degrees. These 42 semester hours may be transferred to any other public institution of higher education in Texas and will be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses at the receiving institution, unless the Coordinating Board has approved a larger core curriculum at that institution. It should be noted that grades of D may not be considered for transfer.

## Core Curriculum Certificate of Completion

42 hours of general education courses are required of all students earning an associate degree. Students should consult their intended transfer institution regarding course selections, bachelor degree requirements, and transferability. Students completing the required courses for the core curriculum will be eligible to earn a certificate of completion.

| CORE AREA | HOURS REQUIRED | STUDENTS MUST TAKE: |
|---|---|---|
| American History | 6 hours | HIST 1301, 1302 |

| | | |
|---|---|---|
| CoreOption Area: | | ARTS 1301, 1303, 1304, 2333, 2346<br>AGRI 1407, 1415, 1419, 2317<br>BCIS 1305<br>BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2421<br>CHEM 1405, 1411, 1412, 2423, 2425<br>DRAM 1310, 2366<br>ECON 1301, 2301, 2302<br>EDUC 1100, 1300<br>ENGL 2311, 2321, 2322, 2323, 2326, 2327, 2328, 2332, 2333, 2341, 2342<br>ENVR 1401<br>FREN 1411, 1412, 2311, 2312<br>GEOL 1403, 1404<br>HIST 2301, 2321, 2322<br>HUMA 1315<br>MATH 1314, 1316, 1324, 1325, 1332, 1342, 2412, 2413, 2414, |
| ___ | 4 hours | |

complete an associate degree. Students should consult their intended transfer institution regarding course selections, bachelor degree requirements, and transferability.

***Freshman Year***

| First Semester | | Second Semester | |
|---|---|---|---|
| ENGL 1301 Composition I | 3 | ENGL 1302 Composition II | 3 |
| ARTS 1301 or ARTS 1313 | 3 | Social & Behavioral Science* | 3 |
| HIST 1301 United States History I | 3 | HIST 1302 United States History II | 3 |
| ARTS 1311 Design I | 3 | Life & Physical Science* | 4 |
| Life & Physical Science* | 4 | ARTS 1312 Design II | 3 |
| TOTAL | 16 | TOTAL | 16 |

***Sophomore year***

| First Semester | | Second Semester | |
|---|---|---|---|
| ARTS 1316 Drawing I | 3 | ARTS 1317 Drawing II | 3 |
| MATH 1314 or 1324 or 1332 | 3 | ARTS 2317 | 3 |
| ARTS 2316 Painting I | 3 | GOVT 2306 Texas Government | 3 |

| | | | |
|---|---|---|---|
| MATH 1314 College Algebra | 3 | | |
| TOTAL | 17 | TOTAL | 16 |

***Sophomore year***

| First Semester | | Second Semester | |
|---|---|---|---|
| CHEM 1411 General Chemistry I** | 4 | Social & Behavioral Science* | 3 |
| Life & Physical Science*** | 3 | CHEM 1412 General Chemistry II** | 4 |
| Language, Philosophy & Culture* | 3 | BIOL 2421 Microbiology | 4 |
| GOVT 2305 Federal Government | 3 | GOVT 2306 Texas Government | 3 |
| TOTAL | 13 | TOTAL | 14 |
| | | TOTAL DEGREE HOU | 60 |

***Biology Field of Study Curriculum***

---

## Business

An Associate of Arts, General Studies degree with an emphasis in Business leads to a baccalaureate degree in business administration (BBA), or would constitute the basis for a Bachelor (BA) of Arts. The A.A., General Studies degree requires a minimum of 60 SCH. Students are not required to take more than 60 course hours to complete an associate degree. Students should consult their intended transfer institution regarding course selections, bachelor degree requirements, and transferability.

## Business Field of Study Curriculum

The suggested business degree plan fulfills the 21-hour block of courses that constitutes a Field of Study Curriculum for students seeking the BBA degree, or a B.A./B.S. degree with a major in business. If a student completes part of the Business F.O.S. curriculum, those courses must transfer into a baccalaureate degree program but students may be required to complete the institution's remaining requirements for the lower-division courses in the major. If a student completes the full F.O.S. curriculum, the 21-hour block of courses must be substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.

Freshman Year

| First Semester | | Second Semester | |
|---|---|---|---|
| ENGL 1301 Composition I | 3 | ENGL 1302 Composition II | 3 |
| Life & Physical Science* | 4 | Life & Physical Science* | 4 |
| HIST 1301 United States History | 3 | HIST 1302 United States History | 3 |
| EDUC 1100 Learning Framework | 1 | Creative Arts* | 3 |
| BCIS 1305 Business Computer Applications** | 3 | Social & Behavioral Science* | 3 |

| | | | |
|---|---|---|---|
| TOTAL | 14 | TOTAL | 16 |

Sophomore year

| First Semester | | Second Semester | |
|---|---|---|---|
| GOVT 2305 Federal Governmen | 3 | GOVT 2306 Texas Government | 3 |

## Computer Science

The following suggested degree plan is for students intending to transfer to a baccalaureate program in

| | | | |
|---|---|---|---|
| Foreign Language | 4 | Foreign Language | 4 |
| Life & Physical Science* | 4 | Life & Physical Science* | 4 |
| TOTAL | 17 | TOTAL | 17 |

***Sophomore year***

| First Semester | | Second Semester | |
|---|---|---|---|
| GOVT 2MC /P e9 22n1Tf 11C5x1l1 | | | |

| | | | |
|---|---|---|---|
| ENGL 23xx | 3 | Elective | 3 |
| BCIS 1305 Business Computer App | 3 | KINE 1308 Sports Officiating | 3 |
| BIOL 1411 General Botany | 4 | Social and Behavioral Science* | 3 |
| GOVT 2305 Federal Government | 3 | GOVT 2306 Texas Government | 3 |
| KINE 1306 First Aid | 3 | Creative Arts* | 3 |
| KINE Physical Training | 1 | KINE Physical Training | 1 |
| TOTAL | 17 | TOTAL | 16 |

## Psychology Field of Study Courses

The suggested psychology degree plan includes courses from the Psychology Field of Study Curriculum (F.O.S.) for students seeking a B.A./B.S.

| First Semester | | | Second Semester | | |
|---|---|---|---|---|---|
| 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 Elective** | | 3 | MATH Elective** | | 3 |
| Life & Physical Science Elective & Lab* | | 4 | Life & Physical Science Elective & Lab* | | 4 |

| | | | |
|---|---|---|---|
| HIST 1301 United States History I | 3 | HIST 1302 United States History II | 3 |
| AGRI 1449 Intro. Animal Science | 3 | AGRI Elective** | 3 |
| Creative Arts* | 3 | AGRI 1131 Agricultural Industry | 1 |
| TOTAL | 16 | TOTAL | 14 |

