

2014-2016 General Catalog

Last update: August 11, 2014



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

2014-2016 GENERAL CATALOG

CISCO COLLEGE
Cisco College District
Cisco, Texas

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

Note: The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

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

Programs Accredited by:

- American Society of Health Systems Pharmacists
- Commission on Accreditation of Allied Health Education Programs
- ARC/STSA
- MAERB
- Commission on Accreditation for Respiratory Care
- National League for Nursing Accrediting Commission

Programs Approved by:

- Texas Board of Nursing
- Texas Department of Licensing and Regulation
- Texas Higher Education Coordinating Board

Member of:

- American Association of Community Colleges
- National Junior College Athletic Association
- National League for Nursing
- Northern Texas Junior College Athletic Association
- Southwest Junior College Football Conference
- Southwest Performing Arts Presenters
- Texas Association of Collegiate Registrars and Admissions Officers
- Texas Association of Community College Business Officers
- Texas Association of Community Colleges
- Texas Association of Community Colleges for HR Professionals
- Texas Association of Deans and Directors of Professional Nursing Schools
- Texas Association of Schools of Art
- Texas Community College Teachers Association
- Texas Organization of Associate Degree Nurses

Board of Regents

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

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

Statement of Equal Opportunity

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

Cisco College provides the necessary services to help students obtain the maximum benefits from the College experience, as well as adding enrichment and satisfaction to their personal development. It is the policy of the College to provide information and reasonable accommodations to disabled students on an individual basis. For information, students should contact the Counseling Office at (254) 442-5000 for the Cisco Campus or (325) 794-4400, for the Cisco College Abilene Educational Center.

Notice to Students

The administration, faculty and staff of Cisco College believe that educational and other programs of the institution, including those described in this publication, are effective and valuable, and that they provide skills and understandings in keeping with the subject matter of the programs. The ultimate results of programs offered, however, are also dependent on the personality and energy of the student, on governmental or institutional regulations, and on market conditions. Therefore, except as specifically stated herein, Cisco College makes no representation of contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to a baccalaureate degree program, or licensing for a particular profession or occupation.

It is sometimes necessary or appropriate to change the programs offered. Cisco College retains the right to terminate or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments and any and all other aspects of its educational and other programs at any time without prior notice.

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 the off-duty 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.

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Calendar 2014-2016

Cisco College offers the following semesters:

- Fall
- Winter-mester
- Spring
- May-mester
- Long Summer
- Summer I
- Summer II
- August-mester

Please check our website (www.cisco.edu) or our current printed schedule of classes for these important dates:

- Online Registration
- CARGO Seminars
- Abilene Late Registration
- Cisco Late Registration
- First Class Day
- Holidays
- Last Day to Register
- Payment Deadlines
- Last Day to Drop with a 'W'
- Final Exams
- Graduation Dates

General Information

Mission

The mission of Cisco College is to provide high-quality learning opportunities that promote student success in an ever-changing global environment.

Cisco College seeks to encourage life-long learning and enhance the quality of life in the communities it serves by maintaining an open-door admissions policy and providing a comprehensive array of learning, service, and life experiences that will motivate and challenge students. In order to meet the needs of a diverse constituency, the College offers a variety of programs and courses in academic higher education, workforce development, and personal growth development. Faculty participates in continued professional development with a commitment to research and innovation as a basis for curriculum development. Associate's degrees designed for transfer to a university, associate's degrees and certificates designed for direct entry into the workforce, and opportunities for job skills continuing education and personal life enrichment are all a part of the dynamic offerings found at Cisco College. Support services complement the focus on learning and assist the faculty in helping students pursue their educational goals at Cisco College. Developmental studies designed to help students prepare for college-level course work and a variety of student success programs are instrumental in providing students with a strong foundation for achieving their goals.

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

Mission and Vision Goals

1. ***Offer Life-long Learning Opportunities:*** Offer high-quality, life-long learning opportunities in academic transfer programs, career and technical programs, continuing workforce development, developmental college-preparatory course work, faculty and staff development, and personal enrichment.
2. ***Focus on Students:*** Focus on students through caring and responsive faculty and staff and through support services that promote access, opportunity and student success.
3. ***Provide a Life-long Learning Environment:*** Provide an environment with appropriate facilities, resources, and staffing that support the life-long learning mission of the college.
4. ***Enhance Quality of Life:*** Initiate programs, activities and opportunities that enhance quality of life, encourage tolerance for diversity, engage in the service of others, and partner with the community to meet various educational needs.

Ethics and Philosophy

At Cisco College, ethical standards and a commitment to excellence are the foundations for creating an environment of life-long learning. The college is committed to fulfilling its mission by providing a positive, encouraging and success-oriented environment. All members of the college community are encouraged to act with mutual respect, integrity and professionalism towards one another and when representing the college to the greater community. College policies that support innovation, sponsor collaboration, maintain open communication, encourage students and employees to adapt to change, call for efficient and effective use of college resources, and promote and protect the rights of each individual in the college community are enforced. This includes freedom from harassment and freedom for students and employees to develop and

learn. Cisco College adheres to both state and federal regulations and policies and accepts its responsibilities to students, employees, and the taxpaying citizens of Texas. The college strives to meet these responsibilities with fairness, accountability and integrity.

Guiding Principles

The principles that guide our expectations of learning and working together at Cisco College reflect our values as a community of learners and educators. The college's commitment to ethical standards is demonstrated through these principles.

Learning: We believe an emphasis on teaching and learning should be the guiding force behind everything we do at Cisco College.

Respect: We respect and value each and every student and employee as a unique individual making an important contribution to the College.

Integrity: We work and interact with honesty, integrity, and mutual trust—looking beyond self-interests and without hidden agendas.

Communication: We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.

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

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

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

History

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

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

Cisco College serves a primarily rural segment of West Central Texas. The main campus in Cisco provides housing, athletic, theater and band opportunities for a student population of approximately 900 traditional students. The Abilene Educational Center is a commuter only location, offering a wide range of both day and night classes to 2600 individuals, almost equally divided between traditional and non-traditional students.

Location

Cisco is conveniently located in Eastland County between Fort Worth and Abilene, where Highways 183, 206 and 6 intersect Interstate 20.

The area enjoys a moderate climate with an average temperature of 64.9 degrees, an average rainfall of 28 inches and an altitude of 1,600 feet. Farming, ranching, oil and factories bolster the economy. The terrain consists of low, rolling hills of red clay, dotted with groves of post oak trees and low-lying areas of sandy loam where pecan and mesquite trees intersperse the oaks.

The 92-acre campus in Cisco rests atop a hill one mile north of the town and presents a beautiful view of the surrounding country. Nearby Lake Cisco provides exceptional recreational activities, and West Central Texas is a mecca for dove, quail, turkey and deer.

The city of Cisco provides churches of many faiths, a supportive local government, and several dining and lodging options as well as excellent public schools. The moral atmosphere is wholesome with a minimum amount of crime, and the nearly 4,000 people are friendly and supportive of the College and its students.

Forty miles west of Cisco is home to Cisco College's second location. The Abilene Educational Center, opened in 2004, offers a full schedule of classes. The 38-acre site at 717 E. Industrial Boulevard in Abilene has served to enhance the outreach and impact of Cisco College in West Central Texas. The state-of-the-art 81,000 sq. ft. facility offers wireless capabilities and can accommodate up to 3,600 students.

Over 120,000 friendly people who take great pride in their hometown and the Western heritage of the area live in Abilene. It is known as the commercial, educational, medical and cultural center of a 22-county trade area and is home to Dyess Air Force Base.

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.

Steps for Admission

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

1. APPLICATION FOR ADMISSION

Application for admission is available online at www.cisco.edu.

2. OFFICIAL TRANSCRIPT

- 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. See page 5 for more detail regarding transfer requirements.
- 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.
- Specialized Admission Options – See page 5 for specialized admission options and the required documentation.

3. TEXAS SUCCESS INITIATIVE

Submit scores for the Texas Success Initiative (TSI) or submit proof of exemption. These scores may be obtained by taking the ACCUPLACER, THEA, ASSET or COMPASS exams. Exemptions are listed on page 9. Students who have not taken a TSI approved test and who are not eligible for an exemption must contact the Cisco College Counseling Office for ACCUPLACER testing information. Transfer students must also meet TSI requirements.

4. NEW STUDENT ORIENTATION and WRANGLER BOOT CAMP

In addition to meeting Texas Success Initiative requirements, a new student should also attend a new student orientation session or Wrangler Boot Camp. These activities will prepare a new student for college, assist with course selection, and provide instructions for registration. Transfer students must also meet Texas Success Initiative requirements and are encouraged to attend orientation for assistance with course selection and instructions for registering online. Contact the Counseling Office for information on orientation.

5. HEALTH EXAMINATION

A student wishing to participate in Collegiate Athletics at Cisco College must have a physical examination at his own expense by his own medical doctor and submit the results on the Health Certificate to the appropriate Athletic Coach.

6. BACTERIAL MENINGITIS VACCINATION

Cisco College in compliance with Texas Education Code, Section 51.9192, Subchapter Z, as amended by the 82nd Texas Legislature, now requires the bacterial meningitis vaccination for all entering students enrolling in classes. Students must provide to the Cisco College Admissions Office, a certificate signed by a health practitioner indicating they have been vaccinated against bacterial meningitis. Cisco College and the Texas Education Code make these provisions applicable to entering students only enrolling or transferring to Cisco College on or after January 1, 2012 (students age 30 and above are exempt from vaccination requirement). For information and questions concerning the required bacterial meningitis vaccination, please refer to the Cisco College website or contact the Cisco Admissions Office at 254-442-5130 or email admissions@cisco.edu.

7. RESIDENCY INFORMATION

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident. See the Cisco College website, www.cisco.edu, to access the Oath of Residency form and answer these questions. Submit the completed form to the Admissions Office.

8. REGISTRATION

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

9. PAYMENT OF TUITION AND FEES:

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, review the brochure provided by Cisco College or access e-Cashier on the Cisco College website 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 student's responsibility to make certain that the Cisco College Business Office has copies of all necessary paperwork.

Transfer Admission From Another College

Applicants transferring from another institution must submit an official transcript of their college or university record. Transfer students are eligible to enroll at Cisco College if they are eligible to enroll in the college from which they are transferring. The following conditions restricting the transfer of credits apply:

- Courses taken for credit in which a student has earned a passing grade may be transferred from any college accredited through one of the six regional accrediting associations in the United States. Transfer credit will not be given for developmental, remedial, or any other non-degree credit course.
- Transfer students seeking a degree from Cisco College must obtain an evaluation of transfer credits. The evaluation of transfer credits is done on a course-by-course basis by the Cisco College Counseling Office and will assist the student in preparing the proper degree plan. Approved courses transferred to Cisco College will be documented on the student's academic transcript.

Students transferring to Cisco College will be evaluated for college readiness in one, two or all three areas of the Texas Success Initiative. Students not qualifying as college-ready in all areas will be required to test in those areas prior to enrollment. Students must bring transcripts to a counselor for evaluation of this exemption. This should be done several weeks prior to registration to prevent delays in enrollment.

Specialized Admission

1. EARLY ADMISSIONS PROGRAMS

High School students who have complied with the requirements of the Texas Success Initiative, with the written approval of their high school principal, may enroll for a class load not to exceed two college credit courses per semester. However, under special circumstances that indicate a student with exceptional academic abilities is capable of college-level work, based on the approval of the high school principal, and other assessment indicators, the Cisco College Director of Student Success Programs may grant exceptions to the class load requirement.

2. INDIVIDUAL APPROVAL

Any person who is not a graduate of an accredited high school may be admitted for one semester to any class below the sophomore level on the basis of satisfactory performance on a standardized entrance assessment (ACT, SAT, GED), personal recommendations, or other criteria which are determined to be necessary by the College in order to make a valid admissions decision.

3. TECHNICAL PROGRAMS

Admission requirements in certain technical programs may vary. These variations are noted under the specific programs in this catalog.

4. INTERNATIONAL STUDENTS

Prospective students who are not legal citizens of the United States, and are planning to enter the U.S. on an F-1 visa will need to submit the following required documentation for consideration of acceptance to Cisco College:

1. **International Application** Please print and complete this application. DO NOT SUBMIT THE ON-LINE APPLICATION PRIOR TO THIS APPLICATION. (The on-line application must only be completed upon acceptance to Cisco College.)
2. **Certificate of Health:** Please print this form and take it to your medical doctor to be completed and signed.
3. **Legible copies of immunization records for:** Diphtheria and Tetanus (within the last 10 years), also Poliomyelitis (types I, II and III), Measles, Mumps, Rubella and Bacterial Meningitis (within the last five years). Please note: if records are not in English, translation is required.
4. **Official transcripts** of completion from high school or a secondary school, and official transcripts from all colleges attended. If the transcript is not in English, translation will need to accompany the official transcript.
5. **Confirmation of Financial Resources Form:** Please print this form and have your (or your sponsor's) financial institution complete, sign, and seal the appropriate areas. Also, submit financial evidence of USD \$15,000.00, such as a bank statement or letter from the bank. Both documents must not be older than six (6) months at the time you begin classes. Please note: if you have been granted a scholarship for a Cisco College sport, you will need to submit evidence of the difference between the scholarship amount and the \$15,000.00.
6. If English is not your native language, the TOEFL (Test of English as a Foreign Language) is required. Website: www.ets.org/toefl Score report minimum scores: Paper Based Test – 450; Internet Based Test (IBT) – 45. Institution Code: 003553.
7. Any documentation showing proof of dependents (if applicable).
8. A copy of the front page of your passport showing your name, country of origin and the expiration date of the passport.
9. **Statement of Understanding:** Please print and complete.
10. Copies of each I-20 issued since initial entrance into the United States, if applicable.

IMPORTANT:

- **Required forms may be located for download from the Cisco College web site by pointing to the Admissions tab on the College home web page and selecting International Admissions from the drop down menu.**
- **All supporting documentation that is not in English must be accompanied with official translation.**

F-1 students wanting to transfer from another U.S. college must submit the following items in addition to those listed above:

1. A copy of your F-1 visa.
2. A copy of your I-94 card (front and back).
3. A copy of your current I-20 (all three pages).
4. An Advisor's Report completed by your current International Student Advisor. If your current college does not have a form, please print and complete this report.

Prospective international students who have been granted acceptance to Cisco College will be notified by letter and will receive their I-20 at that time. The student can then go to their embassy to obtain the F-1 visa, unless they are already in the United States on an F-1 visa.

1. \$100 International Application Processing Fee (non-refundable): please send a bank money order made out to Cisco College.
2. Proof of Health Insurance Coverage for the school year: August through May. If the student intends to continue classes through the summer semesters, coverage will need to be extended for the entire calendar year. Please note adequate insurance is defined as follows:
 - a. Medical benefits per accident or illness and in the aggregate per individual should be consistent with current, prudent community standards with a minimum coverage of \$100,000. This coverage must have a reasonable expectation of being met. Any internal limits on specific costs and/or exclusion must meet usual, customary, and reasonable standards. Co-payments should not exceed 20%.
 - b. The "wait period" for a pre-existing condition should be reasonable by industry standards.
 - c. The standard, individual deductible should be reasonable and of such amount as to not produce undue hardship to the international exchange participant as on out-of-pocket cost. For students, particularly at the undergraduate level, a reasonable deductible at this writing would be \$50 to \$100.
 - d. Policies must include repatriation, which means in the event of an untimely death of a student, the body or remains will be returned to the home country. Also, transportation (evacuation) costs will be at a level consistent with current reasonable expenses.

Cisco College requires that all international students must have health and accident insurance for the length of time the student is enrolled in classes. The student may not allow health/accident insurance to lapse during their enrollment at the College. The coverage for health/accident insurance may be purchased from any approved company

provided the medical expense benefit is \$100,000 or more. If policies other than ones purchased in the United States are used, they must have all information translated into English, and must clearly show the expiration date.

Concurrent International Students

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

1. Official transcript from current college or university.
2. Copies of current I-20, passport and F-1 visa.

NOTE: This must be done at least three weeks prior to the first class day.

If you do not have a social security number, an institutional identification number will be issued upon acceptance to Cisco College.

All items must be received by the Admissions Office according to the following deadlines:

July 15 for the Fall semester

November 15 for the Spring semester

April 15 for the Summer semester

SUBMIT ALL ITEMS TO:

International Student Liaison
Cisco College
101 College Heights
Cisco, Texas 76437

Texas Success Initiative

The Texas Success Initiative (TSI) is a program designed to ensure students attending public colleges and universities in Texas have the necessary reading, math and writing skills to be successful in college-level coursework. The Texas Success Initiative involves an assessment component (ACCUPLACER, THEA, ASSET or COMPASS test) and includes both an individual advising component and a developmental education program for those students who do not place into college-level coursework. Students who are not exempt from the Texas Success Initiative (see exemptions below) must present ACCUPLACER, THEA, ASSET or COMPASS test scores in order to register. These test scores are used to determine appropriate academic placement into courses. Students who are exempt must present official documentation of their exemption in order to register. Students who need to test may contact the Counseling Office for information on testing.

Texas Success Initiative Exemptions

Students are exempt from all requirements of the Texas Success Initiative and are free to enroll in college-level coursework if they provide official documentation of one of the following:

- ✓ They have graduated with an associate's or bachelor's degree from a Texas state-supported institution of higher education.
- ✓ They are serving on active duty as a member of the armed forces of the United States, the Texas National Guard or as a member of a reserve component of the

armed forces of the United States and have been serving for at least three years preceding enrollment.

- ✓ They were, on or after August 1, 1990, honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or as a member of a reserve component of the armed forces of the United States.
- ✓ Students may be exempt from one, two or all three sections of the Texas Success Initiative if they have met standards on one of the following tests:
 - a. ACT—composite score of 23 or higher and a minimum of 19 on the English section will exempt a student from the reading and writing sections of the ACCPLACER. A composite score of 23 or higher and a minimum of 19 on the math section will exempt a student from the math section of the ACCUPLACER. Scores must be less than 5 years old at the time of registration and from a national test administration.
 - b. SAT—a combined verbal score (critical reading) and mathematics score of 1070 or higher and a minimum of 500 on the verbal (critical reading) section will exempt a student from the reading and writing sections of the ACCUPLACER Test. A combined verbal (critical reading) and mathematics score of 1070 or higher and a minimum of 500 on the math section will exempt a student from the math section of the ACCUPLACER Test. Scores must be less than 5 years old at the time of registration and from a national test administration.
 - c. TAKS—a minimum scale score of 2200 and an essay score of 3 or higher on the English Language Arts on the 11th Grade exit-level TAKS will exempt a student on the reading and writing sections of the ACCUPLACER. A minimum scale score of 2200 on the math section of the 11th grade exit-level TAKS will exempt a student on the math section of the ACCUPLACER. Test scores must be less than 3 years old at the time of registration.

Transfer Students

Transfer students not exempt by any of the above exemptions may also be evaluated for college readiness by previous coursework in one, two or all three areas of the Texas Success Initiative. Students not qualifying as college-ready in all areas will be required to test in those areas prior to enrollment. Students must bring transcripts to a counselor for evaluation of this exemption. This should be done several weeks prior to registration to prevent delays in enrollment. Students who need to test may contact the Counseling Office for information on testing.

Temporary Texas Success Initiative Waivers

A student enrolling in a Level I Certificate Program will have Texas Success Initiative testing requirements waived as long as the student enrolls only in the coursework for a Level I Certificate. Unless otherwise exempt, a student will need to take the ACCUPLACER prior to enrolling in any coursework towards a degree that is outside the Level I Certificate. (Students applying to the LVN program need to take the ACCUPLACER or THEA for advisement.)

Minimum Documentation Requirements

The following documents are required prior to registration for a student's permanent file in the Admissions Office: Application, Oath of Residence, official Texas Success Initiative (TSI) placement scores,

proof of exemption from the Texas Success Initiative, high school transcript, college transcripts, GED. **If for any reason these documents are not provided prior to registration, grades will be held, and a student may not enroll for the next semester. Questions should be directed to the Dean of Enrollment Services.**

Withdrawals

Student Withdrawal

Students may withdraw from a course through the online registration system, by contacting a college counselor or by completing the appropriate withdrawal paperwork in the admissions office. Please check the college website for student withdrawal deadlines.

Should circumstances require that a student totally withdraw from the College prior to the giving of final examinations, he/she 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.

Administrative Withdrawal

Cisco College reserves the right to administratively withdraw a student from a class, a program, or from the College for circumstances such as:

- Unmet financial obligation(s) to the College
- Health reasons that constitute a danger to self, to others, pending the outcome of competent medical evaluation and/or treatment
- Threats to the safety, life or property of members of the academic community, including act(s) in violation of federal, state, civil, or criminal laws or city ordinances, regardless of whether the 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 re-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.

Financial Aid

Many financial aid programs are available to students. Funds for these programs are provided by Cisco College, by the state and federal governments. Financial aid is awarded on the basis of need, merit, and/or performance in the form of grants, scholarships, loans and work programs. Information may be found on the Cisco College website or requested by telephone or by e-mail.

Free Application for Federal Student Aid (FAFSA)

Students seeking aid from the Pell Grant Program, College Work-Study Program (CWSP), the Supplemental Educational Opportunity Grant (SEOG), Texas Public Education Grant (TPEG), and The William D. Ford Federal Student Loan Program MUST complete a Free Application for Federal Student Aid (FAFSA). The online version of the FAFSA is available at <http://www.fafsa.ed.gov>. A hard copy version of the FAFSA can be obtained from high schools, colleges, the Financial Aid Office at Cisco College, or by writing: Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044.

When completing the application, the Cisco College Title IV code number (003553) must be entered at the appropriate place in order for the College to receive the information and issue the aid.

Grants/Waivers

Activity Grants for Athletic and Performing Arts A number of students are awarded activity grants each semester for their participation in a College-sponsored program in athletics or fine arts. The amount of the award varies from \$100 per semester to a full grant payment of tuition, fees, room and board. Awards are granted for participation in: Football, Men's Baseball, Women's Basketball, Women's Volleyball, Women's Soccer, Women's Softball, Wrangler Belles (Women's drill team), Wrangler Cheerleaders, Band, and Theatre. For information and an application, students should contact the appropriate director or coach of the activity in which they are interested by telephone or by mail.

High School Valedictorian/Salutatorian Waivers The State of Texas requires all state institutions of higher education to waive the tuition for students graduating valedictorian from an accredited Texas high school. Cisco College complements the state required waiver by extending this to Salutatorian and absorbing any additional fees. Proof of high school graduation status must be submitted to the Business Office. For more information on this program, please contact the Dean of Business Services.

Federal Pell Grants The federal Pell Grant Program is authorized by the Higher Education Amendments of 1972. The Pell Grant is designed to provide an eligible student with a foundation of aid to help pay for his/her first undergraduate degree. The money is provided by those persons paying federal taxes. The award amount is based upon the documented financial need, the number of hours in which a student is enrolled and the annual federal award schedule. Completion of the FAFSA is required.

Supplemental Educational Opportunity Grants (SEOG) The federal SEOG is a program designed to help students with "exceptional" financial need pursuing their first undergraduate degree. Eligibility and amount is determined by documented need and the institution. Completion of the FAFSA is required.

Texas Public Education Grants (TPEG) The TPEG is funded through tuition payments at Cisco College to assist students demonstrating financial need. Eligibility and amount are determined by documented need and the institution. Completion of the FAFSA is required.

Texas Grant The Toward Excellence, Access & Success Grant is to enable well-prepared eligible students to attend institutions of higher education in Texas. Eligibility is determined by documented need and the institution. The amount of the award cannot exceed the cost of tuition. Completion of the FAFSA is required.

