

NORTH CENTRAL TEXAS COLLEGE

North Central Texas College is accredited by The Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates of Completion.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404)679-4500 for questions about the accreditation of North Central Texas College.

BULLETIN • Volume 79

© 2011, North Central Texas Community College District

NOTICE: All information printed in this edition of the Bulletin of North Central Texas College is subject to change by the Board of Regents and Administration. Every effort is made to make the information contained herein as complete and accurate as possible; however, changes may occur at any time in requirements, deadlines, fees, curricula, courses listed/offered and times offered. Course numbers and descriptions may change from previous Bulletins/Schedules/Catalogs, and such changes will be on record in the offices of the Vice President of Instruction, the Instructional Deans, Vice President of Student Services and Vice President of Financial Services.

Changing the World...One Student at a Time

Statement of Core Values

North Central Texas College is accountable to its students, colleagues, and the community and holds the following values to be fundamental:

Affordable, Quality Education

NCTC is passionate about providing access to higher education. Its highly qualified faculty and staff and student-centered programs and services reflect NCTC's commitment to excellence.

Stimulating Learning Environments

NCTC fosters diverse, challenging, and engaging learning environments to empower its students to impact a global society as creative problem solvers, critical thinkers, and dynamic leaders.

Integrity

NCTC faculty, staff, and students act in an ethical, honest and responsible manner.

Innovation

NCTC embraces creative ideas and challenging initiatives.

Cohesive Relationships

NCTC cultivates productive partnerships through teamwork, personalized attention, and open communication.

Encouragement

NCTC supports students, faculty and staff by welcoming diversity and promoting mutual respect.

GRADUATE GUARANTEE PROGRAM

Transfer Credit

NCTC guarantees to its Associate of Arts and Associate of Science students who have met the requirements for the degree, beginning May, 1992 and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at North Central Texas College.

1. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
2. Transferability refers to courses in a written transfer/degree plan filed in a student's file at North Central Texas College.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction at North Central Texas College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, North Central Texas College will allow the student to take, within a one-year period from granting of a degree at North Central Texas College, tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

Guarantee for Job Competency

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours or additional skill training by North Central Texas College under the conditions of the guarantee policy. Special

conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning May, 1992 or thereafter in a technical, vocational or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the North Central Texas College system, with a minimum 75 percent of credits earned at North Central Texas College, and must have completed the degree or certificate within a five-year span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate Department Chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by North Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Department Chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against North Central Texas College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the appropriate Department Chair within 90 days of the graduate's initial employment.

IMPORTANT NOTICE TO ALL STUDENTS

CIVIL RIGHTS : In compliance with Title VI of the Civil Rights Act of 1964 (P.L.88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318). and the Age Discrimination Act of 1978 (P.L. 92-256), North Central Texas College does not discriminate against or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of sex, race, color, religion, age, handicap, national origin, or veteran status.

RIGHTS OF INDIVIDUALS WITH DISABILITIES : North Central Texas College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), the Americans With Disabilities Act of 1990, and with the ADA Amendments Act (ADAAA) of 2009 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability. For further information and assistance, contact the Office for Students with Disabilities (OSD) at 940-668-4209.

ACCESS TO PROGRAMS : North Central Texas College offers educational and occupational/technical programs, as described in the College catalog, to all persons without regard to sex, race, color, religion, age, handicap, or national origin. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog.

FAMILY EDUCATIONAL RIGHTS AND RECORDS

ACCESS ANNUAL NOTICE : In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: student’s name, address, telephone number and student email; dates of attendance; educational institution most recently attended; and other information including major field of study and degrees and awards received. A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first 4 class days of a summer session. If no request to withhold directory information is filed, information is released upon inquiry. No transcript or academic record is released without written consent from the student except as specified by law.

RELIGIOUS HOLY DAYS: In compliance with Texas Education Code, Section 51.911, North Central Texas College allows a student who is absent from class for the observance of a religious holy day to make up the classwork for that day within a reasonable time after the

absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

ILLEGAL DRUGS : In compliance with HR253/SR645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Vice-President of Student Services for a copy of due process procedures.

STANDARD OF CONDUCT: The college student is considered a responsible adult. The student’s enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

POLICY ON HIV INFECTION AND AIDS : The North Central Texas College policy on HIV infection and AIDS is available in the office of the Vice-President of Student Services. An educational pamphlet on AIDS is available in the Counseling Center and the Office of the Vice-President of Student Services.

BACTERIAL MENINGITIS VACCINATION: During the 2011 Texas Legislative session, Senate Bill 1107 (SB 1107) was passed and signed into law. Effective with enrollment after January 1, 2012, SB 1107 requires students, with certain exceptions, to provide proof of vaccination or booster no later than the 10th day before the first day of the semester. During the 2013 Texas Legislative session, Senate Bill 62 (SB 62) was passed. Please check the NCTC website for updated information.

INCLEMENT WEATHER AND CLOSING OF THE

COLLEGE : North Central Texas College schedules its instruction to comply with the Common Calendar published by the Texas Higher Education Coordinating Board. College instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify its students through a variety of means. An official closing of the college delays all work until the next class meeting or until a date determined by the instructor. Make-up days for official college closings will be scheduled as needed.

If a student is in an area experiencing severe weather and the college has not officially closed, it is that student’s responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about the instructor’s rules for make-up work.

For information about your rights or about grievance procedures, contact the Vice-President of Student Services,

North Central Texas College, 1525 W. California Street,
Gainesville, TX, 76240, (940)668-4240.

ACADEMIC CALENDAR

<u>Calendar Event</u>	<u>Fall 2017</u>
April 10	Registration Begins
July 4	4th of July Holiday Observed - College Closed
August 19 & 26	Saturday Campus Hours 9am- 1 pm (Gainesville and Corinth Campuses Only)
August 27	Last Day of 100% Refund for Courses Dropped
August 28	Classes Begin
September 4	Labor Day Holiday - College Closed
September 5	Official Date of Record for 1st 8 Week Semester
September 11	Official Date of Record for 16 Week Semester
September 28	Last Day to withdraw from a class with a grade of 'W' for 1st 8 Week
October 20	Term Ends for 1st 8 Week
October 23	Last Day of 100% Refund for Courses Dropped 2nd 8 Week Semester
October 21	Final Grades, Attendance Rosters & Grade Rolls due at Noon for 1st 8 Week
October 23	Classes Begin for for 2nd 8 Week Semester
October 30	Official Date of Record for 2nd 8 Week Semester
November 9	Last day to withdraw from a class with 'W' for regular semester 16 Week Session
November 23	Last Day to withdraw from a class with a 'W' for 2nd 8 Week Session
November 22 - November 25	Thanksgiving Holiday - College Closed
November 27	Classes Resume after Thanksgiving Holiday
December 9	Final exams for Saturday courses
December 9-15	Final exams (see final exam schedule)
December 15	Commencement Ceremonies
December 15	Term Ends
December 16	Final Grades, Attendance Rosters & Grade Rolls due at Noon
December 20- Jan 3	Christmas & New Year's Holiday

<u>Calendar Event</u>	<u>Mini-Mester 2017 (Only Online Classes Offered)</u>
April 10	Registration Begins
December 17	Last Day of 100% Refund for Courses Dropped

December 18	Classes Begin
December 20	Official Date of Record
December 25	Christmas Holiday Observed-College Closed
December 29	Last day to withdraw from a class with a grade of 'W'
January 7	Final Exams
January 11	Term ends
January 13	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event Spring 2018

November 13	Registration Begins
Dec 20 - Jan 3	Christmas & New Year's Holiday - College Closed
January 13	Saturday Campus Hours 9 am-1 pm (Gainesville and Corinth Campuses Only)
January 15	Martin Luther King Holiday Observed - College Closed Last Day for 100% Refund for Courses Dropped
January 16	Classes begin
January 22	Official Date of Record for 1st 8 week Semester
January 29	Official Date of Record 16 week Semester
February 22	Last Day to withdraw from a class with 'W' for 1st 8 Week Semester
March 9	1st 8 week semester final exams
March 9	Term ends for 1st 8 week semester
March 10	Final Grades, Attendance Rosters & Grade Rolls due at noon for 1st 8 week semester
March 12-17	Spring Break
March 18	Last Day of 100% Refund for Courses Dropped for 2nd 8 Week Session
March 19	Classes Begin for 2nd 8 Week Semester
March 26	Official Date of Record for 2nd 8 Week Semester
April 5	Last day to withdraw from a class with a grade of 'W' for regular 16 Week Semester
April 25	Last day to withdraw from a class with a grade of 'W' for 2nd 8 Week Semester
May 5	Final exams for Saturday courses
May 8-10	Final exams (see final exam schedule)
May 10	Final exams for 2nd 8 week courses
May 11	Commencement Ceremonies
May 11	Term Ends
May 12	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event

November 13	<u>May-Mester 2018</u>
May 14	Registration Begins
May 14	Last Day for 100% Refund for Courses Dropped
May 14	Classes Begin
May 15	Official Date of Record
May 25	Last Day to withdraw from a class with a grade of "W"
May 28	Memorial Day-classes dismissed-college closed
May 31	Final Exams – administered during class; Term ends
June 2	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event

April 16	<u>Summer I 2018 (5-Week Session)</u>
June 3	Registration Begins
June 4	Last Day for 100% Refund for Courses Dropped
June 7	Classes Begin
June 28	Official Date of Record
July 4	Last day to withdraw from a class with a grade of 'W'
July 5	4th of July Holiday Observed - College closed
July 7	Final exams administered during class; Term Ends
July 7	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event

April 16	<u>Summer II 2018 (5-Week Session)</u>
July 8	Registration Begins
July 9	Last Day for 100% Refund for Courses Dropped
July 12	Classes Begin
July 26	Official Date of Record
August 9	Last Day to withdraw from a class with a grade of "W"
August 11	Final exams administered during class; Term ends
August 11	Final Grades, Attendance Rosters & Grade Rolls due at Noon

Calendar Event

April 16	<u>Summer III 2018 (10-Week Session)</u>
June 3	Registration Begins
June 4	Last Day of 100% Refund for Courses Dropped
June 23	Classes Begin
July 4	Official Date of Record
July 12	4th of July Holiday Observed – College Closed
August 9	Last day to withdraw from a class with a grade of "W"
August 11	Final exams administered during class; Term ends
August 11	Final Grades, Attendance Rosters & Grade Rolls due at Noon

COLLEGE PERSONNEL

BOARD OF REGENTS	TERM EXPIRES	
Karla Metzler, Gainesville	Chair	2021
Dr. Bill Ledbetter, Gainesville	Vice-Chair	2017
Christy Morris, Gainesville	Secretary	2019
Patsy Wilson, Gainesville	Member	2021
Richard Haayen, Gainesville	Member	2017
Jon Grime, Muenster	Member	2021
Matt Chalmers, Gainesville	Member	2019

President's Leadership Team

Dr. Brent Wallace, President - Chief Executive Officer
B.B.A., Hardin-Simmons U.; M.A., Abilene Christian U.;
Ph.D., Texas Tech U.

**Dr. Andrew Fisher, Provost-Chief Academic Officer &
Chief Student Services Officer**
B.A., U. of North Texas; M.S., Texas A&M U. Commerce;
Ed.D., Texas A&M U. Commerce

Dr. Janie Neighbors, Vice President of Fiscal Affairs
A.S., North Central Texas College; B.S., M.B.E., U. of
North Texas;
Ed.D., Texas A&M U. Commerce

Debbie Sharp, Vice President of External Affairs
B.S., M.S., U. of North Texas

**Dr. Emily Klement, Associate Vice President of
Academic Partnerships, Bowie/Graham Campus**
B.S., M.Ed., Ed.D., U. of North Texas

Robbie Baugh, Vice President of Administrative Affairs
B.B.A., U. of North Texas; M.B.A., U. of Mary Hardin-
Baylor

**David Brown, Associate Vice President - Institutional
Research and Strategic Planning**
B.S., M.B.A., U. of North Texas

Deans and Directors

Kim Birdwell, Director of Graham Campus
B.S., Texas Tech U.

Jessica Carlile, Dean of Lifelong Learning
B.S., M.Ed. Texas Woman's U.

Melinda Carroll, Director of Admissions/Registrar
B.S., U. of Texas Arlington

Denise Cason, Chief Information Officer
A.S., North Central Texas College; B.S., Bellevue Univ.

Roy Culberson, Dean of Denton County Campuses
B.A., M.Ed., U. of Texas at El Paso

Dr. Roxanne Del Rio, Associate Dean of Partnerships
A.A., Del Mar College; B.A., Corpus Christi State Univ.;
M.P.A., U. of North Texas

Jessica DeRoche, Director of Flower Mound Campus
B.A., M.Ed., U. of North Texas

Tracey Fleniken, Director of Counseling & Testing
B.A., McNeese State Univ.; M.A., Texas Woman's Univ.

Daisy Garcia, Director of Student Life
A.A.S.; B.B.A., U. of North Texas

Dr. Larry Gilbert, Dean of English and Social Sciences
B.S., Texas Tech U.; M.Ed., Tarleton State U.; Ed.D.,
Texas Tech U.

**Van Hedrick, Athletic Director, Head Softball Coach,
Dept Chair Physical Education**
A.S., Vernon Regional Jr. College; B.A., M.A., Tarleton
State Univ.

Debbie Huffman, Dean of Workforce and Technology
A.A.S., North Central Texas College; B.A.A.S., M.S., U.
of North Texas

Ermie Kemp, Director of Financial Services
B.S., U. of San Carlos

Rodney Lipscomb, Dean of Students
M.S., Florida State Univ.

**Dr. O. John Maduko, Dean of Health Sciences &
eLearning**
M.D., St. Matthew's University School of Medicine

Mary Martinson, Dean of Student Success
B.A., Texas Tech U.; M.A., U. of North Texas

Lynn Peters, Senior Director of Payroll/Benefits
A.S., North Central Texas College; B.S., Bellevue Univ.

Diane Roether, Dean of Libraries
B.A., New Mexico State U.; M.A., U. of Oklahoma;
M.L.S., U. of North Texas

Kay Schroeder, Director of Human Resources

B.A., U. of North Texas

Susan Svane, RITA Grant Manager

b.S., Texas Woman's U.; M.Ed., U. of North Texas

Ashley Tatum, Director of Financial Aid

A.A., A.A.S., North Central Texas College; B.S., M.Ed., U. of North Texas

Donna Uptergrove, Director of Grants

B.B.A., M.M.A., Texas Tech Univ.

Dianne Walterscheid, Director of Marketing & Public Relations

B.F.A., U. of North Texas

Kristen Weinzapfel, Associate Dean, English, Speech & Foreign Language

B.S., Texas Tech Univ; M.A., Midwestern State Univ.

Faculty

Don Abernathy, Physics

B.S., U. Texas at Arlington; M.S., Texas A&M U.

Mario Aguirre, Industrial Technology

Certificate of Completion, Texas State Technical College

Doug Akins, Department Chair, Business Management

B.S., Univ. of South Mississippi; M.S. American Sentinel

Sara Alford, Mathematics

A.S., Angelina College, B.S., Stephen F. Austin U., M.S., Texas A&M U-Commerce

Dee Amaradasa, Accounting

M.S., Univ. of North Texas

Belinda Anderson, Biology

B.S, Texas A&M U.; M.S., Virginia Tech

Dr. Jahue Anderson, History

Univ. of Texas, B.A., Texas State Univ., M.A., PhD., Texas Christian Univ.

Dr. Diana Avila, Science

St. Mary's University, B.S.; PhD.; University of Texas Health Science Center at San Antonio

Judy Archer, Dept Chair, Information Technology

B.A., U. of North Texas

Jacob Arnold, English

B.A., Univ. of North Texas; M.F.A., Queens Univ. of Charlotte, N.C.

Keith Bailey, Mathematics

B.A., U. of Texas Austin; M.S., U. of North Texas

Dawn Bahr, Vocational Nursing

B.S., Texas Tech U.

Patricia Barrera, Teacher Education

B.A., Univ. of Texas- Arlington; M.Ed., Texas Woman's Univ.

Ron Bautch, Mathematics

B.S., U. of Wisconsin-Platteville; M.S., Texas Woman's U.