***Sophomore year***

| First Semester | | Second Semester | |
|---|---|---|---|
| GOVT 2305 Federal Government | 3 | GOVT 2306 Texas Government | 3 |
| Language, Philosophy, & Culture* | 3 | SPCH 1315 Public Speaking | 3 |
| MATH 13xx** | 3 | AGRI 2317 Intro. Ag Economics | 3 |
| Life & Physical Science* | 4 | AGRI Elective** | 3 |
| AGRI Elective** | 3 | AGRI Elective** | 3 |
| TOTAL | 16 | TOTAL | 15 |
| | | TOTAL DEGREE HOU | 61 |

## Biology

The following suggested degree plan is for students intending to transfer to a baccalaureate program in biologyor constitutes the basis for a Ba 0.001 TBT 0 Tc ( H)11.3 (o)-0u2 co 0.00 cr Salaudap-3 (at)y

***Sophomore year***

| First Semester | | Second Semester | |
|---|---|---|---|
| CHEM 1411 General Chemistry I** | 3 | Social & Behavioral Science* | 3 |
| Life & Physical Science** | 4 | CHEM 1412 General Chemistry II** | 4 |
| Language, Philosophy & Culture* | 3 | | |

## Computer Science

The following suggested degree plan is for students intending to transfer to a baccalaureate program in computer science or constitutes the basis for a Bachelor of Science program (BS). The A.S., General Studies degree requires a minimum of 60 SCH. Students should consult their intended transfer institution regarding course selections, bachelor degree requirements, and transferability.

## Computer Science Field of Study Courses

The suggested computer science degree plan includes courses from the Computer Science Field of Study Curriculum for students seeking a B.S. degree with a major in computer science. If a student completes part of the Computer Science F.O.S. Curriculum, those courses must transfer into a baccalaureate degree program but students may be required to complete the institution's remaining requirements for the lower-division courses in the major.

***Freshman Year***

| First Semester | | Second Semester | |
|---|---|---|---|
| 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 2413 Calculus I | 4 | MATH 2414 Calculus II | 4 |
| COSC 1336 Programming Fundamentals I** | 3 | COSC 1337 Programming Fundamentals II** | 3 |
| Creative Arts* | 3 | PHYS | |

## Engineering Fields of Study Courses

The suggested engineering degree plan includes courses from the Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, and Engineering Technology Fields of Study Curricula for students seeking a B.S. degree with a major in engineering. If a student completes part of the Engineering F.O.S. curricula, those courses must transfer into a baccalaureate degree program but students may be required to complete the institution's remaining requirements for the lower division courses in the major.

***Freshman Year***

| First Semester | | Second Semester | |
|---|---|---|---|
| ENGL 1301 Composition I | 3 | ENGL 1302 Composition II | 3 |
| MATH 2413 Calculus I ** | 4 | HIST 1301 United States History I | 3 |
| CHEM 1411 General Chemistry w/Lab | 4 | MATH 2414 Calc II W/ Analytic Geometry** | 4 |
| COSC 1336 Programming Fundamentals I** | 3 | PHYS 2425 University Physics I ** | 4 |
| ENGR 1201 Introduction to Engineering | 2 | Language, Philosophy & Culture* | 3 |
| TOTAL | 16 | TOTAL | 17 |

***Sophomore year***

| First Semester | Second Semester |
|---|---|

***Freshman Year***

| First Semester | | Second Semester | |
|---|---|---|---|
| ENGL 1301 Composition I | 3 | ENGL 1302 Composition II | 3 |
| SPCH 1315 Public Speaking or SPCH 1321 Bus & Prof Comm. | 3 | BIOL 1406 Biology for Science Majors I | 4 |
| MATH 1314 College Algebra | 3 | KINE 1304 Personal/Community Health | 3 |
| KINE 1301 Foundations of Kinesiology | 3 | HIST 1302 United States History II | 3 |
| HIST 1301 United States History I | 3 | KINE Physical Training | 1 |
| TOTAL | 15 | TOTAL | 14 |

***Sophomore year***

| First Semester | | Second Semester | |
|---|---|---|---|
| Language, Philosophy & Culture* | 3 | Elective | 3 |
| BCIS 1305 Business Computer Apps | 3 | KINE 1308 Sports Officiating | 3 |
| BIOL 1407 Biology for Science Majors II | 4 | Social and Behavioral Science* | 3 |
| GOVT 2305 Federal Government | 3 | GOVT 2306 Texas Government | 3 |
| KINE 1306 First Aid | 3 | Creative Arts* | 3 |
| TOTAL | 16 | TOTAL | 15 |
| | | TOTAL DEGREE HOURS | 60 |

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## Mathematics

The following suggested degree plan is for students intending to transfer to a baccalaureate program in mathematics or constitutes the basis for a Bachelor of Science program (B.S.). The A.S., General Studies degree requires a minimum of 60 SCH. Students are not required to take more than 60 course hours to complete an associate degree. Students should consult their intended transfer institution regarding course selections, bachelor degree requirements, and transferability.

## Mathematics Field of Study Courses

The suggested mathematics degree plan includes courses from the Mathematics Fields of Study Curricula for students seeking a B.A./B.S. degree with a major in math. If a student completes part of the Mathematics F.O.S. curricula, those courses must transfer into a baccalaureate degree program but students may be required to complete the institution's remaining requirements for the lower-division courses in the major.

***Freshman Year***

| First Semester | | Second Semester | |
|---|---|---|---|
| ENGL 1301 Composition I | 3 | ENGL 1302 Composition II | 3 |
| BCIS 1305 Business Computer Appl. | 3 | Social & Behavioral Science* | 3 |
| HIST 1301 United States History I | 3 | Life & Physical Science* | 4 |
| Life & Physical Science* | 4 | HIST 1302 United States History II | 3 |
| MATH 1314 College Algebra | 3 | MATH 2412 Precalculus | 4 |
| TOTAL | 16 | TOTAL | 17 |

***Sophomore year***

| First Semester | | Second Semester | |
|---|---|---|---|
| MATH 2413 Calculus I W/ Analytic Geometry** | 4 | MATH 2414 Calculus II W/ Analytic Geometry** | 4 |
| GOVT 2305 Federal Government | 3 | GOVT 2306 Texas Government | 3 |
| Langu44 (o)7..004 Tc ( A (,(t)1.3P(e | | | |

# Career and Technical Programs

Cisco College offers Associate of Applied Science (A.A.S.) degrees and certificates in various fields of study. Our focused, fast-moving degree and certificate programs will take your career to the next level. All of our programs of study are designed to accommodate your needs by offering flexible schedules of day, evening, online, and hybrid courses.

Cisco College awards a variety of Associate of Applied Science degrees. The degrees are designed for students seeking a 2-year degree in a technical, allied health or workforce program. The degrees consist of technical specialty and general education courses.