Veterans Program Financial Assistance Cisco College is approved by the Texas Workforce Commission as a college in which veterans may enroll for degree courses or for technical study. Educational Assistance is available to all qualified veterans while attending college. Veterans should make application for benefits with Cisco College in advance of registration.

Minimum Academic Standards for Students Receiving VA Educational Benefits A student who is receiving VA educational benefits must maintain satisfactory scholastic progress to retain those benefits. A student who does not maintain the minimum requirements as listed on page 14 shall be reported to the Veteran's Administration Regional Office (VARO) as making unsatisfactory progress.

Scholarships

James M. Rockwell Scholarship Each year Cisco College gives several Rockwell Scholarships to first-time entering freshmen recently graduating in the upper 25 percent of their class from an accredited Texas High School. The amount of the scholarship is equal to tuition and fee cost each semester, and the recipient must attend classes on the Cisco campus. Application is made with the Vice President for Learning Services.

Cisco High School Class of 1947 Memorial Scholarship This scholarship fund was established by the Cisco High School Class of 1947 for the purpose of providing Cisco High School graduates financial help and encouragement to continue their education at Cisco College. The availability and amount of the scholarship will vary each year according to income generated by the scholarship fund. Students needing information regarding this scholarship may contact the Vice President for Student Services.

M.S. and Meek Lane Doss Scholarship This scholarship is awarded on a competitive basis, with preference given to graduates of high schools located in western Texas and southeastern New Mexico. It is available for fall and spring semesters only to students enrolled at the Cisco College Abilene Educational Center. The scholarship recipient must enroll full-time, complete 12 or more semester hours, and maintain a minimum GPA of 3.0 each semester to continue the scholarship, which is available for up to four semesters. Information and an application may be obtained from the Cisco College website under Financial Aid or from the Dean of Counseling.

Mr. and Mrs. Clifton Woody Endowed Memorial Scholarship Miss Mildred Woody, who was an educator in Abilene for many years, has endowed a scholarship in memory of her parents Mr. and Mrs. Clifton Woody. This scholarship is awarded to students who have been accepted into the Cisco College nursing program. Selection is made by the nursing faculty. The amount of the scholarship is determined by available proceeds from the endowment. The recipient must enroll full-time, complete 12 or more semester hours, and maintain a minimum 3.0 GPA each semester to continue the scholarship. Information is available from the nursing department in Abilene.

West Texas Utilities Scholarship The West Texas Utilities (WTU) Company has endowed a scholarship fund which provides financial assistance to WTU residential customers or their children. The availability and the amount of the scholarship is determined by accessible proceeds from the scholarship endowment. Each recipient must be a U.S. citizen, a WTU residential customer for a year or more or a child of a residential customer, and maintain a 2.5 GPA to retain the scholarship. Information may be obtained from the Director of Financial Aid.

Room Waiver Scholarship Each year, the College accepts applications for room waiver scholarships on a room-available 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 a room-available basis, and is subject to several conditions, including making satisfactory academic progress. Information is available from the Counseling Office.

Loans

William D. Ford Federal Direct Loan Program Cisco College participates in the William D. Ford Federal Direct Loan Program. This program replaced the Federal Stafford Loan Program beginning with the fall 2010 term. The subsidized direct loan is a need based student loan. Eligibility is determined when the student completes the Free Application for Federal Student Aid (FAFSA) and other required paperwork. The interest on subsidized loans is paid by 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.

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 15 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 by documented need, and application for a work-study position is made at the College Financial Aid Office. Completion of the FAFSA is required.

Rehabilitation Assistance

The Texas Department of Assistive and Rehabilitative Services (D.A.R.S.) offers financial assistance for tuition and non-refundable fees in addition to services for students, who have qualified disabilities, provided

the vocational objective selected by the student has been approved by D.A.R.S. Through this State agency, rehabilitation services are available to assist disabled persons to become employable. Application for this type of assistance should be made to the Texas Department of Assistive and Rehabilitative Services, Abilene Field Office, 1969 Industrial Blvd. Abilene, TX 79602. The Abilene phone number is (325) 690-3800 and the Abilene fax number is (325) 690-3823. Other offices may be located by contacting D.A.R.S., 4800 N. Lamar Blvd, Austin, Texas 78756, (800) 628-5115 or TTY (866) 581-9328 or by visiting the D.A.R.S. website at <http://www.dars.state.tx.us/drs>.

Title IV Return Policy

A statutory return of awarded aid will be calculated for a student who withdraws or stops attending classes on or before the sixty (60%) percent point of the enrollment period (calculated using calendar days) in which Title IV aid is received, in accordance with the Code of Federal Regulations, as published in the November 1, 1999, Federal Register. Refunds will be calculated according to the following guidelines as set forth in Section 484B of the Higher Education Act,

Determination of Withdrawal Date The percentage of the payment period (or period of enrollment) the student attended before withdrawing will be determined by the date of a student's withdrawal. (The withdrawal date is identified as the date a student officially withdraws from the college. The student's last documented date of attendance at an academically-related activity, or the midpoint of the enrollment period are used to determine date of withdrawal for a student leaving without notifying the college.)

Return Calculation The amount of Title IV aid earned will be calculated by multiplying the total Title IV aid (other than Federal Work Study) for which the student was awarded by the percentage of time enrolled. The amount earned will be compared to the amount disbursed. If 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.

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

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

Satisfactory Academic Progress for Financial Aid

To be eligible for federal Title IV aid at Cisco College, federal regulations require that a student must make satisfactory academic progress toward his/her degree or certificate in order to continue to receive federal Title IV aid. Failure to make satisfactory academic progress can result in a probationary period and, if not corrected, suspension from financial aid.

Satisfactory Academic Progress Standards There are three (3) federally mandated standards a student must meet to maintain satisfactory academic progress: 1) Quantitative Percentage (Attempted Hours/Earned Hours); 2) Quantitative Time Frame (Maximum Time Frame for Completion); and 3) Qualitative Measure (Cumulative Grade Point Average of 2.0).

Quantitative Percentage Students must complete a minimum of 67% of the course work in which they are enrolled each semester. The chart below indicates the attempted credit hour totals and the number of credits that must be completed to meet this requirement.

Satisfactory Academic Progress
67% Completion Rate Requirement

Attempted Semester Hours	Earned Semester Hours Must be Greater Than or Equal to:	Grade Point Average
21	14	2.0
20	13	2.0
19	13	2.0
18	12	2.0
17	11	2.0
16	11	2.0
15	10	2.0
14	9	2.0
13	9	2.0
12	8	2.0
11	7	2.0
10	7	2.0
9	6	2.0
8	5	2.0
7	5	2.0
6	4	2.0
5	3	2.0
4	3	2.0
3	2	2.0
2	1	2.0
1	1	2.0

Quantitative Maximum Time Frame (MTF) A student is allowed financial aid only for the number of semesters necessary to complete his/her degree or certification program, and the maximum can be no longer than 150% of the published length of the educational program. For example, a program that takes 4 semesters to complete would have a maximum time frame of 6 semesters. In making a determination of satisfactory progress, probation, and suspension, all college work taken will be computed whether completed at Cisco College or at other educational institutions, and whether or not financial aid was received.

Successful Completion of Courses Students must successfully complete at least sixty-seven (67%) percent of all hours attempted as of their enrollment on the official count day each semester at Cisco College. This includes both developmental and college-level course work. Successful completion is measured by grades of A, B, C, and D. Grades of F (failing), W (withdrawal), and I (incomplete) are counted toward the total hours attempted, but not successfully completed each semester.

Qualitative Standard Grade Point Average In addition to successfully completing 67% of their coursework each semester, students must earn a 2.0 grade point average (GPA) and maintain a cumulative GPA of 2.0 each semester thereafter. Grades of A, B, C, D, and F contribute toward the cumulative GPA. Grades of W (withdrawal) and I (incomplete) do not. Transfer grades are not included in the Cisco College GPA calculations. The dropping of courses, or complete withdrawal, will not reduce the number of hours that must be completed each semester to maintain satisfactory progress.

Financial Aid Probation For students not meeting the academic progress requirements at the end of a semester, the probationary period is the next semester (fall or spring) in which the student enrolls in classes. A student will be eligible for aid during the probationary period, but must achieve satisfactory academic progress during the first probationary period to return to good standing the next semester in which he/she enrolls.

Financial Aid Suspension A student who does not make satisfactory progress during the first probationary period will be suspended from all Title IV financial aid the next semester of enrollment until all satisfactory progress standards are met. A student who has financial aid suspended can return to a

probationary status only and cannot return to good standing. A second suspension period may not be appealed.

How to Remove Probation A student will return to good standing if he/she earns 67% of the same number of credit hours in which he/she was enrolled when the probation status occurred, if the cumulative grade point average is 2.0.

How to Remove Suspension A student will return to probation status if while on suspension from Title IV aid he/she earns 67% of the same number of credit hours in which he/she was enrolled when the suspension status occurred, if the cumulative grade point average is 2.0.

Exceptions A student placed on financial aid suspension due to unavoidable or extraordinary hardships which may have influenced his/her ability to meet the satisfactory academic progress standards may appeal the suspension. Examples of unavoidable hardships include illness or injury of student or family member, separation or divorce, involved in accident or natural disaster, death in immediate family, or other personal problems that affected class participation and or grades.

Appeal Procedure A financial aid suspension appeal process information sheet must be obtained from the Financial Aid Office. The appeal must be completed and submitted to the Director of Financial Aid, according to the directions indicated on the appeal process information sheet. The appeal should include a written statement by the student with the appropriate supporting documentation explaining the reasons the minimum satisfactory academic progress standards were not achieved. The appeals committee and the Director may place conditions upon the receipt of any financial aid for those appeals where aid is reinstated. Students submitting documentation and completing the appeals process will be notified by the Director of Financial Aid of the results.

Director of Financial Aid
101 College Heights

Cisco, TX 76437 To allow proper time for processing, appeals should be submitted by no later than two weeks prior to the first class day of the term. For further questions regarding the appeals process contact the

Director of Financial Aid. Tuition and Fees

Current tuition and fee information can be found on the College website at www.cisco.edu.

Late Registration

All students are urged to register online. Students registering after classes start will be subject to a late registration fee. Students registering late may have difficulty in enrolling in desired courses.

Tuition Refunds

Prorated Tuition and Fee Policy

Cisco College students who officially drop a course or courses and remain enrolled, or who officially withdraw from all courses shall have their mandatory tuition and fee charges prorated according to the following schedule:

Fall and Spring Semesters

Prior to the first class day	100%
During class days one to fifteen	70%
During class days sixteen to twenty	25%
After the twentieth class day	None

Summer Semesters

Prior to the first class day	100%
During class days one to five	70%
During class days six and seven	25%
After the seventh class day	None

Flex Entry and Non-Semester-Length Courses

Prior to the first class day

100%

After first class day refer to the table provided by the College Business Office

Class days refer to the number of calendar days the College normally meets for classes, not the days a particular course meets. If a class does not materialize and 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 (see page 16).

Continuing Education Refund Policy

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

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 an institution of higher education during the Fall of 1997 semester (or later) may be eligible for a \$1,000 tuition rebate if, at the time the baccalaureate degree is awarded, the student has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree. This includes transfer credits and course credit earned exclusively by examination. Students interested in the Program may contact the Counseling Office for further information and requirements.

Registration and Advisement

Orientation

Cisco College provides a new student orientation program. New students to Cisco College are highly encouraged to attend a new student orientation session. Orientation is designed to assist new students with the transition to Cisco College, to advise them and to prepare them for online registration (all students will register online.) Students should contact the Counseling Office for new student orientation.

Wrangler Boot Camp

Wrangler Boot Camp is a student centered success program currently offered on the Cisco Campus that offers study skills instruction and intensive remediation (if necessary) to new students. The program also provides advising and registration support. Students should contact the Student Success Office for more information.

Advisement

Students who have not completed all sections of the Texas Success Initiative are required to see an advisor every semester for assistance with course selection. Both Cisco College locations have full-time counselors available to assist with degree plans and provide college and university requirements. Counselors are also available to assist with course placement based on placement test scores.

Students who plan to transfer to a four-year institution are urged to become acquainted with the degree requirements of the particular institution to which they will transfer so that duplication and loss of credit might be avoided. Students not intending to transfer to a four-year college will be permitted greater freedom in the selection of courses. Although administrators, counselors, and faculty advisors can assist in the proper selection of courses, the final responsibility for degree-planning must always rest with the student.

Testing and Placement

The Counseling Office is responsible for administering several testing programs. Cisco College administers the ACCUPLACER at both locations and the GED in Cisco. Assistance in administering correspondence exams and Virtual College of Texas exams during regular office hours is available by prior arrangements with the Counseling Office. Information on course placement based on ACCUPLACER, THEA, ASSET or COMPASS test scores is also available through the Counseling Office.

Developmental Education

For students who need preparation for college-level content due to a variety of factors, ranging from having difficulty in a particular subject area to returning to school after a period of time, Cisco College offers comprehensive developmental education courses. The purpose of these courses is to provide crucial preparation for success in college-level Mathematics, English and Reading intensive courses. Enrollment in Developmental Education courses is based upon student placement (typically via the ACCUPLACER) and may include any combination of developmental English, developmental Mathematics, and developmental Reading. Based on test score placement, students will be placed in the appropriate level of remediation and are expected to proceed through the appropriate sequence (for example, from DREA 0302 to DREA 0303) and then on to a reading-intensive college-level course. A grade of 'C' or higher will allow a student to progress to the next developmental course or to the next appropriate college-level course.

Cisco College requires students begin to address their academic deficits in the first semester in which they enroll. The College also requires students continue taking developmental coursework each long semester until they are college-ready. Students who are enrolled full-time during a long semester must register for all of the developmental areas in which they place. Students who are enrolled part-time during a long semester must register for a class in at least one of the developmental areas in which they place. Developmental students enrolling in summer terms or mini-terms may only register for classes in which they are college-ready or that do not require college-readiness.

Believing success is linked to student engagement and to practice particularly in the discipline of mathematics, Cisco College has increased each Developmental Math course to a four-credit hour format. This includes a mandatory lab component for all Developmental Math classes. The Developmental Math Lab is scheduled by students at the time of their enrollment with a variety of times available. Labs are staffed by Cisco College instructors who can assist students with any difficulties and provide them with supplemental instruction. Additionally, labs are equipped with computers which provide for students the best computer-guided assistance available for math students. Cisco College is committed to providing students with the most support and the best opportunity to find success.

In order to ensure adequate preparation and a better level of success, developmental students are restricted from enrolling into certain college-level courses until they are deemed college-ready (have passed the particular developmental sequence with a 'C' or better or have earned a satisfactory score on a TSI approved retest). Students who are enrolled in developmental English may not enroll in English 1301, English 1302, or any literature course. Students who are enrolled in developmental Reading may not enroll in History 1301, History 1302, Government 2305, Government 2306, or Psychology 2301. Students who are enrolled in developmental Mathematics may not enroll in Mathematics 1314 or higher.

Schedule Change

Schedule changes will be allowed online for one week after classes start.

Alternative Credit Awards

Transfer of Credit to Cisco College

College-level coursework satisfactorily completed at a regionally accredited college or university, including courses with a grade of 'D,' will be accepted for transfer to Cisco College. Developmental coursework is not transferred as credit but is considered in determining a student's Texas Success Initiative status. A course-by-course evaluation of transfer work for students seeking a Cisco College degree or certificate will be completed by the Counseling Office during the first semester of attendance at Cisco College. Receipt of official transcript(s) is required for admission, and is required before transfer coursework will be posted to a student's transcript. Students must enroll for a semester before coursework will be posted to a transcript. Students wanting to know how coursework will transfer prior to enrollment must provide a counselor with a copy of their transcript(s). Acceptance of transfer coursework does not guarantee applicability of coursework to a certificate or degree. This will be dependent on the prior coursework and the student's chosen certificate or degree.

Resolution of Transfer Disputes for Lower Division Courses

If an institution of higher education (i.e., the receiving institution) does not accept course credit earned by a student at another institution of higher education (i.e., the sending institution), the receiving institution shall give written notice to both the student and the sending institution that 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.

Credit for Professional Certifications

Students holding Texas Commission on Law Enforcement Officer Standards Examination (TCLEOSE) Certification may be eligible to receive college credit in Criminal Justice coursework. Students holding a current Child Development Associate Credential (National Credential) may be eligible to receive college credit in Child Care Developmental/Early Childhood coursework. Students holding a Basic Firefighter Certificate from the Texas Commission on Fire Protection may be eligible to receive credit for college coursework. In addition, Intermediate and Advanced Certificate Firefighting Training may also be eligible for college credit. Students must provide documentation of their certificate to a counselor to receive credit. Students must enroll for a semester before credit will be posted to a transcript. Acceptance of the coursework does not guarantee applicability of the coursework to a certificate or degree. This will be dependent on the credit awarded and the student's chosen certificate or degree.

Credit for Military Services

Veterans that submit a form DD-214 to a counselor may receive two (2) semester hours of KINE credit. Additional credit (up to six credit hours) may be awarded upon the presentation of military transcripts (AARTS, SMART, etc.).

Credit by Examination

College Level Examination Program (CLEP)

A student may earn credit by examination through the College Level Examination Program (CLEP). Cisco College will award credit for only specified subject examinations for a student that presents an official score report with qualifying scores. To obtain a current list of the CLEP Tests accepted, with the required scores and the courses that will be credited, please contact a Counselor or check the Cisco College website. To receive credit for an English course, a student must pass the required multiple-choice section and take and pass the optional essay. The optional essay must be sent to Cisco College and will be graded by the Department of Language and Communication.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student's transcript with the notation "CLEP Credit" after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet 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.

College Board Advanced Placement (AP)

A student may earn credit by examination through the Advanced Placement (AP) Program. Cisco College will award credit for selected AP tests for a student that presents an official score report with qualifying scores on those tests that are accepted by the institution. To obtain a current list of the accepted AP tests with the required scores and the courses that will be credited, please contact a Counselor or check the Cisco College website.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student's transcript with the notation "AP Credit" after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet the residency requirement for graduation. Students planning to transfer AP credit(s) to another college or university should check with that school as to its policy on transferring and accepting AP credit.

International Baccalaureate Diploma Program

A student that graduates from the International Baccalaureate (IB) Diploma Program will be eligible for credit at Cisco College. An IB Diploma graduate with an overall score of 24 or higher, with at least a 4 on each exam, will receive a minimum of 24 semester hours of credit. An IB Diploma graduate with an overall score of 24 or higher, but who does not receive at least a 4 on each exam, may receive less than 24 semester hours of credit. To obtain a current list of the IB exams, with the required scores and the courses that will be credited, please contact a Counselor or check the Cisco College website.

Students with acceptable scores must see a counselor to request to have the credit added to their transcript. Credit will be recorded on a student's transcript with the notation "IB Credit" after a student has been enrolled for a semester. Such credit earned by examination may not be used to meet the residency requirement for graduation. Students planning to transfer IB credit to another college or university should check with that institution as to the policy on transferring and accepting IB credit.

Dropping Courses

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

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in the Spring of 2007 and

applies to students who enroll in a public institution of higher education as first-time freshmen in the Fall of 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

A Cisco College student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

Records and Information Privacy

Privacy of Information

Cisco College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which provides that all students and former students of Cisco College have the right to inspect their educational records (including records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution). Responsibility for protection of the privacy of student educational records rests primarily with the Dean of Enrollment Services. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student’s educational records. This right is solely limited to the student. Outlined below are limitations which exist on students’ rights to inspect and review their educational records, as published in the Guidelines for Educational Rights and Privacy Act of 1974 as amended, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

Students’ Access to Their Educational Records

All students have the right to review their educational records, with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents
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 attend.

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

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

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

Social Security Numbers

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

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

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

Diplomas and Certificates

Students who will be completing their program of study, and are eligible to receive an Associate's Degree or Certificate will need to apply for graduation and pay the appropriate fee. Counselors at both the Cisco Campus and the Abilene Educational Center have graduation applications available.

Transcripts

A written request signed by the student is required for the Cisco College Admissions Office to send a transcript of the student's permanent record to another college. A Cisco College transcript request form is available on the college website under the 'Alumni and Friends' tab. There is no additional charge for transcripts sent through regular postal service. There will be a \$20 charge for transcripts sent by fax and a \$25 fee for two-day express transmission of transcripts.

A transcript will not be sent for students who have failed to make satisfactory arrangements for payment of all financial obligations to the College.

Student Support

Student Success Programs

The goals for the programs included as Student Success Programs are to enhance and undergird the academic experience of Cisco College students. Some of the programs in this area include tutoring, academic recovery, Early Alert/Academic Intervention, Success Seminars, Wrangler Success Newsletters, and P16/College Readiness related programs.

These programs are available at both locations and to all Cisco College students. Student Success Programs staff are available online, by phone or by appointment.

Tutoring

Peer tutoring is available in select subjects for all students at Cisco College. Commonly, tutoring will be offered in mathematics, English, some sciences and other general core curriculum classes (history, sociology, psychology, and government). Tutors can also offer assistance to students in general study skills. There is no charge for tutoring services. Schedules vary each semester and will be posted on the Cisco College website and at various locations on the Cisco campus and the Abilene Educational Center. Questions related to tutoring, including ways to set up online tutoring assistance, should be directed to Student Success Programs at (254) 442-5008.

Academic Recovery

Students who are struggling academically or who are attempting to correct struggles from previous semesters are encouraged to work with Student Success Programs. A variety of strategies are available to assist students onto a structured path of academic success. Any student in need of assistance should contact the Director of Student Success Programs or go online to the Cisco College website and link to Student Success Programs.

Early Alert/Academic Intervention

Any student who is struggling academically in a class or who has given an instructor a sign of potential struggles (i.e., poor class attendance, disengagement in the classroom, low scores, etc.) may be referred to Student Success Programs. This alert from instructors sets into motion an intervention system aimed at preventing students from putting themselves in academic peril. This program is intended to encourage and assist students.

Wrangler Success Seminars

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

Wrangler Success Newsletters

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

College and Career Readiness

Cisco College is an active partner with the State's P-16 initiatives. P-16 refers to the emphasis on effective and cooperative education for Texans from early childhood through post-high school. Through the Texas Higher Education Coordinating Board (THECB), many programs have been created to move P16 forward. Cisco College is a member of regional P-16 Councils and has been a part of the College and Career Readiness (CCR) movement. P16/CCR issues such as Vertical Alignment, Faculty Symposiums, professional development, reference course profiles, and other advisory elements are all handled within Student Success Programs as they are programs intended to increase post-secondary matriculation as well as educational success for students.

Dual Credit

Having college credit and college experience prior to high school graduation can be a great benefit to the overall success of students; therefore, Cisco College provides a broad program of dual credit to area high schools. Representing more than 20 high schools, some 900 students earn credit from Cisco College while they complete their high school curriculum. Cisco College seeks to provide quality courses with a high level of rigor while providing excellent, responsive service to our high school partners. Questions related to dual credit should be addressed to the Coordinator of Dual Credit Programs at dualcredit@cisco.edu.

Transition Centers

Funded through a grant from the Texas Higher Education Coordinating Board, the Transitions Center, with locations at both Cisco College sites provides services and access to all students for the continuation of their educational goals. Center staff host educational awareness activities and provide transfer assistance across the College. The Center provides on-site transfer advising and access to recruiters and personnel from universities around the state. The Center serves as an information resource for students interested in the myriad of options open to them after Cisco College.

The Center also provides extensive services to area school districts who partner with the college. These high school students receive testing services for college entry, seminars for college preparation and success, assistance with college applications, critical financial aid information and assistance, and other relevant programs created to both encourage and facilitate area students' matriculation into post secondary education.

The Transitions Center in Cisco is located in Schaefer Hall, room 6; in Abilene, the Center is in Room 111. Hours and availability of programs and transfer recruiters are posted at each Center and on the college website.