Dennis Beane, Industrial Technology

Certificate, North Central Texas College

Holly Bell, Government

B.S., U. of Nebraska at Kearney; M.A. U. of Texas-Arlington

Vickie Belt, Vocational Nursing

A.D.N., Tarrant County College

Dr. Lisa Bellows, Biology

A.S., A.A., North Central Texas College; B.S., M.S., Texas Woman's U.; Ph.D., Texas Christian U.

Bill Bernard, Mathematics

B.A., M.A., U. of Florida; J.D., Harvard Law School

Melanie Billmeier, Program Coordinator, Radiological Technology

A.A.S., B.S., M.S., Midwestern State U.

Chris Bishop, English

B.A., M.A., Midwestern State U.

Nick Bixby, Vocational Nursing

Cert., NCTC

Lori Blagg, College Prep Math

B.A., Texas A&M Univ.; M.Ed. Univ. of Texas at Arlington

Melissa Blankenship, Economics

M.S., Texas A&M Univ.

Jennifer Boling, College Preparatory Studies

B.A., Oklahoma Baptist U.; M.A., Oklahoma State U.

Theresa J. Borden, Vocational Nursing

B.S.N., Medical U. of South Carolina

Rachel Bowles, Associate Degree Nursing

B.S.N., Univ. of Texas-Tyler; M.S.N., Baylor Univ.

Ed (Bill) Brown, Petroleum Technology

A.S., Midland College; B.S., Texas Woman's Univ.

John Bryant, Emergency Medical Services

A.A.S., Cisco Junior College; A.A.S. North Central Texas College

Angie Bullard, Head Volleyball Coach, Physical Education

B.S., M.Ed., Tarleton State U.

Robert Burton, English

B.A., U. of North Texas; M.A., Texas Woman's U.

Cathy Carney, Vocational Nursing

Certificate, North Central Texas College, A.A.S., Grayson County College; B.S.N, UT-Arlington

Jeremy Carroll, Industrial Technology (Machining)**Taylor Christian, Assistant Softball Coach, Physical Education**

A.A., North Central Texas College; B.S., Northwestern Oklahoma State

Malea Clarke, Dept. Chair, Petroleum Technology

B.S., Texas A&M Univ.

Linda Coolen, English, Speech, Foreign Language

B.A., M.A.; U. of North Texas

Kathy Corley, Social Science

A.A.S., Vernon Regional Junior College; B.B.A., M.A., Texas Woman's U.; M.A. Midwestern State U.

James Crump, Biology

B.S., M.S., Texas A&M U.–Commerce

Kevin T. Davis, Government

B.S., Oregon State U.; M.A., Texas Tech U.; M.A., UT–Permian Basin

Dr. Rhett Davy, Sociology

B.S., M.A., Ph.D., U. of North Texas

Susan Decker., Biology

B.F.A., U. of North Texas; M.A., U. of Texas Southwestern Medical Center

Dawn Dias, Office Systems Technology

A.A., A.A.S., North Central Texas College; B.S., Tarleton State U.; M.Ed. Tarleton State U.

Alisha Dietz, English

A.A., North Central Texas College; B.S., Univ. of North Texas; M.A, Texas Woman's U.

Cliff Downey, Criminal Justice

B.S., Mississippi College; M.A., U. of Houston–Clear Lake

Dr. Sam Dunlap, Biology

B.S., Hendrix College; M.S., Louisiana State U.; Ph.D., U. of Georgia

Dr. Doug Elrod, Biology

B.S., U. of Arkansas-Little Rock; M.S., Memphis State U.; Ph.D., U. of North Texas

Jane England, History

B.A., M.A., U. of North Texas

Rondie Escamilla, Associate Degree Nursing

A.A.S, Grayson College; B.S.N., Midwestern State U.; M.S.N., U. of Texas-Tyler

Dr. Kevin Eubanks, English

B.A., M.A., Baylor U.; Ph.D., U. of Tennessee

Gabrielle M. Fletcher, English

A.A. City Colleges of Chicago; B.A., U. of New Mexico; M.A., Old Dominion U.

Strider Floyd, Program Coordinator, Emergency Medical Services

A.A.S., Excelsior; A.A.S., North Central Texas College; B.S., Univ. of North Texas

Sara Flusche, Department Chair Teacher Education, Program Coordinator, Science Grants

A.A., A.S., North Central Texas College; B.S., Texas Women's U.; M.A. U. of Texas–Dallas

Michele Forbis, College Preparatory Studies

B.S., M.Ed., U. of Missouri-Columbia

Madison Fortenberry, Assistant Volleyball Coach, Physical Education

B.A., Univ. of North Texas; M.S., Texas Woman's Univ.

Dr. William Franklin, English

B.A., U. of Texas–Austin; M.A., Ph.D., U. of North Texas

Kathryn Fritz, College Preparatory Studies

A.S., North Central Texas College; B.S., Texas Woman's U.

Leah Fuhrmann, Associate Degree Nursing

A.D.N., North Central Texas College; B.S.N., M.S.N., Texas Woman's U.

Linda Fuqua, College Preparatory Studies

A.A., North Central Texas College; B.S., Texas Woman's U.; MBA, Texas Woman's U.

Dr. Cherly Furdge, Department Chair, Law Enforcement and Engineering Technology

B.S., M.S., Mississippi Valley State U.; Ph.D., Texas Woman's Univ.

Jeremy Godwin, History

B.A., M.A., Dallas Baptist Univ.

Caroline Gosch, Economics

B.S., M.S., Univ. of North Texas

Marsha Gossett, College Preparatory Studies

B.S., U. of Kansas

Dr. Sara Gottardi, Spanish

M.A., Baylor Univ.; Ph.D., U of Tennessee, Knoxville

Dianne Gravley, Speech

M.S., Univ. of North Texas

Dr. Rochelle Gregory, English, Honors Program Coordinator

B.A., M.A., Tarleton State U.; Ph.D., Texas Woman's U.

Misty Hamner, Mathematics

B.S., Southwestern Oklahoma State U.; M.S., Baylor U.

Ashley Hartman, Horticulture

B.A., M.S., Texas A&M U.

Justin Hawkins, Speech

B.A., Texas A&M; M.A., Univ. of North Texas

Van Hedrick, Athletic Director, Head Softball Coach, Physical Education

A.S., Vernon Regional Jr. College; B.A., M.A., Tarleton State U.

Kevin Henson, CyberSecurity

B.S., Univ. of Texas at Dallas

William Hill, Computer Information Technology

B.B.A., Oklahoma Baptist U.

Donna Hooper, Dept. Chair, Government & Economics

A.A.S., North Central Texas College; B.S., M.A., Texas Woman's U.

Dr. Elizabeth Garza Howell, Dept. Chair College Preparatory Studies

B.A., U. of Texas-Austin; M.A., U. of Texas-Arlington; Ph.D., Southern Methodist Univ.

Richard Huckaby, Government

B.S., U. of Houston M.P.A., Texas Tech U.

Alice Hupp, Vocational Nursing

Certificate, Grayson County College; A.A.S., North Central Texas College; B.S., Texas Woman's U.

Dr. Ann Jagoe, English

B.A., M.A., Ph.D., Texas Woman's U.

Linda Janoc, BCIS

B.A.A.S., M.S., Univ. of North Texas

Robin Cole-Jett, History

M.Ed., Univ. of North Texas

James Jones, History

B.A., M.A. Univ. of Texas-Dallas

Preston Kash, Drafting Technology

A.A.S., North Central Texas College; A.A.S., Community College of the Air Force; B.A.A.S., U. of North Texas

Dr. Judith Keller, College Preparatory Studies

B.S., Kennesaw State Univ.; M.S., Ed.D., Univ. of North Texas

Dr. Leslie Kelley, Dept. Chair, Behavioral & Cultural Studies

B.A., M.A., Franciscan Univ.; M.A., Ph.D. Texas Woman's Univ.

Steve Keith, Dept Chair, Agriculture, Farm & Ranch

B.S., Univ of Tennessee, M.S., Tarleton State U.

Gina Kinard, Associate Degree Nursing

B.S.N., Texas Woman's Univ.; M.S.N., Univ. of West Georgia

Vince Kinney, Music

M.A., Univ. of North Texas

Dr. Franz Klutschkowski, Psychology

B.A., M.A., Wichita State U.; Ed.D. Texas A&M U.–Commerce

Ravi Kumar, Math

M.A., Texas Christian Univ.

Dr. Pat Ledbetter, History

B.A., U. of Houston; M.A., Ph.D., U. of North Texas; M.Ed., J.D., Texas Tech U. School of Law

Brent Lehman, CITE

B.S., Univ. of California, Irvine; M.S., Univ. of California Santa Barbara

Emily Lewis, Associate Degree Nursing

A.A.S., North Central Texas College; M.S., Texas Woman's Univ.

Stephanie Lindsey, Program Coordinator Cosmetology Cert., North Central Texas College

Marcia Little, English

B.A., M.A., Missouri State Univ

Alyson Livingston, Business Management Administration

B.B.A., U. of Oklahoma; M.B.A., U. of Texas-Arlington

Jane Lopes, Vocational Nursing

B.S.N., Seton Hall U.

Nelson Lozano, Mathematics

B.S., M.S., The University of Texas at Dallas

Cathy Luse, Equine

A.A., Midway College

Cindy Lutkenhaus, Associate Degree Nursing

A.D.N., North Central Texas College; B.S., M.S., Texas Woman's Univ.

Julie Martin, Simulation Center

A.D.N., North Central Texas College; B.S., M.S., Texas Woman's Univ.

Dee Ann McFarlin, Speech

B.A., Central Bible College; M.S.; U. of North Texas

Tiffany McQuien, Vocational Nursing

Cert., Boston Reed College

Richard Merrill, Accounting

M.B.A., M.S., Accounting, U. of North Texas

Kimberly Monday, Vocational Nursing

Certificate, A.D.N., North Central Texas College

Josh Montandon, History

B.A., York College; M.A., U. of North Texas

Bret Moore, Industrial Technology

Certificate, Grayson College

Diane Neu, Associate Degree Nursing

A.D.N., North Central Texas College; B.S.N., M.S.N., Univ. of Texas-Arlington

Ann Norcross, Psychology

B.A., Angelo State U.; M.A., U. of North Texas

Dr. John (Jack) O'Connor, Philosophy

B.A., U. of Waterloo; M.A., U. of Dallas; Ph.D., Univ. of Texas-Dallas

Moses Omane-Boateng, Economics, Sociology, Government

M.P.A., U. of North Texas

Brandon Ostler, Emergency Medical Services

A.A.S., North Central Texas College; A.S., Excelsior College

Benjamin Owens, Mathematics

B.S., M.S., Univ. of North of North Texas

Marla Owens, College Preparatory Studies

B.S., Langston U.

James Page, History, Government

B.A., M.A., U. of North Texas

Serapio Pena, Industrial Technology

B.S.O.E., Wayland Baptist Univ.

Toni Perkins, Vocational Nursing

Certificate, Amedd Center & School; A.A.S., North Central Texas College; B.S., F.N.P., M.S.N., Texas Woman's U.

David Powell, History

B.A., Miami U.; M.A., U. of Texas at Tyler; J.D., U. of Texas

Gloria Prince, Cosmetology

Certificate, Amarillo College of Hairdressing

Dr. Terry Province, Computer Science

B.S., DeVry; M.B.A., Regis U., Ed.D., U. of North Texas

Adam Ramsey, Government

M.A., Univ. of North Texas

Donald Randell, Asst. Baseball Coach, Teacher Education

B.S., Univ. of Houston; M.Ed., Sul Ross State Univ.

Judith Rodgers, Program Coordinator, Surgical Technology

Diploma Mary Meek School of Nursing; Certificate Surgical Technology New England Institute of Technology
B.S., Texas Woman's U.

Paula Rutherford, Vocational Nursing

A.D.N., North Central Texas College; B.S., Texas Woman's Univ.

Jason Rutledge, Mathematics

M.S., Univ. of North Texas

Danielle Searles, English

B.A., M.A., Midwestern State U.

Kenneth Smith, Dept. Chair-Industrial Technology

A.A.S., North Central Texas College; Certificate, Grayson College

Janis Smith, Surgical Technology

LVN, Denton School of Vocational Nursing, Certificate, Surgical Technologist, National Liaison Council on Certification

Sherry Smith, Biology

A.S., Tarrant County Community College; B.S., M.S., Biology, Midwestern State U.

Karen Stewart, Cosmetology

Cert., North Central Texas College

Stacie Stoutmeyer, Sociology

B.A., M.S., U. of North Texas

Shane Studdard, Music & Choral Studies

A.A., Kilgore College; B.M.E., Baylor U.; M.C.M., Southwestern Baptist Theological Seminary

Jill Swarner, Speech

B.S., U. of Texas-Arlington; B.A., M.S., Mississippi College

Dial Swofford, Vocational Nursing

A.D.N. Grayson College; B.S., M.Ed., Univ. of Texas-Arlington

Thom Talbott, Dept. Chair, Performing Arts

B.A., Baker University; M.A., Texas Woman's U.

Sherri Taylor, Vocational Nursing

A.A.S., Trinity Valley Community College

Becky Terrell, Equine Science

B.S., Texas Tech U.; M.S., Colorado State U.

Erica Thompson, English

B.A., U. of North Texas, M.A., Midwestern State Univ.

Manuel Trevino, Jr. Database Management

B.S., M.S., Univ. of Phoenix

Rena Vandament, Associate Degree Nursing

B.S., Univ. of Central Oklahoma; M.S., St. Joseph College of Maine

Brian Waddell, Tennis Coach, Physical Education

B.S., Cumberland College

Tiffani Walker, Radiological Technology, Clinical Coordinator

A.A.S., B.S., M.S. Midwestern State U.

Dawn Watts, College Preparatory Studies

B.S., M.Ed., Univ. of North Texas

Kristen Weinzapfel, Dept. Chair English, Speech & Foreign Language

B.S., Texas Tech University; M.A., Midwestern U.

Dr. Emily White, English

B.A., Texas Woman's U; M.A., Virginia Tech., Ph.D., Texas Woman's Univ

Amy Whiting, Chemistry

B.S., U. of Mary Hardin Baylor; M.S., U. of Notre Dame

Jill Willi, Chemistry

A.S., North Central Texas College; B.S., Texas Woman's Univ.; M.S., Univ. of North Texas

Donnie Willis, Networking

B.S., Prairie View A&M; M.S., Colorado Technical Univ.

Aziel Wilson, Mathematics

B.S., M.S., Texas Woman's U.

Amy Wise, Simulation (SIM Lab)

Certificate, A.A.S., North Central Texas College

Kevin Wood, Chemistry

A.A., Weatherford College; B.S., Tarleton State U.; M.S., Texas Woman's U.

Crystal R.M. Wright, Dept. Chair, History, Humanities, Philosophy

B.S., M.A., U. of North Texas

Eric Wright, Head Baseball Coach, Physical Education

A.S., Panola Junior College; B.S., Sul Ross State U.; M.Ed., U. of Texas Pan-American

Jill Yoder, Mathematics

B.S., Goshen College; M.S., Wichita State U.; M.S., Iowa State U.

GENERAL INFORMATION

The legal authority of North Central Texas College is established by state statute (Texas Education Code, Section 130.003) which governs public community colleges. In accordance, North Central Texas College is a two-year institution primarily serving residents of Cooke, Denton, and Montague counties and the residents of Graham ISD by offering technical and academic courses for certification or associate degrees; continuing education; remedial and compensatory education consistent with open-admissions policies; and programs of counseling and guidance. The College insists on excellence in all academic areas, instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the College's primary functions, is encouraged.

Mission:

The North Central Texas College is dedicated to student success and institutional excellence. NCTC encourages student achievement by providing affordable, quality learning environments, comprehensive student support, and public services.

The College District fulfills its mission by offering programs leading to associate degrees and certificates and by providing:

- University Transfer Education
- General Education
- Workforce & Technical Education
- Developmental Education
- Student Development
- Continuing Education
- Community Education

North Central Texas College has adopted the Model of Institutional Learning Expectations (MILE) to seamlessly connect the college's mission, institutional goals, strategic plan, program purpose statements, departmental purpose statements and assessment linkages, and departmental objectives. NCTC strives to meet nine Institutional Learning Goals, which support the college's mission:

1. A quality general education curriculum in all associate degree programs.
2. Quality freshman and sophomore level courses in arts and sciences which parallel the lower division offerings of four-year colleges and universities.
3. Quality technical programs leading directly to careers in semi-skilled and skilled occupations, and quality

technical education program up to two years in length leading to certificates and associate degrees.