- Automotive Technology
- Business Systems Technology
- Child Development and Early Childhood
- Criminal Justice
- Fire Technology
- Industrial Technology
- Management
- Medical Assisting
- Nursing – LVN to RN Bridge program in partnership with Texas Tech University Health Science Center
- Surgical Technology
- Respiratory Care/Therapy

In addition to Associate Degrees, Cisco College offers a variety of Level I and Level II certificate programs, which lead directly to employment. Certificate programs consist of specialty

***Freshman Year***

| First Semester | | Second Semester | |
|---|---|---|---|
| AUMT 1305 Intro to Automotive Tec | 3 | AUMT 2417 Engine Perf. Analysis I | 4 |
| AUMT 1407 Auto Electrical Systems | 4 | AUMT 2443 Emissions Systems Dia | 4 |

## Business

The Business Program consists of two associate of applied science degrees, two certificates, and multiple marketable skills awards. The Associate in Applied Science Degree in Business Analytics offers courses that feed into multiple occupations with high growth rates. The program is designed to maximize employment options for students in the surrounding areas by reinforcing skills in three core areas: software and applications, soft skills, and models and concepts. The skills in software, applications, databases and websites will contribute to students' working understanding of various business fields. The use of business analytics may be applied to the fields of accounting, computer science, economics, finance, information systems, management, and marketing. Graduates will be able to communicate effectively in written, verbal, nonverbal, and electronic formats. Graduates will be able to work with a demographically diverse workforce and conduct business professionally with other countries and cultures.

The Associate in Applied Science Degree in Business Systems Technology offers courses in contemporary office technologies and procedures. A level one Administrative Technician certificate and a level two Administrative Specialist certificate are also offered in the BST program. The program uses a hands-on approach to instruction in computer applications including word processing, electronic spreadsheets, database management, and presentation software. In addition to computer skills, other important business skills such as business communications and principles of management are required in the program. The BST program at Cisco College teaches skills from the Microsoft Office Specialist (MOS) Certification.

| | | | |
|---|---|---|---|
| ACNT 1311 Intro to Comp. Account. | 3 | MATH 1314 College Algebra or MAT 1332 Contemporary Math | 3 |

| | | |
|---|---|---|
| ACNT 1304 | Accounting II | 3 |
| ACNT 1311 | Intro to Computer Acnt. | 3 |
| | TOTAL HOURS | 9 |

## Record Management Marketable Skills Award

| | | |
|---|---|---|
| ITSW 1404 | Intro to Spreadsheets | 4 |
| ITSW 1407 | Intro to Database | 4 |

| | | | |
|---|---|---|---|
| CDEC 1359 Children with Special Needs | 3 | CDEC 1313 Curriculum Resources | 3 |
| CDEC 1318 ECA 1318 Wellness of the Young Child | 3 | CDEC 1366 Practicum I | |

TOTAL DEGREE HOU 45

## Child Development Level I Certificate

| First Semester | | | Second Semester | | |
|---|---|---|---|---|---|
| CDEC 1303/TECA 1303 Families, School & Comm. | 3 | | CDEC 1319 Child Guidance | 3 | |
| CDEC 1311/TECA 1311 Educating Young Children | 3 | | CDEC 1318/TECA 1318 Wellness of the Young Child | 3 | |
| CDEC 1313 10.6 (1)6.76 317.4 931I | | | | | |

Cisco College offers courses leading to licenses for operators and instructors. The operator program is a 2-semester program consisting of successful completion of 30 credit hours equivalent to 1000 hours. The instructor program 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 and the successful completion of 24 credit hours (two semesters) equivalent to 750 hours.

| | | | |
|---|---|---|---|
| Cosmetology | Associate of Applied Science | 72 | 70 |

## Cosmetology Instructor Level I Certificate

| First Semester | | | Second Semester |
|---|---|---|---|
| CSME | 1435 | Orien to Instr of Cosm 4 | |

CJLE 1333 Traffic Law and Investigation
CJCR 1304 Probation and Parole
CJSA 1325 Criminology
HMSY 1342 Understanding and Combating Terrorism
CJSA 2331 Child Abuse: Prevention and Investigation
CJLE 2345 Vice and Narcotics Investigation
CJSA 1393 Special Topics in Criminal Justice Studies
CJSA 1347 Police Organization and Administration

## Criminal Justice Level I Certificate

| First Semester | | Second Semester | |
|---|---|---|---|
| CJSA 1322/CRIJ 1301** Intro to Criminal Justice | 3 | CJSA 1312/CRIJ 1307 Crime in America | 3 |
| CJSA 1342/CRIJ 2314 Criminal Investigation | 3 | CJSA 1313/CRIJ 1306** Court Syster & Practices | 3 |
| CJSA 1359/CRIJ 2328** Police Systems & Practices | 3 | CJSA 1317/CRIJ 1313 Juvenile Justice | 3 |
| CJSA 1327/CRIJ 1310** Fundamentals of Criminal Law | 3 | | |
| TOTAL | 12 | TOTAL | 9 |
| | | TOTAL DEGREE HOU | 21 |

## FireAcademy(Abilene Only)

The Basic Firefighter Certification

## Fire Technology (Abilene Only)

The Fire Science program is designed to provide the student with knowledge and skills in areas related

| | |
|---|---|
| FIRT 1307 Fire Prevention Codes/Inspection | 3 |
| FIRT 1343 Fire Officer II | 3 |
| FIRT 1315 Hazardous Materials | 3 |
| FIRT 2307 Fire Instructor II | 3 |
| TOTAL | 15 |

TOTAL DEGREE HOU

## HVACR Level I Certificate

First Semester

| | |
|---|---|
| or ENGL 2311 Technical & Business Writing | |
| ELPT 2419 Programmable Logic Controllers I | 4 |
| TOTAL | 15 |

Third Semester

| | |
|---|---|
| BMGT 1483 Coop Ed: Industrial Tech | 4 |
| HYDR 1341 Hydraulics & Pneumatics | 3 |
| IEIR 1410 Motor Controls | 4 |
| MATH 1314 College Algebra or MATH 1332 Contemporary Math | 3 |
| TOTAL | 14 |

| | |
|---|---|
| GOVT 2306 or SOCI 1301 | 3 |
| HART 1407 Refrigeration Principles | 4 |
| TOTAL | 18 |

Fourth Semester

| | |
|---|---|
| HART 2441 Commercial Air Conditioning | 4 |
| SEST 1341 Boiler Operations | 3 |
| Language, Philosophy & Culture or Creative Arts* | 3 |
| INMT 2345 Industrial Troubleshooting | 3 |
| TOTAL | 13 |
| TOTAL DEGREE HOURS | 60 |

## Management (Abilene Only)

The Management program consists of one Associate in Applied Science Degree and two Certificates. The Management program degree and certificates prepare students for professional careers in management and business by offering a range of skills addressing employer needs. A comprehensive and up-to-date curriculum gives students the practical, theoretical, and technical knowledge needed to be successful in the management profession. A cooperative education course allows students to receive semester-hour credit for their current work experiences.