Library Services

Cisco College Libraries offer students, faculty and staff access to over 30,000 works, including references, circulating materials, audio-visual items, journals and magazines. Special collections include the Texas Collection of over 4,300 books and periodicals on Texas and the Southwest, and the Randy Stefen Collection of books on the old west, Native Americans and the Civil War. The libraries are equipped with Internet-connected computer workstations that allow students to use over 100 full-text online databases and over 50,000 e-books. Also provided at each of the libraries are reference librarian services, in-depth research interviews, library research skills classes, and access to Cisco College's Online Public Access Catalog (OPAC), available from the Cisco College library web page. Additional services include wireless access for laptops, media services, study areas, student art displays and copy machines. The Maner Library on the Cisco campus houses an interactive television classroom. The Library at the Abilene Educational Center includes a 30-station open computer lab for student use.

Items from either Cisco College library can be obtained at the other within 36 hours by contacting the library staff where the item is to be picked up or used. Millions of books, journal articles, dissertations and other items from libraries throughout the U.S. can also be obtained through Inter-Library Loan (ILL). Faculty may place items such as books, movies and articles on reserve in the library for students. These are accessed from the circulation desk.

Both locations work together to offer a complete slate of library services for all Cisco College students. More information, including contact information for the librarians, can be found at the library services web site: www.cisco.edu/library.asp or by directing questions in Cisco to the Maner Library staff at (254) 442-5026, or in Abilene to the Abilene Educational Center Library staff at (325) 794-4481.

Counseling Services

The Counseling Office offers a range of services to support the student services mission of Cisco College. The Office is under the supervision of the Vice President of Student Services and has as its goal to provide services and assistance to support students in the attainment of their educational goals. Some of the services provided to students are course advisement, testing and placement, career and personal counseling, orientation and assistance for special populations.

Career Counseling

Students who are undecided about their educational future may avail themselves of several services of the Counseling Office. First, the Counseling Office offers career testing that utilizes the Strong Interest Inventory to assist students in making a career choice. Secondly, the Counseling Office maintains career information and resources at both library locations. This information ranges from occupational information to labor and market data to assistance with resume writing and interview skills. Thirdly, job placement assistance is available for Cisco College technical program graduates. Additionally, listings of full and part-time job openings in the community are also maintained by the Counseling Office. At present, all of these services are provided at no charge to students.

Personal Counseling

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 his/her issues.

Special Populations

It is Cisco College policy to provide services to students qualifying as "Special Student Populations." Defined by federal law, these populations include individuals with disabilities, individuals from economically disadvantaged families including foster children, Individuals preparing for non-traditional training and employment, single parents, including single pregnant women, displaced homemakers, and individuals with limited English proficiency. Services for qualified individuals may include appropriate educational accommodations, community referrals, and job placement assistance. A student who meets the definition of a "Special Population" student should contact the Special Populations Coordinator in the Counseling office.

Academic "Fresh Start" Policy

Students who have interrupted their college careers for a period of at least ten consecutive years and who have returned to college may, before completing their first semester of classes, declare academic fresh start. Under this policy, all college-level work done at an earlier date is eliminated from computation of the GPA, and none of it can be applied toward a degree or for credit at Cisco College. Such work, however, will not be removed from the student's scholastic records and transcripts.

NOTE: Academic Fresh Start is not needed for work done at another college or university.

President's List

The President's List is published after each regular semester and includes the names of all students who achieve a 4.0 GPA and are enrolled in at least twelve semester hours of academic courses or a full-time technical program. Developmental coursework will not count toward this recognition.

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.

Student Regulations

Conduct

A student who completes registration pledges to obey all college regulations. Any recognized misconduct, violation of regulations, or unacceptable behavior will be grounds for disciplinary action by the College. A student may be placed on probation or may be suspended from the College for violation of college rules, regulations, and/or policies.

Academic Integrity

It is the intent of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension.

Class Attendance

Prompt and regular class attendance is considered necessary for satisfactory work. It is the responsibility of the professor to keep an accurate and comprehensive record of attendance.

Cisco College recognizes that absence from class may occur due to illness, death or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. (Absences due to participation in a college-sponsored activity must be authorized by the Vice President of Instruction.) When absences occur due to the above-stated reasons, the student is allowed to make up work missed; the professor may require the work to be made up within two weeks from its original due date.

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

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

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

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

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

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

The student will receive a grade of “W” for the course if withdrawn before the “last day to drop with a “W,” and an “F” if withdrawn after “the last day to drop with a “W.”

Three tardies may constitute an absence. Absences immediately before or after a holiday may be counted as double absences.

Student Load Limits

The normal student load for a long semester (i.e., fall or spring) consists of 16 to 18 credit hours of coursework. Under exceptional circumstances, students whose grades during the preceding long semester have not been below ‘B’ in any course may take more than 18 credit hours. The normal student load for a mini-mester is three credit hours. Students whose grades during the preceding long semester have not been below ‘B’ in any course may take up to six credit hours. The normal student load for a Summer I/II term is six hours. Students whose grades during the preceding long semester have not been below ‘B’ in any course may apply to take more than six hours. Approval authority for exceeding a normal student load rests with one of the following individuals: Vice President of Instruction; Provost, Abilene Educational Center; Dean of Technology and Distance Learning; or Dean of Technical and Workforce Education.

A semester credit hour is equivalent to one hour a week of class for a semester of sixteen weeks. Each lecture hour presupposes a minimum of two hours of outside preparation on the part of the student.

Classification

A freshman student is one who has earned less than 30 semester hours of credit before registration. A sophomore student is one who has earned from 30 to 64 hours of credit. A student enrolled in 12 or more semester hours is classified as a full-time student.

Textbooks

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

Grades

Semester Reports

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

Grade Reports

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

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

I Incomplete 0

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

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

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

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

Minimum Grade Requirements

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

Scholastic Probation or Scholastic Suspension

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

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

Removal from Scholastic Probation

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

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

Admission from Scholastic Suspension

1. The period of Scholastic Suspension is for at least one long semester. A student placed on Scholastic Suspension at the close of the fall semester will be eligible for admission at the beginning of the next summer session. A student placed on

Scholastic Suspension at the close of a spring semester is eligible for admission at the beginning of the next spring semester.

2. A student permitted to enroll after the period of Scholastic Suspension has expired will be admitted on Scholastic Probation.
3. A student on Scholastic Suspension from another institution may be admitted to Cisco College on Scholastic Probation provided his academic record meets the minimum academic standards required of students enrolled in this institution.

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

Student Life

Student Activities

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

Athletics

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

Baseball

The Cisco College baseball team plays in the North Texas Junior College Athletic Conference, in which the Wranglers regularly make the conference playoffs. The college athletic facilities in Cisco include a baseball field, an indoor hitting facility and a large, well appointed field house.

Basketball

Cisco College offers women's basketball, playing in the North Texas Junior College Athletic Conference. The team is international in character, attracting students from around the world each year. Home basketball games are played on the Cisco campus in the Schaefer Hall gymnasium.

Football

The Wrangler football team plays in the Southwest Junior College Football Conference. Home games are played on Chesley Field in Cisco, Texas, and the team has access to an indoor training facility located beside Chesley Field, as well as a field house and practice field on the college campus. As one of the first integrated two-year football teams in the state of Texas, Cisco College Football has a history of providing qualified athletes an opportunity to showcase their talent.

Soccer

Cisco College offers women's soccer playing in the North Texas Junior College Athletic Conference. The soccer team is based at the Cisco Campus in Cisco, Texas.

Softball

The Cisco College softball team plays its home games on the college softball field, located just south of the field house. Wrangler softball plays in the North Texas Junior College Athletic Conference.

Volleyball

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

Wrangler Band

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

Wrangler Belles

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

Wrangler Cheerleaders

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

Recreational Sports

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

Ranch Day

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

Student Organizations

Student Government Association

The purpose of the Student Government Association (SGA) is to represent the Cisco College student body, to initiate and sponsor campus activities and to promote school spirit. The SGA is composed of an elected president, vice-president, secretary, treasurer, freshman and sophomore class officers, a faculty or staff advisor and any student who wishes to be active in campus activities.

Blue Jackets

Blue Jackets is an organization founded for the formal purpose of group service. Striving to maintain a wholesome spirit of loyalty among students, Blue Jackets aid any other organization that may call upon them for service while promoting the policies of the institution. Members wearing blue jackets serve as symbols of

service on the Cisco College campus. Individuals may join the group by invitation after completing one full semester of at least of 12 semester hours, with a minimum GPA of 3.0.

Phi Theta Kappa

Cisco College is home to the Alpha Gamma Gamma chapter of Phi Theta Kappa, the International Honor Society of the two-year college. Founded in 1918, Phi Theta Kappa has chapters in all 50 states as well as in Canada, Germany and Japan. The society exists to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. To be eligible for membership, a student must have completed 13 semester hours of associate degree coursework in the previous long semester with a GPA of 3.6 or higher. The student's transcript must not show any D's or F's unless he or she has exercised the "Fresh Start" Policy option.

Clubs

Cisco College has many special interest clubs and organizations to enhance the College and educational experience of students. Currently active clubs include Agriculture Club, Art Club, Photography Club, Auto Tech Club, Psychology Club, Science Club, Service Club, Autism Club, and International Club.

Residence

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.

Cafeteria

The college cafeteria is located in the north end of Wrangler Hall. It follows the official college calendar, closing for all holidays, and is operated during the fall and spring semesters only.

The cafeteria serves three meals a day Monday-Friday and two meals on Saturday and Sunday. Students requiring a special diet should submit a note from their physician and a copy of the diet to the Business Office.

Residence Halls

Cisco College has facilities on the Cisco campus to house both male and female students. At the present time, six air-conditioned residence halls will house approximately 355 students. Each hall is under the supervision of a residence hall supervisor who has the responsibility of ensuring that campus life is supportive of the educational purpose of the College. Residence Halls open shortly before the beginning of the fall and spring semesters and close on the last day of finals. Residence Halls are not open during winter and spring breaks or the summer semesters.

Room Application

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

Educational Programs

Degree and Certificate Requirements

Cisco College awards three degrees and several certificates as evidence of academic achievement. The curricula for the Associate of Arts (A.A.) Degree is designed for students planning to transfer to a senior college, or for students desiring the general education contained in the first two years of college. The Associate of Arts in Teaching (A.A.T.) Degree is a specialized associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification. The Associate of Applied Science (A.A.S.) Degree is designed for students planning to complete a technical program.

A student may select ONE of the following options for meeting degree requirements:

1. The student may meet the catalog degree requirements in effect as of the date of his/her first enrollment at Cisco College
2. The student may meet the degree requirements of a later catalog

In either case, a student must complete the requirements within five years from the effective date of the catalog selected and be enrolled at Cisco College during the academic year covered by the catalog.

Core Curriculum Certificate of Completion

Students completing the required courses for the core curriculum will be eligible to earn a certificate of completion.

Certificate of Completion for a Specific Field of Study

Students completing the required courses in a specific field of study curriculum will be eligible to earn a certificate in that field of study.

Certificate/Awards in Specialized Technical Fields

Students who successfully complete the course of study prescribed for a Certificate in a specialized technical field will be eligible for the Certificate in that field. A student must make a minimum GPA of 2.0. It is possible for a student to qualify for an Associate's Degree while earning certain Certificates and students are urged to do so. Students in the Health Science program must earn a minimum of 'C' in all courses required for the certificate. Please contact the Counseling Office for a listing of Texas Success Initiative exempt programs.

Core Curriculum

Cisco College has adopted a core curriculum credit requirement of 44 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 and Associate of Arts in Teaching degrees.

These 44 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 Required Courses

Required of all students earning the Associate of Arts Degree

1. **Communication - 9 semester hours**
 - a. 6 semester hours of composition (ENGL 1301, 1302)

- b. 3 semester hours of speech from SPCH 1315 or 1321
2. **Mathematics - 3 semester hours** from MATH 1314, 1316, 1324, 1325, 2412, 2413, 2414, or 2415
3. **Natural Sciences - 8 semester hours** of lab science from BIOL 1406, 1407, 1411, 1413, 2401, 2402, or 2421; CHEM 1405, 1411, or 1412; GEOL 1403 or 1404; PHYS 1401, 1402, 1403, 1404, 1415, 1417, 2425, or 2426
4. **Visual and Performing Arts - 3 semester hours** from ARTS 1301 or 1313; DRAM 1310 or 2366; ENGL 2307; or MUSI 1306
5. **Humanities - 3 semester hours** from ENGL 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2341, 2342, or 2343; FREN 2311 or 2312; or SPAN 2311 or 2312
6. **Social and Behavioral Sciences - 15 semester hours**
 - a. 6 semester hours of American history (HIST 1301, 1302)
 - b. 6 semester hours of government (GOVT 2305, 2306)
 - c. 3 semester hours from AGRI 2317; ECON 1301, 2301 or 2302; HIST 2301, 2321, or 2322; PSYC 2301, 2314, or 2319; SOCI 1301 or 1306
7. **Computer Literacy - 3 semester hours** of computer science (BCIS 1305)

Degrees & Certificates

Associate of Arts Degree

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

1. Fulfills all college entrance requirements;
2. Satisfactorily completes 63 semester hours of college work, including the 44 hour core curriculum and 19 hours of electives. No more than six hours of elective credit from technical programs may be counted towards the A.A. Degree.
3. Completes a minimum of 25% of the semester credit hours required for the A.A. degree at Cisco College.
4. Makes a minimum GPA of 2.0 ('C' average) on all work needed for graduation.
5. Satisfactorily settles all business accounts.
6. Meets all Texas Success Initiative requirements.

General Studies Major

An Associate's Degree in General Studies leads to a baccalaureate degree in General Studies.

Freshman Year

FIRST SEMESTER		SECOND SEMESTER	
ENGL 1301 Composition I	3	ENGL 1302 Composition II.....	3
Laboratory Science.....	4	Laboratory Science	4
HIST 1301 United States History I	3	HIST 1302 United States History II.....	3
BCIS 1305 Business Computer App	3	SPCH 1315 Pub Speaking OR	
Elective.....	3	SPCH 1321 Bus & Prof Comm	3
		Elective	3
	Total 16		Total 16

Sophomore Year

FIRST SEMESTER		SECOND SEMESTER	
Fine Arts	3	GOVT 2306 Texas Government	3
GOVT 2305 Federal Government	3	Social/Behavioral Science.....	3
MATH 1314 College Algebra	3	Humanities	3
KINE Physical Training	1	Electives	6
Elective.....	6		
Total 16		Total 15	

All courses listed in the catalog may be used to fulfill the elective requirements for the Associate of Arts Degree, so long as the course is not simultaneously designated to fulfill a core requirement. Core Curriculum requirements and courses that may be designated for fulfillment of the Core Curriculum are listed on page 40.

Students wishing to transfer into a baccalaureate program at a four year institution may choose, as Associate of Arts Degree electives, courses that fulfill freshman and sophomore level requirements for their major. For suggested Associate of Arts degree plans designed to lead to specific majors, see the departmental web pages at www.cisco.edu. Course listings for Cisco College begin on page 71. All students should seek advising regarding specific courses designed for particular majors requirements.

Associate of Arts in Teaching Degree

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

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

1. Fulfills all college entrance requirements.
2. Fulfills prerequisite entry requirements specific to the A.A.T. program.
 - a. Cumulative GPA of 2.6 or above for all college courses taken prior to beginning the Education courses
 - b. Completion of 24 semester hours with a grade of 'C' or above in: English 1301; Speech 1315; Social/Behavioral; Science; and Math 1314
 - c. Accuplacer scores: 230 in Reading; 230 in Math; and 220 in Writing
3. Satisfactorily completes all specialized requirements for this degree program (page 68 lists these requirements).
4. Completes a minimum of 25% of the semester credit hours required for the A.A.T. degree at Cisco College.
5. Satisfactorily completes a degree program comprised of 60 semester hours, depending on the type of initial Texas Teacher Certification being sought. Although the Cisco College core curriculum serves as its foundation, this degree program also mandates successful completion of specific education and content-based courses.
6. Satisfactorily settles all business accounts.

7. Meets all Texas Success Initiative requirements.
8. Pass a criminal background check as required by the Texas Education Agency.

***Associate of Arts in Teaching
Leading to Initial Texas Teacher Certification EC-6; 4-8, EC-12 Special Education; 8-12, EC-12 Other than Special
Education***

Freshman Year

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 1314 College Algebra or higher 3	SPCH 1315 Pub Speaking 3
BCIS 1305 Business Computer App 3	Social/Behavioral Science 3
Science 4	Science 4
Total 16	Total 16

Sophomore Year

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

Associate of Applied Science Degree

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

1. Fulfills all college entrance requirements.
2. Satisfactorily completes a prescribed two-year technical program (specific courses identified in information pertaining to specific degree), including 15 semester hours of college level, academic transfer courses drawn from the following categories:
 - Humanities/Fine Arts – 3 semester hours
 - Social/Behavioral Sciences – 3 semester hours
 - Natural Science/Mathematics – 3 semester hours
3. Completes a minimum of 25% of the semester credit hours required for the A.A.S. degree at Cisco College.
4. Makes a minimum GPA of 2.0 ('C' average) on all work needed for graduation.
5. Satisfactorily settles all business accounts.
6. Meets all Texas Success Initiative requirements.

Some technical programs are offered only at one location. These programs are designated "Abilene Center" or "Cisco Campus" by each respective curriculum.

Allied Health (Abilene Only)

The Department of Allied Health offers programs that prepare its graduates to become key members of the healthcare team. Students may pursue coursework leading to a major in Medical Assisting Technology, Pharmacy Technician, Respiratory Therapy and Surgical/Operating Room Technology. Coursework available at Cisco College allows students to prepare for employment in a variety of community and institutional healthcare settings and/or pursue advanced degrees in health-related studies. The Allied Health programs require an application process for admission. The deadline for completing the application for all Allied Health

programs is June 1st. To be accepted into any of the Allied Health programs, all applicants must complete their background check, finger printing, drug screen and immunization records.

Medical Assisting

Medical assistants perform routine administrative tasks in offices and clinics of physicians, podiatrists, chiropractors and optometrists. The duties of medical assistants vary from office to office, depending on office location, size and specialty.

The Medical Assisting Technology program offers three options: a two-year Associate in Applied Science Degree, a two-year level two Certificate in Clinical and Administrative Medical Assisting and two one-year Certificates in Clinical Medical Assisting or Administrative Medical Assisting. The Medical Assisting Technology program provides courses for those who wish to be employed by doctor's offices, clinics and other health care settings. Completion of the Medical Assisting Technology level two certificate or A.A.S. degree prepares the graduate to test for certification from the AAMA. No credit is given for experiential learning.

The Cisco College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on recommendation by the Medical Assisting Education Review Board (MAERB), an autonomous unit within the American Association of Medical Assistants' Endowment (AAMAE).

Associate in Applied Science Degree-Medical Assisting

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

FIRST SEMESTER

ENGL 1301 Composition I	3
MDCA 1313 Medical Terminology	3
MDCA 1321 Admin Procedures.....	3
MDCA 1409 A & P for MA	4
MDCA 1310 Med Assist Comm Skills	3
Total	16

THIRD SEMESTER

PHRA 1209 Pharm Math I	2
MDCA 1417 Procedures Clinical Setting.....	4
PSYC 2301 General Psychology OR	
PSYC 2319 Social Psychology	3
GOVT 2305 Federal Government OR	
GOVT 2306 Texas Government.....	3
PHRA 1305 Drug Classification.....	3
Total	15

FIFTH SEMESTER

MDCA 2460 Clinical-Medical Assisting.....	4
MDCA 1254 Med Assist Exam Review.....	2
Total	6

Capstone: Departmental Exam

SECOND SEMESTER

Humanities/Fine Arts Elective	3
HITT 1313 Insurance Coding.....	3
MDCA 1305 Medical Law and Ethics	3
ITSW 1304 Introduction to Spreadsheets.....	3
ITSC 1301 Introduction to Computers.....	3
Total	15

FOURTH SEMESTER

MATH 1314 College Algebra.....	3
FMLD 1345 Lifespan Growth and Dev	3
MDCA 1343 Medical Insurance	3
MDCA 1452 Med Assist Lab Procedures	4

Total 13

Clinical and Administrative Medical Assisting-Level II Certificate

FIRST SEMESTER

MDCA 1313 Medical Terminology	3
MDCA 1321 Admin Procedures.....	3
MDCA 1409 A & P for MA	4
MDCA 1343 Medical Insurance.....	3
ITSC 1301 Intro to Computers.....	3
Total	16

THIRD SEMESTER

PHRA 1209 Pharm Math I	2
MDCA 1417 Procedures Clinical Setting.....	4
MDCA 1452 Med Assist Lab Procedures	4
ITSW 1304 Intro to Spreadsheets	3
PHRA 1305 Drug Classification.....	3
Total	16

Capstone: Departmental Exam

SECOND SEMESTER

HITT 1311 Computers in Health Care	3
MDCA 1305 Medical Law and Ethics	3
FMLD 1345 Lifespan Growth & Dev	3
MDCA 1310 Med Assist Comm Skills	3

Total 12

FOURTH SEMESTER

MDCA 2460 Clinical-Medical Assisting	4
MDCA 1254 Med Assist Exam Review	2

Total 6

Administrative Medical Assisting-Level I Certificate

FIRST SEMESTER

MDCA 1313 Medical Terminology	3
MDCA 1321 Admin Procedures.....	3
MDCA 1409 A & P for MA	4
MDCA 1343 Medical Insurance.....	3
MDCA 1310 Med Assist Comm Skills	3
Total	16

THIRD SEMESTER

MDCA 2460 Clinical-Medical Assisting.....	4
Total	4

Capstone: Departmental Exam

SECOND SEMESTER

HITT 1311 Computers in Health Care	3
MDCA 1305 Medical Law & Ethics	3
FMLD 1345 Lifespan Growth & Dev	3
ITSC 1301 Introduction to Computers.....	3
ITSW 1304 Intro to Spreadsheets.....	3

Total 15

Clinical Medical Assisting-Level I Certificate

FIRST SEMESTER	
MDCA 1313 Medical Terminology	3
MDCA1409 A & P for MA	4
PHRA 1209 Pharm Math I	2
MDCA 1417 Procedures Clinical Setting.....	4
MDCA 1310 Med Assist Comm Skills.....	3

Total 16

THIRD SEMESTER	
MDCA 2460 Clinical-Medical Assisting	4

Total 4

Capstone: Departmental Exam

SECOND SEMESTER	
FMLD 1345 Lifespan Growth & Dev	3
MDCA 1452 Med Assist Lab Procedures	4
PHRA 1305 Drug Classification.....	3
MDCA 1305 Medical Law and Ethics.. ..	3

Total 13

Pharmacy Technician

A pharmacy technician program prepares students for entry-level position in a pharmacy setting. The pharmacy technicians' responsibility is to assist the pharmacist in the preparation and dispensing the medications. The Pharmacy Technician program offers a one year Level I Certificate. Students completing the program will be eligible to take the national certification exam from the Pharmacy Technician Certification Board. A student must successfully complete semester one courses prior to enrolling in courses in semester two. To be accepted into the program, the students must fill out an application, complete immunizations requirements, a Drug Screen and register with the Texas State Board of Pharmacy for background check and fingerprinting. The Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacist (ASHP). For further information contact the Division Chair of Allied Health.