4. Quality, flexible, and responsive continuing education programs including workforce training, customized business & industry training, community education programs, and community service programs for occupational and entrepreneurial skills enhancement and/or cultural enrichment.
5. Assistance to students in achieving their educational goals by making available quality student and educational support services.
6. Quality programs and services in support of adult literacy and basic skills development as a means of workforce enhancement and expanding access to higher education.
7. A systematic, broad-based planning, research, and evaluation process, the ongoing pursuit of institutional effectiveness and continuous improvement among programs, services, and personnel.
8. A qualified, competent faculty, staff, and administration who are dedicated to carrying out the role, scope, and mission of the institution as adopted by the Board.

Adequate physical and financial resources to accomplish the role, scope, and mission of the institution.

Vision:

North Central Texas College will be a recognized leader in higher education and a catalyst for economic, cultural, and community development.

Values:

North Central Texas College is accountable to its students, colleagues, and the community and holds the following values to be fundamental:

Affordable, Quality Education

NCTC is passionate about providing access to higher education. Its highly qualified faculty and staff and student-centered programs and services reflect NCTC's commitment to excellence.

Stimulating Learning Environments

NCTC fosters diverse, challenging, and engaging learning environments to empower its students to impact a global society as creative problem solvers, critical thinkers, and dynamic leaders.

Integrity

NCTC faculty, staff, and students act in an ethical, honest and responsible manner.

Innovation

NCTC embraces creative ideas and challenging initiatives.

Cohesive Relationships

NCTC cultivates productive partnerships through teamwork, personalized attention, and open communication.

Encouragement

NCTC supports students, faculty and staff by welcoming diversity and promoting mutual respect.

Statement of Ethics and Philosophy

The College is dedicated to providing quality educational opportunities to all students and to all other persons and businesses wishing to avail themselves of its services. The College is aware of the complexity of challenges facing both individual and corporate members of a technologically demanding society. Therefore, it pledges the commitment of its Trustees, administration, faculty, and staff to an educational program of excellence and flexibility for a constituency of diverse needs and backgrounds. In order to provide its students with the opportunity to improve their quality of life, the College is dedicated to providing dynamic, responsive and quality services.

The College District seeks to treat each person of the College community as a unique individual and to provide a positive, encouraging, and success-oriented environment. College District policies and practices which protect the rights and development of each individual in the College community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student and/or College employee shall be promoted.

The College District accepts its responsibilities to its students, to its employees, and to the members of the community. Further, the College District is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity. It is the policy of the College District to apply the highest ethical standards to all members of the College community including the Board of Regents, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives. The College District shall include a code of ethics for Board members, administration, staff, and faculty in its Policy Manual.

Public Service

North Central Texas College responds to the special needs and interests of the public, but it realizes that all these needs and interests cannot be served solely in a formal classroom setting through the traditional academic curricula. Members of the community at large are welcome on campus at any time and are given access to many college facilities and services, such as the Library, free of charge. Other facilities and services, including space for meetings, workshops and similar activities, are made available at minimal charges. For more information contact the office of the Dean of Administrative Services at 940-668-4201 or by email.

Specialized facilities allied with the college's instructional programs also are made available to the community as a public service. Examples include the Beef Cattle Evaluation Center and Soil & Forage Testing Laboratory, both affiliated with the college's Department of Agriculture, and the NCTC Equine Center. In cooperation with the Division of Continuing Education, this department and others regularly sponsor workshops, seminars and short courses aimed at disseminating information to individuals as well as to business, industry and private organizations within the community.

All members of the college faculty, administration, and staff welcome inquiries related to their particular areas of specialization from community organizations and individuals. In addition, a Speaker's Bureau is maintained for the benefit of local civic clubs, social organizations and other groups.

A widely varied program of artistic, social and cultural events - recitals, concerts, stage productions, lectures, exhibits and others - is sponsored by the college. The annual NCTC Art Show and Creative Writing Awards competition are examples of such programs which involve direct community participation.

Strategic Plan

In order to fulfill its mission, North Central Texas College has identified three priority goals and the "will" statements that describe the College's commitment in each area:

1) Foster Student Success

NCTC will:

- Improve student retention at the course and program level, term to term
- Improve student completion rates from Fall to Spring
- Provide learning and career pathways to foster continuous learning

- Align courses and programs with external standards and professional requirement

2) Meet Community Needs

NCTC will:

- Identify and respond quickly to the existing and changing needs of our regional economy
- Partner with businesses, ISDs, municipalities and higher education institutions
- Offer events that improve community life and foster institutional support

3) Ensure Institutional Excellence

NCTC will:

- Strive for further efficiencies in the corporate function of the institution
- Maintain our physical, equipment and technology infrastructure to meet the needs of students, employees, and community
- Provide professional development to improve performance of employees and work groups.

History

North Central Texas College, formerly Cooke County College, was established in 1924 with Randolph Lee Clark as its first president. A pioneer in Texas education, Clark is honored with an official Texas Historical Commission Marker on campus.

The college was operated as an extension of the Gainesville Independent School District until May 7, 1960, at which time the voters of Cooke County approved the expansion of the district to include all of Cooke County. As the college grew, its name was changed from Gainesville Junior College to Gainesville College and then to Cooke County Junior College (in 1960). The “junior” was dropped soon thereafter and, reflecting its expanded role as a true comprehensive community college, Cooke County College officially became North Central Texas College in June 1994.

Gainesville Campus

Donation of five acres of land by William T. Bonner made possible the move of the main college campus from GHS to its present site in 1959. Subsequent acquisitions of land have increased the size of the campus to more than 132 acres. It is situated in the southwest section of Gainesville on U.S. Highway 51, about one mile from downtown. (Refer to map on pg. 14)

Buildings—Since 1959, NCTC’s Gainesville Campus has maintained a steady program of physical growth to meet

the needs of its expanding program offerings. Its physical plant is currently valued at \$36.1 million. Modern facilities now in operation include a total of 20 separate buildings. In addition to classrooms, campus buildings contain learning laboratories, shop facilities for technical programs, Field House, Student Activities Center, Bookstore, cafeteria/snack bar and even a Planetarium, in addition to such outdoor facilities as tennis courts, intramural playing fields and a baseball/softball field complex.

We are especially proud of our facilities for both the visual and performing arts, including our Visual Arts Center with well-appointed studio spaces for painting, sculpture, ceramics and jewelry making. There’s even a foundry and welding/metalwork lab. Our state-of-the-art First State Bank Center for the Performing Arts is one of the region’s finest performance venues for drama, dance and music, and the facility also contains excellent instructional and rehearsal spaces for all these programs.

The newest building on campus is our modern and well-equipped Career & Technology Center where programs ranging from welding and HVAC to marine motor repair are offered, as well as a wide range of Lifelong Learning courses and programs.

The college also maintains a 110-acre Experimental Farm and Beef Cattle Evaluation Center near Gainesville, as well as an Equine Center adjacent to the main campus with facilities including stables, barns, indoor and outdoor arenas, paddocks and pasture.

NCTC Gainesville Campus
1525 West California Street
Gainesville, Texas 76240-4699
(940) 668-7731 • Fax (940) 668-6049
www.nctc.edu

Corinth Campus

The Corinth Campus, which officially opened in January 2000, is situated just off Interstate 35 in Corinth, Texas, and is centrally located in Denton County. With an enrollment of approximately 3,800 students taking a wide range of credit courses, this campus has the college’s largest student base. The 75,000 square foot building located on the Corinth Campus provides students with modern, fully equipped classrooms, science and computer labs and other amenities. Students also have access to a wide range of services, including admissions, financial aid, tutoring and counseling. In addition, there is a full-service bookstore and a modern library.

Pinnell Square

While the Corinth Campus is centrally located in Denton County, NCTC also has satellite locations throughout the area to better serve students. NCTC has expanded to Pinnell Square, directly across from the Corinth Campus.

Located in Pinnell Square are NCTC's Surgical Technology Program Vocational Nursing, EMS Career Connection Center, Lifelong Learning, RITA Grant and the Business Development Center.

NCTC Corinth Campus
1500 North Corinth Street
Corinth, Texas 76208-5408
(940) 498-NCTC • Fax (940) 498-6200

Bowie Campus

Our Bowie Campus is an ideal example of the kind of mutually beneficial partnerships which can be forged between a college and the communities of its service area. While NCTC has for many years extended its services to the citizens of Montague County; the citizens of Bowie demonstrated their commitment to higher education over 10 years ago by electing to devote sales tax revenues to the construction and on-going maintenance of a modern facility to house NCTC offerings.

The Bowie Campus provides students with modern classrooms, computer and science labs, library and student services. Through the support of local employers, donors, the City of Bowie and other key partners, the campus was recently expanded to house a larger library and workforce training programs, such as Petroleum Technology.

NCTC Bowie Campus
810 S. Mill Street
Bowie, Texas 76230-1247
(940) 872-4002 • Fax (940) 872-3065

Graham Campus

In November 2009, the citizens voted to join the NCTC service area and to approve a branch campus maintenance tax to support the maintenance and operations of the campus.

The Graham Knowledge Base Foundation funded the renovation of the former Shawnee Elementary Campus and created the facilities the technology and distance education capabilities for instruction and workforce training. The facility has over 49,800 square feet of instructional and administrative space, including a large lecture hall, performance stage, distance education classrooms, state-of-the-art culinary arts center, and a computer lab.

NCTC Graham Campus
928 Cherry Street
Graham, Texas 76450
(940) 521-0720

Flower Mound Campus

The Parker Square location serves as a centralized higher education center in the southern portion of Denton County.

It complements the NCTC Corinth Campus located in central Denton County.

The Flower Mound campus is a 32,000 square foot building located in the beautiful Parker Square destination. This modern and sophisticated campus provides students with a technologically advanced learning environment. In addition to the library and general access computer lab, bookstore, testing center and student study areas, the campus also includes 10 classrooms, a lecture hall, two computer labs and a universal science lab. Students attending this campus can receive a full-range of support services including academic advising, counseling, financial aid and tutoring.

Another service provided at the Flower Mound campus is a Small Business Development Center (SBDC), which provides free counseling and services for entrepreneurs and business owners seeking help with all facets of running a small business.

NCTC Flower Mound Campus
1200 Parker Square
Flower Mound, Texas 75028
(972) 899-8400

Small Business Development Center

The Small Business Development Center (SBDC) is a non-profit business consulting service that provides guidance free of charge to present and prospective business owners. The goal of the SBDC is to provide practical assistance to clients that will help their business survive, grow and prosper. SBDC staff members assist clients in such areas as writing a business plan, identifying funding sources, managing the business, marketing and meeting federal and state regulations. The SBDC offers training seminars on business related issues, such as marketing, accounting, financial management and operating a home based business.

The SBDC offers services at the Gainesville, Bowie and Flower Mound campuses, and at the Denton Chamber of Commerce.

Small Business Development Center
North Central Texas College
1525 West California Street
Gainesville, Texas 76240-4699
(940) 668-4220 • Fax (940) 668-6049

Public Service

North Central Texas College responds to the special needs and interests of the public, but it realizes that all these needs and interests cannot be served solely in a formal classroom setting through the traditional academic curricula. Members of the community at large are welcome

on campus at any time and are given access to many college facilities and services, such as the library, free of charge. Other facilities and services, including space for meetings, workshops and similar activities, are made available at minimal charges. For information contact the office of the Dean of Administrative Services at (940)668-4201. Or you may visit the NCTC website, www.nctc.edu.

Specialized facilities allied with the college's instructional programs also are made available to the community as a public service. Examples include the Beef Cattle Evaluation Center, the Equine Science Center and the Horticulture Greenhouse, all affiliated with the college's Department of Agriculture. Public access to college athletic facilities, such as Lions Field House and the Robert Chaloupecky Tennis Center is also available.

NCTC provides several specialized educational resources to the community. Among these are the John Parker Planetarium on the Gainesville campus, offering a schedule of public programs, featuring state-of-the-art digital projection equipment. Audiences include the general public and public school classes. NCTC's First State Bank Center for the Performing Arts on the Gainesville Campus is the site for many UIL One-Act Play contests, and the college makes this facility available to other community groups for fundraising concerts and other events. The college regularly hosts a wide variety of UIL competitions. In cooperation with the Division of Lifelong Learning, this department and others regularly sponsor workshops, seminars and short courses aimed at disseminating information to individuals as well as to business, industry and private organizations within the community. All members of the college faculty, administration and staff welcome inquiries related to their particular areas of specialization from community organizations and individuals.

A widely varied program of artistic, social and cultural events – recitals, concerts, stage productions, lectures, exhibits and others – is sponsored by the college. The annual Creative Writing Awards and Community Art Exhibit are examples of such programs which involve direct community participation.

In addition to making facilities available to the public and hosting a wide variety of community events, NCTC also provides services to various community organizations and agencies such as printing of brochures, fliers, posters, programs, tickets and other materials.

Family Educational Rights and Records Access Annual Notice

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information

classified as “directory information” to the general public without the written consent of the student.

Directory information is defined as:

1. Name, address, telephone number;
2. Student email
3. Date and place of birth;
4. Participation in officially recognized activities and sports;
5. Major field of study;
6. Weight and height of athletes;
7. Enrollment status (full-, part-time, etc.);
8. Degrees and awards received;
9. Dates of attendance;
10. Previous high school and college attended;
11. Grade level.

The students' rights to FERPA begin when the student is in attendance as defined by the institution. At North Central Texas College, one credit hour or one non-credit is needed to be considered as a matriculated student. FERPA rights continue after the student leaves the institution and are only terminated by the written request of the student or upon death of the student.

A student may request that directory information be withheld from the public by giving written notice in person to the Office of Admissions/Registrar during the first 12 class days of a fall or spring semester or the first 4 class days of a summer session. If no request to withhold directory information is filed, information is released upon inquiry. No transcript or academic record is released without written consent from the student except as specified by law.

Tobacco-Free Campus

North Central Texas College is committed to providing a safe and healthy environment for its employees, students and visitors. NCTC recognizes the health hazards of tobacco use and of exposure to secondhand smoke. NCTC restricts the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and interferes with assuring clean air for all who come to the college. Information regarding the Tobacco Free policy is available on the NCTC website, <http://www.nctc.edu/TobaccoFree.aspx>.

\$name

ADMISSIONS INFORMATION

General Admission Policy

North Central Texas College is committed to providing quality education to the community and the students who wish to attend to pursue higher education. Students may begin their studies in the Fall (August), Spring (January), Summer I (June), Summer II (July), or Summer III (June/July) semesters. NCTC has an “open admission” policy that allows all students to be admitted, regardless of previous academic history. We encourage students from a wide range of diverse backgrounds to attend North Central Texas College to meet their educational goals.

Non-citizen students seeking admission at NCTC who do not hold a temporary visa of any category; but holds an undocumented immigrant status that have graduated from a Texas public high school or received a GED in Texas may be eligible for admission. Please contact the Office of Admission and Registrar for additional information.

NCTC follows official state-mandated policy regarding the Texas Success Initiative for all entering students.