### Management Associate of Applied Science

## Welding

## Advanced Welding Technology Level I Certificate

| First Semester | | | Second Semester | | |
|---|---|---|---|---|---|
| 1st 8 Weeks | | | 3rd 8 Weeks | | |
| WLDG 2453 | Advanced Pipe Welding | 4 | WLDG 2435 | Advanced Layout/Fab | 4 |
| WLDG 2451 | Advanced GTAW | 4 | WLDG 1413 | Blueprint Reading | 4 |
| 2nd 8 Weeks | | | | TOTAL | 8 |
| WLDG 2443 | Advanced SMAW | 4 | | TOTAL HOUR | 24 |
| WLDG 2452 | Advanced FCAW | 4 | | | |
| | TOTAL | 16 | | | |

+Capstone Departmental Procedural Exam

## Welding Technology Level I Certificate

| First Semester | | | Second Semester | | |
|---|---|---|---|---|---|
| 1st 8 Weeks | | | 3rd 8 Weeks | | |
| WLDG 1417 | Intro to Layout/Fab | 4 | WLDG 1435 | Intro to Pipe Welding | 4 |
| WLDG 1421 | Intro to Welding Fundamentals | 4 | WLDG 1434 | Intro to GTAW | 4 |
| 2nd 8 Weeks | | | | TOTAL | 8 |
| WLDG 1430 | Intro to GMAW | 4 | | TOTAL HOUR | 24 |
| WLDG 1412 | Intro to FCAW | 4 | * | | |
| | TOTAL | 16 | | | |

## Basic Welder Award

| First Semester | | |
|---|---|---|
| WLDG 1421 | Welding Fundamentals | 4 |
| WLDG 1430 | Intro to Gas Metal Arc Welding | 4 |
| WLDG 1435 | Intro to Pipe Welding | 4 |
| | TOTAL | 12 |
| | TOTAL DEGREE HOUR | 12 |

## Cisco Campus

## Welding Technology Level II Certificate

| First Semester | | | Second Semester | | |
|---|---|---|---|---|---|
| WLDG 1421 | Welding Fundamentals | 4 | WLDG 1417 | Intro to Layout & Fab | 4 |
| WLDG 1430 | Intro to Gas Metal Arc Welding | 4 | WLDG 1434 | Intro to GTAW | 4 |
| WLDG 1412 | Intro to FCAW | 4 | WLDG 1435 | Intro to Pipe Welding | 4 |
| | TOTAL | 12 | | TOTAL | 12 |
| Third Semester | | | Fourth Semester | | |
| WLDG 2435 | Adv Layout & Fab | 4 | WLDG 1413 | Intro to Welding Blueprin Reading | 4 |
| WLDG 2443 | Adv SMAW | 4 | WLDG 2451 | Adv GTAW | 4 |

| | | | |
|---|---|---|---|
| WLDG 2452 Adv FCAW | 4 | WLDG 2453 Adv Pipe Welding | 4 |
| TOTAL | 12 | TOTAL | 12 |
| +Capstone Departmental Procedural Exam | | TOTAL HOUR | 48 |

## Advanced Welding Technology Level I Certificate

| First Semester | | Second Semester | |
|---|---|---|---|
| WLDG 2435 Adv Layout & Fab | 4 | WLDG 2453 Adv Pipe Welding | 4 |
| WLDG 2443 Adv SMAW | 4 | WLDG 2451 Adv GTAW | 4 |
| WLDG 2452 Adv FCAW | 4 | WLDG 1413 Intro to Welding Blueprin Reading | 4 |

student of Cisco College.

2. Must be TSI complete or college ready in Reading, Writing and Math.
3. Must submit official copies of all college transcripts regardless of classes or grades.
4. Must be a high school graduate or have a GED. Either an official copy of the high school diploma or a copy of the GED must be submitted.
5. Must complete all prerequisite courses prior to the start of the program
6. Must submit a current, complete nursing program application available in the Health Sciences office.
7. Must have completed the Hep B immunization series of 3 shots or provide serologic confirmation of immunity to the Hepatitis B virus before student can submit an application
8. Must complete the CNA program prior to starting the Vocational Nursing program
9. Must be certified as a CNA prior to the start of the second semester.
10. Must take the Health Education Systems Incorporated (HESI) A2 Admission Assessment during one of our scheduled testing sessions. A minimum passing rate is 75% on each component of the test; however, scores of less than 75% do not automatically preclude a student from consideration. The test includes the following subjects: Reading Comprehension, Vocabulary and General Knowledge, Grammar, Critical Thinking and Math.

All candidates are selected based on the following criteria:

1. All applicants for admission who meet the minimal criteria for admission will be considered; however, the number of applicants normally exceeds the number of students who can be admitted to each class.
2. Preference for admission is determined by the following factors:
   a. Number of appropriate technical/academic courses completed.
   b. Cumulative GPA will be based on all classes pertaining to nursing, including the prerequisites – 3.0 preferred
   c. Science GPA – 3.0 preferred
   d. HESI scores
   e. Oral interview
3. Applications are accepted for the January program through October 15th, February 15th for the May program and June 15th for the August program.

Students will receive VN Student Handbooks by the first class day.

## Vocational Nursing Level 1 Certificate

Pre-

| | | | |
|---|---|---|---|
| VNSG 1432 Med. Surgical Nursing I | 4 | VNSG 1234 Pediatrics | 2 |
| VNSG 2260 Clinical for MS Nursing | 2 | VNSG 2431 Advanced Nursing Skills | 4 |
| | | VNSG 2261 Clinical for Advanced Nu | 2 |
| | | VNSG 2161 Clinical for Pediatrics | 1 |
| TOTAL | 12 | TOTAL | 12 |
| | | TOTAL DEGREE HOU | 48 |

*Certified Nurse Aide Course (Abilene Only)*

The Certified Nurse Aide (CNA) course is a 100-hour course that includes lecture and clinical components, and prepares students to take the State of Texas examination to become a Certified Nurse Aide by the Texas Department of Aging and Disability Services. This course provides students with a level of knowledge, skills, theory, concepts, and abilities essential to provide safe care to the residents of long term care facilities. Students will be prepared for entry-level employment in long-term care facilities, doctor's offices, and hospitals.

Cisco College offers the CNA course as a continuing education program (not for credit) and as a career and technical workforce education course for college credit (NURA 1301). The continuing education program and the college credit course may be taught in short or long terms. Students must participate in advisement, complete a background check, and satisfy healthcare agency requirements by providing proof of immunizations and a negative Tuberculin skin test. Program and course costs to students include tuition and fees, background check, proof of immunizations, and required clinical clothing such as shoes, scrubs, and a watch with a second hand. An estimated educational costs sheet is included in the CNA application packet.