Pharmacy Technician-Level I Certificate

FIRST SEMESTER	
MDCA 1313 Medical Terminology	3
MDCA 1305 Medical Law & Ethics	3
MDCA 1409 A & P for M	4
PHRA 1209 Pharm Math I.....	2
PHRA 1301 Intro to Pharmacy.....	3
PHRA 1160 Clinical I	1

Total 16

Capstone: Department Exam

SECOND SEMESTER	
PHRA 1313 Community Pharmacy Prac	3
PHRA 1349 Institutional Pharmacy Prac.....	3
PHRA 1345 Comp Sterile Prep and Asep Tech.....	3
PHRA1305 Drug Classification.....	3
PHRA 2460 Clinical II	4
PHRA 1143 Pharm Tech Cert Review.....	1

Total 17

Total = 33 Semester Hours

Respiratory Care/Therapy

Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. As members of this team, respiratory therapists should exemplify the standards and ethics expected of all health care professionals (American Association for Respiratory Care).

Respiratory Therapists must be sensitive to the needs of patients who have serious physical impairments, work well as a member of a team, have superior communication skills, have the ability to pay close attention to detail and follow instructions carefully. Respiratory Care/Therapy uses the following grade values:

A = 90-100

B = 80-89

C = 75-79

D = 74-70

F = 69 and below

Cisco College offers an Associate in Applied Science in Respiratory Therapy. Students completing the Respiratory Care Program are eligible to seek Registered Respiratory Therapist recognition from the National Board of Respiratory Care.

The Cisco College Respiratory Care program is Accredited by the Commission on Accreditation for Respiratory Care (CoARC) www.coarc.com

Enrollment is limited. Students must apply for admission to the program. The clinical coordinator for the Respiratory Care Program should be contacted to describe the application procedure.

Associate in Applied Science Degree-Respiratory Care/Therapy

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

Prerequisite Courses:

MATH 1314 College Algebra OR

MATH 1342 Elem Statistics 3

FIRST SEMESTER

ENGL 1301 Composition I 3

BIOL 2401 Anatomy & Physiology I 4

RSPT 1201 Intro to Respiratory Care..... 2

RSPT 1160 Clinical Respiratory Care 3

RSPT 1329 Respiratory Care Fund I..... 3

RSPT 1207 Cardiopulmonary A & P..... 2

Total 15

THIRD SEMESTER

(Summer session 12 weeks)

RSPT 2317 Respiratory Care Pharma 3

RSPT 2314 Mechanical Ventilation 3

RSPT 1261 Clinical II 2

Total 8

FIFTH SEMESTER

RSPT 1141 Resp Home Care/Rehab 1

RSPT 2267 Pract/Respiratory Care..... 2

RSPT 2305 Pulmonary Diagnostics..... 3

BIOL 2421 Microbiology..... 4

RSPT 2355 Critical Care Monitoring 3

RSPT 2139 Adv Cardiac Life Support 1

(Additional provider fee will be required)

Total 14

**Requires passing NBRC Entry Level Exam*

Capstone Experience: Departmental Exam

SECOND SEMESTER

RSPT 1340 Adv Cardiopulmonary A & P 3

RSPT 1331 Respiratory Care Fund II 3

RSPT 1361 Clinical I 3

BIOL 2402 Anatomy & Physiology II 4

RSPT 2210 Cardiopulmonary Disease..... 2

Total 15

FOURTH SEMESTER

RSPT 2266 Pract/Respiratory Care 2

RSPT 2353 Neonatal/Pedicardiopulmonary care/PALS3

(Additional provider fee will be required)

Humanities/Fine Arts Elective..... 3

GOVT 2306 Texas Government..... 3

MDCA Medical Terminology..... 3

Total 14

SIXTH SEMESTER

(Summer session 12 weeks)

*RSPT 2231 Clinical Simu in Resp Care..... 2

*RSPT 2167 Pract/ Respiratory Care 1

Total 3

Surgical Technology

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

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

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

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

Associate in Applied Science Degree-Surgical Technology

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

FIRST SEMESTER

MATH 1314 College Algebra.....	3
PSYC 2314 Lifespan Growth & Dev or SOCI 1301.....	3
BIOL 2401 A & P 1.....	4
BIOL 2421 Microbiology.....	4
Total	14

SECOND SEMESTER

BIOL 2402 Anatomy and Physiology 11	4
ENGL 1301 English Comp 1.....	3
SPCH 1321 B & P Prof Comm.....	3
Humanities/Fine Arts Elective.....	3
MDCA 1313 Med Term.....	3
Total	16

THIRD SEMESTER (Upon Acceptance to program)

HPRS 2200 Pharmacology for Health Professionals ...	2
SRGT 1405 Intro to Surgical Tech.....	4
SRGT 1409 Fund of Periop Concept.....	4
SRGT 1260 Clinical I-Surg Tech.....	2
Total	12

FOURTH SEMESTER

SRGT 1541 Surgical Procedure I.....	5
SRGT 1542 Surgical Procedure II.....	5
SRGT 2260 Clinical II-Surg Tech.....	2

Total 12

FIFTH SEMESTER (LONG SUMMER)

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

Total 60

Capstone: Department Exam

Surgical Technology –Level I Certificate

Prerequisite Semester

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

FIRST SEMESTER	
HPRS 2200 Pharmacology for Health Professionals.....	2
SRGT 1405 Intro to Surgical Tech	4
SRGT 1409 Fund of Periop Concept	4
SRGT 1260 Clinical I-Surg Tech	2
Total	12

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

Capstone: Departmental Exam

Automotive Technology

The Automotive Technology program consists of a two-year Associate in Applied Science Degree, a two-year certificate and two one-year level one certificates. A student receiving a degree, a two-year certificate or a level one certificate must complete the Capstone Requirements.

In-depth training prepares students for an entry-level job or enables them to upgrade job skills. Graduates of this program are capable of working in many settings. Opportunities are available in automobile dealerships, automobile repair shops, service stations, automotive parts stores, automotive specialty shops and service repair centers. The automotive field offers unending challenges as the industry is ever changing. Never before in the nation's history has there been a greater need for automotive technicians. Associate in Applied Science Degree-Automotive Technology

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

Freshman Year

FIRST SEMESTER	
ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
AUMT 1405 Intro to Automotive Tech.....	4
AUMT 1407 Auto Electrical Systems.....	4
Total	14

SECOND SEMESTER	
AUMT 2417 Engine Perf Analysis I.....	4
AUMT 2434 Engine Perf Analysis II.....	4
AUMT 2413 Manual Drive Train & Axles	4
BCIS 1305 Business Computer App	3
Total	15

Sophomore Year

FIRST SEMESTER	
AUMT 1410 Automotive Brake Systems	4
AUMT 1416 Suspension & Steering	4
AUMT 1419 Automotive Engine Repair	4
AUMT 2443 Adv Emission Sys Diagnostics.....	4
Humanities/Fine Arts Elective	3
Total	19

SECOND SEMESTER	
AUMT 1445 Automotive Heating & Air	4
AUMT 2425 Automatic Trans & Transaxle	4
AUMT 2457 Automotive Alternative Fuels.....	4
PSYC 2301 General Psychology OR	
GOVT 2306 Texas Government OR	
SOCI 1301 Introductory Sociology	3
Total	15

Capstone: Departmental Examination

Automotive Technology-Level II Certificate

Freshman Year

FIRST SEMESTER	
AUMT 1405 Intro to Automotive Tech.....	4
AUMT 1407 Auto Electrical Systems	4
AUMT 1419 Auto Engine Repair	4
Total	12

SECOND SEMESTER	
AUMT 2417 Engine Perf Analysis I.....	4
AUMT 2434 Engine Perf Analysis II.....	4
AUMT 2413 Manual Drive Train & Axles	4
Total	12

Sophomore Year

FIRST SEMESTER

AUMT 1410 Automotive Brake Systems	4
AUMT 1416 Suspension & Steering	4
AUMT 2443 Adv Emission Sys Diag	4
Total	12

SECOND SEMESTER

AUMT 1445 Automotive Heating & Air	4
AUMT 2425 Automatic Trans & Transaxle	4
AUMT 2457 Automotive Alternative Fuels.....	4
Total	12

Automotive Performance-Level I Certificate

FIRST SEMESTER

AUMT 1405 Intro to Automotive Tech.....	4
AUMT 1407 Auto Electrical Systems.....	4
AUMT 1419 Automotive Engine Repair	4
Total	12

SECOND SEMESTER

AUMT 2417 Engine Perf Analysis I.....	4
AUMT 2434 Engine Perf Analysis II.....	4
AUMT 2413 Manual Drive Train & Axles	4
Total	12

Automotive Driveability-Level I Certificate

FIRST SEMESTER

AUMT 1410 Automotive Brake System.....	4
AUMT 1416 Suspension & Steering	4
AUMT 1419 Automotive Engine Repair	4
AUMT 2443 Adv Emission Sys Diag	4
Total	16

SECOND SEMESTER

AUMT 1445 Automotive Heating & Air	4
AUMT 2425 Automatic Trans & Transaxle	4
AUMT 2457 Automotive Alternative Fuels.....	4
Total	12

Capstone: Departmental Examination

Basic Under Car Technician Marketable Skills Award

AUMT 1419 Automotive Brake System.....	4
AUMT 2416 Suspension & Steering	4
AUMT 2417 Engine Perf Analysis I	4
Total	12

Biotechnology

Biotechnology is an evolving technology that has applications in fields such as medical research, biomanufacturing, pharmaceuticals, forensics, agriculture, alternative fuels and environmental science. Biotechnology students will have the opportunity to participate in a variety of classroom and laboratory experiences.

Biotechnology Technician- Level I Certificate

FIRST SEMESTER

BITC 1200 Fund Biological Sci.....	2
BITC 1311 Intro to Biotechnology	3
BITC 1402 Biotech Lab Methods/Tech	4
BITC 2445 Medical Biotechnology	4
SCIT 1414 Applied General Chemistry	4
Total	17

SECOND SEMESTER

BITC 1350 Spec Studies & Biomedical Iss	3
BITC 2431 Cell Culture Techniques.....	4
BITC 2441 Molecular Biology Techniques	4
BITC 2411 Biotech Lab Instruments	4
BITC 1391 Special Topics-Immunology.....	3
Total	18

THIRD SEMESTER

BITC 2486 Internship.....	4
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Capstone: Departmental Examination

Business Systems Technology

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.

Local and state labor projections indicate increased career opportunities in the computer and business fields. Acquired skills prepare the student to work as an administrative assistant or office manager.

Associate in Applied Science Degree-Business Systems Technology

Freshman Year

FIRST SEMESTER

ACNT 1303 Intro to Accounting I.....	3
ENGL 1301 English Composition and Rhetoric.....	3
ITSW 1410 Intro to Pres Graphics and Software	3
POFT 1325 Bus Math & Machine App	3
POFT 1313 Prof Dev Office Personnel	3

Total 15

SECOND SEMESTER

ITSW 1404 Intro to Spreadsheets	3
POFT 1309 Admin Office Procedures I.....	3
ACNT 1304 Intro to Accounting II	3
POFT 2312 Business Communications	3
ENGL 1309 Admin Office Procedures I	3
POFI 2301 Word Processing.....	2

Total 17

Sophomore Year

FIRST SEMESTER

ACNT 1311 Intro to Comp Accounting	2
POFT 1327 Principles of Management	3
POFT 2331 Administrative Systems	2
POFT 1319 Records/Information Management I.....	3

Total 10

SECOND SEMESTER

MATH 1314 College Algebra.....	3
PSYC 2301 General Psychology.....	3
GOVT 2306 State & Local Government.....	3
POFT 2431 Administrative Systems	3

Total 12

Capstone: Departmental Examination

Business Systems Technology-Level II Certificate

FIRST SEMESTER

ACNT 1303 Intro to Accounting I	3
POFT 1329 Beginning Keyboarding	2
POFI 2301 Word Processing.....	2
POFT 1325 Bus Math & Machine App.....	3
POFT 1313 Professional Workplace	2

Total 12

SECOND SEMESTER

ITSW 1304 Intro to Spreadsheets.....	2
POFT 1309 Admin Office Procedures I	3
ACNT 1304 Intro to Accounting II	3
POFT 2312 Business Communications	3
POFT 1319 Records & Info Mgmt I	3

Total 14

THIRD SEMESTER

ACNT 1311 Intro to Comp Accounting	2
ITSW 1307 Intro to Database	2
POFT 2431 Administrative Systems	3
BMGT 1327 Principles of Mgmt	3
ITSW 1310 Intro Presentation Graphics.....	3

Total 13

Capstone: Departmental Examination

Business Systems Technology-Level I Certificate

FIRST SEMESTER

ACNT 1303 Intro to Accounting I	3
ITSW 1410 Intro to Presentation Graphics Software ..	3
POFI 2301 Word Processing	2
POFT 1325 Bus Math & Machine App.....	3
POFT 1313 Prof Workforce Prep.....	3
Total	14

Capstone: Departmental Examination

SECOND SEMESTER

ITSW 1404 Intro to Spreadsheets.....	3
POFT 1309 Admin Office Procedures I	3
ACNT 1304 Intro to Accounting II	3
POFT 2312 Business Communications	3
POFT 1319 Records & Info Mgmt I.....	3
Total	15

Accounting Marketable Skills Award

ACNT 1303 Intro to Accounting I	3
ACNT 1304 Intro to Accounting II	3
ACNT 1311 Intro to Computer Accting.....	3
Total	12

Business Communication Marketable Skills Award

POFT 1313 Prof Dev for Office Pers	3
POFT 2312 Business Comm.....	3
POFT 1309 Admin Office Procedures I	3
Total	12

Records Management Marketable Skills Award

ITSW 1307 Intro to Database	3
ITSW 1304 Intro to Spreadsheets	3
POFT 1319 Records & Info Mgmt I.....	3
Total	12

Child Development and Early Childhood (Abilene Only)

The purpose of the Child Development/Early Childhood program is to produce knowledgeable and competent professionals who are able to work effectively with children birth through 8-year-olds and their families in a variety of roles in Early Childhood educational settings.

A career in child care requires a person who is energetic, reliable and has a positive self-concept. These people should be dedicated to lifelong learning and must enjoy working with and shaping the lives of young children.

The program is designed to provide training for caregivers or administrators in public and private schools, federal agencies, medical facilities, child care agencies, and community agencies that need trained professionals who understand the growth, development, and needs of children.

The A.A.S. program requires students to complete 60 semester credit hours of coursework with 15 hours of general education courses and 45 hours of concentration in the major area of study. Students pursuing the level one certificate will complete 24 semester credit hours of coursework in the major area of study. Students pursuing the level two certificate will complete 45 hours of coursework in the major area of study.

Associate in Applied Science Degree-Child Development and Early Childhood

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

Freshman Year

FIRST SEMESTER		SECOND SEMESTER	
ENGL 1301 Composition I	3	Humanities/Fine Arts Elective	3
CDEC 1311 Educating Young Children.....	3	CDEC 1323 Observation & Assessment	3
CDEC 1359 Children with Special Needs	3	CDEC 1313 Curriculum Resources	3
CDEC 1303 Families, School & Com.....	3	CDEC 1319 Child Guidance	3
CDEC 1318 Wellness of the Young Child	3	CDEC1366 Practicum I.....	3
Total 15		Total 15	

Sophomore Year

FIRST SEMESTER		SECOND SEMESTER	
CDEC 2315 Cultural/Multilingual Ed	3	SPCH 1315 Pub Speaking.....	3
Approved College Level Math or Sci	3	PSYC 2301 General Psychology.....	3
CDEC 1358 Creative Arts	3	CDEC 2307 Math & Science Early Child	3
CDEC 1354 Child Growth.....	3	CDEC 2366 Practicum II	3
CDEC 1356 Emergent Literacy.....	3	CDEC Approved elective:	
Total 15		CDEC 2341, 2326, 1321, 2304	3
		Total 15	

Capstone: Departmental Examination

+Prerequisite: CDEC 2366 must have completed 1366 Total 60 hours

Child Development and Early Childhood-Level II Certificate

FIRST SEMESTER		SECOND SEMESTER	
CDEC 1311 Educating Young Children.....	3	CDEC 1319 Child Guidance	3
CDEC 1318 Wellness of the Young Child	3	CDEC 1366 Practicum I	3
CDEC 1313 Curriculum Resources.....	3	CDEC 1356 Emergency Lit Early Child.....	3
CDEC 1303 Families, School & Comm	3	CDEC 1323 Observation & Assessment	3
CDEC 1359 Children with Special Needs	3	CDEC 2315 Cultural/Multilingual Ed.....	3
Total 15		Total 15	
THIRD SEMESTER			
CDEC 1358 Creative Arts Early Child	3		
+CDEC 2366 Practicum II.....	3		
CDEC 2307 Math & Sci Early Childhood	3		
CDEC 1354 Child Growth & Development	3		
Approved elective:			
CDEC 2304, 1321, 2341, 2326.....	3		
Total 15		Total 45 hours	

Capstone: Competency Examination

+Prerequisites: CDEC 2366 must have completed CDEC 1366

Child Development and Early Childhood-Level I Certificate

FIRST SEMESTER		SECOND SEMESTER	
CDEC 1311 Educating Young Children.....	3	CDEC 1319 Child Guidance	3
CDEC 1323 Observation & Assessment.....	3	CDEC 1366 Practicum I	3
CDEC 1313 Curriculum Resources.....	3	CDEC 1359 Children with Special Needs	3
CDEC 1303 Families, School & Comm	3	CDEC 1318 Wellness of the Young Child	3
Total 12		Total 12	

Capstone: Departmental Examination

Child Development and Early Childhood-Credential Training

The Child Development Associate (CDA) National Credentialing Program is designed to enhance the quality of child care. Assessment and credentialing of qualifying child care providers is administered by the Council for Early Childhood Professional Recognition in Washington, D.C. Students seeking this certificate must currently be working with a group of children in the 0-5 age range.

CDEC 1417 Child Dev Assoc Training I.....	4
+CDEC 2422 Child Dev Assoc Training II.....	4
+CDEC 2424 Child Dev Assoc Training III.....	4
CDEC 1354 Child Growth & Develop.....	3
Total	15

Successful completion of the fifteen semester hour training program provides students with the skills, knowledge, and required training hours to apply for their CDA assessment.

+Prerequisites: CDEC 2422 must have completed CDEC 1417

+Prerequisites: CDEC 2424 must have completed CDEC 1417; CDEC 2422

Cosmetology (Cisco Only)

Admission Requirements

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

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

The State requires certain information from prospective students prior to enrollment including proof of age, citizenship and proof of high school graduation or GED, and a criminal background check. Licenses will be issued upon satisfactory completion of state examination. Cisco College offers courses leading to licenses for operators and instructors. The operator program is a complete one year-program consisting of successful completion of 42 credit hours equivalent to 1500 hours. The instructor program is requires a valid Texas Operators License plus one year of experience and the completion of 12 credit hours (one semester) equivalent to 500 hours or a valid Texas Operators License and the successful completion of 24 credit hours (two semesters) equivalent to 750 hours.

Operator-Level I Certificate

FIRST SEMESTER	
CSME 1401 Orient to Cosmetology.....	4
CSME 1405 Fund of Cosmetology.....	4
CSME 1310 Intro to Haircutting/Theory.....	3
CSME 1443 Manicuring/Theory.....	4
Total	15

THIRD SEMESTER (Summer)	
CSME 2337 Advanced Techniques.....	3
CSME 2541 Prep for P.S.I. State Exam.....	5
CSME 2443 Salon Development.....	4
Total	12

SECOND SEMESTER	
CSME 1447 Prin Skin Care/Facials.....	4
CSME 1354 Artistry of Hair Design I.....	3
CSME 1453 Chem Reformation/Theory.....	4
CSME 2401 Prin Hair Color/Theory.....	4
Total	15

FOURTH SEMESTER	
CSME 2244 Prin Skin Care/Facials.....	2
CSME 2245 Prep for State Practical.....	2
CSME 2342 Cosmetology Small Bus Management.....	3
CSME 1441 Principles of Nail Tech II.....	4
Total	11

Capstone: Departmental Examination

A student who wishes to apply for the Cosmetology

Instructor-Level I Certificate

FIRST SEMESTER		SECOND SEMESTER	
CSME 1435 Orien to Instr of Cosm.....	4	CSME 2415 Cosmetology Instructor III	4
CSME 1434 Cosmetology Instructor I.....	4	CSME 2444 Cosmetology Instructor IV.....	4
CSME 2414 Cosmetology Instructor II.....	4	CSME 2445 Instruction Theory & Op.....	4
Total 12		Total 12	

Capstone: Departmental Examination

A student who wishes to apply for the Cosmetology Instructor Certificate must first be a state-licensed cosmetologist.

Class A Barber to Cosmetology Courses

FIRST SEMEMSTER	
CSME 1447 Prin Skin Care/Facials.....	4
CCME 2541 Prep for P.S.I. State Exam.....	5
Total 9	

A Student who wishes to apply for the Class A to Cosmetology Program must hold a valid Class A Barber License.

Criminal Justice

The Criminal Justice program offers an Associate in Applied Science Degree, Level I, and Level II certificates. The field of criminal justices offers a career of unending challenge and public service. At no time in this nation's history has there been a greater need for qualified, well-educated and dedicated criminal justice professionals. The criminal justice courses in this plan are recommended by T.C.L.E.O.S.E. Possible career opportunities include: police officer, corrections officer, law enforcement, and probation officer. Some CRIJ courses will transfer to various 4-year universities; verify course transferability with the university you plan to attend.

Associate in Applied Science Degree-Criminal Justice

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

Freshman Year

FIRST SEMESTER		SECOND SEMESTER	
CJSA 1322/CRIJ 1301Intro to CJ	3	CJSA 1312/CRIJ 1307Crime in America.....	3
CJSA 1342/CRIJ 2314Crim Investigation.....	3	CJCR 1307 Correctional Sys & Prac.....	3
CJSA 1359/CRIJ 2328Police Sys & Prac.....	3	CJSA 1313/CRIJ 1306Court Sys & Prac.....	3
CJSA 1327/CRIJ 1310Fund of Crim Law	3	CJSA 1317/CRIJ 1313Juvenile Justice.....	3
CJSA 1325 Criminology.....	3	CJSA 1348 Ethics in Criminal Justice	3
Total 15		Total 15	

Sophomore Year

FIRST SEMESTER		SECOND SEMESTER	
ENGL 1301 Composition I	3	MATH 1314 College Algebra or	
Humanities or Fine Arts	3	CHEM 1405 Introductory Chemistry I.....	3/4
SPCH 1315 Public Speaking.....	3	CJSA 2300/CRIJ 2323Legal Aspects of LE.....	3
CJLE 1345 Crime Scene Investigation.....	3	PSYC 2301 General Psychology	3
Criminal Justice Approved Elective*.....	3	GOVT 2305 Federal Government	3
Total 15		Criminal Justice Approved Elective*.....	3
		Total 15/16	

Capstone: Departmental Examination

*Criminal Justice Approved Electives:

CJLE 1333 Traffic Law and Investigation

CJCR 1304 Probation and Parole

CJCR 2324 Community Resources in Corrections

CJSA 2331 Child Abuse: Prevention and Investigation

HMSY 1342 Understanding and Combating Terrorism

CJLE 2345 Vice and Narcotics Investigation

CJSA 1393 Special Topics in Criminal Justice Studies

CJSA 1347 Police Organization and Administration
Total Hours 60/61

Criminal Justice-Level II Certificate

Freshman Year

FIRST SEMESTER

CJSA 1322/CRIJ 1301Intro to CJ	3
CJSA 1342/CRIJ 2314Crim Investigation.....	3
CJSA 1359/CRIJ 2328Police Sys & Prac.....	3
CJSA 1327/CRIJ 1310Fund of Crim Law	3
CJSA 1325 Criminology.....	3
Total	15

SECOND SEMESTER

CJSA 1312/CRIJ 1307Crime in America.....	3
CJCR 1307 Correctional Sys & Prac.....	3
CJSA 1313/CRIJ 1306 Court Sys & Prac.....	3
CJSA 1317/CRIJ 1313Juvenile Justice.....	3
Criminal Justice Approved Elective*	3
Total	15

Sophomore Year

First Semester

CJSA 2300/CRIJ 2323 Legal Aspects of LE.....	3
Criminal Justice Approved Elective*	3
CJSA 1348 Ethics in Law Enforcement.....	3
CJLE 1345 Crime Scene Investigation.....	3
Total	12

*Criminal Justice Approved Electives:

CJLE 1333 Traffic Law and Investigation
CJCR 1304 Probation and Parole
CJCR 2324 Community Resources in Corrections
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
Total Hours 42

Criminal Justice-Level I Certificate

FIRST SEMESTER

CJSA 1322 Intro to CJ	3
CJSA 1342 Crim Investigation.....	3
CJSA 1359 Police Sys & Prac.....	3
CJSA 1327 Fund of Crim Law	3
CJSA 1325 Criminology.....	3
Total	15

SECOND SEMESTER

CJSA 1312 Crime in America.....	3
CJCR 1307 Correctional Sys & Prac.....	3
CJSA 1313 Court Sys & Prac.....	3
CJSA 1317 Juvenile Justice.....	3
Total	12

Capstone: Departmental Examination
Total Hours 27

Firefighter Certification –Basic (Abilene Only)

The Basic Firefighter Certification is designed to prepare the student for a career as a professional firefighter. The certificate meets the state curriculum requirements for certification as a basic firefighter in Texas. Students accepted into the program must also complete the Basic Emergency Medical Technician course in order to receive state certification. The EMT basic course is included in the curriculum.