Admission Requirements

In its admission policies and practices, North Central Texas College does not discriminate on the basis of sex, race, age, creed, handicap, or national origin. The following steps must be taken for general admission to NCTC:

1. **Application For Admissions:** Forms may be submitted by using the online application at: www.nctc.edu under the admissions link or by using the ApplyTexas Application at: www.applytexas.org. Paper applications may be downloaded from the admissions page of the NCTC website or obtained from the NCTC Admissions Office. An application for admission is required prior to scheduling TSI (Texas Success Initiative) testing at NCTC.
2. **Official Transcripts:** As applicable, an official high school transcript or home school academic record with date of graduation, documentary proof of GED certification; or, in the case of a transfer student, official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education must be on file in the Office of Admissions and Registrar by the official date of record at North Central Texas College. All transcripts submitted become the property of NCTC and cannot be returned. Only copies of the documents will be supplied upon request.
3. **Residency:** For tuition purposes, students who enroll in North Central Texas College will be classified in one of three categories: in-district resident, in-state resident, or out-of-state (non-resident of Texas). The residency status of each student applying at NCTC is determined during the admissions process, based upon documentary evidence available to make that decision. The following definitions briefly describe the residency requirements specified in Texas statutes and in rules and regulations of the Texas Higher Education Coordinating Board.
 - a. **In-district residents** reside in Cooke County or Graham ISD and who has been a resident of Texas (as defined by the State of Texas) for the 12 months preceding the date of registration. In-district residents must be able to provide documentation of residency.
 - b. **In-state residents** reside in a Texas county other than Cooke County or Graham ISD and who has been a resident of Texas (as defined by the State of Texas) for the twelve months preceding the date of registration.
 - c. **Out-of-state residents** pertains to a student under eighteen years of age who lives away from his/her family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student eighteen years of age or over who resides out of Texas or who has not been a resident of the state for the twelve months preceding the date of registration.
 - d. **Residency reclassification** must be completed prior to the official date of record of the current semester. Failure to provide such documentary proof will result in the applicant being classified as a non-Texas resident for tuition/fee assessment purposes. Students needing additional information about residency determination should contact the campus Office of Admissions and Registrar.
4. **Texas Success Initiative (TSI) Assessment:** Students may be granted a partial exemption for TSI placement testing based on scores from ACT, SAT, Exit-Level TAKS, or STAAR exams for either Reading/Writing or Math. Partial exemptions are only granted on tests taken on or after April 2004. Composite or combined scores (ACT or SAT) must be met first on the same test date, then scores in subject areas are reviewed to determine a partial exemption. Students must complete a Pre-Assessment Activity (PAA) prior to scheduling TSI testing at NCTC.
5. **Health Records:** North Central Texas College acknowledges the Texas Department of Health’s request that all students have proper health inoculations

and records. The College stresses the importance for all students to update their personal inoculations, especially those for mumps, measles, and rubella. The College reserves the right to request from each student such inoculation records to be placed in their personal student file should the Texas Department of Health mandate such a requirement. Students in Health Occupations programs are required to be immunized against Hepatitis B. Students enrolled in a specific course may be required to show proof of major medical health insurance.

Important Note on Bacterial Meningitis

Vaccination: During the 2011 Texas Legislative session, Senate Bill 1107 (SB 1107) was passed and signed into law. Effective with enrollment after January 1, 2012, SB 1107 requires students, with certain exceptions, to provide proof of meningitis vaccination. During the 2013 Texas Legislative session, Senate Bill 62 (SB 62) was passed. Please check the NCTC website for additional information.

6. **Admission to Health Science Programs:** Admission to a Health Science program is contingent upon admission to NCTC; however, granting of admission to the college does not guarantee admission to the specific Health Science program. Refer to specific programs for any additional admission requirements.
7. **First Year Experience (NCTC 1101) or Transfer Orientation:** All first-time college students (including previous Dual Credit students) are required to enroll and complete the First Year Experience course (NCTC 1101) during their first year of enrollment. This course replaces what was previously referred to as College 101/New Student Orientation. Transfer students will complete a Transfer Orientation through the MyNCTC student portal prior to their first semester of enrollment at NCTC.

Methods of Admission

1. **Freshman/GED:** Students enrolling in college for the first time may apply for admission based on one of the following categories:
 - a. Students who graduate from an accredited public or private high school must submit an official high school transcript showing the date of graduation.
 - b. Students who have completed a non-traditional secondary education course of study in a non-accredited private school setting, including home school, must submit an academic record indicating the curriculum completed and graduation date from an accredited agency.
 - c. Students who have satisfactorily completed the Test of General Education Development (GED) must

submit official GED test scores or an official GED certificate. Copies will not be accepted.

- d. North Central Texas College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment with little or no coursework requirements. Determination of the legitimacy of these diplomas will be at the discretion of the Office of Admission and Registrar. Graduates of such programs will be considered for admission on an individual approval basis (see Individual Approval section below).
2. **Dual Credit:** Dual credit refers to courses taught by NCTC in which students are eligible to receive college and high school credit simultaneously. Courses are limited to NCTC Core Curriculum. Eligibility requirements are as follows:
 - a. Only high school students who have met all the eligibility requirements (academic and behavioral) and who are recommended by the high school principal/counselor are eligible to enroll in dual credit courses. Students must be college ready as evidenced by TSI (Texas Success Initiative) Assessment scores and have a high school GPA of "C" or higher. To remain eligible, students must maintain a "C" or higher in each dual credit course.
 - b. Home or private schooled students may enroll in dual credit courses. All dual credit requirements apply.
 - c. **Admission Requirements:** Students must submit the following to NCTC for admission:
 - Application for Admission through Apply Texas
 - Current high school/college transcripts
 - Official test scores
 - Bacterial Meningitis requirement
 - Dual Credit Registration Form - this form must be completed accurately with required signatures and NCTC course information.
 - d. Students registering for dual credit must submit proof of the Bacterial Meningitis immunization. The vaccination is required for all dual credit students attending classes on the NCTC campus or any online courses. Students registering for courses offered on the high school campus are not required to submit proof of the immunization.
 - e. **Student Eligibility:** High School students should meet and maintain all academic and behavioral requirements and who are recommended by the

high school principal/counselor are eligible to enroll in dual credit courses.

i. Appropriate scores on any of the following approved tests may be used: SAT, ACT, PSAT/NMSQT, TSI Assessment, and STAAR EOC. *All scores are subject to change based on the Texas Higher Education Coordinating Board.*

1. The testing standards include:

- ACT: Composite score of 23 with 19 on English and/or Math.
- SAT – New SAT: 530 on Math and 480 on EBRW (Evidenced Based Reading and Writing), no composite score.
- STAAR End of Course (EOC): Score of 2000 on English II reading test, score of 4000 cumulative on Reading/Writing on English II (used Junior year only).
- TSI Assessment standards: Reading 351, Writing 5 on essay or 4 on essay with minimum score of 363 on multiple choice; Math 350 or higher.
- PLAN Aspire: THECB approved scores.
- PSAT: THECB approved scores.

2. Dual Credit students must show college readiness in at least one testing area to be eligible to enroll in dual credit courses, and they are highly encouraged to exhibit eligibility in at least the Reading section of any approved assessment.

ii. **Dual Credit Load:** High School students may enroll in the number of courses appropriate to their needs with an institutional upper limit of 18 hours per fall or spring semester without the appropriate approval from the Campus Dean of Instruction. A load of 12 hours per fall or spring semester should be considered advanced by most metrics for dual credit students.

3. **Early Admissions:** Early Admissions refers to students who have successfully completed their junior year of high school. Students must submit an official high school transcript or notarized home or private school academic record to date, along with written approval from their high school principal or counselor. Students must also meet requirements for College Readiness through approved TSI (Texas Success Initiative) test scores previously mentioned. Students can choose Early Admissions or Dual credit, but cannot be in both programs at the same time.

4. **Individual Approval:** This method of admission may be selected by non-high school graduates or GED completers. Students admitted through individual approval must sign a waiver stating that they understand they will be ineligible for financial aid without a GED or high school diploma. Continued enrollment at NCTC will require completion of a GED or high school diploma within a year of signing this waiver. In addition to this, there are certain special admission programs that require a GED or high school diploma. It is the student's responsibility to check the requirements for the program to which he/she is applying.

5. **College Transfer:** Students previously enrolled at another accredited institution of higher education are eligible for admission. Credit will be awarded for prior course work according to the following conditions:

a. Transfer applicants are considered for admission to North Central Texas College first on the basis of having received sufficient credit to demonstrate ability to make satisfactory progress.

b. **Transfer Credit Evaluation:** Transfer of credit from another institution involves consideration of accreditation, comparability of course work, and applicability of that course work to a degree program.

i. Course work from regionally accredited institutions can be evaluated without a written request. However, students are encouraged to submit a completed Transcript Evaluation Form to the Registrar's Office to expedite evaluation.

1. Official transcript(s) reflecting all work taken from all regionally accredited institutions of higher education, as well as placement scores or TSI status, must be on file in the NCTC Office of Admissions and Registrar by the official date of record of the student's first semester. If transcripts are not received by this time, then there will be an academic hold placed on the student's account.

2. Credit for courses equivalent to those listed in the NCTC catalog will be given for credit earned at a regionally accredited institution of higher education. Courses noted as meeting core requirements at a Texas public institution will be evaluated and transferred in as satisfying the specific core component.

3. Credit for equivalent courses will be awarded, according to the previously mentioned procedure, for courses that are specific to the student's degree program. A minimum of 15 semester hours must be

- taken in residence before a degree can be awarded by North Central Texas College.
4. Official course descriptions from out-of-state colleges previously attended may be needed to determine transfer credit toward equivalent course work. If a determination is unable to be determine, further recommendation will be required from the appropriate instructional area.
 5. Credit for all non-equivalent courses, which includes course work not listed in the core curriculum or general education requirements, will be awarded up to 15 hours of general elective credits to apply toward degree completion.
 6. All courses attempted on an official transcript will be considered as part of the academic history subject to evaluation. Grades of "D" may not meet degree requirements based on departmental requirements.
 7. The Office of Admissions & Registrar determines the total number of semester hours as well as grade points to be transferred. Students who complete the "Transcript Evaluation" form will be informed of their transfer credit four to six weeks after submitting the request. Student's transcripts may be evaluated administratively for financial aid purposes.
- ii. Course work completed from non-regionally accredited institutions will be evaluated after a written request has been submitted by the student along with required documentation.
1. Students with credit from non-regionally accredited institutions of higher education should submit an official transcript with course descriptions, learning outcomes and faculty credentials to the Office of Admissions and Registrar for instructional review.
 2. The official transcript from institutions not regionally accredited only need to be submitted if a transcript evaluation for equivalent courses is needed.
 3. Foreign transcripts or credentials will not be evaluated or accepted for transfer coursework.
- c. PE courses may be waived for military service or for medical reasons. Required documentation include the student's DD214 indicating six months of active duty or a written statement from a physician.
- d. Credit will be evaluated for military courses and/or experiences based upon the evaluation recommendations as outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services manual.
6. **Readmission:** Students wishing to return after a break of enrollment for two long semesters must reapply through the Office of Admissions and Registrar. Applicants who have attended institutions of higher education since last enrolled at NCTC must submit official transcripts from those institutions along with scores from a state-approved assessment by the official date of record. If transcripts are not received by this time, then there will be an academic hold placed on the student's account.

Application for Admission

New students and former students who did not attend the previous two long semesters (fall and spring) must complete the admissions application. There are two ways in which a student may complete the application for admissions at North Central Texas College.

1. Applications may be submitted by using the online application at: www.nctc.edu under the admissions link or by using the ApplyTexas Application at: www.applytexas.org.
2. Filling out a paper application that can be downloaded off the NCTC website or picked up at any NCTC campus.

Students should be aware that future enrollment will be restricted if all admission records and documents are not on file by the official date of record of the first semester enrolling, or returning to North Central Texas College. In addition, no transcripts will be issued until the student's file is complete.

Admission to Health Science Programs

All students must be granted admission to North Central Texas College prior to admission to special programs:

1. Students seeking admission to Health Sciences' programs (Emergency Medical Services, Fire Science, Radiological Technology, Surgical Technology, or Cosmetology, Associate Degree Nursing or Vocational Nursing) must apply for admission to the college and also to the individual program.
2. The Health Sciences' program faculty will advise students of special pre-admission requirements for each program. The requirements vary, but may include a mandatory advisement session, a pre-admission test,

supply of recommendation letters, and/or immunization and physical examination records. Refer to specific programs for additional requirements.

3. Applicants will be notified concerning their status with the individual program by the Health Science or Nursing program coordinator prior to the registration period in which the program starts.

Other Regulations Affecting Admissions

A student on suspension from another college or university (as noted on the student's official transcript), will be required to submit an Appeal to the Admissions Office of NCTC in order to be eligible for enrollment. If approved for enrollment, the student will automatically be placed on Academic Probation status at NCTC, and therefore must earn a GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Academic Suspension status.

Any student falsifying registration information is subject to disciplinary action and dismissal.

All tuition and fees must be paid before registration is considered to be complete.

International Students

International students are highly valued by North Central Texas College, and the multicultural influence they bring to the student body promotes a holistic educational experience for all members of the college community. Information provided below is current as of the publication of this catalog. The United States Citizenship and Immigration Service and the Department of Education have developed policies and procedures for student and institutional compliance with national security measures originating in the Patriot Act of 2001.

North Central Texas College

Attn: International Admissions

Administration Bldg. Room 105B

1525 W. California Street

Gainesville, TX 76240

940-668-7731 ext. 4404

international@nctc.edu

Practical Training

NCTC does not recommend international students for Curricular Practical Training or Optional Practical Training

Students Applying from Outside the United States

Application for Admission - Submit application online at the following link - <https://www.applytexas.org/>.

Passport – Copy of photo ID page of valid passport

Proof of Language Proficiency - Evidence of proficiency in the English language is required and can be satisfied by submitting a minimum TOEFL score of 71 (IBT) or 525 (PBT). NCTC code for score reporting is 6245.

Official Transcripts – Students are required to submit official transcripts from all schools attended. Credentials should be submitted in English and verify high school completion. Foreign transcripts must be accompanied by a general evaluation completed by a current member of NACES. A current membership roster may be found at www.naces.org.

Financial Support Documentation - Submit an original, notarized affidavit with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all educational and personal expenses the student will incur throughout the duration of their studies at North Central Texas College. Contact NCTC International Admissions for current financial support requirements.

Health Records – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years.

Guidelines Agreement – Contact International Admissions at international@nctc.edu.

Dependents - Valid passport photo ID page required for any dependent who will accompany the student.

Proof of House - Information regarding on-campus student housing can be found at the following link - <https://www.nctc.edu/StudentLife/HousingResidentLife.aspx>. If the student plans to reside off campus, they must submit documentation of living arrangements; i.e., a signed lease agreement in their name. If the student plans to reside with a U.S. sponsor, confirmation that room, board, and transportation to and from campus must be included on the affidavit of financial support.

TSI Assessment Exam – Must complete all three components of the TSI (Texas Success Initiative) exam or prove exemption to be eligible for enrollment in any core classes or degree program. A Pre-Assessment Activity (PAA) is required before scheduling the TSI exam at NCTC.

Students Transferring from a U.S. Institution

Application for Admission – Submit online application from the following link - <https://www.applytexas.org/>.

Language Proficiency - If currently enrolled in an ESL program, student must submit TOEFL score of 71 (IBT) or higher.

Official Transcripts – Students must submit official transcripts from all institutions attended. A minimum cumulative GPA 2.0 is required for admission. Foreign credentials must be accompanied by a general evaluation completed by current member of NACES - www.naces.org.

Travel Documents – Copy of photo page of valid passport, student visa, and all I-20s issued to student.

Transfer Clearance Form – Must be completed by international advisor at current institution and indicate student is in status, has met all financial obligations, and is eligible for transfer. Contact NCTC International Advisor regarding this form at international@nctc.edu.

Financial Support Documentation - Submit an original, notarized affidavit with supporting evidence dated within six months of the beginning of the semester for which the student is applying. Financial statements must indicate the sponsor has adequate funds readily available to cover all educational and personal expenses the student will incur throughout the duration of their studies at North Central Texas College. Contact NCTC International Advisor for most accurate financial information requirements.

Health Records – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years.

Guidelines Agreement – Contact International Admissions at international@nctc.edu

Proof of Housing - Information regarding on-campus housing can be found at the following link - <https://www.nctc.edu/StudentLife/HousingResidentLife.aspx>. If the student plans to reside off campus, they must submit documentation of living arrangements; i.e., a signed lease agreement. If the student will reside with a U.S. sponsor, confirmation that room, board, and transportation to and from campus must be included on the affidavit of financial support.

TSI Assessment Exam – Must complete all three components of the TSI (Texas Success Initiative) exam or prove exemption to be eligible for enrollment in any core classes or degree program. Completion of a Pre-Assessment Activity (PAA) is required prior to scheduling the TSI exam at NCTC.

Dependents – Copy of photo ID page of passport, visa, and I-20 for any F-2 dependent.

Students Applying for Concurrent Enrollment

Application for Admission - Submit online application from the following link - <https://www.applytexas.org/>.