CNA training is a required prerequisite to apply to the Cisco College Vocational Nursing program.

To be accepted into the program, students must fill out a general application to Cisco College and a Pharmacy Technician program application. Students must be able to provide immunization records and pass a drug screen prior to clinical rotations. Students will be required to obtain the Basic Life Support for Healthcare Providers certification (CPR) and register with the Texas State Board of Pharmacy before clinical rotations. The Texas State Board of Pharmacy will complete a background check and require fingerprints for registration as a Technician Trainee.

The Pharmacy Technician Program is accredited by the American Society of Health

HEALTH SC]/Subtype /Hea-9Subtype /He

# 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 (e.g. ). 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 (KINE)
Automotive Technology (AUMT, ABDR)
Biology (BIOL)
Business (BUSI)
Business Administration/Management (BUSI)
Business Computer Information Systems (BCIS, COSC)
Business Systems Technology (ACNT, ITSW, POFT)
Certified Nurse Aide (NURA)
History (HIST)
Humanities (HUMA)
HVAC (HART)
Industrial Technology (BMGT, CNBT, CETT, DFTG, ELPT, ENGR, HART, HYDR, IEIR, PFPB, SEST, SMER, WDWK, WLDG)
Kinesiology (KINE)
Mathematics (MATH)
Management (ACNT, BMGT, BUSG, ITSC, ITS MRKG, HRPO)
Medical Assisting Technology (FMLD, HITT, MDCA)
Music (MUEN, MUAP, MUSI)
Nursing (RNSG, VNSG)
Pharmacy Technician (PHRA)
Philosophy (PHIL, PHIN)

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. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: ACCT 2301

***ACNT 1303 Introduction to Accounting I***

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

***ACNT 1304 Introduction to Accounting II***

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. One lecture hour, two lab hours per week.
Credit: 3 semester hours
Prerequisite: ACNT 1303

***ACNT 1311 Introduction to Computerized Accounting***

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. One lecture hours, two lab hours per week.
Credit: 3 semester hours
Prerequisite: ACNT 1303

## Agriculture

***AGRI 1131 The Agricultural Industry****

Overview of world agriculture, nature of the industry, resource conservation and the American agricultural system, including production, distribution and marketing; recommended for all freshmen agriculture majors. One lecture hour per week.
Credit: 1 semester hour

***AGRI 1311 Dairy Science****

Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market and dairy products. Three lecture hours, one lab hour per week.
Credit: 3 semester hours

***AGRI 1407 Agronomy***

***AGRI 1415 Horticulture****

Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Three lecture hours, three lab hours per week.
Credit: 4 semester hours

***AGRI 1419 Introductory Animal Science****

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management and marketing of livestock. Three lecture hours, three lab hours per week.
Credit: 4 semester hours

***AGRI 1325 Marketing of Agricultural Products****

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Credit: 3 semester hours

## Anthropology

***ANTH 2346 General Anthropology****

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

***ANTH 2351 Cultural Anthropology****

Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples. Three lecture hours per week.
Credit: 3 semester hours

## Arts

***ARTS 1301 Art Appreciation****

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. StudenA6 (n)2.3 .6 (Th)5.2 (r)3.85TT2 1 T6 (rc)-r1 1 83/1tta3
p 2

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

***ARTS 1317 Drawing II****

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. Three lecture hours, three lab hours per week.
Credit: 3 semester hours
Prerequisite: ARTS 1316

***ARTS 1325 Drawing and Painting****

Drawing and painting for non-art majors. Three lecture hours per week.
Credit: 3 semester hours.

***ARTS 2313 Design Communications I****

Communication of ideas through processes and techniques of graphic design and illustration. Three hours lecture.
Credit: 3 semester hours.

***ARTS 2316 Painting I****

Exploration of ideas using painting media and techniques. Three lecture hours, three lab hours per week.
Credit: 3 semester hours
Co-requisite: ARTS 1311 or 1316

***ARTS 2317 Painting II****

Exploration of ideas using painting media and techniques. Three lecture hours, three lab hours per week.
Credit: 3 semester hours
Prerequisite: ARTS 2316

***AUMT 1419 Automotive Engine Repair***

***BIOL 1407 Biology for Science Majors II****

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. Three lecture hours, three laboratory hours per week.
Credit: 4 semester hours
Prerequisite: BIOL 1406

***BIOL 2389 Academic Cooperative****

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Three lecture hours per week.
Credit: 3 semester hours

***BIOL 2401 Anatomy and Physiology I****

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Three lecture hours, four laboratory hours per week.
Credit: 4 semester hours
Prerequisite: College ready in Reading and Writing, Biology 1406 or 1413, or approval of Chairperson

***BIOL 2402 Anatomy and Physiology II****

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. A continuation of BIOL 2401. Three lecture hours, four laboratory hours per week.
Credit: 4 semester hours
Prerequisite: College ready in Reading and Writing, Biology 2401, or approval of Chairperson

***BIOL 2421 Microbiology for Science Majors****

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of

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 reconciliation, and payroll. Three lecture hou

***HRPO 2307 Organizational Behavior***

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Three lecture hours per week.

Credit: 3 semester hours

***IBUS***

***IBUS 1305 Introduction to International Bustr p533 -1.315 Tdio p533 -1.31589erna21C304 Td[42.9 (e)-4.1 (r)-1.8***

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Three lecture hours per week.

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. LAB: Basic laboratory experiments supporting theoretical principles presented in CHEM 1411 lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Three lecture hours, four laboratory hours per week.

STUDENTS IN SCIENCE OR PROFESSIONAL PROGRAMS. Three lecture hours, four laboratory hours per week.
Credit: 4 semester hours
Prerequisite: Chemistry 1412
Note: this course only offered at the Abilene location.

***CHEM 2425 Organic Chemistry II****

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 PROFESSIONAL PROGRAMS. A continuation of Chemistry 2423. Three lecture hours, four laboratory hours per week.
Credit: 4 semester hours
Prerequisite: Chemistry 2423
Note: this course only offered at the Abilene location.