Basic Firefighter Certification-Level I Certificate

FIRST SEMESTER

EMSP 2237 Emergency Procedures	2
POFT 1313 Professional Workforce	3
POFI 1301 Computer Applications I	3
EMSP 1501 Emerg Medical Tech-Basic	5

SECOND SEMESTER

EMSP 1261 Clinical-EMT	2
FIRS 1301 Firefighter Cert I.....	3
FIRS 1407 Firefighter Cert II.....	4
FIRS 1313 Firefighter Cert III.....	3

Total 13

Total 12

THIRD SEMESTER

FIRS 1319 Firefighter Cert IV	3
FIRS 1323 Firefighter Cert V	3
FIRS 1329 Firefighter Cert VI	3
FIRS 1433 Firefighter Cert VII	4

Total 13

Capstone Test

Fire Science (Abilene Only)

The Fire Science program is designed to provide the student with knowledge and skills in areas related to fire science. All courses are approved by the Texas Commission on Fire Protection and are required by fire fighters seeking intermediate, advanced and master levels of certification. Students exit with a certificate in the program.

Fire Technology-Associates Degree Plan**FRESHMAN YEAR****FIRST SEMESTER**

FIRT 1353 Legal Aspects Fire Protection.....	3
FIRT 1327 Building Const in Fire Service.....	3
FIRT 1333 Fire Chemistry I.....	3
FIRT 1309 Fire Administration I.....	3
Humanities/Fine Arts Elective.....	3

Total 15

SECOND SEMESTER

FIRT 1307 Fire Prev Codes & Inc.....	3
FIRT 1338 Fire Protection Systems.....	3
FIRT 2309 Fire Fighting Strat & Tactics.....	3
FIRT 1342 Fire Officer.....	3
CHEM 1405, BIOL 2401, or Math 1314.....	3 or 4

Total 15/16

SOPHOMORE YEAR**FIRST SEMESTER**

BMGT 2305 Advanced Comm.....	3
FIRT 2305 Fire Instructor I.....	3
ENGL 1301 Composition I.....	3
PSYC 2301 General Psychology.....	3
Approved Elective*	3/4

Total 15/16

SECOND SEMESTER

FIRS 2344 Drive/Operator.....	3
FIRT 1319 Health & Safety.....	3
FIRT 1315 Hazardous Materials I.....	3
SPCH 1315 Public Speaking	3 or
SPCH 1321 Business & Professional Communication....	3
Approved Elective*	3/4

Total 15/16

Total 60 to 63 Credit hours

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

Capstone Test

*Fire Technology-Level II Certificate***Freshman Year****FIRST SEMESTER**

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

Total 15

SECOND SEMESTER

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

Total 15/16

Sophomore Year

Third Semester

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

Total 15/16

Total 45 to 46 Credit Hours

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

Fire Science -Level I Certificate

Freshman Year

FIRST SEMESTER

FIRT 1327 Building Const in Fire Service	3
FIRT 1307 Fire Prev Codes & Ins.....	3
FIRT 1309 Fire Administration I.....	3
FIRT 1342 Fire Officer	3

Total 12

SECOND SEMESTER

FIRT 1333 Fire Chemistry	3
FIRT 1338 Fire Protection Systems	3
FIRT 2309 Fire Fighting Strat & Tactics	3

Total 9

Industrial Technology (Abilene Only)

The Industrial Technology program consists of a two-year Associate in Applied Science Degree, a level two and a level one Certificate in Industrial Technology, a level one certificate in Refrigeration/Air Conditioning and a level one certificate in Welding. The Industrial Technology program is designed to provide a working knowledge of the many specialized technical skills performed by personnel working in area plants and elsewhere in the service industry. Training skills include a working knowledge of electricity, electrical control of motors, programmable logic controls (PLC's), heating and cooling systems, refrigeration, air conditioning, construction technology, basic drafting using AutoCAD, cabinet making, welding, blueprint reading, plumbing and industrial safety (ergonomics). Training includes preparing students for the E.P.A. Section 608 Stationary Certification Refrigeration/Air Conditioning Exam. In addition, a cooperative education program allows students to receive semester-hour credit for their work experience. This internship is linked to a seminar, which relates course information to job-related problems.

Associate in Applied Science Degree-Industrial Technology

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

Freshman Year

FIRST SEMESTER

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

Total 18

SECOND SEMESTER

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

Total 17

Sophomore Year

FIRST SEMESTER

BMGT 1483 Co-op Ed: Industrial Tech	4
HART 1407 Refrigeration Principles	4
IEIR 1410 Motor Controls.....	4
Approved Elective	4

Total 16

SECOND SEMESTER

HART 2441 Commercial Air Conditioning.....	4
SEST 1441 Boiler Operations	4
BMGT 2482 Co-op Ed: Industrial Tech.....	4
WLDG 1417 Intro to Layout and Fab	4

Total 16

+Capstone: Competency Exam

Industrial Technology-Level II Certificate

FIRST SEMESTER

PFPB 1421 Plumbing Maint & Repair	4
DFTG 1409 Basic Comp Aided Drafting	4
WLDG 1421 Intro to Welding Fund	4
Total	12

THIRD SEMESTER

BMGT 1483 Co-op Ed: Industrial Tech	4
HART 2441 Commercial Air Cond.....	4
IEIR 1410 Motor Controls.....	4
Approved Elective	4
Total	16

+Capstone: Competency Exam

Approved Electives:

HART 2436 Air Cond Troubleshooting	4
WDWK 1313 Cabinet Making.....	3
WLDG 1430 Intro to GMAW	4

SECOND SEMESTER

HART 1407 Refrigeration Principles	4
BMGT 1482 Co-op-Ed: Industrial Tech	4
CETT 1402 Electricity Principles.....	4
Total	12

FOURTH SEMESTER

HART 1441 Residential Air Cond	4
SEST 1441 Boiler Operations	4
BMGT 2482 Co-op Ed: Industrial Tech.....	4
WLDG 1417 Intro to Layout and Fab	4
Total	16

Industrial Technology-Level I Certificate

FIRST SEMESTER

PFPB 1421 Plumbing Maint & Repair	4
DFTG 1409 Basic Comp Aided Drafting	4
WLDG 1421 Intro to Welding Fund	4
Total	12

+Capstone: Competency Exam

SECOND SEMESTER

HART 1407 Refrigeration Principles	4
BMGT 1482 Co-op-Ed: Industrial Tech	4
CETT 1402 Electricity Principles.....	4
Total	11

Refrigeration/Air Conditioning-Level I Certificate

FIRST SEMESTER

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

+Capstone: Departmental Exam

SECOND SEMESTER

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

Welding-Level I Certificate

FIRST SEMESTER

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

+Capstone: Departmental Exam

SECOND SEMESTER

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

Welding-Advanced Level I Certificate

FIRST SEMESTER

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

SECOND SEMESTER

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

Welding-Level II Certificate

FIRST SEMESTER		SECOND SEMESTER	
WLDG 1412 Intro to FCAW.....	4	WLDG 1317 Intro to Layout and Fab.....	3
WLDG 1430 Intro to GMAW.....	4	WLDG 1434 Intro to GTAW.....	4
WLDG 1421 Intro to Weld Fund.....	4	WLDG 1435 Intro to Pipe Welding.....	4
Total	12	Total	11
THIRD SEMESTER		FOURTH SEMESTER	
WLDG 2443 Advanced SMAW.....	4	WLDG 1337 Intro to Welding Metallurgy.....	3
WLDG 2435 Advanced Layout & Fabrication.....	4	WLDG 2451 Advanced GTAW.....	4
WLDG 2452 Advanced FCAW.....	4	WLDG 2453 Advanced Pipe Welding.....	4
Total	12	Total	11

Basic Welder

With the completion of this award, the student will have a working knowledge in the fundamentals of industrial welding processes with an emphasis on layout and design. Specific areas of training include current welding processes, welding procedures, blueprint reading, welding metallurgy, plate welding, pipe fitting, plate and pipe layout and fabrication.

WLDG 1421 Welding Fund	4
WLDG 1430 Intro Gas Metal Arc Weld.....	4
WLDG 1435 Intro Pipe Welding	4
Total	12

HVAC Technician

A study of components, applications and installation of mechanical air-conditioning systems including operating conditions, troubleshooting, repair and charging procedures of common air conditioning systems. This series of three courses provides training that covers the principles and practices of HVAC service, installation, repair, maintenance, as well as hazards and safety practices.

HART 1407 Basic Refrigeration	4
HART 2441 Commercial A/C	4
HART 1441 Residential A/C.....	4
Total	12

Management (Abilene Only)

The Management program consists of a two-year Associate in Applied Science Degree and two certificates. The Management program prepares students for professional careers in management and business through the offering of 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.

Associate in Applied Science Degree-Management

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

Freshman Year

FIRST SEMESTER		SECOND SEMESTER	
BMGT 1327 Principles of Management	3	HRPO 2301 Human Resource Mgmt	3
MRKG 1311 Principles of Marketing	3	BMGT 2309 Leadership	3
BMGT 2305 Adv Comm in Mgmt	3	HRPO 2307 Organizational Behavior	3
ACNT 1303 Intro to Accounting I	3	ITSW 1304 Introduction to Spreadsheets.....	3

BMGT 1482 Co-op Ed: MGMT	4
Total	16

BMGT 1483 Co-op Ed: MGMT	4
Total	16

Sophomore Year

FIRST SEMESTER

ACNT 1304 Intro to Accounting II	3
BMGT 2347 Critical Thinking & Problem Solving	3
BMGT 2482 Co-op Ed: MGMT	4
BMGT 1344 Negotiations & Conf Mgmt	3
BUSG 2309 Small Business Mgmt	3
Total	16

Capstone: Competency Exam

SECOND SEMESTER

ENGL 1301 Composition I	3
MATH 1342 Elementary Statistics	3
SOCI 1301 Introductory Sociology	3
SPCH 1315 Public Speaking OR SPCH 1321 Bus & Prof Speaking	3
Humanities/Fine Arts	3
Total	15

Management-Level II Certificate

FIRST SEMESTER

BMGT 1327 Principles of Management	3
MRKG 1311 Principles of Marketing	3
BMGT 2305 Adv Comm in Management	3
ACNT 1303 Intro to Accounting I	3
BMGT 1482 Co-op Ed: MGMT	4
Total	16

THIRD SEMESTER

ACNT 1304 Intro to Accounting II	3
BMGT 2347 Critical Thinking & Problem Solving	3
BMGT 2482 Co-op Ed: MGMT	4
BMGT 1344 Negotiations & Conf Mgmt	3
BUSG 2309 Small Business Mgmt	3
Total	16

Capstone: Competency Exam

SECOND SEMESTER

HRPO 2301 Human Resource Mgmt	3
BMGT 2309 Leadership	3
HRPO 2307 Organizational Behavior	3
ITSW 1304 Introduction to Spreadsheets	3
BMGT 1483 Co-op Ed: MGMT	4
Total	16

Management-Level I Certificate

FIRST SEMESTER

BMGT 1327 Principles of Management	3
MRKG 1311 Principles of Marketing	3
BMGT 2305 Adv Comm in Management	3
ACNT 1303 Intro to Accounting I	3
BMGT 1482 Co-op Ed: MGMT	4
Total	16

Capstone: Competency Exam

SECOND SEMESTER

HRPO 2301 Human Resource Mgmt	3
BMGT 2309 Leadership	3
HRPO 2307 Organizational Behavior	3
ITSW 1304 Introduction to Spreadsheets	3
BMGT 1483 Co-op Ed: MGMT	4
Total	16

Nursing (Abilene Only)

Cisco College offers several pathways to a career in nursing. Licensed Vocational Nurses can obtain an Associate Degree in Nursing (ADN) in one year. Once they are licensed as an RN, they may progress on to a Bachelor of Science in Nursing (BSN) at Texas Tech University Health Sciences Center School of Nursing, Abilene, in as little as two more semesters of online coursework. Students seeking to begin their nursing career at the BSN level can complete **all** of their general education courses at Cisco College.

Applicants to the Associate Degree Nursing program must be graduates of a state-approved vocational/practical nursing program, be currently licensed as a vocational nurse in Texas and must have completed the required prerequisite courses with a GPA of 2.5 or better. Please contact the Cisco College Nursing Department at (325) 794-4415 for additional information.

All candidates for admission who meet the stated criteria for admission will be considered. However, the number of applicants normally exceeds the number of students who can be admitted to each class. Selection of candidates is made in June for annual fall enrollment.

LVN/RN Option The LVN/RN Option is a one-year program for licensed vocational nurses leading to an Associate of Applied Science Degree in Nursing which prepares the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Licensure as a registered nurse must be granted by the Board of Nursing for the State of Texas. Applicants to the Associate Degree Nursing program must be graduates of a state-approved vocational/practical nursing program, be currently licensed as a vocational nurse in Texas and must have completed the required prerequisite courses with a GPA of 2.5 or better.

Admission Criteria:

1. Must fulfill the Cisco College requirements for the A.A.S. degree; please refer to the College Catalog
2. Must be a high school graduate or have received a GED.
3. Must be a Licensed Vocational Nurse licensed to practice in the State of Texas
4. Completion of prerequisite courses
5. Must be college ready
6. Have current immunizations including Hepatitis B vaccine series completed or show serologic confirmation of immunity to Hepatitis B virus. (Hepatitis B series must be complete before students' application will be considered complete.)
7. Must take the Health Education Systems Incorporated (HESI –A2) Admission Assessment within three (3) months of application with a minimum passing rate of 75% on each of the following components: Reading Comprehension, Grammar, Vocabulary & General Knowledge, and Mathematics. A score of less than 75% on any component will require re-testing of that component, not all four (only one re-take per section).

Applicants are selected based on the following criteria:

1. All candidates 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 a set of criteria which include:
 - Number of support courses completed
 - GPA of science courses
 - Oral Interview
 - Non-Academic Attributes, i.e. Residency, Life experience (use of a Rubric)
 - Coursework completed at Cisco College
 -

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

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

Associate of Applied Science Degree –Nursing- LVN/RN Option

FIRST SEMESTER	Credit Hours	SECOND SEMESTER	Credit Hours
PSYC 2314 Lifespan Growth & Development.....	3	BIOL 2421 Microbiology.....	4
RNSG 1161 Clinical I.....	1	RNSG 2573 Health Care Concepts III.....	5
RNSG 1170 Introduction to Health Care Concepts....	1	RNSG 2173 Professional Nursing Concepts III.....	1
RNSG 1171 Professional Nursing Concepts I.....	1	RNSG 2363 Clinical III.....	3
RNSG 2572 Health Care Concepts II.....	5	X3XX Humanities.....	3
RNSG 2172 Professional Nursing Concepts II.....	1		
RNSG 2362 Clinical II.....	3		
THIRD SEMESTER			
RNSG 2574 Health Care Concepts IV.....	5		
RNSG 2174 Professional Nursing Concepts IV.....	1		
RNSG 2360 Clinical IV.....	3		
RNSG 2371 Concept-Based Transition.....	3		

**Capstone Departmental Exam will be given at the end of this semester.*

Vocational Nursing (Abilene Only)

The Vocational Nursing program is a three semester program leading to a certificate in vocational nursing which prepares the graduate to take the National Council Licensure Examination for Practical/Vocational nurses (NCLEX-PN). Licensure must be granted by the Board of Nursing for the State of Texas. All Nursing Programs use the following grade values:

- A = 93-100
- B = 83-92
- C = 75-82
- D = 70-74
- F = 69 or less

Admission Criteria:

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

Applicants are selected based on the following criteria:

1. 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:
 - Number of appropriate technical/academic courses completed

- Cumulative GPA of completed technical/academic courses with a minimum GPA of 2.5

4. Applications are accepted as follows:

January deadline: September 30th

May deadline: January 31st

August deadline: May 31st

5. Take HESI A-2 test. Must make a minimum of 75% on each section; may re-take failed sections one time.

Vocational Nursing-Certificate

PREREQUISITE COURSES

BIOL 1322 Nutrition.....	3
BIOL 2401 Anatomy & Physiology I.....	4
BIOL 2402 Anatomy & Physiology II.....	4
Total	11

FIRST SEMESTER

VNSG 1160 Clinical I.....	1
VNSG 1227 Essentials of Medication Admin.....	2
VNSG 1304 Foundations of Nursing.....	3
VNSG 1423 Basic Nursing Skills.....	4
VNSG 1331 Pharmacology.....	3
Total	13

SECOND SEMESTER

VNSG 1429 Medical Surgical Nursing I.....	4
VNSG 1260 Clinical for Medical-Surgical Nursing.....	2
VNSG 1432 Medical-Surgical Nursing II.....	4
VNSG 2260 Clinical for Medical-Surgical Nursing II.....	2

Total 12

THIRD SEMESTER

VNSG 1230 Maternal-Neonatal Nursing	2
VNSG 2160 Clinical for Maternal-Neonatal Nursing ...	1
VNSG 1234 Pediatrics	2
VNSG 2161 Clinical for Pediatrics.....	1
VNSG 2431 Advanced Nursing Skills	4
VNSG 2261 Clinical for Advanced Nursing Skills	2
Total	12

Capstone: Departmental Exam

Any updates or changes are published in Health Sciences office and Counselors' office.

Real Estate (Abilene Only)

Sales Person-Level I Certificate

The Real Estate program provides the specific core Real Estate courses and 180 classroom hours required for the Salesman and Broker Licensure and renewal by the Texas Real Estate Commission that became effective September 1, 2012. Upon completion of this certificate, students will have all the requirements to apply for the Salesperson license.

*RELE 1406 Principles of Real Estate	4
*RELE 1311 Law of Contracts.....	3
*RELE 2301 Law of Agency.....	3
*RELE 1200 Contracts, Forms, Addenda.....	2
*RELE 1319 Real Estate Finance.....	3
Total	15

**Texas Real Estate Commission mandatory courses for all licenses.*

Capstone: Departmental Exam

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.

Guarantee of Job Competency

Cisco College guarantees that persons receiving an A.A.S. degree in a technical program will have at the time of graduation the technical job skills necessary to enter into employment. If a recipient of an A.A.S. is judged by his/her 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.

eLearning @ Cisco College

In pursuit of its stated mission “to provide high-quality learning opportunities that promote student success in an ever-changing global environment,” Cisco College attempts to be inclusive and flexible in its offerings by reaching out to all persons. The College offers a wide variety of educational opportunities and services to the constituents of its service area from the home campus at Cisco; at out-of-district locations, via online instruction or hybrid instruction (a combination of online and face-to-face instruction); and through interactive television classrooms. The College seeks to operate as one institution by integrating policy, procedure, personnel, services and programs as appropriate to the location, circumstance and need. In all activities, institutional goals and objectives, especially for educational offerings, seek to achieve the same expected educational outcomes; appropriate assessment procedures seek to evaluate effectiveness in meeting the needs of constituents and for the improvement of institutional programs and services.

Virtual College of Texas

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

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

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

Additional information on courses offered through the Virtual College may be obtained online at www.cisco.edu under Distance Education, via e-mail (vct@cisco.edu) or by calling (254) 442-5109.

COURSE DESCRIPTIONS

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

Accounting (ACCT, ACNT)
Agriculture (AGRI)
Anthropology (ANTH)
Art (ARTS)
Athletic Training
Automotive Technology (AUMT, ABDR)
Biology (BIOL)
Biotechnology (BITC, SCIT)
Business (BUSI)
Business Administration Management
Business Computer Information Systems (BCIS, COSC)
Business Systems Technology (ACNT, ITSW, POFI, POFT)
Chemistry (CHEM)
Child Care Technology (CDEC)
Computer Science (COSC)
Cosmetology (CSME)
Criminal Justice (CJCR, CJLE, CJSA, CRIJ, HMSY)
Developmental Education (DREA, DENG, MATH)
Economics (ECON)
Education (EDUC)
English (ENGL)
Fire fighter (FIRS)
Fire Technology (FIRT)
French (FREN)
Geology (GEOL)
German (GERM)
Government (GOVT)
History (HIST)
Humanities (HUMA)
HVAC (HART)

Industrial Technology (BMGT, CNBT, CETT, DFTG, ELPT, ENTC, HART, HYDR, IEIR, PFPB, SEST, SMER, WDWK, WLDG)
Kinesiology (KINE)
Mathematics (MATH)
Management (ACNT, BMGT, BUSG, ITSC, ITSW, MRKG, HRPO)
Medical Assisting Technology (FMLD, HITT, MDCA, MRMT)
Music (MUEN, MUAP, MUSI)
Nursing (RNSG, VNSG)
Pharmacy Technician (PHRA)
Philosophy (PHIL)
Photography
Physics (PHYS)
Pre-Law
Pre-Medicine
Pre-Pharmacy
Psychology (PSYC)
Reading (READ)
Real Estate (RELE)
Respiratory Care Technology (RSPT)
Sociology (SOCI)
Spanish (SPAN)
Speech (SPCH)
Surgical Technology (SRGT)
Theatre (DRAM)
Vocal Performance
Wrangler Band
Wrangler Belles (KINE)
Welding (WLDG)

Texas Common Course Numbering System (TCCNS)

Cisco College complies with the TCCNS, a cooperative effort among Texas Community Colleges and Universities, to facilitate the transfer of freshman- and sophomore-level general academic courses. The TCCNS provides a shared, uniform set of course descriptions for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying or cross-referenced with the same TCCNS designation at the receiving institution. Transfer courses having a common TCCNS number are indicated with an asterisk (*) on the following pages.

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

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

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

Not all courses have a designated common number. Interested parties should see individual courses for prerequisites. The student should check with an advisor concerning the transferability of courses.

Any course may be cancelled at the start of a semester if the number of enrollments is too small or if instructional personnel are unavailable.

Accounting

ACCT 2301 Principles of Financial Accounting

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedure and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owner's equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial reporting Standards (IFRS).

Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent.

Recommended co-requisite: MATH 1324

ACCT 2302 Principles of Managerial Accounting

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Credit: 3 semester hours

Prerequisite: ACCT 2301

ACNT 1303 Introduction to Accounting I

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 hours per week.