Official Transcripts – Students must submit official transcripts from all previous colleges or universities attended.

Concurrent Enrollment Approval – Must submit written approval from International Advisor at current institution.

Travel Documents – Copy of photo page of valid passport, student visa, and current I-20.

Health Records – Students under 22 years of age must provide evidence they have received the bacterial meningitis vaccination within the past five years.

TSI Assessment Exam – Must complete all three components of the TSI (Texas Success Initiative) exam or prove exemption to be eligible for enrollment in any core classes or degree program. Completion of a Pre-Assessment Activity (PAA) is required prior to scheduling the TSI exam at NCTC.

Students applying to transfer from an ESL program or who hold a non-immigrant status other than F-1 are encouraged to contact International Admissions at international@nctc.edu for information pertaining to our admission policies and any additional requirements.

Specific Requirements for Temporary And Permanent Resident Aliens

Temporary and Permanent Resident Aliens seeking admission to North Central Texas College must present their resident alien card (green card) at the time of admission. Some visa holders may be eligible to pay resident tuition. Please contact the International Admissions Office at international@nctc.edu for further information.

Student Correspondence Policy (Student email)

Email will be the preferred method for official correspondence with accepted and currently enrolled students, and the College will maintain a reasonable expectation that electronic correspondence will be received and read in a timely manner.

North Central Texas College will use various and appropriate media and delivery methods for communication and corresponding with prospective, accepted and currently enrolled students. These may include, but are not limited to, electronic mail (email), web site and portal announcements, conventional mail delivery, paper documents and publications, and campus postings.

All accepted and currently enrolled students will be assigned an official NCTC email address by the Information Technology Services Department. This address will be communicated to the student along with their acceptance letter from NCTC. This is the official student email address to which NCTC will send all official email communications.

Social Networking Policy

If you maintain social networking sites such as Facebook, MySpace, etc. you are responsible for keeping personal sites appropriate.

Students are encouraged to refrain from posting physical threats or derogatory comments about students, coaches, faculty, staff or the NCTC administration. Threats of physical violence are a violation of NCTC board policy FLB-Student Conduct. Violators may be reported to the police. Students found to be in violation of the policy or face disciplinary action.

Technical Support

The research, development and maintaining for technical support will reside with the NCTC Information Technology Services Department. Technical support will be delivered through appropriate and various means as determined by the ITS department.

Online Registration

Eligible students may register for all NCTC courses via the online registration system available through MyNCTC. Students will receive their MyNCTC network username and password when they are admitted to the college. This is the system all students use to access online registration, as well as:

- View/print unofficial transcripts
- View/print class schedule
- Review admissions file and/or account holds
- Print Advising Worksheets/degree shop
- Check final grades at the end of each semester
- Verify and accept Financial Aid awards
- View/pay on student account

Who is eligible to register online through MyNCTC?

- Students who have met admissions requirements and have no holds on their accounts
- Students who are enrolled in an associate's degree program
- Students who are College Ready in all three TSI areas (Reading, Writing, and Math)

Who Is not eligible to register online?

- Students who are enrolled in a certificate program and/or students who are not TSI complete
- Students currently on an Academic Suspension Appeal
- Student who have an advising hold and are required to meet with an advisor for registration (such as Dual Credit, Early Admission, and first-time college students)

Who must see an advisor prior to registering online?

NCTC feels that all students benefit from academic advising; however, they have the opportunity to self-enroll if they meet the eligibility criteria under "Who is eligible to register online through MyNCTC?" above.

Otherwise, students must see an advisor before they are allowed to register online if they are:

- First-time college students (including students who were previously Dual Credit students but are now at NCTC as full or part-time student), or continuing college students who have earned 30 credit hours
- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a certificate program
- Students who need to have transfer credits applied from another institution
- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

Academic Advising

Academic advising is an essential element of NCTC's commitment to ensuring that students take the proper courses in the proper sequence to meet their educational objectives. NCTC counselors and advisors provide academic advising services for new, current, and potential students.

All students should regularly review their Advising Worksheet saved in MyNCTC. Advising Worksheets are extremely important because they show both students and advisors exactly what courses need to be taken for students to achieve their educational goals. (Note: transcripts from all previously attended colleges/universities must be submitted to the Admissions Office along with a Transcript Evaluation Form in order for transfer work to be applied and an accurate Degree Audit saved.) Transcript Evaluation Forms should be submitted well in advance of

an appointment with an advisor to allow time for processing. Students who qualify for online registration and who have completed college-level coursework already are not required to see an advisor; however, it is recommended for students who have questions or need information about important issues regarding transfer, college majors, graduation requirements, etc.

Students who wish to get a better idea of what major to choose and/or what courses to take should go to the Counseling and Testing Center to speak with an advisor or counselor or call one of the campus office locations:

Corinth Counseling and Testing Center (940) 498-6499

Gainesville Counseling and Testing Center (940) 668-4216

Flower Mound Counseling and Testing Center (972) 899-8412

Bowie Counseling and Testing Center (940) 872-4002, ext. 5212

Graham Counseling and Testing Center (940) 521-7120

Academic Fresh Start: Academic Fresh Start permits course work taken at NCTC that is at least 10 years old to be ignored for application purposes and determination of grade point average (GPA). Students applying to the institution or to a specific program (e.g., LVN, ADN, Paramedicine, etc.) may choose to invoke an Academic Fresh Start. Students must complete the Request for Academic Fresh Start form available in the Registrar's Office at the time of admission. Although grades on students' NCTC transcripts are not altered, the cumulative hours earned and cumulative GPA are set to 0 and an explanatory note is added to the transcript. Academic Fresh Start applies to all course work in a given semester regardless of the grades earned. Semesters chosen for consideration must be consecutive.

Auditing a Course : When space is available in a specific course and registration for credit students prior to a given semester has ended, those who are 55 years or older wishing to audit a course may do so by contacting the instructor of the course within the course specific department. When auditing, students take a course without receiving official credit for the course from North Central Texas College. After the course begins, a student's audit status may not change. All documentation/requirements are arranged between the audit student and the instructor of the course.

Texas Success Initiative (TSI)

The Texas Education Code, Section 51.403(e), authorizes the Texas Higher Education Coordinating Board to establish guidelines and reporting requirements. The purpose of Chapter 4, Subchapter C, is to implement the Texas Success Initiative for Texas public institutions of higher education. This includes assessing the academic

skills of each entering undergraduate student prior to enrollment of the student. Students must be deemed "college ready" before proceeding to college-level course work.

It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under these rules to improve individualized programs to ensure the success of students in higher education.

The following students are exempt from TSI:

- Students who have graduated with an Associate's degree or higher from an accredited institution within the U.S.
- Students who earned a degree outside the U.S. must submit transcripts accompanied by a general evaluation completed by an accredited service. The evaluation must verify their degree to be the equivalent of an associate degree or higher earned at an accredited institution within the U.S. A list of accredited evaluation services may be found at the following link - www.naces.org/members.htm.
- Any student wishing to enroll in a certificate program. Level I certificates are programs of one year or less that require at least 15 but no more than 42 semester credit hours.
- Students who are serving on active duty as a member of the U.S. armed forces, or serve as a member of a reserve component of the U.S. armed forces, or National Guard for at least three years preceding enrollment. All TSI rules apply when the student is discharged from the military.
- Students who were honorably discharged, released or retired from active duty as a member of the U.S. armed forces, the Texas National Guard, on or after August 1, 1990.
- Students who transfer from private or out-of-state institutions may use transferred courses for which college credit is earned in the areas of Reading, Mathematics, and Writing. List of equivalent NCTC courses are listed in the Transfer section.
- Students with the following scores: (Partial Exemptions available on tests taken on or after April 2004)

ACT – Composite score of 23; at least 19 on both English and/or Math portions. Note that scores must have been earned in one sitting within the past five years.

SAT – New SAT: 530 on Math and 480 on EBRW (Evidenced Based Reading and Writing), no composite score. Old SAT: composite score of 1070 and at least 500 on Critical Reading and/or 500 on Math for tests taken after April 1995. Note that scores must have been earned in one sitting. Other scores apply to SAT tests taken before April 1995.

TAKS - For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards of the Eleventh grade Texas Assessment of Knowledge and Skills (TAKS) may be exempted for the corresponding section: minimum scale score of 2200 on the mathematics section, minimum scale score of 2200 on the English Language Arts section with a writing subsection score of 3.

STAAR End-Of-Course (EOC): (End of Course Exam) English III – taken during 11th grade year, score of 2000 on Reading and 2000 on Writing, or 4000 if score is combined; EOC Algebra II – taken during 11th grade year, scores of 4000.

*These rules are subject to change by the Texas Legislature.

An accepted TSI placement test is also required of all dual credit/early admission students from area high schools unless they are exempt.

Minimum Passing Standards

The following minimum passing standards shall be used by NCTC to determine a student's readiness to enroll in freshman-level academic coursework. The following assessments may be used for TSI purposes when on an official college transcript from a Texas public institution with coursework prior to Fall 2013:

ASSET : Reading Skills – 41; College Algebra – 46; Writing Skills (objective) – 40; and Written Essay – 6.

COMPASS : Reading Skills— 81; Algebra – 60; Writing Skills (objective) – 59 if Essay score 5 or higher; and Written Essay – 6.

ACCUPLACER : Reading Comprehension – 78; Elementary Algebra – 64; Sentence Skills– 80; and Written Essay – 6.

THEA : Reading – 230; Mathematics – 270; Writing – 220.

The minimum passing standard for the written essay portion of ASSET, COMPASS, ACCUPLACER, or THEA is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the objective writing test standard.

TSI Assessment (statewide placement test-scores subject to change per the Texas Higher Education Coordinating Board):

Mathematics — 350

Reading — 351

Writing — Essay Score of 5 or Essay Score of 4 combined with a Multiple Choice Score of 363

It is important to note that alternative test scores (ASSET, COMPASS, THEA and ACCUPLACER) will not be used by NCTC unless the scores are submitted on an official in-state transcript. The TSI Assessment must be submitted on an official transcript or in a sealed envelope from the institution's testing facility. Students who do not meet minimum passing standards for any section of the TSI Assessment or other alternative test will be required to enroll in remediation for that area.

Students are required to enroll in at least one area of remediation each semester until all remediation has been completed. Regular and punctual attendance is expected of all students in all developmental classes for which they have registered. There are no excused absences. After one week of absenteeism, a student may be warned by the College Prep instructor. After two weeks of absenteeism, a student will receive a final warning regarding attendance from the College Prep instructor. After missing a third week of class, a student may be dropped from his/her College Preparatory class. If a student is dropped from a required College Preparatory class twice for non-attendance, a hold will be placed on the student's record so that the student cannot enroll in any other courses except the required remediation.

Students must complete all required courses in a College Preparatory area with a "C or better" before proceeding to college-level course work in that area. (Example - If a student's scores place him/her in Beginning Algebra, that student must be continuously enrolled in a College Preparatory math course each semester until he/she completes the College Preparatory sequence in math). However, students may choose to enroll in more than one College Preparatory area each semester. (NOTE: It is strongly encouraged that students who fail the Reading section of any test begin by enrolling in College Preparatory Reading courses.)

If students so choose, they may retest at any point during the semester for which they are enrolled, in order to place out of their current level of remediation. They will then be eligible to proceed to the next level of course work the following semester in the areas for which they receive a higher score. Students interested in retesting either before or during the semester should contact the Counseling and Testing Office at their campus to schedule a retest.

Transfer Students

Students who have completed coursework with a "C" or better in the following subject areas from an accredited institution, meeting NCTC's transfer work requirements,

will be partially or completely exempt from placement/TSI Assessment testing.

Writing

ENGL1301 Composition I

ENGL1302 Composition II

Reading

HIST1301 US History to 1865

HIST1302 US History from 1865

HIST12301 Texas History

Any sophomore-level Literature

PSYC2301 General Psychology

PSYC2314 Lifespan Growth & Development

GOVT2301, 2306 Texas Government

GOVT2302, 2305 Federal Government

PHIL1301 Introduction to Philosophy

PHIL2303 Introduction to Logic

PHIL2306 Introduction to Ethics

SOCI1301 Introduction to Sociology

SOCI1306 Contemporary Social Problems

Math

MATH1314 College Algebra

MATH1316 Plane Trigonometry

MATH1324 Mathematics for Business & Social Sciences

MATH1325 Calculus for Business & Social Sciences

MATH1332 Math for Liberal Arts

MATH1342 Elementary Statistics

MATH2412 Pre-Calculus (or any sophomore-level Calculus course)

Placement Testing

The NCTC Counseling and Testing Office offers the statewide TSI Assessment test for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSI Assessment must

be made by contacting the Counseling and Testing Office at your preferred campus. An application to NCTC must be on file as well as completion of the required Pre-Assessment Activity (PAA) prior to scheduling the TSI Assessment at NCTC. Current TSI Assessment testing fees are \$25 for all sections, or \$10 per section. The statewide TSI Assessment is computer based, untimed, and results will be available immediately upon completion of all required sections.

Students who do not pass/meet minimum standards/passing scores in one or more sections of the TSI Assessment test will be prohibited from enrolling in the following courses:

READING: passing score required to enroll in HIST 1301, HIST 1302, HIST 2301 (p. 207), GOVT 2305, GOVT 2306, PHIL 1301 (p. 224), PHIL 2303 (p. 224), PHIL 2306 (p. 224), PSYC 2301, PSYC 2314 (p. 226), SOCI 1301 (p. 231), SOCI 1306 (p. 231), and any sophomore level Literature course.

WRITING: passing score required to enroll in ENGL 1301, ENGL 1302 (p. 200), or any sophomore level Literature course.

MATH: NCTC minimum passing score required to enroll in ANY eligible college-level Math.

Additionally, any student who is already TSI Complete/College Ready in Math based on exemptions, completion of coursework, or placement test scores is eligible to take the Accuplacer College Math Test (CMT) at any of our NCTC Testing Centers on an appointment basis (testing fees may apply). Students who are TSI Complete/College Ready in Math may take the Accuplacer College Math Test to determine if they can proceed directly into one or more of the courses listed below, and therefore be exempted from a pre-requisite. The ACT and SAT Math scores outlined below may also exempt students from pre-requisite coursework for the specified courses.

-With an ACT Math score of 28 or higher, an SAT Math score of 640 or higher, or an Accuplacer College Math Test score of 80 or higher, Math TSI Complete/College Ready students can enroll directly into:

- CHEM 1411 (General Chemistry I)
- MATH 1316 (Trigonometry)
- MATH 1325 (Business Calculus)
- MATH 2412 (Pre-Calculus)

-With an Accuplacer College Math Test score of 96 or higher, Math TSI Complete/College Ready students can enroll directly into:

- MATH 2413 (Calculus I)

- PHYS 1401 (General Physics I)
- PHYS 2425 (University/Engineering Physics I)-*with concurrent enrollment in MATH 2413*

Students meeting one or more of the above listed exemptions must meet with an advisor in order to enroll in any of these courses; ACT, SAT, or Accuplacer College Math Test scores must be on file with the NCTC Admissions Office for advisors to verify eligibility and assist with enrollment. Students who have taken the Accuplacer College Math Test at another institution must submit their scores either on an official transcript or in a sealed envelope.

College 101/New Student Orientation Policy

First Year Experience (NCTC 1101), previously known as College 101/New Student Orientation, is required of all first-time NCTC students, including former Dual Credit and Early Admission students. The goal of the First Year Experience course is to equip new students with information about college-level expectations, and knowledge of the NCTC resources which can help them have a more successful college experience. First-time college students are required to enroll in and complete NCTC 1101 during their first year of enrollment (prior to completing 15 credit hours).

Transfer students are required to complete an online Transfer Orientation through the MyNCTC student portal prior to their first semester of enrollment at NCTC.

Advanced Placement Examination

NCTC awards credit on the basis of local and national examinations, prior military experience, and professional certifications, subject to general limitations. A maximum of 18 semester hours of credit earned by examination—College Board Advanced Placement Program (AP), College Level Examination Program (CLEP) Subject Examinations, USAFI, and professional certifications—may be applied toward the award of a degree or certificate at NCTC.