## Child Development and Early Childhood

***CDEC 1303 / TECA 1303* Families, School & Community***

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

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

***CDEC 1319 Child Guidance***

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups

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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.
Credit: 3 semester hours
CDEC 1359 Children with Special Needs

***CDEC 1359 Children with Special Needs***

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. Three lecture hours, one lab hour per week
Credit: 3 semester hours

***CDEC 1366 Practicum-Child Development and Early Childhood***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. One lecture hour, twenty lab hours per week.
Credit: 3 semester hours

***CDEC 1417 Child Development Associate Training I***

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. Three lecture hours, four lab hours per week.
Credit: 3 semester hours

***CDEC 2304 Child Abuse & Neglect***

Methods used in the identification of physical, emotional, and sexual abuse and neglect with an

policies, fiscal management, regulations, staffing, evaluation, and communication. Three lecture hours, one lab hour per week.
Credit: 3 semester hours

***CDEC 2341 The School Age Child***

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, learning environments, materials, and activities and teaching/guidance techniques. Three lecture hours per week.
Credit: 3 semester hours

***CDEC 2366 Practicum (or Field Experience)-Child Care Provider/Assistant***

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. One lecture hour, 20 lab hours per week.
Credit: 3 semester hours

***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.
Credit: 3 semester hours

***CDEC 2424 Child Development Associate Training III***

A continuation of the study for the requirements for the Child Development Associate National Credential (CAN). The four functional areas of study are creative, cognitive, physical, and communication. Three lecture hours, four lab hours per week.
Credit: 3 semester hours

## Communication

***COMM 1307 Introduction to Mass Communication****

Survey of basic content and structural elements of mass media and their functions and influences on society. Three lecture hours per week.
Credit: 3 semester hours

***COMM 1318 Photography I****

Criticism and analysis of the function, role, and responsibility of the mass media in modern society from the consumer perspective. Includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media.
Three lecture hours per week.
Credit: 3 semester hours

***COMM 2302 Principles of Journalism****

This course

***COSC 1336 Programming Fundamentals I (3 SCH version)***

Introduces the fundamental concepts of structured programming and provides a comprehensive

Pre-requisites: Cosmetology License, Barber Class A first semester courses, or approval by Cosmetology Director
Credit: 4 semester hours

***BARB 2441 Advanced Barbering Styling II***

Continuation of Advanced Barber Styling I with further refinement of all skill and theory for licensure. Two lecture hours and six lab hours per week.
Pre-requisites: Cosmetology License, Barber Class A first semester courses, or approval by Cosmetology Director
Credit: 4 semester hours

***BARB 2444 Barber Law & Shop Management II***

Continuation of barber law and shop management. Includes advanced business management and preparation for the State Board Examination for a barber license. Two lecture hours and six lab hours per week.
Pre-requisites: Cosmetology License, Barber Class A first semester courses, or approval by Cosmetology Director
Credit: 4 semester hours

***CSME 1310 Introduction to Haircutting & Related Theory***

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. One lecture hour, eight lab hours per week.
Credit: 3 semester hours

***CSME 1354 Artistry of Hair Design I***

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques. One lecture hour, seven lab hours per week.
Credit: 4 semester hours

***CSME 1401 Orientation to Cosmetology***

An overview of the skills and knowledge necessary for the field of Cosmetology. Two lecture hours,

Pre requisite: Current Texas License

Credit: 2 semester hours.

***CSME 2245 Preparation for State Practical Examination***

Presentation and practice of the theory, techniques, and application relating to the curriculum for

Presentation of lesson plan assignments and evaluation techniques. Two lecture hours, six lab hours per week.
Credit: 4 semester hours

***CSME 2541***

***CJLE 1345 Intermediate Crime Scene Investigation***

Topics include objectives, preparations, procedures, and methods of crime scene search; value of

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

***CJSA 1342/ CRIJ 2314* Criminal Investigation***

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. Three lecture hours per week.
Credit: 3 semester hours

***CJSA 1347 Police Organization and Administration***

Study of the principles of organizational structure and administration. Topics include theories of management, motivation, and leadership, Focus on a quality approach toward police community interaction. Three lecture hours per week.
Credit: 3 semester hours

***CJSA 1348 Ethics in Criminal Justice***

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

***CJSA 1359/ CRIJ 2328* Police Systems & Practices***

The police profession; organization of law

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

Prerequisite: Test placement

DMAT 0342 Co-requisite for Elementary Statistics
A support course for MATH 1342; includes supplemental instruction, supervision of assignments for MATH 1342, and various instructional interventions as needed. Students taking this course must also be registered for MATH 1342 during the same term. This is a nontransferable course and will not count towards any degree. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: Test placement

## Drama

***DRAM 1120 Theater Practicum I****
Practicum in theater open to all students with an emphasis on technique and procedures with experience gained in play productions.
Three lab hours.
Credit: 1 semester hour
Prerequisite: Theater scholarship or permission of the instructor

***DRAM 1121 Theater Practicum II****
Practicum in theater open to all students with an emphasis on technique and procedures with experience gained in play productions. Three lab hours.
Credit: 1 semester hour
Prerequisite: Theater scholarship or permission of the instructor

***DRAM 1310 Theater Appreciation****
Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Three lecture hours.
Credit: 3 semester hours

***DRAM 1330 Stagecraft I****
Study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Three lecture hours, three lab hours per week.
Credit: 3 semester hours

***DRAM 1341 Stage Makeup****
Design and execution of makeup for the stage performer. Includes discussion of makeup principles and practical experience of makeup application. Three lecture hours, three lab hours per week.
Credit: 3 semester hours

***DRAM 1351 Acting I****

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. One lecture hour per week
Credit: 1 semester hour

***EDUC 1300 Learning Framework****

A study of the: research and theory in the psychology of learning, cognition, and motivation;
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## Engineering

***ENGR 1201 Introduction to Engineering***

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Two lecture hours; two lab hours per week.
Lab project material fee charged.
Credit: Two semester hours
Pre-requisite: Math 1314 College Algebra or equivalent

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***ENGR 2301 Engineering Mechanics – Statics***

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.

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Three lecture hours per week.
Prerequisites: ENGL 1301, ENGL 1302

***ENGL 2342 Forms of Literature I****

The study of one or more literary genres, including but not limited to poetry, fiction, drama, and film. For repeatability purposes, students who take ENGL 2342 should not also take ENGL 2341. Three lecture hours per week. Three lecture hours per week.
Credit: 3 semester hours
Prerequisites: ENGL 1301, ENGL 1302

***ENGL 2389 Academic Cooperative****

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 English language and literature. Three lecture hours per week.
Credit: 3 semester hours
Prerequisites: ENGL 1301, ENGL 1302

## Environmental Science

***ENVR 1401 Environmental Science I****

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. Three lecture hours per week.

Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Two lecture hours, two lab hours per week.
Credit: 3 semester credit hours

***FIRS 1323 Firefighter Certification V***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Two lecture hours, two lab hours per week.
Credit: 3 semester credit hours

***FIRS 1329 Firefighter Certification VI***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Two lecture hours, two lab hours per week.
Credit: 3 semester hours

***FIRS 1407 Firefighter Certification II***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Three lecture hours, two lab hours per week.
Credit: 4 semester credit hours

***FIRS 1433 Firefighter Certification VII***

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commi (o)-6.(io)-Ti6, . F(o)-6.3 (f 2.8

***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

## 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 situations, and the most effective methods of hazard mitigation. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 1319 Firefighter Health and Safety***

Firefighter occupational safety and health in emergency and non-emergency situations. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 1327 Building Construction in the Fire Service***

Components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 1329 Building Codes and Construction***

Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 1333 Fire Chemistry I***

Chemical nature and properties of inorganic compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 1338 Fire Protection Systems***

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

***FIRT 1342 Fire Officer I***

Requirements for Fire Officer I certification as established by the Texas Commission on Fire Protection. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 1343 Fire Officer II***

Requirements for Fire Officer II certification as established by the Texas Commission on Fire Protection. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 1349 Fire Administration II***

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***FIRT 2305 Fire Instructor I***

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the Texas Commission on Fire Protection requirements for Fire Instructor I certification. Three lecture hours per week.
Credit: 3 semester hours

***FIRT 2307 Fire Instructor II***

Development of individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments. Includes techniques for supervision and coordination of activities of other instructors to meet Texas Commission on Fire Protection requirements for Fire Instructor II certification. Three lecture hours per weekre hr( (e)8.31.6 (.9 (on)2.5 ( >

Credit: 3 semester hours
Prerequisite: FREN 2311

## Geology

***GEOL 1403 Physical Geology****

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. Three lecture hours, three laboratory hours per week.
Credit: 4 semester hours

***GEOL 1404 Historical Geology****

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Three lecture hours, three laboratory hours per week.
Credit: 4 semester hours

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

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 printing to scale. Two hours lecture, four lab hours per week.
Credit: 4 semester hours

***ELPT 1325 National Electric Code I***

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.. Two hours lecture, four hours lab per week.
Credit: 3 semester hours

***ELPT 1421 Introduction to Electrical Safety and Tools***

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.. Two hours lecture, four hours lab per week.
Credit: 4 semester hours

***ELPT 1429 Residential Wiring***

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Two hours lecture, four hours lab per week.
Credit: 4 semester hours

***ELPT 1445 Commercial Wiring***

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper
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Credit: 4 semester hours

***HART 1407 Refrigeration Principles***

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigerant components and safety. Two hours lecture, four lab hours per week.
Credit: 4 semester hours

***HART 1441 Residential Air Conditioning***

A study of components, applications, and installation of mechanical air conditioning systems including operating condition, troubleshooting, repair, and charging of air conditioning systems. Two hours lecture, four hours lab per week.
Credit: 4 semester hours

***HART 2436 Air Conditioning Troubleshooting***

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. Two hours lecture, four hours lab per week.
Credit: 4 semester hours
Prerequisite: HART 2441 or approval of instructor

***HART 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

***HART 2441 Commercial Air Conditioning***

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Two hours lecture, four lab hours per week.
Credit: 4 semester hours
Prerequisite: HART 1407

***HYDR 1445 Hydraulics and Pneumatics***

Fundamentals of hydraulics and types of hydraulic pumps, cylinders, valves, motors, and related systems including operations, maintenance, and system analysis. Two hours lecture, four lab hours per week.
Credit: 4 semester hours

***IEIR 1410 Motor Controls***

General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams. Two hours lecture, four lab hours per week.
Credit: 4 semester hours
Prerequisite CETT 1402

***INMT 2345***

***MCHN 1320 Precision Tools and Measurement***

***KINE 1301 Foundations of Kinesiology****

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 students both an introduction to the knowledge base, as well as information on expanding career opportunities.Three lecture hours per week.
Credit: 3 semester hours

***KINE 1304 Personal/Community Health****

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

***KINE 1306 First Aid****

Instruction in 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

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological and psychological factors. Three lecture hours per week.
Credit: 3 semester hour

***KINE 2101 Physical Training for Sophomores***

Instruction and participation in physical and recreational activities including: basketball, badminton, baseball, bowling, football, golf, racquetball, softball, volleyball, roadwork, athletic training, or physical fitness. Three lab hours each week.
Credit: 1 semester hour

***KINE 2102 Physical Training for Sophomores***

A continuation of Kinesiology 2101. Three lab hours per week.
Credit: 1 semester hour

***KINE 2145 Recreational Dance***

Instruction and participation in folk, social, tap, or other dance forms. Enrollment limited to the Wrangler Belles. May be repeated for credit. Three lab hours per week.
Credit: 1 semester hour

***r KINE 2356 Care and Prevention of Athletic I 4Tc 22.43+M2.43ter.2 (i)11.8 (c4 ( 4Tc94 ( 4d3+M2BDC /TT1 T4.)4 3***

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. Three lecture hours per week.
Credit: 3 semester hours
Spring Semester
Pre-requisite: MDCA 1313 or MCDA 1409

***MDCA 1254 Medical Assisting Credentialing Exam Review***

A preparation for one of the National Commission Certifying Agencies (NCCA) recognized credentialing exams. Two lecture hours per week.
Credit: 2 semester hours

***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 Communications and 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

***MDCA 1321 Administrative Procedures***

Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Only offered in the spring semester. Two lecture hours, two lab hours per week.
Credit: 3 semester hours

***MDCA 1343 Medical Insurance***

Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings. Three lecture hours per week.
Credit: 3 semester hours

***MDCA 1409 Anatomy and Physiology for Medical Assistants***

Individual instruction in trumpet, French horn, trombone, baritone, or tuba; 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 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 ttmkekrsedr-3 (6(ro)-6.6 (0.6 (or)-6.4 (e)4.8 (e)-3 (r )-11.3 )]TJ 0 Tc 0 Tw 24.

Prerequisite: Audition and instructor permission

***MUSI 1116 Elementary Sight-singing and Aural Skills I****

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony. Beginning keyboard harmony. Two lab hours per week.
Credit: 1 semester hour
Co-requisite: MUSI 1311

***MUSI 1117 Elementary Sight-singing and Aural Skills II****

Continued singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony. Harmonic progressions atnd3esio.3 ()gi iio.32 (s)-1.ar.9 (t)-(ar)11.9 (n)1
Prerequisite: MUSI 1311
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***NURA 1301 Nurse Aide for Health Care***

Knowledge, skills, and abilities essential to provide 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 on effective interaction with members of the health care team, restorative services, and [illegible]

Examination of selected principles related to the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Three lecture hours per week.
Credit Hours: 3
Co-Requisites: RNSG 118, 1128, 1361, 1424

***RNSG 1361—Clinical Transition***

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 is placed on application of advanced concepts and skills for development of the associate degree nurse role with care of persons and families experiencing chronic illess/disorders, acute exacerbation of chronic illness, and long-term health care needs in a variety of acute care, long-term and extended care settings, including the home and community. These settings provide opportunities to explore the realities of the level of responsibility and accountability required for the registered nursing practice.Nine clinical hours per week.
Credit Hours: 3
Co-Requisites: RNSG 118, 1128, 1331, 1424

***RNSG 1424—Concept-Based Trasnsition to Professional Nursing Practice***

Integration of previous health care knowledge and skills into the role 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 is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach. Three weekly lecture hours, two laboratory hours per week.
Credit Hours: 4
Co-Requisites: RNSG 1118, 1128, 1361, 1331

***RNSG 1538 – Health Care Concepts III***

In depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, death and dying, diversity, end of life, grief, immunity, interpersonal, intracranial regulation, mood/affect, palliation, and reproduction. Provides continuing opportunities for development of clinical judgment skills. Four lecture hours, four laboratory hours per week.