Credit: 3 semester hours

ACNT 1304 Introduction to Accounting II

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

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 1307 Agronomy*

Principles and practices in the development, production and management of field crops including plant breeding, plant diseases, soils, insect control and weed control. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

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 milk and dairy products. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

AGRI 1315 Horticulture*

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control and landscaping. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

AGRI 1319 Introductory Animal Science*

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management and marketing of beef cattle, swine, sheep, goats and horses. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

AGRI 1325 Marketing of Agricultural Products*

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing and risk bearing. Three lecture hours per week.

Credit: 3 semester hours

AGRI 1327 Poultry Science*

Introduction to the poultry industry. Practices and principles in the production and marketing of turkeys, layers, broilers and specialized fowl. Management, automated equipment, product technology, incubation and production economics. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

AGRI 2301 Agricultural Power Units*

Fundamentals of internal combustion engines: gasoline, diesel and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating and cooling systems of agricultural power machinery. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

AGRI 2303 Agricultural Construction I* (Welding)

Selection, use and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles; cold metal work; soldering and sheet metal. Two lecture hours, four lab hours per week.

Credit: 3 semester hours

AGRI 2304 Agricultural Construction II*(Woodshop)

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. Two lecture hours; four lab hours per week.

Credit: 3 semester hours

AGRI 2313 Plant Protection*

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology and related environmental protection measures. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

AGRI 2317 Introduction to Agricultural Economics*

Fundamental economic principles and their applications to the problems of the industry of agriculture. Three lecture hours per week.

Credit: 3 semester hours

AGRI 2321 Livestock Evaluation I*

Selection, evaluation and classification of livestock and livestock products. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

AGRI 2330 Wildlife Conservation and Management*

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Allied Health

FMLD 1345 Life Span Growth and Development

A study of the interrelationship of physical, emotional, social, and mental factors of growth and development throughout the life span. Only offered in the spring semester. Three lecture hours per week.

Credit: 3 semester hours

HITT 1313 Insurance Coding

An overview of skills and knowledge in ICD and CPT coding of insurance forms for reimbursement of medical expenses. Three lecture hours per week.

Credit: 3 semester hours

MDCA 1254 Medical Assisting Credentialing Exam Review

A preparation for the Certified Medical Assistant (American Association of Medical Assistants) or Registered Medical Assistant (American Medical Technologists) credentialing exam. 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 Communication Skills

Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Three lecture hours per week.

Credit: 3 semester hours

MDCA 1313 Medical Terminology

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

Credit: 3 semester hours

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. Three lecture hours per week.

Credit: 3 semester hours

MDCA 1343 Medical Insurance

Emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings. Only offered in the spring semester. Three lecture hours per week.

Credit: 3 semester hours

MDCA 1409 Anatomy and Physiology for Medical Assistants

Emphasis on structure and functions of human cells tissues, organs, and systems with overview of common pathophysiology. Three lecture hours , three hours lab per week.

MDCA 1417 Procedures in a Clinical Setting

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory care settings. Two lecture hours, four lab hours per week. Only offered in the spring Semester.

Credit: 4 semester hours

MDCA 1452 Medical Assistant Laboratory Procedures

Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance, and quality control. Two lecture hours, four lab hours per week. Only offered in the fall semester.

Credit: 4 semester hours – Pre-Requisite: MDCA 1417 Proc. in a Clinical Setting.

MDCA 2460 Clinical-Medical Assisting

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills and concepts. Direct supervision is provided by the clinical professional. Must have permission from the Program Director. Twelve clinical hours per week.

Credit: 4 semester hours

Pharmacy Technician

PHRA 1143 Pharmacy technician certification review

A review of major topics covered on the National Pharmacy Technician Certification examination. Three lab hours per week.

Credit: One semester hour

PHRA 1160 Clinical I

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. Six clinical hours per week.

Credit: 1 semester hour

PHRA 1209 Pharmaceutical Mathematics I

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. One hour lecture and two lab hours per week.

Credit: 2 semester hours

PHRA 1301 Introduction to Pharmacy

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Three lecture hours per week.

Credit: 3 semester hours

PHRA 1305 Drug Classification

A study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body and routes of administration. Three lecture hours per week.

Credit: 3 semester hours

PHRA 1313 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. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

PHRA 1345 Compounding Sterile Preparations and Aseptic Technique

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

Credit: 3 semester hours

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, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution systems, continuous quality improvement and inventory control. Two hours lecture, two hours lab per week.

Credit: 3 semester hours

PHRA 2460 Clinical II

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 4 semester hours

Respiratory Care/Therapy

RSPT 1141 Respiratory Home Care/Rehabilitation

A study of respiratory home care/rehabilitation equipment, procedures, and patient education. One hour lecture per week.

Credit: 1 semester hour

Pre-requisites: RSPT 2210, RSPT 1340, RSPT 2317, RSPT 2266

RSPT 1160 Clinical/Respiratory Care

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

Credit: 1 semester hours

Co-requisite RSPT 1201, RSPT 1329

RSPT 1201 Introduction to Respiratory Care

An introduction to the field of respiratory care. Outline the history of the respiratory care profession: outline the organization and function of hospital departments: describe issues in medical malpractice and ethics; identify the respiratory therapists' role in performing basic vital signs, body mechanics, and cardiopulmonary assessment: and describe infection control techniques: Two hours lecture, one hour lab per week.

Credit: 2 semester hour

Co-requisite: RSPT 1160, RSPT 1329

RSPT 1207 Cardiopulmonary A&P

Anatomy and Physiology of the cardiovascular and pulmonary systems. One hour lecture, four hour lab per week.

Credit: 2 semester hours

RSPT 1261 Clinical Respiratory Care

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Sixteen hours clinical per week.

Credit: 2 semester hours

Pre-requisite 1361

RSPT 1329 Respiratory Care Fundamentals I

Introduction to respiratory care fundamentals. Utilize data related to patient assessment: prepare equipment for function, operation and cleanliness; perform infection control, vital signs, physical assessment, medical gas therapy, and humidity/aerosol therapy; identify equipment, malfunctions; and maintain patient records. Two hours lecture and four hours lab per week.

Credit: 3 semester hours

Co-requisites: RSPT 1201, RSPT 1160

RSPT 1331 Respiratory Care Fundamentals II

Continued development of knowledge and skills for respiratory care. Prepare equipment for function, operation, and cleanliness; perform lung expansion therapy, bronchial hygiene therapy, artificial airway insertion, manual resuscitation, suction, pulse oximetry; identify equipment malfunctions; identify equipment malfunctions; and maintain patient records. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

Pre-requisite RSPT 1160, RSPT 1201, RSPT 1329

RSPT 1340 Advanced Cardiopulmonary Anatomy and Physiology

Provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary system. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

Pre-requisites: RSPT 1207

RSPT 1361 Clinical Respiratory Care

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Sixteen hours clinical per week.

Credit: 3 semester hours

Pre-requisites: RSPT 1160, RSPT 1201, RSPT 1329

RSPT 2167 Practicum-Respiratory Care

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Sixteen hours clinical per week.

Credit: 1 semester hours

Pre-requisites: RSPT 2267

RSPT 2139 Advanced Cardiac Life Support

This course addresses current skills and knowledge pertinent to Advanced Cardiac Life Support with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. The student will receive certification. Laboratory fee charged. One hour lecture, three hours lab per week.

Credit: 2 semester hours

Pre-requisites: RSPT 1201, RSPT 2317, RSPT 2266, RSPT 2314

RSPT 2210 Cardiopulmonary Disease

Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Two hours lecture per week.

Credit: 2 semester hours

RSPT 2231 Simulations in Respiratory Care

Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. One hour lecture, four hours lab per week.

Credit: 2 semester hour

Pre-requisites: RSPT 2267, RSPT 1141, RSPT 1329, RSPT 1331, RSPT 1340, RSPT 2210, RSPR 1201, RSPT 2317, RSPT 2314, RSPT 2353, RSPT 2305

RSPT 2266 Practicum—Respiratory Care

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Sixteen hours clinical experience per week.

Credit: 2 semester hours

Pre-requisites: RSPT 1160, RSPT 1361, RSPT 1261

RSPT 2267 Practicum—Respiratory Care

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Sixteen hours clinical experience per week.

Credit: 2 semester hours

Pre-requisites: RSPT 2266

RSPT 2305 Pulmonary Diagnostics

The theories and techniques involved in pulmonary function testing, blood gas analysis, and quality control monitors. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

Pre-requisites: RSPT 2266, RSPT 1201, RSPT 1329, RSPT 1331, RSPT 1340, RSPT 2210

RSPT 2314 Mechanical Ventilation

The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

Pre-requisites: RSPT 1361, RSPT 1201, RSPT 1329, RSPT 1331

RSPT 2317 Respiratory Care Pharmacology

A study of drugs that affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Four hours lecture per week.

Credit: 3 semester hours

Pre-requisites: RSPT 1160, RSPT 1329, RSPT 1361, RSPT 1331

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care

A study of neonatal/pediatric cardiopulmonary care. Describe fetal development and transition to intrauterine life; assess maternal and fetal history; modify therapy to neonatal/pediatric patients; describe the etiology, pathophysiology, clinical manifestations of neonatal/pediatric disorders; and analyze, interpret and apply patient data in selective patient care settings. Three hours lecture, three hours lab per week.

Credit: 3 semester hours

Pre-requisites: RSPT 2314, RSPT 1201, RSPT 1329, RSPT 1331, RSPT 1261

RSPT 2355 Critical Care Monitoring

Advanced monitoring techniques used to assess a patient in the critical care setting. Two hours lecture, four hours lab per week.

Credit: 3 semester hours

Pre-requisites: RSPT 2314, RSPT 2210, RSPT 1340, RSPT 2266

Surgical Technology

HPRS 2200 Pharmacology for Health Professions

A study of drug classifications, actions, therapeutic uses, adverse, routes of administration, and calculation of dosages.

Three lecture hours per week

Credit: 2 semester hours

SRGT 1260 Clinical I

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Eight clinical hours per week (92 clinical hours total.)

Credit: 2 Semester Hours

SRGT 1405 Introduction to Surgical Technology

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts. Four lecture hours per week.

Credit: 4 Semester Hours

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques

In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Two lecture hours and four lab hours per week.

Credit: 4 semester hours

SRGT 1541 Surgical Procedures I

Introduction to surgical procedures and related pathologies with emphasis on surgical procedures related to the general, obstetrics/gynecology, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies. Five lecture hours per week.

Credit: 5 Semester Hours

SRGT 1542 Surgical Procedures II

Introduction to surgical procedures and related pathologies with emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies. Four lecture hours, eight lab hours per week.

Credit: 5 Semester Hours

SRGT 2130 Professional Readiness

Overview of professional readiness for employment, attaining certification, and maintaining certification status. A capstone experience may be included. One lecture hour per week.

Credit: 1 semester hour

SRGT 2260 Clinical II-Surgical Technology/Technologist

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. Sixteen (16) clinical hours total)

Credit: 2 Semester Hours

SRGT 2362 III

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

Credit: 3 semester hours

SRGT 2460 Clinical III-Surgical Technology/Technologist

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. Twenty-four clinical hours per week. (240 clinical hours total)

Credit: 4 Semester Hours

SRGT 2560 Clinical III – Surgical Technology/Technologist

A health-related work-based learning experience that enables the students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Twenty-four clinical hours per week (240 Clinical Hours total)

Credit: 5 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

Art

ARTS 1301 Art Appreciation*

Exploration of purposes and processes in the visual arts including evaluation of selected works. Three lecture hours per week.

Credit: 3 semester hours

ARTS 1311 Design I*

Elements and principles of art using two-dimensional concepts; includes the fundamentals of line, color, form, texture, shape, space and arrangement. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

ARTS 1312 Design II*

Elements and principles of art using three-dimensional concepts. Continuation of ARTS 1311; experimentation with materials; tools and methods of developing form in three dimensions; study of spatial design principles. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 1311

ARTS 1313 Foundations of Art*

Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. Three lecture hours per week.

Credit: 3 semester hours

ARTS 1316 Drawing I*

Investigation of drawing media and techniques including descriptive and expressive possibilities. A disciplined study of composition, perspective, line, tone, modeling and figure construction. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

ARTS 1317 Drawing II*

Investigation of drawing media and techniques including descriptive and expressive possibilities. Continuation of ARTS 1316; graphic environmental concepts; emphasis on figure drawing and anatomy study. 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. Special emphasis is on web design. Three hours lecture.

Credit: 3 semester hours.

ARTS 2316 Painting I*

Exploration of ideas using painting media and techniques. Emphasis on color, composition and the dynamics of vision. 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. Continuation of ARTS 2316. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 2316

ARTS 2326 Sculpture I*

Exploration of ideas using sculpture media and techniques. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 1312 or permission of instructor

ARTS 2348 Digital Art I*

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Special Emphasis is placed on digital photography. Three lecture hours per week.

Credit: 3 semester hours

ARTS 2349 Digital Art II*

Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Special Emphasis is placed on photo manipulation software. Two lecture hours, four lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 2348 or portfolio approval

ARTS 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 studio art and/or art history. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: ARTS 1311 or permission of instructor

Automotive Technology

AUMT 1405 Introduction to Automotive Technology

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

Credit: 4 semester hours

AUMT 1407 Automotive Electrical Systems

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

Credit: 4 semester hours

AUMT 1410 Automotive Brake Systems

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

Credit: 4 semester hours

AUMT 1419 Automotive Engine Repair

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

Credit: 4 semester hours

AUMT 1416 Suspension and Steering

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

Credit: 4 semester hours

AUMT 1445 Automotive Heating and Air Conditioning

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. Two lecture hours, four lab hours.

Credit: 4 semester hours

AUMT 2413 Automotive Drive Train and Axles

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

Credit: 4 semester hours

AUMT 2417 Engine Performance Analysis I

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

AUMT 2425 Automatic Transmission and Transaxle

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

Credit: 4 semester hours

AUMT 2434 Engine Performance Analysis II

A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

AUMT 2443 Advanced Emission Systems Diagnostics

Diagnostics and repair of emission control systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Course will include state and federal laws required for preparation for licensing. May be taught with manufacturer specific instructions. Two hours lecture, four hours lab per week.

Credit: 4 semester hours

AUMT 2457 Automotive Alternative Fuels

A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state legislation concerning fuels. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Biology

BIOL 1322 Nutrition & Diet Therapy I*

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

Credit: 3 semester hours

Prerequisite: One semester of chemistry and/or anatomy and physiology recommended

BIOL 1406 Biology for Science Majors I*

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

BIOL 1407 Biology for Science Majors II*

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. This course is a continuation of BIOL 1406. Three lecture hours, three lab hours per week.

Credit: 4 semester hours

Prerequisite: BIOL 1406

BIOL 1411 General Botany*

Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Designed as a transferable lab science course for non-science majors. Selected laboratory exercises. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

BIOL 1413 General Zoology*

Study of the principles of taxonomy, molecular biology, and ecology as they relate to animal form and function, diversity, behavior, and evolution. Designed as a transferable lab science course for non-science majors. Three lecture hours, four laboratory hours per week.

Credit: 4 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*

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: College ready in Reading and Writing, completed MATH 0401, Chemistry 1411 or approval of Chairperson

Biotechnology

BITC 1200 Fundamentals of Biological Science

Skills and concepts necessary to work in the biotechnology industry, allied health, or other biology-related fields. Emphasizes applied mathematics, communication skills, and core science knowledge and applications. One hour lecture, two hours laboratory per week.

Credit: 2 semester hours

BITC 1311 Introduction to Biotechnology

An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices. Three lecture hours per week.

Credit: 3 semester hours

BITC 1350 Special Studies and Bioethical Issues of Biotechnology

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

Credit: 3 semester hours

BITC 1391 Special Topics – Immunology

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Two hours lecture, two hours laboratory per week.

Credit: 3 semester hours

BITC 1402 Biotechnology Lab Methods and Techniques

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

Credit: 4 semester hours per week

BITC 2411 Biotechnology Lab Instrumentation

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

Credit: 4 semester hours

BITC 2431 Cell Culture Techniques

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

Credit: 4 semester hours

BITC 2441 Molecular Biotechnology Techniques

Introduction to Biotechnology and Biotechnology laboratory instrumentation. Three hours lecture, three hours laboratory per week.

Credit: 4 semester hours

BITC 2445 Medical Biotechnology

Biotechnology technology as it applies to medicine and medical research. Includes molecular mechanisms underlying diseases such as cancer, diabetes, heart disease, and AIDS. Covers the applications of biotechnology to the diagnosis and treatment of disease as well as the development of drugs and therapeutic agents. Emphasizes research and medical-related biotechnology methods and laboratory procedures. Two hours lecture, four hours laboratory.

Credit: 4 semester hours

BITC 2486 Internship

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Zero lecture, twenty hours laboratory hours per week.

Credit: 4 semester hours

SCIT 1414 Applied General Chemistry

Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, and solutions. Two hours lecture, four hours laboratory per week.

Credit: 4 semester hours

Business

BUSI 1301 Business Principles

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

Credit: 3 semester hours

Business Computer Information Systems

BCIS 1305 Business Computer Applications*

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

Credit: 3 semester hours

COSC 1415 Fundamentals of Programming*

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices and disks/files. Three hours lecture, three hours lab per week.

Credit: 4 semester hours

Business Systems Technology

ACNT 1303 Introduction to Accounting I

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 hours per week.

Credit: 3 semester hours

ACNT 1304 Introduction to Accounting II

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivable and equipment, and valuation of inventories in a manual and computerized environment. Three lecture 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. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: ACNT 1303

ITSW 1301 Introduction to Word Processing

An overview of the production of documents, tables, and graphics. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

ITSW 1304 Introduction to Spreadsheets

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

Credit: 3 semester hours

ITSW 1307 Introduction to Database

Introduction to database theory and the practical applications of a database. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

ITSW 1310 Introduction to Presentation Graphics Software

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Three lecture hours, one lab hours per week.

Credit: 3 semester hours

Prerequisite: ITSW 1301

ITSW 1404 Introduction to Spreadsheets

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Two lecture hours, three lab hours per week.

Credit: 4 semester hours

ITSW 1410 Introduction to Presentation Graphics Software

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Three lecture hours, 2 text, sound, animation and/or video may be used in presentation development. Three lecture hours, 2 lab hours per week.

Credit: 4 semester hours

Prerequisite: POFI 2301 Word Processing

POFI 2301 Word Processing

Word processing software focusing on business applications. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: ITSW 1301

POFI 2331 Desktop Publishing

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

POFI 2340 Advanced Word Processing

Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

Prerequisite: POFI 2301

POFI 2486 Internship: Business/Office Automation/Technology/Data Entry

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. Thirty external hours per week.

Credit: 4 semester hours

POFT 1309 Administrative Office Procedures I

Study of current office procedures, duties, and responsibilities applicable to an office environment. Three lecture hours per week.

Credit: 3 semester hours

POFT 1313 Professional Workforce

Preparation for the work force including ethics, interpersonal relations, professional attire, and career advancement. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

POFT 1319 Records and Information Management I

Introduction to basic records information management filing systems including manual and electronic filing. Three lecture hours per week.

Credit: 3 semester hours

POFT 1325 Business Math and Machine Applications

Business math problem-solving skills using office technology. Three lecture hours per week.

Credit: 3 semester hours

POFT 1329 Beginning Keyboarding

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

POFT 2301 Intermediate Keyboarding

A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

POFT 2312 Business Correspondence & Communications

Development of writing and presentation skills to produce effective business communications. Three lecture hours per week.

Credit: 3 semester hours

POFT 2431 Administrative Systems

Advanced concepts of project management and office procedures integrating software applications. Three lecture hours and three lab hours per week.

Credit: 4 semester hours

Prerequisite: Computer application software proficiency and basic office procedures competency.

POFT 2433 Advanced Keyboarding

Study of advanced concepts in variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Two lecture hours, three lab hours per week.

Credit: 4 semester hours

Prerequisite: POFT 2301

Chemistry

CHEM 1405 Introductory Chemistry I*

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. (This course may not be substituted for CHEM 1411). Three lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisite: MATH 0402 or equivalent

Note: This course is only offered alternate years at the Cisco location

CHEM 1411 General Chemistry I*

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 0403 or equivalent

Note: This course is only offered alternate years at the Cisco location

CHEM 1412 General Chemistry II*

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. A continuation of CHEM 1411. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: CHEM 1411

Note: This course is only offered alternate years at the Cisco location

CHEM 2423 Organic Chemistry I*

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: CHEM 1412

Note: This course is only offered at the Abilene Educational Center

CHEM 2425 Organic Chemistry II*

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. A continuation of CHEM 2423. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: CHEM 2423

Note: This course is only offered at the Abilene Educational Center

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. Three lecture hours and one lab hour per week.

Credit: 3 semester hours

CDEC 1311 / TECA 1311 Educating Young Children

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture hours, one lab hour per week.

Credit: 3 semester hours

CDEC 1313 Curriculum Resources for Early Childhood Program

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children. Three lecture hours per week.

Credit: 3 semester hours

CDEC 1318 / TECA 1318 Wellness of the Young Child

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 of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children. Three lecture hours per week.

Credit: 3 semester hours

CDEC 1321 The Infant and Toddler

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. Three lecture hours per week.

Credit: 3 semester hours

CDEC 1323 Observation and Assessment

A study of observation skills, assessment techniques, and documentation of children's development. Three lecture hours per week.

Credit: 3 semester hours

CDEC 1335 Early Childhood Development 3-5 Years

Principles of typical growth and development from three to five years. Emphasizes physical, cognitive, emotional, and social development. Three lecture hours per week.

Credit: 3 semester hours

CDEC 1354 / TECA 1354 Child Growth and Development

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Three lecture hours per week.

Credit: 3 semester hours

CDEC 1356 Emergent Literacy for Early Childhood

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. Three lecture hours per week.

Credit: 3 semester hours

CDEC 1358 Creative Arts for Early Childhood

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. Three lecture hours per week.

Credit: 3 semester hours

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 emphasis on developing skills for working with children and families. Includes methods of referral to public and private agencies that deal with investigation and treatment. Three lecture hours.

Credit: 3 semester hours

CDEC 2307 Math and Science for Early Childhood

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

CDEC 2315 Diverse Cultural/Multilingual Education

An overview of multicultural topics and education. Includes relationships with the family and community awareness and sensitivity to diversity, and individual needs of children. Three lecture hours per week.

Credit: 3 semester hours

CDEC 2326 Administration of Programs for Children I

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, 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. Twenty-one 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

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. Three lecture hours per week.

Credit: 3 semester hours

COMM 2311 News Gathering & Writing I

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: ENGL 1301

Cosmetology

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, eight lab hours per week.

Credit: 4 semester hours

CSME 1405 Fundamentals of Cosmetology

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Two lecture hours, eight lab hours per week.

Credit: 4 semester hours

CSME 1434 Cosmetology Instructor I

The fundamentals of instructing cosmetology students. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

Pre requisite: Current Texas License

CSME 1435 Orientation to the Instruction of Cosmetology

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

Credit: 4 semester hours

CSME 1441 Principles of Nail technology II

Advanced theory and practice of nail technology and enhancements. Topics include application and art of nail technology. Two lecture hours, eight lab hours per week.

Credit: 4 semester hours

CSME 1443 Manicuring & Related Theory

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Two lecture hours, eight lab hours per week.

Credit: 4 semester hours

CSME 1447 Principles of Skin Care/Facials

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. One lecture hour, eight lab hours per week.

Credit: 4 semester hours

CSME 1451 Artistry of Hair Theory and Practice

Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

CSME 1453 Chemical Reformation & Theory

Presentation of the theory and practice of chemical reformation. Topics include terminology application and work place competencies related to chemical reformation. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

CSME 2237 Advanced Cosmetology Techniques

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. One lecture hour, eight lab hours per week.