Courses completed in the Armed Forces and will be evaluated and credit will be awarded based on the recommendation in ACE (American Council on

Education) Guide to Evaluation of Educational experiences in the Armed Services. Such credit is not included in determining grade point averages and has the following restrictions:

1. May not be used to reduce the 15 semester hours required in residence for any degree or certificate;
2. May not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed;
3. State laws specifies that the degree requirement of 6 semester hours in American history and 6 semester hours in Government may not be reduced below 3 semester hours in each area by examination credit.
4. Credit is awarded only in areas offered within the current curriculum of NCTC, and is appropriately related to the student's educational program;
5. Once enrolled, students wishing to utilize AP credit are required to do so by submitting official AP test score reports to the NCTC Admissions Office. If minimum AP test scores are met, the applicable course credit will be applied to an NCTC transcript.

College-Level Examination Program (CLEP)

All student requests for CLEP examinations must be made prior to registration into the class for which credit is being requested. Once a course is attempted (even if the course is withdrawn from the student's schedule), no credit by CLEP examinations will be allowed.

For new/first-time NCTC students, credit will be recorded at the end of their first semester of enrollment in which they earn credits through regular scheduled classes. Continuing/currently enrolled NCTC students will have their credit recorded as soon as official score reports are available. Students wishing to use test results for courses that are prerequisite to courses they wish to take are responsible for having official examination scores sent to the college in time to be processed by the Admissions office.

NCTC sets the scores required for credit and the particular courses that may be challenged to receive credit. Testing and posting fees may be charged.

North Central Texas College administers the College Level Placement Exam (CLEP) at the Gainesville Campus on the first Wednesday of each month, and you must pre-register through the Official CLEP website at clep.collegeboard.org. You must also contact the Gainesville Counseling and Testing Center at 940-668-4216 to reserve your seat for CLEP testing. Each CLEP exam is \$100 (*\$80 paid in advance through the CLEP website when you pre-register for your exam, and \$20 paid to NCTC by cash or check on the day of your CLEP exam*).

For a list of CLEP tests and the course credit you can receive at NCTC, please consult the chart below, as NCTC does not grant credit for every CLEP exam offered. You are required to know the exact name of the CLEP exam you wish to take when you pre-register through their website. If you have ever attempted a course as evidenced by a grade on your transcript (*even a grade of "W"*), then you are ineligible for that CLEP exam (*ex. if you failed or withdrew from ENGL 1301, you are not eligible to take the CLEP College Composition Modular exam*).

Awarding Experiential Credit

North Central Texas College offers credit for experiential learning towards Level I and Level II Certificates and Associate of Applied Science career/technical degrees. Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting and have those skills applied to course requirements. Military personnel, veterans, and adult learners may also be eligible to receive experiential credit based upon appropriate documentation and institutional guidelines. All credit granted for experience must be supported by official and verifiable documentation.

Guidelines for receiving credit:

1. Have met NCTC admissions requirements.
2. Have transferred all previous credit(s) to NCTC.
3. Must declare a major. Students seeking credit in Career/Technical programs must declare a Career/Technical Major. Career and Technical programs degree plans are listed in the NCTC catalog under "Career/Technical Education" and "Health Science and Human Services".
4. Students seeking credit in Career/Technical programs must submit documentation to Department Chair(s).
5. Military personnel and veterans must submit transcripts and course description(s) to the Office of Admissions and Registrar.

Determination of competence standards and the decision to award credit will be made by appropriate academic and subject experts. (Program Coordinators/Department Chairs/Deans)

Students can receive credit for up to 18 semester hours towards an Associates of Applied Science degree. This includes experiential credit and credit by examination. This credit may not be used to reduce the 18 semester hours required in residence for any degree or certificate. A maximum of 30% of experiential credit can be applied for students seeking to complete a Level I or Level II certificate. Experiential credit may not be earned in any course the student is enrolled in after the official date of record or has previously attempted (W or F grades) or completed.

Students will be awarded experiential credit upon applying for graduation at North Central Texas College. It is recommended that the application for credit be completed within the first semester of enrollment.

Students can submit documentation for evaluation to receive experiential credit within the first semester of being enrolled; however, credit will not be applied until the

application for graduation is complete. Once the evaluation process is complete, students will receive a letter from the Department Chair/Program Coordinator listing the awarded credits.

Department Chairs will provide the student with a letter that will exhibit a list of courses the student will receive credit. The letter will be good for five years. If the student does not graduate within the five years, he/she would have to reapply for the credit or obtain written approval from the Department Chair/Program Coordinator stating the credit is still good.

A \$75 fee must be paid for the evaluation process. If supplies are needed to complete the evaluation process, the student is responsible for the cost of supplies. Once fees are paid and all documentation is submitted, the grade of "S" (Satisfactory) will be posted to the NCTC transcript. The fee is waived for veterans and military students.

A copy of the credit approval letter and proof of payment must be submitted to the Office of Admission and Registrar before credit is applied.

Note: Policies and procedures may differ at other colleges and universities. Students transferring to another college or university should become familiar with the policies and procedures at that college or university in regards to awarded credit and transfer of nontraditional course credits.

Armed Forces Credit

Student who has served in active duty capacity in the military service of the United States for a period of at least six (6) months and who has been honorably discharged or released, as verified by a DD214, will receive four (4) semester hours of credit for physical activity courses. Personnel on active duty with at least six (6) months in the military service may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of active service.

Students may submit a Joint Services Transcript to the Office of Admissions & Registrar for evaluation and determination of applicable credit. Courses completed in the Armed Forces will be evaluated and credit will be awarded based on the recommendation provided in the American Council on Education (ACE) Guide to Evaluation of Educational experiences in the Armed Forces.

Industry Credit

Partial degree requirements may be waived for industry certifications, such as A+, Linux+, Network+, Security+, CCNA, or similar certifications issued by a qualified authority (COMPTIA, Microsoft, CISCO, etc.). The

appropriate Program Coordinator will maintain a list of the appropriate equivalent NCTC courses.

Professional certifications must meet currently industry standards, be equivalent to the current college course that is requested, and have the appropriate number of classroom training hours required of the college course. Documentation must include a syllabus or other documents that specify topics taught, learning outcomes, and the number of clock hours required for the certification. Credit will be granted only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program. Program faculty will conduct evaluations of all requests and make recommendations for the amount of credit to be awarded. Recommendations will be forwarded to the Vice President of Instruction for final approval.

Credit by Exam Chart (AP, CLEP and IBD)

NCTC Credit for AP Examination

AP EXAM	SCORE	NCTC COURSE NAME	COURSE NUMBER	CREDIT HOURS
History of Art	3, 4, or 5	Art History I & II	ARTS 1303, 1304	6
Biology	3, 4, or 5	General Biology	BIOL 1408	4
Chemistry	3, 4, or 5	General Chemistry I & II	CHEM 1411, 1412	8
Computer Science	3, 4, or 5	Business Computer Applications	BCIS 1305	3
Macro Economics	3, 4, or 5	Principles of Macroeconomics	ECON 2301	3
Micro Economics	3, 4, or 5	Principles of Microeconomics	ECON 2302	3
Engl-Lang & Comp	3 or 4	Composition I	ENGL 1301	3

Engl-Lang & Comp	5	Composition I & Composition II	ENGL 1301 & ENGL 1302	6
French Language	3, 4, or 5	Elementary French	FREN 1411, 1412	8
German Language	3, 4, or 5	Elementary German	GERM 1411, 1412	8
Govt & US Politics	3, 4, or 5	Federal Government	GOVT 2305	3
History - US	3, 4, or 5	US History to 1865	HIST 1301	3
History - US	3, 4, or 5	US History from 1865	HIST 1302	3
Statistics	3, 4, or 5	Elementary Statistics	MATH 1342	3
Calculus AB*	3, 4, or 5	Calculus I	MATH 2413	4
Calculus BC	3, 4, or 5	Calculus I & II	MATH 2413 & MATH 2414	8
Music Theory	3, 4, or 5	Music Theory I & II	MUSI 1311, 1312	6
Psychology	3, 4, or 5	General Psychology	PSYC 2301	3
Spanish Lang	3, 4, or 5	Elementary Spanish I & II	SPAN 1411, 1412	8
Physics 1	4 or 5	College Physics I	PHYS 1401	4
Physics 2	4 or 5	College Physics II	PHYS 1402	4
Physics C: Mechanics	4 or 5	University Physics I	PHYS 2425	4
Physics C: Electricity &	4 or 5	University Physics II	PHYS 2426	4

Magnetism				Spanish, Level II	63	14	SPAN 1411,1412,2311,2312
*or Calculus AB subscore of 3, 4, or 5 from the Calculus BC exam				History & Social Sciences			
NCTC Credit for CLEP Examination				History of US to 1877	50	3	HIST 1301
CLEP EXAM	NCTC REQUIRED SCORE	AMOUNT OF CREDIT GRANTED	EQUIVALENT SCORE	History of US from 1877	50	3	HIST 1302
American Literature	50	6	ENGL 2327,2328	Lifespan Growth & Development	50	3	PSYC 2314
College Composition Modular	50	6	ENGL 1301,1302	Macroeconomics, Principles of	50	3	ECON 2301
English Literature	50	6	ENGL 2322,2323	Microeconomics, Principles of	50	3	ECON 2302
College Algebra	50	3	MATH 1314	Psychology, General	50	3	PSYC 2301
Biology	50	4	BIOL 1408	Sociology, Introduction	50	3	SOCI 1301
Chemistry	50	4	CHEM 1411	Western Civilization I	50	3	HIST 2321
Calculus	50	4	MATH 2413	Western Civilization II	50	3	HIST 2322
College Mathematics	50	3	MATH 1332	Business			
Precalculus	50	4	MATH2412	Info Sys & Comp Appl	50	3	BCIS 1305
Foreign Languages				Management, Principles of	50	3	BMGT 1327
French, Level I	50	8	FREN 1411,1412	Marketing, Principles of	50	3	MRKG 1311
French, Level II	59	14	FREN 1411,1412,2311,2312				
German, Level I	50	8	GERM 1411,1412				
German, Level II	60	14	GERM 1411,1412,2311,2312				
Spanish, Level I	50	8	SPAN 1411,1412				
				NCTC Credit for IBD Examination			

IB EXAMINATION	SCORE	NCTC COURSE	CREDIT HOURS	MATHEMATICS (HL)			
				Mathematics (HL)	4, 5, 6 or 7	MATH 1314 & 1316	6
BIOLOGY (SL)	4, 5, 6 or 7	No credit given at this time, pending further consideration	0	Mathematics with Further Mathematics	4, 5, 6 or 7	MATH 1314, 1316 & 1342	9
				Mathematical Methods	4, 5, 6 or 7	MATH 2413	4
BIOLOGY (HL)	4, 5, 6 or 7	No credit given at this time, pending further consideration	0	Mathematical Studies	4, 5, 6 or 7	MATH 1324	3
				MODERN LANGUAGES			
				Language A1 or A2 (SL)			
BUSINESS & MANAGEMENT	4, 5, 6 or 7	BMGT 1327	3	French	4, 5, 6 or 7	FREN 1411 & 1412	8
CHEMISTRY (SL)	4, 5, 6 or 7	CHEM 1411	4	German	4, 5, 6 or 7	No credit given at this time.	0
CHEMISTRY (HL)	4, 5, 6 or 7	CHEM 1411 & 1412	8	Portuguese	4, 5, 6 or 7	No credit given at this time.	0
COMPUTER SCIENCE	4, 5, 6 or 7	BCIS 1305	3	Russian	4, 5, 6 or 7	No credit given at this time.	0
ECONOMICS (SL)	4, 5, 6 or 7	ECON 2301 & 2302	6	Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
ECONOMICS (HL)	4, 5, 6 or 7	ECON 2301 & 2302	6	Language A1 or A2 (HL)			
ENGLISH (SL)				French	4, 5, 6 or 7	FREN 1411, 1412, 2311 & 2312	14
Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6	German	4, 5, 6 or 7	No credit given at this time.	0
ENGLISH (HL)				Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6	Russian	4, 5, 6 or 7	No credit given at this time.	0
HISTORY OF THE AMERICAS (HL)	4, 5, 6 or 7	HIST 1301 & 1302	6	Spanish	4, 5, 6 or 7	SPAN 1411, 1412,	14

		2311 & 2312	
Language B (SL)			
French	4, 5, 6 or 7	FREN 1411 & 1412	8
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
Language B (HL)			
French	4, 5, 6 or 7	FREN 1411,1412, 2311 & 2312	14
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Spanish	4, 5, 6 or 7	No credit given at this time.	0
Language AB Initio			
French	4, 5, 6 or 7	FREN 1411	4
German	4, 5, 6 or 7	No credit given at this time.	0
Portuguese	4, 5, 6 or 7	No credit given at this time.	0
Russian	4, 5, 6 or 7	No credit given at this time.	0

Spanish	4, 5, 6 or 7	SPAN 1411	4
MUSIC	4, 5, 6 or 7	MUSI 1306 & 1311	6
PHILOSOPHY	4, 5, 6 or 7	PHIL 1301	3
PHYSICS (SL)	4, 5, 6 or 7	PHYS 1401	4
PHYSICS (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
PSYCHOLOGY	4, 5, 6 or 7	PSYC 2301	3
SOCIAL & CULTURAL ANTHROPOLOGY	4, 5, 6 or 7	ANTH 2351	3
THEATRE ARTS	4, 5, 6 or 7	DRAM 1310	3
VISUAL ARTS	4, 5, 6 or 7	ARTS 1301	3

International Baccalaureate Diploma

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. In keeping with Senate Bill 111 passed in 2005, NCTC will grant (CR) credit for IB exams with certain required scores beginning Fall of 2006.

Texas institutions of higher education must award 24 hours of course specific college credit in subject appropriate areas on all IB exams scores of 4 or above as long as the incoming freshmen have earned an IB diploma. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Students must submit an official transcript of IBD test results to the Office of Student Services at least two weeks prior to the first day of classes for transcript evaluation and advising. The student will be notified by the designated admissions officer of specific course credit for which the student is eligible upon completion of the IBD transcript evaluation. All IB students must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their initial enrollment at North Central Texas College.

NCTC will not award a diploma based solely upon the number of IBD credits transferred in toward a degree requirement. NCTC and SACS (Southern Association of Colleges and Schools/Commission on Colleges) policies require students to take 25% of credit hours through NCTC instruction for graduation purposes.

Students bringing in an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, no Texas public university or college shall be required to accept in transfer or toward a degree program more than sixty-six (66) semester credit hours of lower division academic credit.

TUITION AND FEES

Just as providing easy access to quality education for all who desire it is a primary commitment of North Central Texas College, so is providing quality education at a reasonable cost. The following information will help students calculate their expenses at NCTC on a per-semester basis.

Students should read this information carefully and thoroughly to assure that they will be able to come up with a fairly accurate estimate of expenses. Students also should keep in mind that this amount will be an estimate, since there is no way to accurately forecast for each individual student such personal expenditures as those for entertainment, transportation, clothing, etc. Also, as will be explained below, some other expenses such as those for books and supplies, board, etc., will vary from student to student.

Expense Categories

Basically, the cost of attending North Central Texas College for a regular long semester (fall or spring) is the sum of expenses in four categories: (1) tuition, (2) fees, (3) books and supplies and (4) room and board.

Credit Hour Tuition

The tuition charged for a course is based on two things: (1) the total number of credit hours for which you're enrolled, and (2) your permanent, legal place of residence.

When a student registers for a course, that course will be worth a certain number of hours of college credit for a semester. Most courses at NCTC are worth three (3) hours of credit; however, there are courses that are worth one (1) credit hour all the way up to six (6) or more hours of credit for any given semester. A student can tell how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL 1301 is worth three (3) hours credit, and the French course FREN 1411 is worth four (4) hours of credit. So, if a student registers for four three-hour courses and one four-hour course, he or she will be enrolled for a total of sixteen (16) semester credit hours. Tuition, then, would be figured by multiplying the number of credit hours for which a student is enrolled times a tuition rate which is determined according to the student's place of residence.

Place of Residence

NCTC is a public institution that draws a portion of its funding from the State of Texas. Therefore, tuition rates

will be higher if a student's permanent legal residence is not in Texas.