Credit Hours: 5
Co-Requisites: RNSG 1137, 2360

***RNSG 2230—Professional Nursing Review and Liscensure Preparation***

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of application process of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge

***PHRA 1349 Institutional Pharmacy Practice***

Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. 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. Two hours lecture, two hours lab per week.
Credit: 3 semester hours

***PHRA 1404 Pharmacotherapy and Disease Process***

A study of the disease state and therapeutic properties of drugs used in phannaceutical therapy. Four hours lecture per week.
Credit: 4 semester hours

***PHRA 1413 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. Three lecture hours, two lab hours per week.
Credit: 4 semester hours

***PHRA 1441 Pharmacy Drug Therapy and Treatment***

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Four hours lecture per week.
Credit: 4semester hours

***PHRA 1445 Compounding Sterile Preparations***

The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP<797> standards. Two hours lecture, four hours lab per week.
Credit: 4semester hours

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***PHYS 1402 College Physics II****

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Three lecture hours, four laboratory hours per week.
Credit: 4 semester hours
Prerequisite: PHYS 1401 and MATH 2412 or MATH 1316

***PHYS 1403 Stars and Galaxies****

Study of stars, galaxies, and the universe outside our solar system. Three lecture hours, three laboratory hours per week.
Credit: 4 semester hours

***PHYS 1404 Solar System****

Study of the sun and its solar system, including its origin. Three lecture hours, three laboratory hours per week.
Credit: 4 semester hours

***PHYS 1415 Physical Science I****

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Three lecture hours, three laboratory hours per week.
Credit: 4 semester hours

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## Psychology

***PSYC 2301 General Psychology****

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Three lecture hours per week.
Credit: 3 semester hours

***PSYC 2314 Lifespan Growth and Development****

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. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: PSYC 2301

***PSYC 2319 Social Psychology****

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes, self, social cognition, and research methods. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: PSYC 2301

***PSYC 2320 Abnormal Psychology****

This course provides an introduction to the psychological, biological, and social-cultural factors involved in the development, diagnosis, and treatment of psychological disorders. It includes a review of the historical understanding of abnormal behavior and the development of modern diagnostic systems. It includes discussion of psychological research and practice as it relates to mental helath and psychological functioning as well as legal and ethical issues
Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: PSYC 2301

***PSYC 2330 Biological Psychology****

An introduction to the biological bases of behavior. Topics include evolution, genetics, research methods in behavioral neuroscience, motivation and emotion, sensation and perception, learning and memory.
Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: PSYC 2301

## Real Estate

***RELE 1300 Contracts Forms and Addenda***

Promulgated Contract Forms, shall include but not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms. Three hours lecture per week.
Credit: 3 Semester Hours

***RELE 1303 Real Estate Appraisal***

A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. Three lecture hours per week.
Credit: 3 semester hours

***RELE 1307 Real Estate Investment***

Characteristics of real estate investments. Includes techniques of investment analysis, time value of money, discounted and nondiscounted 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***

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial investments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. Three lecture hours per week.
Credit: 3 semester hours

***RELE 1321 Real Estate Marketing***

Real estate professionalism and ethics; characteristics of successful salespersons, time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act and commercial code. Three lecture hours per week.
Credit: 3 semester hours

***RELE 1325 Real Estate Mathematics***

Basic arithmetic skills. Includes mathematical logic, percentages, interest, time, value of money, depreciation, amortization, proration and estimation of closing statements. Three lecture hours per week
Credit: 3 semester hours

***RELE 1406 Principles of Real Estate***

A complete overview of licensing as a broker or 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. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing, discrimination, housing credit discrimination and community reinvestment. Fulfills the 4 semester hours of Principals of Real Estate required for salesperson license. Four lecture hours per week.
Credit: 4 semester hours

***RELE 2301 Law of Agency***

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. Three lecture hours per week
Credit: 3 semester hours

***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

***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 theht cnl ipoes97.5 sionSn

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Credit: 1 semester hours
Co-requisite RSPT 1201, RSPT 1329

Pre-requisites: RSPT 1340

***RSPT 2217 Respiratory Care Pharmacology***

A study of drugs that affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Two hours lecture and one hour lab per week.
Credit: 2

Pre-requisites: RSPT 2314, RSPT 2210, RSPT 1240, RSPT 2266

***RSPT 2358 Respiratory Care Patient Assessment***

Integration of patient examination techniques, including patient history and physical exam, lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and noninvasive hemodynamics. Two lecture hours, four lab hours per week.
Credit: 3 semester hours
Co-requisites: RSPT 2353, RSPT 2210, RSPT 2266

***RSPT 2414 Mechanical Ventilation***

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operationalcharacteristics. Three hours lecture, four hours lab per week.
Credit: 4 semester hours
Pre-requisites: RSPT 1361, RSPT 1201, RSPT 1311, RSPT 1410, RSPT 1340, RSPT 2210

## Sociology

***SOCI 1301 Introductory Sociology****

Thescientific study of human society, including ways in which groups, social institutions, and individuals

***SPAN 1412 Beginning Spanish II****

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Three lecture hours, one lab hour per week.
Credit: 4 semester hours
Prerequisite: SPAN 1411

***SPAN 2311 Intermediate Spanish I****

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: SPAN 1412 or advanced standing by examination

***SPAN 2312 Intermediate Spanish II****

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: SPAN 2311

## Speech

***SPCH 1315 Public Speaking****

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Three lecture hours per week.
Credit: 3 semester hours

***SPCH 1321 Business & Professional Communication****

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Three lecture hours per week.
Credit: 3 semester hours

***SPCH 2333 Discussion and Small Group Communication****

Discussion and small group theories and techniques as they relate to the group process and interaction. Three lecture hours per week.
Credit: 3 semester hours
Prerequisite: ENGL 1301 or permission of the course instructor, or Division Chair.

## Surgical Technology

***HPRS***

specialties incorporating instruments, equipment, and supplies required for safe patient care. Two lecture hours and four lab hours per week.
Credit: 4 Semester Hours

***SRGT 1442 Surgical Procedures II***

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Four lecture hours, one lab hour

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