Credit: 2 semester hours

CSME 2244 Preparation for State Written Examination

Presentation and practice of the theory, techniques, and application relating to the curriculum for the completion of the State Licensing Written Exam. One Lecture hours and three lab hours per week.

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 the completion of the State Licensing Practical Exam. One lecture hour and three lab hours per week.

Credit: 2 semester hours

CSME 2342 Cosmetology Small Business Management

Professional training and theory in business ethics, goals, salon operation and record keeping. Four lecture hours and three lab hours per week.

Credit: 3 semester hours

CSME 2343 Cosmetology Small Business Management

Professional training and theory in business ethics, goals, salon operation and record keeping. Four lecture hours and three lab hours per week.

CSME 2343 Salon Development

Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

CSME 2401 Principles of Hair Coloring and Related Theory

Presentation of the theory practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies. Two lecture hours, seven lab hours per week.

Credit: 4 semester hours

CSME 2414 Cosmetology Instructor II

A continuation of the fundamentals of instructing cosmetology students. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

CSME 2415 Cosmetology Instructor III

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

Credit: 4 semester hours

CSME 2443 Salon Development

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

CSME 2444 Cosmetology Instructor IV

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

CSME 2445 Instructional Theory and Clinic Operation

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

CSME 2541 Preparation for T.C.C. Exam

Preparation for the state licensing exam. Theory, techniques, and application relating to the curriculum for the completion of the P.S.I. written and practical exam. Three lecture hours, five lab hours per week.

Credit: 5 semester hours

Criminal Justice

CICR 1304 Probation and Parole

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. Three lecture hours per week.

Credit: 3 semester hours

CICR 1307/ CRIJ 2313* Correctional Systems & Practices

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization. Treatment and rehabilitation; current and future issues. Three lecture hours per week.

Credit: 3 semester hours

CICR 2324/ CRIJ 2301* Community Resources in Correction

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Three lecture hours per week.

Credit: 3 semester hours

CILE 1111 Basic Firearm Training

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

Credit: 1 semester hour

CILE 1249 Intermediate Arrest, Search and Seizure

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

Credit: 3 semester hours

CILE 1333 Traffic Law and Investigations

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision. Three lecture hours per week.

Credit: 3 semester hours

CILE 1345 Intermediate Crime Scene Investigation

Topics include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. Three lecture hours per week.

Credit: 3 semester hours

CILE 2345 Vice and Narcotics Investigation

Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques. Three lecture hours per week.

Credit: 3 semester hours

CISA 1312/ CRIJ 1307* Crime in America

American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crimes. Three lecture hours per week.

Credit: 3 semester hours

CISA 1313/ CRIJ 1306* Court Systems and Practices

The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process. Types and rules of evidence and sentencing. Three lecture hours per week.

Credit: 3 semester hours

CISA 1317/ CRIJ 1313* Juvenile Justice

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. Three lecture hours per week.

Credit: 3 semester hours

CISA 1322/ CRIJ 1301* Introduction to Criminal Justice

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement court system; prosecution and defense. Trial process; corrections. Three lecture hours per week.

Credit: 3 semester hours

CISA 1325 Criminology

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment and rehabilitation. Three lecture hours per week.

Credit: 3 semester hours

CISA 1327/ CRIJ 1310* Fundamentals of Criminal Law

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

CISA 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

CISA 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

CISA 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

CISA 1359/ CRIJ 2328* Police Systems & Practices

The police profession; organization of law enforcement systems. The police role; police discretion; ethics; police-community interaction; current and future issues. Three lecture hours per week.

Credit: 3 semester hours

CISA 1393 Special Topics in Criminal Justice

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics may include but are not limited to Spanish for Law Enforcement and Forensic Psychology. Three lecture hours per week.

Credit: 3 semester hours

CISA 2300/ CRIJ 2323* Legal Aspects of Law Enforcement

Police authority; responsibilities; constitutional constraints; laws of arrest, search and seizure; police liability. Three lecture hours per week.

Credit: 3 semester hours

CISA 2331 Child Abuse, Prevention and Investigation

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law and conduct case studies. Three lecture hours per week.

Credit: 3 semester hours

CISA 2334 Contemporary Issues in Criminal Justice

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

Credit: 3 semester hours

CISA 2335 First Line Police Supervision

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

Credit: 3 semester hours

CISA 2388 Internship-Criminal Justice/Safety Studies

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. Zero lecture hours, zero lab hours, ten external hours per week.

Credit: 3 semester hours

Dance

KINE 1101 Physical Training for Freshmen*

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

Credit: 1 semester hour

KINE 1102 Physical Training for Freshmen*

A continuation of KINE 1101. Three lab hours each week.

Credit: 1 semester hour

KINE 1145 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

KINE 2101 Physical Training for Sophomores*

Instruction and participation in physical and recreational activities including: basketball, badminton, baseball, bowling, football, golf, racquetball, softball, volleyball, 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

Developmental Education

Developmental English

DENG 0213 Composition Support

Development of fundamental writing skills such as idea generation, organization, style, utilization of Standard English, and revision. DENG 0213 aids the development of fundamental writing skills including idea generation, paragraphing, essay writing, utilization of Standard English, and revision by supporting concurrent college-level work. Will not count towards a degree. Two lecture hours.

Credit: 2 semester hours

Prerequisites: An essay score of 5 on Accuplacer.

Co-requisite: ENGL 1301

DENG 0302 Developmental Writing II

Development of fundamental writing skills such as idea generation, organization, style, utilization of Standard English, and revision. Provides students with practice in critical reading and with Standard American English as well with an introduction to the rhetorical situation, the writing process, and essay organization, with an emphasis on revision. You must make a grade of 'C' or better in this course to advance to DENG 0303. Will not count towards a degree. Three lecture hours.

Credit: 3 semester hours

Placement: Test placement (usually Accuplacer—an essay score of 1 or 2).

DENG 0303 Developmental Writing III

Development of fundamental writing skills such as idea generation, organization, style, utilization of Standard English, and revision. Allows students to improve vocabulary and critical reading and thinking skills while practicing the rhetorical situation, the writing process, and essay organization, with an emphasis on revision. Will not count towards a degree. You must make a grade of 'C' or better in this course to advance to ENGL 1301, a college-level course. Three lecture hours per week.

Credit: 3 semester hours

Prerequisites: A grade of 'C' or better in DENG 0302 or test placement (usually Accuplacer—an essay score of 3 or 4).

DESL 0301 Developmental ESL Oral Communication

Develop listening and speaking skills in speakers of languages other than English and prepares them to function in an English-speaking society. Will not count toward a degree. Three lecture hours per week.

Credit: 3 semester hours

DENG 0311 Developmental Composition for Non-Native Speakers

Principles and techniques of composition and reading. Open only to non-native speakers. Will not count toward a degree. Does not necessarily result in transferable credit. Three lecture hours per week.

Credit: 3 semester hours

Developmental Mathematics

MATH 0401 Basic Mathematics

An introductory mathematics course designed to prepare students for elementary algebra; operations with whole numbers, fractions, mixed numbers, decimals, ratios, proportions, percents, integers; basic geometry including perimeter, circumference, area and volume; introduction to algebra including properties of real numbers, variables, substitution, and solving linear equations. This is a nontransferable course and will not count towards any degree. Three lecture hours and one lab hour per week.

Credit: 4 semester hours

MATH 0402 Elementary Algebra

An introductory algebra course designed to prepare students for intermediate algebra; properties of real numbers; fundamental axioms and theorems of algebra, algebraic expressions, solving linear equations and inequalities, exponents and scientific notation, polynomials, factoring. This is a nontransferable course and will not count towards any degree. Three lecture hours and one lab hour per week.

Credit: 4 semester hours

Prerequisite: A grade of "C" or better in MATH 0401 or test placement

MATH 0403 Intermediate Algebra

A review of elementary algebra; linear equations and inequalities, polynomials, factoring, absolute value, rational expressions, radicals and rational exponents; the concept of a function, introduction to graphs, quadratic equations, systems of linear equations. This is a nontransferable course designed for students who are not well grounded in fundamentals of high school algebra; preparatory course for college algebra and will not count towards any degree. Three lecture hours and one lab hour per week.

Credit: 4 semester hours

Prerequisite: A grade of "C" or better in MATH 0402 or test placement

Developmental Reading

DERW 0402 Integrated Reading/Writing

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to audience, purpose, situation and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. Students must make a "C" or better in this course to advance to DERW 0403. This course will not count toward a degree; it is composed of three lecture hours and one lab hour per week.

Credit: 4 semester hours.

Placement: TSI score of 341 and below on the Reading portion/3 or below on essay or 4 on the essay with a sent. Skills score of 349 and below.

DERW 0403 Developmental Integrated Reading and Writing

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

Credit: 4 semester hours

Prerequisite: Grade of "C" or better in Drea 0302 or Deng 0302 or test. Placement (Accuplacer-Reading score of 60-77)

DREA 0204 Developmental Reading NCBO

Fundamental reading skills to develop comprehension, vocabulary, and rate. Allows students to apply active reading strategies and practice critical thinking skills to evaluate and interpret written material. Students must make a grade of "C" or better in this course to take reading-intensive college-level courses. Will not count toward a degree.

Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: Grade of "C" or better in DREA 0302 or test placement. (Usually Accuplacer-Reading score of 70-77)

DREA 0302 Developmental Reading II

Fundamental reading skills to develop comprehension, vocabulary, and rate. Allows students to practice active reading strategies and to build critical thinking skills, vocabulary, and study skills. Will not count towards a degree. You must make a grade of 'C' or better in this course to advance to DREA 0303. Three lecture hours per week.

Credit: 3 semester hours.

Placement: Test placement (usually Accuplacer—a Reading score below 60)

DREA 0303 Developmental Reading III

Fundamental reading skills to develop comprehension, vocabulary, and rate. Allows students to apply active reading strategies and to practice critical thinking skills to evaluate and interpret written material. You must make a grade of 'C' or better in this course in order to take reading-intensive college-level courses. Will not count towards a degree. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: Grade of 'C' or better in DREA 0302 or test placement (usually Accuplacer—a Reading score of 60-77)

Economics

ECON 1301 Introduction to Economics*

A study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes and consumer protection. Emphasis is placed on the role of man in relation to his economic environment and the decisions which must be made in the conduct of individual and collective economic activity. Consideration is given to the market system, national income accounting, and policy development. Three lecture hours per week. (This course is designed for non-business, economics or finance majors and will not replace ECON 2301 or ECON 2302).

Credit: 3 semester hours

ECON 2301 Principles of Economics (Macroeconomics)*

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

Credit: 3 semester hours

ECON 2302 Principles of Economics (Microeconomics)*

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

Credit: 3 semester hours

Education

EDUC 1100 Learning Framework*

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective 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 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Three lecture hours per week.

Credit: 3 semester hours

EDUC 1301 Introduction to the Teaching Profession*

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; opportunities to participate in field observations with diverse student populations, and support from college and school faculty. The course is an introduction to and analysis of the culture of schooling and classrooms. Includes a minimum of 16 contact hours of field experience in P-12 classrooms. Three lecture hours; one lab hour per week.

Credit: 3 semester hours

Prerequisites: Sophomore standing; Pass THEA; Admission to the Cisco College Teacher Education Program

EDUC 2301 Introduction to Special Populations*

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning. The course will provide opportunities for students to participate in field observations of P-12 special populations including a minimum of 16 contact hours of field experience in P-12 classrooms. Three lecture hours; one lab hour per week.

Credit: 3 semester hours

Prerequisite: EDUC 1301

English

ENGL 1301 Composition I*

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

ENGL 1302 Composition II*

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisite: ENGL 1301

ENGL 2307 Creative Writing I*

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, or drama. Three lecture hours per week.

Credit: 3 semester hours

ENGL 2311 Technical & Business Writing*

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Prerequisite: ENGL 1301 ENGL 1302

ENGL 2321 British Literature (single-semester course)*

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisites: ENGL 1301, ENGL 1302

"To avoid duplicate credit, students who take ENG 2321 should not take ENG 2322 or 2323."

ENGL 2322 British Literature I*

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisites: ENGL 1301 & ENGL 1302

ENGL 2323 British Literature II*

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisites: ENGL 1301 & ENGL 1302

ENGL 2326 American Literature (single-semester course) *

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

Prerequisites: ENGL 1301 & ENGL 1302

"To avoid duplicate credit, students who take ENG 2326 should not take ENG 2327 or 2328."

ENGL 2327 American Literature

Prerequisites: ENGL 1301 & ENGL 1302

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

Prerequisites: ENGL 1301, ENGL 1302

ENGL 2328 American Literature II

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

Prerequisites: ENGL 1301, ENGL 1302

ENGL 2331 World Literature (single-semester course)

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisites: ENGL 1301, ENGL 1302

"To avoid duplicate credit, students who take ENG 2331 should not take ENG 2332 or 2333."

ENGL 2332 World Literature I

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relationship to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisites: ENGL 1301, ENGL 1302

ENGL 2333 World Literature II

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisites: ENGL 1301, ENGL 1302

ENGL 2341 Forms of Literature (single-semester course)

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film.

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.

Credit: 3 semester hours

Prerequisites: ENGL 1301, ENGL 1302

ENGL 2343 Forms of Literature II*

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 2343 should not also take ENGL 2341. 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

Fire Science

FIRS 1301 Firefighter Certification I

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, 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 hours

FIRS 1313 Firefighter Certification III

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, 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: 3 semester credit hours

FIRS 1319 Firefighter Certification IV

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, 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 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 Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Three lecture hours, two lab hours per week.

Credit: 4 semester hours

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

EMSP 2237 Emergency Procedures

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

Credit: 2 semester hours

EMSP 1501 Emergency Medical Technician – Basic

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

Credit: 5 semester hours

EMSP 1261 Clinical – Emergency Medical – Technology/Technician

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Seven clinical hours per week.

Credit: 2 semester credit hours

POFT 1313 Professional Workforce

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

Credit: 3 semester hours

POFI 1301 Computer Applications I

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

Credit: 3 semester hours

Fire Technology

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

In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Three lecture hours per week.

Credit: 3 semester hours

FIRT 1353 Legal Aspects of Fire Protection

Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. Three lecture hours per week.

Credit: 3 semester hours

FIRT 1408 Fire Inspector I

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

Credit: 3 semester hours

FIRT 2305 Fire Instructor I

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

Credit: 3 semester hours

FIRT 2309 Firefighter Strategies and Tactics I

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. Three lecture hours per week.

Credit: 3 semester hours

French

FREN 1411 Beginning French I*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

FREN 1412 Beginning French II*

Fundamental skills in listening, comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

Prerequisite: FREN 1411

FREN 2311 Intermediate French I*

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: FREN 1412 or advanced standing by examination

FREN 2312 Intermediate French II*

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: FREN 2311

Geology

GEOL 1403 Physical Geology*

Principles of physical and historical geology. Study of the Earth's composition, structure, and internal and external processes. Includes the geologic history of the Earth and the evolution of life. Three lecture hours, three laboratory hours per week.

Credit: 4 semester hours

GEOL 1404 Historical Geology*

Principles of physical and historical geology. Study of the Earth's composition, structure, and internal and external processes. Includes the geologic history of the Earth and the evolution of life. Three lecture hours, three laboratory hours per week.

Credit: 4 semester hours

Prerequisite: None

German

GERM 1411 Beginning German I*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

GERM 1412 Beginning German II*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

Prerequisite: GERM 1411

GERM 2311 Intermediate German I*

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours.

Credit: 3 semester hours

Prerequisite: GERM 1412 or advanced standing by examination

Government

GOVT 2305 Federal Government*

Introduction to the theory and practice of politics and government in America at the national level. Topics include political theory, political culture, the United States Constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies. Three lecture hours per week.

Credit: 3 semester hours

GOVT 2306 Texas Government*

Introduction to the theory and practice of politics and government in America at the state and local levels, with special attention on Texas. Topics include political theory, state constitutions, federalism, political participation and elections, the institutions of government, the organization and purposes of local governments, and state and local public policy. Three lecture hours per week.

Credit: 3 semester hours

History

HIST 1301 United States History I* (United States History to Reconstruction)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the time of discovery to the end of the Civil War. Three lecture hours per week.

Credit: 3 semester hours

HIST 1302 United States History II* (United States History from Reconstruction)

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from Reconstruction to the present. Three lecture hours per week.

Credit: 3 semester hours

HIST 2301 Texas History*

Survey of Texas from the Spanish exploration to the present. Three lecture hours per week.

Credit: 3 semester hours

HIST 2313 History of England I*

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

Credit: 3 semester hours

HIST 2314 History of England II*

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

Credit: 3 semester hours

HIST 2321 World Civilizations I*

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

Credit: 3 semester hours

HIST 2322 World Civilizations II*

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

Credit: 3 semester hours

Humanities

HUMA 2323 World Cultures*

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

Credit: 3 semester hours

Industrial Technology

ART 2438 Air Conditioning Installation and Start Up A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Two hours lecture, four hours lab per week.

Credit: 4 semester hours

Prerequisite: HART 1407 or approval of instructor

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

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

Credit: 4 semester hours

CNBT 1416 Construction Technology I

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

Credit: 4 semester hours

CETT 1402 Electricity Principles

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

Credit: 4 semester hours

DFTG 1409 Basic Computer Aided Drafting

An introduction to computer aided drafting. Emphasis is placed on set up; creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

ELPT 2419 Programmable Logic Controllers

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

Credit: 4 semester hours

ENTC 1447 Safety and Ergonomics

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

Credit: 3 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 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

PFPB 1421 Plumbing Maintenance and Repair

Instruction in the practices and procedures employed by a plumber in the usual and unusual service work in the field of residential plumbing repairs including public relations. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

SEST 1441 Boiler-Operations, Installation & Maintenance

Safe installation, operation and maintenance procedures for boilers including total boiler analysis for maximum performance and efficiency of each system. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

WDWK 1313 Cabinet Making

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Finishing techniques include proper sanding, sealing, staining, and finishing techniques. One lecture hour, four lab hours per week.

Credit: 3 semester hours

WLDG 1317 Introduction to Layout and Fabrication

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Two lecture hours, two lab hours per week.

Credit: 3 semester hours

WLDG 1337 Intro to Welding Metallurgy

A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Two hours lecture, two lab hours per week.

Credit: 3 semesters hours

WLDG 1412 Introduction to Flux Cored Arc Welding (FCAW)

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

WLDG 1413 Introduction to Blueprint Reading for Welders

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

WLDG 1417 Introduction to Layout and Fabrication

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

WLDG 1421 Introduction to Welding Fundamentals

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)

A study of the principles of gas metal arc welding, set up and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421 Intro to Welding Fundamentals or approval of instructor

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421 Intro to Welding Fundamentals

WLDG 1435 Introduction to Pipe Welding

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G welds using various electrodes. Two lecture hours, four lab hours per week.

Credit: 4 semester hours

Prerequisites: WLDG 1421 Intro to Welding Fundamentals

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open v-groove joints in all positions. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

WLDG 2435 Advanced Layout & Fabrication

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

WLDG 2451 Advanced GTAW

Advanced topics in GTAW welding, including welding in various positions and directions. Two hours lecture, four lab hours per week.

Credit: 4 semesters hours

WLDG 2452 Advanced Flux Cored Arc Welding (FCAW)

Advanced concepts of flux cord arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

WLDG 2453 Advanced Pipe Welding

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Two hours lecture, four lab hours per week.

Credit: 4 semester hours

Kinesiology

KINE 1101 Physical Training for Freshmen*

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

Credit: 1 semester hour

KINE 1102 Physical Training for Freshmen*

A continuation of KINE 1101. Three lab hours each week.

Credit: 1 semester hour

KINE 1141 Introduction to Scuba Diving I—Open Water*

Instruction in beginning skills, equipment, and safe diving techniques. Taught as seven week course only. One hour lecture and 2 hours lab per week.

Credit: 1 semester hour

Prerequisites: The Professional Association of Diving Instructors (PADI) requires the following: medical statement, safety and liability waiver forms; 200 yard continuous swim or 300 yard snorkel swim; and 10 minute tread/float.

KINE 1142 Introduction to Scuba Diving II—Open Water*

Participation and instruction in advanced aquatic activities. Taught as seven week course only. One hour lecture and two hours lab per week.

Credit: 1 semester hour

Prerequisites: PADI requires the following: medical statement, safety and liability waiver forms; and at least open water diver certification or equivalent. Students need valid c-cards and log books.

KINE 1145 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

KINE 1251 Scuba Diving I—Dive Master*

Participation and instruction in advanced aquatic activities. One hour lecture and three hours lab per week.

Credit: 1 semester hour

Prerequisites: PADI requires the following: medical statement, safety and liability waiver forms; and KINE 2140 or equivalent. Students need valid c-cards and log books.

KINE 1252 Scuba Diving II—Instructor Development*

Participation and instruction in advanced aquatic activities. One hour lecture and three hours lab per week.

Credit: 1 semester hour

Prerequisites: PADI requires the following: medical statement, safety and liability waiver forms; and KINE 1251 or equivalent. Students need valid c-cards and log books.

KINE 1253 Lifeguard Training*

Participation and instruction in advanced aquatic activities. One lecture hour and three lab hours per week.

Credit: 2 semester hours

Prerequisites: demonstrated swimming skills

KINE 1301 Introduction to Physical Fitness & Sport*

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Three lecture hours per week.

Credit: 3 semester hours

KINE 1304 Personal/Community Health I*

Investigation of the principles and practices in relation to personal and community health. Three lecture hours per week.

Credit: 3 semester hours

KINE 1306 First Aid*

Instruction in and practice of first aid techniques. Three lecture hours per week.

Credit: 3 semester hours

KINE 1308 Sports Officiating I*

Instruction in rules, interpretation, and the mechanics of officiating selected sports. Three lecture hours per week.

Credit: 3 semester hours

KINE 1321 Coaching /Sports/Athletics I*

Study of the history, theories, philosophies, rules, and terminology of competitive sports. This course emphasizes the coaching techniques for football and basketball. Three lecture hours per week.

Credit: 3 semester hours

KINE 1322 Coaching /Sports/Athletics II*

Study of the history, theories, philosophies, rules, and terminology of competitive sports. This course emphasizes the coaching techniques for baseball. Three lecture hours per week.

Credit: 3 semester hours

KINE 1336 Sport and Recreation Management I*

Fundamental theory and concepts of college recreational activities with emphasis on programs, planning, and leadership. Three lecture hours per week.

Credit: 3 semester hour

KINE 1337 Sport and Recreation Management II*

Fundamental theory and concepts of college recreational activities with emphasis on programs, planning, and leadership. Three lecture hours per week.

Credit: 3 semester hour

KINE 1346 Drug Use and Abuse*

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, 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 2140 Rescue Diver*

Participation and instruction in advanced aquatic activities. Taught as seven week course only. One hour lecture and two hours lab per week.

Credit: 1 semester hour

Prerequisites: PADI requires the following: medical statement, safety and liability waiver forms; and KINE 1142 or equivalent. Students need valid c-cards and log books.

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

KINE 2356 Care and Prevention of Athletic Injuries*

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. Three lecture hours per week.

Credit: 3 semester hours

Management

BMGT 1305 Communications in Management

Basic theory and processes of communication skills necessary for the management of an organization's workforce. Three lecture hours per week.

Credit: 3 semester hours

BMGT 1327 Principles of Management

Concepts, terminology, principles, theories, and issues in the field of management. Three lecture hours per week.

Credit: 3 semester hours

BMGT 1344 Negotiations and Conflict Management

Theories which aid in the diagnosis of interpersonal and intergroup conflict. The role of manager as negotiator, intermediary, and problem-solver. Three lecture hours per week.