This means a student's tuition rate will depend upon one of the following three categories:

1. **In-District** : Residents of Cooke County and Graham ISD.
2. **In-State**: Residents of all Texas counties except Cooke, and residents of Oklahoma counties contiguous with Cooke who, due to a reciprocal agreement, pay the same tuition rate as Texas residents.
3. **Out-of-State** : In addition to residents of states other than Texas, this also includes "international students"—citizens of any country other than the United States.

Notice

Students will not be considered officially registered until all tuition and fees required by the College have been paid in full or students have entered into an official payment plan with NCTC. These are payable in advance (at registration) at the beginning of each semester.

Students who are participating in one of the various financial aid programs should take special note of deadlines for application and submission of required materials. Lateness in making application and/or submitting all required information may require such students to pay tuition and fees personally at the time of registration, and they should be prepared to bear these expenses until their awards can be processed. (Refer to the separate section in this catalog on "Student Financial Aid".)

Tuition and Fee Costs

Generally, the cost of enrolling at North Central Texas College for a regular long semester (Fall or Spring) will be the sum of four expense categories: (1) Tuition; (2) Fees; (3) Books & Supplies; and (4) Personal Living Expenses, including Transportation and Room/Board. No attempt is made to estimate this last category of expense because it varies so widely among individual students.

**Determination of a student's legal residence for purposes of establishing the appropriate tuition rates is made at the North Central Texas College Admission/Registrar Office. Questions or disputes regarding interpretation of these guidelines should be directed to this office. For additional information on rules and regulations determining residence status, visit www.collegefortexans.com or the Texas Higher Education Coordinating Board Web site www.thecb.state.tx.us.*

IMPORTANT: NCTC is a state-supported institution subject to state laws. Credit is extended for expenses owed to the college only under limited circumstances. All tuition, fees, dorm rent, and other elements of expense for attending NCTC are subject to change by the NCTC Board of Trustees.

CORRECTION OF ERRORS: Students are responsible for any additional amount due NCTC resulting from auditing and correction of records after registration fees have been paid — including all registration assessment errors, invalid third-party agreements, and failure to prove residence status.

PAYMENT REQUIREMENT: All tuition and fees are due the day you register and must be paid in full to complete the registration process. Any accounts unpaid may result in the cancellation of a student's registration and a requirement that the student re-register for classes. A Reinstatement Fee is charged when a student re-enrolls. Payment for any additional tuition and fees resulting from schedule revisions or class adds/drops is due at the time a change is made. Students will NOT be allowed to register after the last day of the add/drop period or late registration.

No matter how students sign up for their classes, most NCTC students can pay their tuition/fees online. This means students can:

- Avoid the possibility of long lines and delays;
- Pay at their convenience on weekends and after regular hours,
- Pay in installments, and
- Pay with credit card or bank draft.

In order to access student accounts, go to www.nctc.edu, click on "MyNCTC — Login using a valid Student ID and pin number. Select the "Student Services" tab at the top and then click on the "Financials" option on the left.

Out of District Service Fee

An Out of District Service Fee is assessed of all college students who are not residents of Cooke County.

Tuition/Fees Installment Payment Plan

To be eligible for installment plan payments a student cannot have a financial aid hold; nor may a student be on probation or suspension by the college.

Returned Payment Fee

A \$20.00 charge will be assessed for any returned check/payment.

Tuition and Fees

Tuition at North Central Texas College is based on a student's permanent legal place of residence (Texas Education Code 54.008). The three residency classifications are (1) In-District Resident (Cooke County or Graham ISD); (2) In-State*; and (3) Out-of-State Resident (including foreign countries). Students must complete a Residency Questionnaire Form and may also be required to furnish documentary proof (such as a valid Texas Driver's License) to prove resident status.

**In-State rate applies to residents of all Texas counties (except Cooke) and residents of Oklahoma counties contiguous with Cooke who, due to a reciprocal agreement, pay the same tuition rate as Texas residents.*

Fees charged at registration, in addition to tuition (Education Code 54.051), consist of a General Use Fee of \$30.00 per semester hour (Education Code 130.084) and Laboratory Fees (Education Code 54.501) when applicable —see below).

TUITION RATES PER SEMESTER HOUR

See Summary Chart Below

In-District Residents

Tuition

General Use Fee

Total per Semester Hour*

In-District Branch Campus (Graham ISD Residents)

Tuition

General Use Fee

Out of District Service Fee

Total per Semester Hour*

Other Texas Residents:

Tuition

General Use Fee

Out of District Service Fee

Total per Semester Hour*

Out-of-State (except some Oklahoma) Residents:

Tuition \$191.00

General Use Fee \$30.00

Out of District Service Fee \$29.00

Total per Semester Hour* \$250.00

**Exclusive of Laboratory Fee and other costs*

Three Peat

An additional \$60 per semester credit hour tuition will be charged to anyone taking a course more than two times at North Central Texas College.

(Effective November 22, 2005, the Texas Higher Education Coordinating Board (THECB) will not permit institutions to submit for formula funding any hours for a course that the student previously attempted for two or more times at the same institution, therefore this loss of revenue will be passed on to the user).

Tuition for CEU Enrollment Option

Students may opt to enroll in selected semester-credit-hour courses for Continuing Education Unit (CEU) rather than for conventional semester-hour credit. Tuition for these CEU courses is \$81 per credit hour.

1 semester hour class	\$81
2 semester hour class	\$162
3 semester hour class	\$243
4 semester hour class	\$324

NOTE: Lab fees are charged in addition to rates above. All other deposits and fees are not applicable.

Laboratory Fee

Certain types of courses require that you sign up for both a lecture class AND a related laboratory class (for actual hands-on skills training, practice, experiments and practical application of what you learn in lecture). Many of these lab classes involve the use of special facilities, expensive equipment, costly materials, supplies, etc., and so for this reason, you may be charged an extra lab fee to help cover such costs. Lab fees for each class will be listed in the Schedule of Classes printed each semester. Courses that have a lab will be assessed a fee of \$5.00 for each 16 hours of laboratory time except for the following courses and others which may not be listed here. (See Schedule of Classes.)

Virtual College of Texas

Virtual College of Texas is a consortium of community colleges that supplies and/or hosts online instruction in which students from participating colleges may enroll by paying tuition to the host college for the course and having credit for that course granted by the host college and applied to the student's transcript. NCTC participates in the Virtual College of Texas as a host college and enrolls students only in courses that are not available through NCTC.

Dual Credit

Dual Credit students attending high school in the College's service area (Cooke, Denton and Montague counties, and Graham ISD) will be charged at a reduced rate.

Agriculture	\$10.00 to \$24.00
ADN Nursing	\$24.00
Anatomy & Physiology	\$24.00
Arts	\$24.00
Biology	\$24.00
Botany	\$24.00
Chemistry	\$24.00
Class Piano	\$10.00
CPR/First Aid	\$24.00
Computer Information Systems & Technology	\$24.00
Computer Science	\$24.00
Cosmetology	\$6.00
Drafting	\$24.00
Drama: Acting & Practicum	\$15.00
Equine	\$24.00
Farm & Ranch Management	\$10.00
French	\$24.00
Horticulture	\$24.00
HVAC	\$24.00
Industrial Mechanics	\$24.00
Livestock Judging	\$10.00
Machining Technology	\$24.00
Microbiology	\$24.00
Office Systems Technology	\$24.00
Paramedicine Lab	\$24.00
Petroleum Technology	\$24.00
Physical Science	\$10.00
Physics	\$24.00
Radiology	\$24.00
Spanish	\$24.00
Surgical Technology	\$24.00
Vocational Nursing	\$24.00
Welding	\$24.00
Zoology	\$24.00

Individualized Instruction Fees

Special fees are charged for certain specific courses as listed below:

Applied Lessons in Music (1 sem. hour)	\$75.00
Applied Lessons in Music (2 sem. hours)	\$150.00

Health Science/Nursing courses may require additional fees—payable at registration—for malpractice insurance, specialized books, assessment tests and other unusual expenses. Other courses such as bowling, horticulture and artificial insemination will require additional fees to be paid to the facilities in which the instruction is conducted.

Reinstatement Fee

A \$50.00 fee is assessed for students who re-enroll in courses after having their registration cancelled for non-activity. This is a non-refundable fee and will be assessed each time the student re-enrolls.

Books and Supplies

These costs of books and supplies depend entirely upon the specific courses a student takes. Book/materials costs vary widely from course to course; some are relatively inexpensive and some are not. Nursing students, for example, will pay higher prices for their highly technical books and related supplies (such as clinical uniforms) than a student taking mostly academic transfer courses such as English and History. Students needing an accurate estimate of book costs, based on the specific courses they will take, should contact the Bookstore on their campus.

NOTE: NCTC bookstores are operated by Follett Higher Education Group. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) are serviced online by the eFollett.com virtual store site. On-site bookstores are located on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at www.nctc.edu and www.efollett.com for hours of operation and other pertinent information.

"A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." Texas Education Code Sec.51.9705

Refund Schedule

For students who drop or withdraw from courses, NCTC will refund tuition and mandatory fees collected according to the following schedule. For faster access to funds, students are encouraged to use our Direct Deposit to MyNCTC debit cards. Note that for courses which meet on a regular schedule (i.e., specified days and times

throughout a fall/spring semester or summer session), the term “class days” refers to the number of calendar days NCTC normally meets for classes, NOT the days a particular course meets. For “flexible entry” courses and others which meet on an unusual or irregular schedule, NCTC will exercise professional judgement in defining the term “class days” for refund purposes. Please note also that percentages given in the schedule below are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. Also, note that some fees are non-refundable and will not be calculated in these percentage refunds.

Regular Spring/Fall Credit Classes:

A 100 percent refund will be made for courses dropped prior to the first class day of a semester. Otherwise:

During first 15 class days	70% Refund
During 16th–20th class days	25% Refund
After 20th class day	No Refund

Regular Summer Sessions:

A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise:

During first 5 class days	70% Refund
During 6th class day	25% Refund
After 6th class day	No Refund

CEU Option Courses:

A 100% refund will be given for courses if request to drop is in writing seven business days prior to first day of class.

NOTE: North Central Texas College reserves the right to establish separate withdrawal refund schedules for any fees classified as “optional.” NCTC will refund tuition and fees paid by a sponsor, donor or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available through the College.

Any student who withdraws from the College after registration must obtain clearance from the Office of Admission/Registrar. No transcript of credit for work done will be given a student whose library, financial or other obligations to the College have not been cleared. Students dropped from classes for excessive absences by an official of the College are not entitled to a refund after the refund dates.

Flexible Entry and Non-Semester-Length Courses

A 100 percent refund will be made for courses dropped prior to the first class day. Otherwise, refunds will be made as follows:

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	—
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Military Withdrawal

If a student withdraws from NCTC because he/she is called into active military service, the College will—at the student's option:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Grant a student (who is eligible under applicable college guidelines) an incomplete grade in all courses by designating “withdrawn–military” on the student’s transcript; or
3. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

Return of Title IV Aid

Federal Title IV financial aid recipients who completely withdraw from classes during any semester of attendance at NCTC will be subject to a return of Title IV aid if the withdrawal occurs before 60% of the semester has been completed. All students who owe Federal and/or NCTC funds will not be allowed to re-enroll at NCTC until the funds have been repaid. Please contact the Office of Financial Aid for more information regarding this federal requirement.

Pay Tuition and Fees in Full or Make Payment Arrangement Online

Students can select from the following payment options:

- Flexible Payment Plan with down payment and 1, 2, or 3 monthly payments.
- Pay online More information can be found by contacting the NCTC Business Office at any campus.

Gainesville: 940-668-4200

Corinth: 940-498-6255

STUDENT SERVICES

The term “Student Services” at North Central Texas College refers collectively to the various student-related support functions carried out by several offices on campus under the administrative direction of the Vice-President of Instruction and Student Services. These include:

- Office of Admissions & Registrar
- Counseling & Testing Center
- Dean of Students Office
- International Student Services
- Office of Financial Aid
- Office for Students with Disabilities
- TRIO Student Support Services
- Veterans Services
- Career and Transfer Services
- On-Campus Student Housing
- On-Campus Student Dining
- Student Activities, Clubs & Organizations

In addition, the Office of the Vice-President of Student Services handles matters related to disciplinary affairs.

Policies, procedures and regulations governing the conduct of students at North Central Texas College are outlined in the Student Handbook, which also contains general information related to student life at the College.

Financial Aid

North Central Texas College administers a variety of programs for students who need assistance in financing their education. There are four basic financial aid programs available to students: grants, loans, work-study

Flower Mound: 972-899-8403

Bowie: 940-872-4002

Graham: 940-521-0720

Students can also get all the details of their account by accessing the e-Cashier™ online — just log into MyNCTC and then select the "Student Services" tab, and finally select the "Financials" option on the left.

NOTE: You may incur a nominal, non-refundable enrollment fee of \$30.00 (per semester) if you choose to pay your tuition and fees in installments. There is no additional charge to pay in full.

employment and scholarships. Each program is funded either through federal, state, institutional or local sources.

Who Qualifies?

Except for most scholarship programs, eligibility for financial assistance at North Central Texas College is based almost exclusively upon demonstrated need. It is understood, however, that this need varies greatly from one individual to another. It is the student's responsibility to inform the College of the need for financial assistance and to provide the information necessary to establish the individual student's qualifications for such assistance. Financial Aid is not currently available through federal, state or NCTC resources for those students who enroll in non-credit or concurrent courses.

The following table is offered as an aid to students in comparing costs of attending North Central Texas College to personal financial resources. Although the prospective student should keep in mind that some figures are estimates, it is hoped that this information will be of assistance in determining relative financial need as it applies to the prospect of applying for financial aid at NCTC.

The costs outlined are based on enrollment for a regular academic year (Fall and Spring semesters) and a class load of 15 hours each semester.

	In District	Out of District
In-State Tuition & Fees*	\$2,550.00	\$3,960.00
Books & Supplies	\$2,100.00	\$2,100.00
Room & Board*		\$5,816.00
Transportation**	\$1,692.00	\$1,692.00
Personal	\$1,846.00	\$1,846.00
TOTAL	\$14,004.00	\$15,414.00

**Out-of-state tuition & fees — \$7,500.00*

***Room & Board, Transportation based on off-campus figures.*

Financial aid is available for most students who have demonstrated need; it is not awarded until after the student has made application. Again, it is the student's responsibility to inform the College of need and to supply information necessary to establish eligibility.

Application and Eligibility

The NCTC Financial Aid Office encourages prospective college students to apply early for financial aid. FAFSA applications are available to complete as early as October 1 of each year. FAFSA applications may be completed online at www.fafsa.gov. The NCTC school code is 003558.

Parents and students should be aware that FAFSA applications are free to all students. Be wary of scams that require payment for the submission of a FAFSA application. FAFSA applications are processed by the U. S. Department of Education. Students are notified by email and/or regular mail as to the status of their financial aid application. Any additional documentation required to complete the financial aid process will be requested through the NCTC Financial Aid Office, also by email or regular mail. Eligibility for financial assistance is established by the data that students and parents input on their FAFSA application. All students who are eligible to receive Federal Financial Aid must be admitted to the college as regular degree-seeking students and show proof that they have graduated from an accredited high school or received a GED.

Financial Aid Distribution

Financial aid is distributed to eligible applicants on a first come first serve basis. Awards may include a combination of federal and state aid depending on the financial needs of the student and the availability of funds.

Award amounts must be accepted by the student by going online to the MyNCTC student portal. Financial aid grant

and loan awards will be applied toward the amounts owed for tuition, fees, and books. If a balance due remains, students will be responsible for making payment at the NCTC Business Office before classes begin. Credit balance amounts will be disbursed to the student within the first thirty (30) days of class. First time students who are first time loan borrowers must wait thirty (30) days for their first loan disbursement. Refunds are disbursed back to the student based on their "Student Refund Choice" made through the MyNCTC student portal.

Satisfactory Academic Progress Policy

Financial aid recipients are required by law to maintain satisfactory academic progress as defined by the College. Non-compliance results in disqualification for further financial aid assistance. Copies of the minimum standards of progress necessary to maintain eligibility are available from the NCTC Financial Aid Office or online at <http://www.nctc.edu/FinancialAidHome/SatisfactoryAcademicProgress.aspx>.