Credit: 3 semester hours

BMGT 1391 Special Topics in Business Administration Management and General Topics

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Credit: 3 semester hours

BMGT 1482, 1483, 2482 Cooperative Education

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

Credit: 4 semester hours

BMGT 2305 Advanced Communications in Management

A study of advanced principles of oral and written communications for managers. Three lecture hours per week.
Credit: 3 semester hours

BMGT 2309 Leadership

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify. Three lecture hours per week.
Credit: 3 semester hours

BMGT 2311 Change Management

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active participative style. Three lecture hours per week.
Credit: 3 semester hours

BMGT 2347 Critical Thinking and Problem Solving

Instruction in interpreting data for effective problem solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem solving in a term environment.
Credit: 3 semester hours

BMGT 2431 Principles of Quality Management

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. Four lecture hours per week.
Credit: 4 semester hours

BUSG 2309 Small Business Management

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Three lecture hours per week.
Credit: 3 semester hours

HRPO 2301 Human Resource Management

Behavioral and legal approaches to the management of human resources in organizations. Three lecture hours per week.
Credit: 3 semester hours

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 1305 Introduction to International Business and Trade

The techniques for entering the international market. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political/legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Three lecture hours per week.
Credit: 3 semester hours

ITSC 1301 Introduction to Computers

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Three lecture hours per week.
Credit: 3 semester hours

ITSW 1304 Introduction to Spread Sheets

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

ITSW 1307 Introduction to Databases

Introduction to database theory and the practical application of a database. Two lecture hours, two lab hours per week.
Credit: 3 semester hours

MRKG 1311 Principles of Marketing

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.
Credit: 3 semester hours

Mathematics

MATH 1314 College Algebra*

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included; may not apply toward a major in math. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: Meet TSI college-readiness standard for Mathematics and High School Algebra I & II or a grade of "C" or better in Math 0403.

MATH 1316 Plane Trigonometry*

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included; may not apply toward a major in math. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: Meet TSI college-readiness standard for Mathematics and High School Algebra I & II or MATH 1314 or instructor consent.

MATH 1324 Mathematics for Business and Social Sciences (Finite Mathematics)*

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

Credit: 3 semester hours

Prerequisite: Meet TSI college-readiness standard for Mathematics and High School Algebra I & II or a grade of "C" or better in Math 0403

MATH 1325 Calculus for Business and Social Sciences

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

Credit: 3 semester hours

Prerequisite: MATH 1324 or MATH 1314

MATH 1342 Elementary Statistics*

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Utilization of appropriate technology is required. This course is not part of the Cisco College Core Curriculum and may not apply toward a major in math or satisfy mathematics requirements for transfer students. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: Meet TSI college-readiness standard for Mathematics and High School Algebra I & II or a grade of "C" or better in Math 0403

MATH 1350 Fundamentals of Mathematics I*

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is intended for students seeking elementary and middle grade (K-8) teacher certification and includes the foundational math concepts taught at the elementary and middle grade levels. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: MATH 1314 or equivalent

MATH 1351 Fundamentals of Mathematics II*

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. It includes the foundational math concepts taught at the elementary and middle grade levels. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: MATH 1350, MATH 1314 or equivalent

MATH 2412 Pre-calculus*

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential,

logarithmic, and trigonometric functions. May include topics from analytic geometry; may not apply toward a major in math. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: Meet TSI college-readiness standard for Mathematics and High School Algebra I & II or MATH 1314

MATH 2413 Calculus I with Analytical Geometry*

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: Meet TSI college-readiness standard for Mathematics and High School Algebra I, II, & Precalculus or MATH 1314 and MATH 1316/2412

MATH 2414 Calculus II with Analytical Geometry*

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; numerical methods; indeterminate forms; improper integrals; sequences and series. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: MATH 2413

MATH 2415 Calculus III with Analytical Geometry*

Multivariable calculus, including vectors and vector-valued functions, partial differentiation, gradient, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Four lecture hours per week.

Credit: 4 semester hours

Prerequisite: MATH 2414

Medical Assisting

See listings under Allied Health.

Music

MUAP 1117, 1217 Woodwind Instrument*

Individual instruction in flute, oboe, saxophone, clarinet, or bassoon; 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 1137, 1237 Brass Instrument*

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 two lab hours per week.

Credit: 1 or 2 semester hours

MUAP 1169, 1269 Piano*

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

Credit: 1 or 2 semester hours

MUAP 1181, 1281 Voice*

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

Credit: 1 or 2 semester hours

MUEN 1121 College Band*

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

Credit: 1 semester hour

MUEN 1131 Jazz Band*

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

Credit: 1 semester hour

MUEN 1132 Pep Band*

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

Credit: 1 semester hour

MUEN 1133 Special Ensembles – Instrumental*

Select instrumental groups; performance includes country, popular, Dixieland, rock, and dramatic music; selection by audition; may be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

MUEN 1134 Chamber Ensemble*

Meets during the Spring semester. This course consists of rehearsing and performing moderate to advance wind ensemble literature and is designed for the technically and musically proficient band student. May be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

Pre-requisite: Audition Only

MUEN 1141 Cisco College Singers*

A Vocal Ensemble of mixed voices; open to all students by audition. Strongly recommended for music majors and minors; may be repeated for credit. Three lab hours per week.

Credit: 1 semester hour

MUEN 1151 Vocal Ensemble*

A select chamber vocal ensemble. Repertoire may include chamber music, madrigals, show Vocal Ensemble numbers. Students must be prepared for frequent performances and touring, including dance. May be repeated for credit. Two lab hours per week.

Credit: 1 semester hour

Prerequisite: Audition and instructor permission

MUEN 1192 Guitar Class I*

Class instruction in the fundamental techniques of playing and teaching guitar.

Credit: 1 semester hour

Prerequisite: Must have guitar to bring to class

MUEN 1193 Guitar Class II*

Class instruction in the fundamental techniques of playing and teaching guitar.

Credit: 1 semester hour

Prerequisite: Must have guitar to bring to class

MUEN 1221 College Band*

This course consists of marching band during the fall semester with all the activities and commitments that are required of a college band. Kinesiology credit granted for marching band. May be repeated for credit. Six lecture hours, three lab hours per week.

Credit: 2 semester hours

MUEN 1251 Vocal Ensemble*

A select chamber vocal ensemble. Repertoire may include chamber music, madrigals, show Vocal Ensemble numbers. Students must be prepared for frequent performances and touring, including dance. May be repeated for credit. Three lab hours per week.

Credit: 2 semester hours

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 at the keyboard. Two lab hours per week.

Credit: 1 semester hour

Co-requisite: MUSI 1312

MUSI 1301 Fundamentals of Music I*

Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Meets the requirements for elementary education majors. Three lecture hours per week.

Credit: 3 semester hours

MUSI 1306 Music Appreciation*

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Three lecture hours per week.

Credit: 3 semester hours

MUSI 1307 Music Literature*

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

Credit: 3 semester hours

MUSI 1311 Music Theory I*

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

Credit: 3 semester hours

Co-requisite: MUSI 1116

MUSI 1312 Music Theory II*

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

Credit: 3 semester hours

Co-requisite: MUSI 1117

MUSI 2116 Advanced Sight-singing and Aural Skills I*

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

Credit: 1 semester hour

Co-requisite: MUSI 2311

MUSI 2117 Advanced Sight-singing and Aural Skills II*

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

Credit: 1 semester hour

Co-requisite: MUSI 2312

MUSI 2311 Music Theory III*

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Correlates with MUSI 2116, Advanced Sight-singing and Aural Skills. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: MUSI 2116

MUSI 2312 Music Theory IV*

Continuation of advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction of 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Correlates with MUSI 2117, Advanced Sight-singing and Aural Skills. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: MUSI 2117

Nursing

RNSG 1170 Introduction to Health Care concepts

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

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

Credit Hours: 1

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

RNSG 1171- Professional Nursing Concepts 1

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

Credit Hours: 1

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

RNSG 2172 – Professional Nursing Concepts 2

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

Credit Hours: 1

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

RNSG 2173 – Professional Nursing Concepts 3

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

Credit Hours: 1

Co-Requisites: RNSG 2573, 2372

RNSG 2174 – Professional Nursing Concepts 4

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

Credit Hours: 1

Co-Requisites: RNSG 2574, 2360

RNSG 2371 – Concept-Based Transition 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.

Credit Hours: 3

Co-Requisites: RNSG 1170, 1171, 2172, 2362

RNSG 2572 – Health Care Concepts 2

In depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base, addition, anxiety, clotting, cognition, diversity, fluid and electrolytes, gas exchange, infection, inflammation, metabolism, nutrition, pain, and perfusion. Provides continuing opportunities for development of clinical judgment skills.

Credit Hours: 5

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

RNSG 2573 – Health Care Concepts 3

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.

Credit Hours: 5

Co-Requisites: RNSG 2173, 2372

RNSG 2574 – Health Care Concepts 4

In depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include acid-based, altered thought processes, clotting, diversity, fluid and electrolytes, gas exchange, metabolism, nutrition, perfusion, stress, tissue integrity, and violence. Continuing development of clinical judgment with integration of all program concepts.

Credit Hours: 5

Co-Requisites: RNSG 2174, 2360

RNSG 2362, 2372, 2360 – CLINICALS ASSOCIATED WITH ALL THREE SEMESTERS OF NURSING CLASSES

These are health-related work-based learning experiences that enable the student to apply specialized occupation 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 person and families experiencing chronic illness/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 registered nursing practice.

Credit Hours Each: 3 (Nine hours per week)

VNSG 1160 Clinical I

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Six clinical hours per week.

Credit: 1 semester hour

Co-requisite: VNSG 1304, VNSG 1423

VNSG 1227 Essentials of Medication Administration

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

Credit: 2 semester hours

VNSG 1230 Maternal-Neonatal Nursing

Utilization of the nursing process in the assessment and management of childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Two lecture hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 2160, VNSG 1234, VNSG 2161

VNSG 1234 Pediatrics

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Two lecture hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 1230, VNSG 2160, VNSG 2161

VNSG 1260 Clinical for Medical-Surgical Nursing I

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 1429

VNSG 1304 Foundations of Nursing

Introduction to the nursing profession including history, standards of practice, legal and ethical issues and role of the vocational nurse. Topics include mental health, therapeutic and communication, cultural and spiritual diversity, nursing process, and holistic awareness. Three lecture hours per week.

Credit: 3 semester hours

Co-requisite: VNSG 1160, VNSG 1423

VNSG 1331 Pharmacology

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

Credit: 3 semester hours

VNSG 1423 Basic Nursing Skills

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Two lecture hours, six lab hours per week.

Credit: 4 semester hours

Co-requisite: VNSG 1160, VNSG 1304

VNSG 1429 Medical Surgical Nursing I

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Four lecture hours and one lab hour per week.

Credit: 4 semester hours

VNSG 1432 Medical-Surgical Nursing II

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Four lecture hours and one lab hour per week.

Credit: 4 semester hours

VNSG 2160 Clinical for Maternal-Neonatal Nursing

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Six clinical hours per week.

Credit: 1 semester hour

Co-requisite: VNSG 1230, VNSG 1234, VNSG 2161

VNSG 2161 Clinical for Pediatric Nursing

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Concepts of mental health, pharmacology, nutrition, nursing process and technical skills are emphasized. Six clinical hours per week.

Credit: 1 semester hour

Co-requisite: VNSG 1230, VNSG 2160, VNSG 1234

VNSG 2260 Clinical for Medical-Surgical Nursing II

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 1432

VNSG 2261 Clinical for Advanced Nursing Skills

A health-related work-based learning experience that enables the student to apply specialized occupation theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve clinical hours per week.

Credit: 2 semester hours

Co-requisite: VNSG 2431

VNSG 2431 Advanced Nursing Skills

Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Three lecture hours and two lab hours per week.

Credit: 4 semester hours

Pharmacy Technician

See Allied Health for listing of courses.

Philosophy

PHIL 1301 Introduction to Philosophy*

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. Three lecture hours per week.

Credit: 3 semester hours

PHIL 2306 Introduction to Ethics*

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. Three lecture hours per week

Credit: 3 semester hours

Physics

PHYS 1317 Physical Science II*

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

Credit: 3 semester hours

Prerequisite: MATH 0403

PHYS 1401 College Physics I*

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 1316 or high school physics or approval of chairperson

PHYS 1402 College Physics II*

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hour

Prerequisite: PHYS 1401

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, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 0403

PHYS 1417 Physical Science II*

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

Credit: 4 semester hours

Prerequisite: MATH 0403

PHYS 2425 University Physics I*

Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: MATH 1314, MATH 1316 recommended or approval of chairperson

PHYS 2426 University Physics II*

Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism. A continuation of PHYS 2425. Three lecture hours, four laboratory hours per week.

Credit: 4 semester hours

Prerequisite: PHYS 2425

Psychology

PSYC 2301 General Psychology*

Survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. Three lecture hours per week.

Credit: 3 semester hours

PSYC 2314 Lifespan Growth and Development*

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. 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. Three lecture hours per week.

Credit: 3 semester hours

Real Estate

RELE 1200 Contracts, forms, and addenda

Promulgated Contract Forms, shall include but is 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.

Two hours lecture per week.

Credit: 2 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-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax. Three lecture hours per week.

Credit: 3 semester hours

RELE 1309 Real Estate Law

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

Credit: 3 semester hours

RELE 1311 Law of Contracts

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

Credit: 3 semester hours

RELE 1315 Property Management

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

Credit: 3 semester hours

RELE 1319 Real Estate Finance

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

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 60-hour requirement 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

See Allied Health for complete listing of courses.

Sociology

SOCI 1301 Introductory Sociology*

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

Credit: 3 semester hours

SOCI 1306 Social Problems*

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. Three lecture hours per week.

Credit: 3 semester hours

SOCI 2301 Marriage and the Family*

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society. Three lecture hours per week.

Credit: 3 semester hours

Spanish

SPAN 1305 Intensive Beginning Spanish*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basis vocabulary, grammatical structures, and culture. Covers material comparable to separate 1st –and 2nd – semester Spanish courses. Designed for students who enter with two or more years of high school Spanish but are not prepared to do work at the intermediate level. May not be taken for credit by students who have credit for SPAN 1411 or SPAN 1412.

Credit: 3 semester hours

SPAN 1411 Beginning Spanish I*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

SPAN 1412 Beginning Spanish II*

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Three lecture hours, one lab hour per week.

Credit: 4 semester hours

Prerequisite: SPAN 1411

SPAN 2311 Intermediate Spanish I*

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Three lecture hours per week.

Credit: 3 semester hours

Prerequisite: SPAN 1412 or advanced standing by examination

SPAN 2312 Intermediate Spanish II*

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 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, Humanities Division Chair, or Dean of Instruction.

Student Success

DESS 0101 Student Success

Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Skills will apply to all disciplines. One lecture hour per week.

Credit: 1 semester hours

Surgical Technology

See Allied Health for a complete listing of courses.

Theatre

DRAM 1220 Theatre Practicum I*

Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 2 semester hours

DRAM 1221 Theatre Practicum II*

Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 2 semester hours

Prerequisite: DRAM 1220

DRAM 1310 Introduction to Theatre*

Survey of all phases of theatre including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. Three lecture hours.

Credit: 3 semester hours

DRAM 1330 Stagecraft I*

Study and application of visual aesthetics of design which may include the physical theatre, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

DRAM 1341 Stage Make Up*

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

DRAM 1351 Acting I*

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Introduction to techniques of stage speech and movement, pantomime, and character analysis; participation in lab and department productions. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

DRAM 1352 Acting II*

Continued development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Study with practical experience in problems of creating characterization, with emphasis on developing vocal and physical skill in acting. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: DRAM 1351

DRAM 2121 Theatre Practicum IV*

Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 1 semester hours

Prerequisite: DRAM 2220

DRAM 2220 Theatre Practicum III*

Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. Six lab hours per week.

Credit: 2 semester hours

Prerequisite: DRAM 1221

DRAM 2331 Stagecraft II*

Continued study and application of visual aesthetics of design which may include the physical theatre, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Continuation of DRAM 1330; introduces theory and practical experience in areas of technical designs. Three lecture hours, three lab hours per week.

Credit: 3 semester hours

Prerequisite: DRAM 1330

DRAM 2366 Development of the Motion Picture I*

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, historical growth and sociological effect of film as an art. Three lecture hours per week.

Credit: 3 semester hours

Vocational Nursing

See Nursing for a complete listing of courses.

Welding

See Industrial Technology for a complete listing of courses.

College Employees**Faculty**

CHERYL ADAMS.....	NURSING
A.D.N., Angelo State University	
ALICIA ANDREATTA.....	GOVERNMENT
B.A., McMurry University	
M.A., Baylor University	
JACKY ANDREATTA.....	ATHLETIC TRAINING/KINESIOLOGY
B.S., Tarleton State University	
M.S., Texas Tech University	
JENNIFER ASBURY.....	NURSING
MSN., Patty Hanks Shelton School of Nursing	
DEBBIE BAKER.....	DIRECTOR OF WRANGLER BELLES, PERFORMING ARTS
B.S., Howard Payne University	
TERRA BARTEE	PSYCHOLOGY
B.S., Tarleton State University	
M.S., Tarleton State University	

DEBBIE BARTON.....BIOLOGY
A.A., Cisco Junior College
B.S., Tarleton State University
M.S.T., Tarleton State University

TOM BELL.....ENGLISH
B.A., Rocky Mountain College
M.A., University of Texas-Permian Basin

JAMES BERRY.....CRIMINAL JUSTICE
B.S., Sam Houston State University
M.S., Abilene Christine University

TONYA BINGHAMSURGICAL TECHNOLOGY
A.A. Tarrant County College

GLENNIS BOYD BUSINESS, COMPUTER INFORMATION SYSTEMS
B.B.A., Tarleton State University
M.B.A., Tarleton State University
Graduate Study, University of Houston

TIANAY M. BRALLEY BUSINESS, COMPUTER INFORMATION SYSTEMS
A.A., Cisco Junior College
B.B.A., Tarleton State University
M.B.A., Tarleton State University

CARL BRAY PHYSICS
B.A., Texas State University
M.A., Texas A & M University-Commerce

P. JANE BRIXEY BIOLOGY
A.S., Seward County Community College
B.S., Oklahoma State University
M.S., Auburn University
Ph.D., Auburn University

CINDY BROOKEY.....ENGLISH
B.Ed., Hardin-Simmons University
M.A., Hardin-Simmons University

MARK BUTZ..... DEVELOPMENTAL MATHEMATICS
B.S.M.E., Marquette University
M.D., Georgetown University
M.S., Texas A & M University
Texas Teaching Certification, Secondary Math, Midwestern University

AMY CALLAN CHILD DEVELOPMENT
B.S., Oswego State University
M.Ed., Hardin-Simmons University

ALWYN CLAUSEN BUSINESS/ECONOMICS
B.S., Howard Payne University
M.S., Baylor University

JERRY CLEMONS MATHEMATICS
B.S., Texas A & M University
M.S., Texas A & M University-Texarkana
Graduate Study, University of Southern Mississippi

ANGIE COOK ENGLISH
 B.A., University of Texas at Austin
 M.A., Northern Arizona University

MELODY CUSSON RESPIRATORY CARE
 CRT, RRT, Southwest Texas State University
 A.A.S., Cisco Junior College
 B.A., Ottawa University
 M.A., Ottawa University

LEE DAVIDSON AUTOMOTIVE TECHNOLOGY
 A.A.S., Cisco Junior College

PAM DORN NURSING
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RESIDENCE HALL APPLICATION

CISCO COLLEGE
CISCO, TX 76437

Please Print Legibly

Last Name First Middle Social Security No.

Address City State Zip

(_____) _____
Home phone

(_____) _____
Cell phone

☐ Male ☐ Female Age _____ Date of Birth _____

Semester and Year applying: ☐ Fall ☐ Spring Year: _____

Classification: ☐ Freshman ☐ Sophomore ☐ Transfer

Were you recruited (or signed a letter of intent) by one of the following organizations?

- ☐ Football ☐ Agriculture ☐ Women's Basketball ☐ Band
☐ Men's Baseball ☐ Cheerleader ☐ Theater ☐ Women's Volleyball
☐ Athletic Trainer ☐ Belles ☐ Cosmetology ☐ Women's Softball
☐ Other (specify): _____

Do you have a chronic or physical disability that requires special diet or treatment? _____

If yes, please explain: _____

Parent/Guardian contact info: _____
Name Relationship

(_____) _____
Home phone

(_____) _____
Work phone

(_____) _____
Cell Phone

Previous illnesses or injuries an emergency physician would need to know:

Current medications: ☐ None, or list: _____

Drug allergies: ☐ None known, or list: _____

Automobile: _____
Year Make Model

Color License Plate No. (required)

Major: _____ High School: _____

Are you a: ☐ Smoker ☐ Non-smoker

Name of roommate desired: _____

Arrangements to pay for room and board must be made prior to registration.

If withdrawal occurs during a semester, no refund will be made for room rent after 30 days. However, the board charge will be refunded on a pro rata basis computed to the end of the week when the official withdrawal is completed.

It is the policy of Cisco College to provide equal employment, admission, and educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Cisco College provides separate residence halls for men and women residents. No married student housing is provided.

Please read the following prior to signing below.

While a resident student at Cisco College, I agree to conduct myself in a manner acceptable in an educational environment and polite society. I understand that the College has dormitory rules and regulations. I agree to abide by the rules and regulations of the college as set forth in the Dormitory Handbook and Student Handbook. I understand that an infraction of the college policy will result in an appropriate disciplinary action that may include the immediate eviction from campus housing (without refund) and the refusal of future dormitory residency.

Student Signature

Date

If student is under eighteen years of age, parent or legal guardian must sign.

Parent or Legal Guardian Signature

Date

CHECKLIST OF ITEMS TO MAIL TO HOUSING OFFICE

A room will not be reserved without the following:

- ☐ THIS APPLICATION, completely filled out.
- ☐ \$100 APPLICATION FEE. Make check or money order payable to Cisco College. No cash. Grants, student loans and scholarships may NOT be used for the fee.
- ☐ PROOF OF VACCINATION AGAINST BACTERIAL MENINGITIS.
Texas Education Code, Section 51.9192, Subchapter Z requires first-time students of higher education who will reside in campus housing to provide to the college a certificate signed by a health practitioner verifying that the student has been vaccinated against bacterial meningitis.

Mail to: Cisco College, Attn: Housing, 101 College Heights, Cisco, TX 76437

**CISCO COLLEGE HEALTH CERTIFICATE
INTERCOLLEGIATE ATHLETIC PARTICIPANTS**

Please Print or Type

Last Name First Middle

Home Address City State Zip Code

Telephone No. E-mail Address

☐ Male ☐ Female Age _____ Date of Birth _____

Parent's Name _____

Phone _____

Spouse's Name _____

Phone _____

Physician's Name _____

Phone _____

Is general health good? _____

If not, give details: _____

Disabilities? _____

If so, give details: _____

Recommended for physical education activity ☐ Yes ☐ No

IMMUNIZATIONS: (Required by state law)

Diphtheria/Tetanus (*Last dose or booster within the past 10 years*) Date _____

Polio (*Under 19 years of age, one dose since 4th birthday*) Date _____

PHYSICAL EXAMINATION:

(*Necessary for those intending to participate in intercollegiate athletics.*)

Height _____

Weight _____

Head, face, neck and scalp _____

Nose _____

Mouth and throat _____

Ears _____

Eyes _____

Lungs and chest _____

Blood Pressure _____

Abdomen _____

Anus _____

Pulse _____

Extremities _____

G.U. System _____

Cardio-Vascular System _____

Emotional Stability _____

_____ M.D.

(Signature of Physician)

Address _____

Date of Examination _____

Mail to:

Director of Athletic Programs & Facilities
Cisco College
101 College Heights
Cisco, TX 76437