Financial Aid Students must maintain Satisfactory Academic Progress towards an Associate's Degree or approved Certificate Program in order to receive Federal Title IV and/or State Financial Aid. After each semester the academic records of all Financial Aid Students will be reviewed to determine if Satisfactory Academic Progress is being maintained. A student's entire academic record is reviewed including all credits earned at prior institutions even if Financial Aid was not used to earn these hours. All students, including transfer students, must submit transcripts from all prior colleges and have them evaluated by the end of the first semester of enrollment. Students without degree evaluations will not be eligible to receive aid for the following term. Title IV funds awarded are affected by this policy. The requirements for these standards are set by Federal regulations (34CFR 668.34).

Good Standing: a financial aid student is in good standing when they have

- Maintained at least a 2.0 cumulative grade point average (GPA) AND
- Completed 67% of all courses attempted AND
- Complete degree within the 150% time frame. (i.e. an associate degree of 60 credit hours must be completed within 90 credit hours. Students entering the Suspension Appeal Process will be evaluated based on their Pace of Academic Progression. Pace of Academic Progression will be measured against the maximum time frame allowable to complete the student's degree or certificate program. If it is determined that a student's rate of academic progression is not attainable,

they will be placed on an Academic Plan. Students on an Academic Plan will be required to make sufficient academic progress at the end of each payment period in order to maintain eligibility for Financial Aid.

Repeated Coursework

The regulatory definition for full-time enrollment status for undergraduate students has been revised to allow a student to retake (one time only per previously passed course), any previously passed course. For this purpose, passed means any grade higher than an “F,” regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken class may be counted towards a student’s enrollment status and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class.

Student Loan Repayment

The NCTC Student Loan Default Policy states that students who are in default on a federal or state sponsored student loan will be placed on financial hold. Students on hold will not be allowed to enroll in classes or make requests for grades, transcripts, diplomas, certificates, etc. Persons wishing to override this policy are required to present written documentation from their servicer that they have entered into a satisfactory repayment plan. All transcripts, grades, and diplomas and/or certificates will be held until the default status is resolved.

Application Deadlines

Students must apply for financial aid each academic year. Federal application deadlines are October 1 of the prior

Programs Available

The chart below outlines the major financial aid programs available at North Central Texas College along with eligibility requirements and application procedures. Not all scholarship programs are listed, check with the Scholarship Office for information about other specialized scholarship programs.

Summary of Student Financial Assistance Programs Available at North Central Texas College

PROGRAM	DESCRIPTION	ELIGIBILITY	VALUE	TO APPLY
Federal PELL Grant	Available to eligible students with an established need. (Grant program)	Undergraduate & U.S. citizen or eligible non-citizen. Established financial need.	Up to \$5,920 per year paid	<ol style="list-style-type: none"> 1. Complete the FAFSA (Free Application for Federal Student Aid) online at: www.fafsa.gov. Check with the NCTC Financial Aid Office upon receipt of your Student Aid Report from the Department of Education. 3. Follow up with any other documentation that may be required.

year through June 30 of the following year. Priority deadlines may be set by each state or college. NCTC Financial Aid priority deadlines are as follows: June 1 - Fall registration, November 1 - Spring registration, April 1 - Summer registration. Students who do not meet these deadlines run the risk of paying out of pocket for tuition, fees, and books because of a late or incomplete financial aid application. Please note, to be considered complete, a FAFSA application must include any and all requested supporting documents as well as have been received and been processed no later than the priority deadlines mentioned above. Normal processing time for a FAFSA application is four to six weeks, beginning with the actual online submission to school file completion. Late or incomplete financial aid applications will be accepted and processed past the semester priority deadlines, but students must make arrangements to pay for the semester prior to school starting or at the time of actual registration.

Financial Aid Late Awards – Late awards will be processed and disbursed during the appropriate semester for students whose FAFSA applications are incomplete or late. Students whose applications are completed after semester exams will receive their awards and disbursements during the next semester and after attendance has been verified. Financial Aid disbursements are based on student attendance as of the term census date.

Summer Awards – Financial aid for summer classes is generally limited to students with remaining grant or loan eligibility and available need-based work study employment. NCTC considers the summer semester as part of the preceding award year and all summer sessions are considered as one semester for determining enrollment status, grant and loan eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG)	Reserved for students with EXCEPTIO NAL financial need. Priority given to Pell recipients	Undergraduate & U.S. citizen enrolled at least half-time, with minimal family contributions .	Approximately \$400	
Federal College Work-Study Program	Part-time employment (up to 19 hours weekly) on campus, need-based.	Enrolled at least half-time, U.S. citizen or eligible non-citizen.	\$8/hr	
Direct Loans: Subsidized, Unsubsidized and PLUS	Federal Loan Program	Must be enrolled at least half-time and amount awarded must not be over Cost of Attendance.	\$1750 for Freshman <30hrs \$2250 for Sophomore >30hrs	Additional amounts available upon written request based on eligibility.
Mary Josephine Cox Scholarship	Scholarship does not require repayment.	Cooke County resident under age 21, scholastic excellence, cumulative 3.0 GPA and special competency in given field.	Tuition/fees only, maximum \$100 per semester.	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean's Office. Online application: http://www.nctc.edu/Student_Services/FinAid/scholarships.html Deadlines: April 15 - Fall Semester October 15 - Spring Semester
NCTC Foundation Scholarships	Donors have established these scholarships that do not require repayment.	Criteria for these scholarships are varied including academic achievement, certain residency, financial need, specific major, etc.	Up to \$1,400 Average Scholarship \$600.	

“Best Seat in the House” Scholarships	Scholarships do not require repayment.	Students majoring in the Performing & Visual Arts.	Up to \$500.	
NCTC Foundation Scholarships	Leo & Mabel Scott Dual Credit Scholarships	Must be attending high school in the college’s service area or Love County, Okla. Preference given to underprivileged.	Cost of 1 class	Scholarship applications available at Gainesville Campus in the Financial Aid Office and NCTC Foundation Office. Corinth Campus in the Financial Aid Office. Bowie Campus in the Dean’s Office or with your high school counselor.
Friends of Agriculture Scholarship: “Taking Stock in Education”	Scholarships do not require repayment.	Enrolled full-time major in agriculture, equine science or related field; preference given to Cooke, Denton, Montague County residents.	\$500 per semester (Fall/Spring)	Scholarship applications available at Gainesville Campus with the Agriculture Dept. or in the NCTC Foundation Office. Deadline: April 1
NCTC Departmental Scholarships	Scholarships are available from various NCTC depts., including music, drama, dance, art, athletics	Enrolled in the specific dept. at NCTC	Vary depending on program	Contact department chairs for the various departments.

For more detailed information about these and other financial assistance programs, call or write:

Office of Financial Aid – North Central Texas College

1525 W. California, Gainesville, TX 76240

(940)668-4242

(940)498-6294

North Central Texas College Foundation
1525 W. California, Gainesville, TX 76240
(940)668-4213

Content Section**Dean of Students Department**

The Office of the Dean of Students is committed to fostering the holistic development of students at North Central Texas College by providing opportunities for advocacy, leadership, civic learning, career development, moral development, empowerment, accountability, and community engagement. Through a variety of student services, our priority is to support the educational mission of the College while providing a learning environment conducive for student success.

The Office of the Dean of Students includes the following programs and services:

- Behavioral Intervention Team (CARES)
- Campus Tours
- College Housing and Residence Life
- Office for Students with Disabilities
- Student Conduct and Conflict Resolution
- Student Life
- TRIO Student Support Services
- Title IX and Sexual Misconduct

Rod D. Lipscomb

Dean of Students
(940) 498-6224
RLipscomb@nctc.edu

Carol Novak

Departmental Assistant
(940) 498-6224
CNovak@nctc.edu

Dylan Martinez

Student Conduct Assistant
(940) 498-6448
DMartinez@nctc.edu

Student Life Specialist
(940) 498-6246
BChavez@nctc.edu

OFFICE FOR STUDENTS WITH DISABILITIES (OSD)**Wayne Smith**

Coordinator, Office for Students with Disabilities
(940) 498-6207
KWSmith@nctc.edu

Yvonne Sandmann

OSD Advisor – Gainesville/Bowie/Graham Campuses
(940) 668-3300
YSandmann@nctc.edu

TRIO STUDENT SUPPORT SERVICES**Nancy Zamora**

Coordinator of TRIO Student Support Services
(940) 498-6214
NZamora@nctc.edu

Scott Pulte

Advisor/Coach – Gainesville Campus
(940)668-7731 (ext. 4905)
SPulte@nctc.edu

Camilia Dunn

Advisor/Coach – Corinth/Flower Mound Campuses
(940) 498-6248
CDunn@nctc.edu

Terrie Moss

Advisor/Coach - Bowie/Graham Campuses
(940) 872-5227
Tmoss@nctc.edu

STUDENT LIFE/HOUSING & RESIDENCE LIFE**Daisy Garcia**

Director of Student Life
(940) 668-3330
DGarcia@nctc.edu

Brisa Finegan**Student Conduct and Conflict Resolution Office**

North Central Texas College is dedicated to providing quality educational opportunities and protecting of the rights and development of each individual of the College community in a positive, encouraging, and success-oriented environment.

In support of the NCTC mission and core values of *Stimulating Learning Environments*, *Integrity* and *Encouragement*, the Office of Student Conduct and Conflict Resolution is responsible for:

- Educating students about their rights and responsibilities as members of the NCTC community,
- Facilitating student learning and development regarding community behavioral standards,
- Promoting and safe and inclusive environment that fosters student success;
- Guiding student conduct for responsible citizenship and positive lifestyle choices; and
- Implementing the Student Conduct Code and other policies governing student conduct, on and off campus.

Please see the Student Handbook or contact the Dean of Students Office (940-498-6224) for assistance or additional information.

Advisor/Coach – Corinth/Flower Mound Campuses
(940) 498-6248
CDunn@nctc.edu

Terrie Moss
Advisor/Coach - Bowie/Graham Campuses
(940) 872-5227
Tmoss@nctc.edu

Scott Pulte
Advisor/Coach – Gainesville Campus
(940)668-7731 (ext. 4905)
SPulte@nctc.edu

TRIO Student Support Services

The TRIO Student Support Services program provides comprehensive, individualized services to students enrolled at all five NCTC campuses each academic year. The mission of the federally funded program is to increase the retention and graduation rates of eligible participants and to foster an institutional climate supportive of first generation, low income college students and students with disabilities. TRIO students receive the following services: one-on-one tutoring, academic advising, career counseling, financial aid information, cultural enrichment, personal counseling, and educational workshops geared to give students tools to succeed in college.

To obtain more information regarding TRIO services or to apply to the program, please contact:

Nancy Zamora
Program Coordinator
(940) 498-6214
NZamora@nctc.edu

Camilia Dunn

Behavioral Intervention Services

The NCTC Behavioral Intervention Team or CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful or pose a threat to the health and safety of the NCTC community—such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student. Just click the NCTC CARES Team logo posted on MyNCTC, or complete the CARES Reporting/Referral Form. If you feel there is an immediate threat to your own safety or welfare (or to another student), please call 911 immediately.

CARES Team Corinth: (940) 498-6224

CARES Team Flower Mound: (972) 899-8402

CARES Team Bowie/Graham/Gainesville: (940) 668-4207

Completion Center

Completion Center

The Completion Center offers success coaching and career exploration services for all new-to-college students. The Completion Center is here to support and empower students personal success.

Success Coaching Services:

Improve your time management skills

Demonstrate your knowledge by improving test-taking strategies

Study smarter with effective reading techniques

Avoid procrastination and stress with goal setting

Find community resources to support your short & long term goals

Prepare questions before meeting with your professors

For more information about The Completion Center-
<http://www.nctc.edu/StudentServices/completion-center>

Student Financial Aid - Return of Title IV Aid Policy

Students receiving federal financial aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Student Loans, or the Federal Work-Study Program understands, agrees, and affirms that award monies will be used solely for expenses directly related to attendance or continued attendance at North Central Texas College. Federal financial aid is considered Federal Title IV Funds and follows the rules and guidelines set forth by the U.S. Department of Education.

Students who receive Federal Title IV funds are required to complete a minimum number of hours for which assistance was received. Students who withdraw or stop attending may no longer be eligible for the full amount of Title IV funds originally awarded. All students receiving Financial Aid who complete a Petition for Course withdrawal, whether online or in person, through the NCTC Registrar's Office, will be subject to a recalculation of their Title IV Aid. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. In addition, students who attend and subsequently withdraw before financial aid is disbursed may be eligible to receive a Post-Withdrawal Disbursement of Title IV Funds for the earned aid that was not received. All students who owe Federal and/or NCTC funds will not be allowed to re-enroll at NCTC or request an official transcript, until the funds have been repaid. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes prior to completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.
3. If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal programs. If the College is unable to document the last date of attendance, the school will assume the student only attended to the 50% mark of the semester and this date will be used to determine how much aid must be returned.
4. Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, with rules of the Texas Higher Education Coordinating Board, and the rules of the College's Board of Regents.

Content Section

Return of Title IV, HEA

When a student applies for financial aid, he or she signs a statement that received funds will be used for educational purposes only. Therefore, if a student withdraws before completing their program, a portion of the funds received may have to be returned. NCTC will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

Return to Title IV Funds Policy

This policy applies to students who withdraw officially, unofficially, fail to return from a leave of absence, or are dismissed from enrollment at NCTC. It is separate and distinct from the NCTC refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA

(R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs. Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Official Withdrawal from the School

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Office or Admissions/Registrar's Office in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from NCTC records. A student is allowed to rescind his notification in writing and continue the program. If the student

subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, a school Administrator, Faculty, and/or Director of Admissions will complete the Withdrawal Form using the last date of attendance as the drop date. Any student that does not provide official notification of his or her intent to withdraw will be considered unofficially withdrawn.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Institution Responsibilities

North Central Texas College's responsibilities in regards to Title IV, HEA funds follow:

1. Providing students with the information in this policy;
2. Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
3. Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Student Responsibilities in regards to Return of Title IV, HEA funds

1. Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
2. Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
3. A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing to the official records/registration personal at your school.

*To request a copy of the North Central Texas College Return of Title IV Policy by contacting the Financial Aid Office. This policy is subject to change at any time, and without prior notice.

Veteran Educational Benefit Service

All Veteran Educational Benefit Services are handled by the Financial Aid Office.

Veterans on the Gainesville, Bowie & Graham Campuses - contact NCTC Gainesville Campus (940) 668-4242
Veterans on the Corinth & Flower Mound Campuses - contact NCTC Corinth Campus (940) 498-6294

ACTIVE DUTY, SELECTED RESERVE, RESERVE AND SURVIVOR & DEPENDENTS BENEFITS

Eligibility to the various GI Bill® educational programs is determined by the veteran's service record. Before applying for an educational benefit veterans should consult the VA Comparison Tool. The VA Comparison Tool is designed to help veterans determine eligibility, compare benefits and review payment rates for each program.

In order to receive educational benefits under the New Post 9/11 or other Montgomery GI Bill® Programs students must complete an application. Once this application is processed the Veterans Administration Office notifies each applicant by mail whether they qualify for benefits or not. A "Certificate of Eligibility" is sent to students who qualify. This certificate tells the veteran and the school how much and how many months of entitlement they will receive. Students must bring a copy of their Certificate of Eligibility to the school in order to begin receiving monthly benefit amounts.

Other documents required by the school in order to set up Veteran benefits:

Veterans Only: DD214 - MEMBER 4 - Report of Separation, Official Military Transcript.

Veterans & Dependents of Veterans: Copy of Certificate of Eligibility OR EBenefits Screen Shot of remaining eligibility, Official College Transcripts from ALL prior colleges, NCTC VA Information Sheet, NCTC Degree Audit Request Form, and NCTC VA Enrollment Certification.

BENEFIT PAYMENTS FOR ALL CHAPTERS

Monthly benefit payments are made directly to students. The payment is made to the student for the number of days the student is certified for the month. If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated as follows: Using a 30-day month, divide the monthly rate by 30 to get the daily rate. If a student is certified from the 1st through the 15th, the student is certified 15 days and is entitled to 15/30ths of the full monthly benefit.

BREAK OR INTERVAL PAY

Break or interval pay has been eliminated except for periods where a school is closed due to an Executive Order of the President or due to an emergency situation. This applies to all VA education benefit programs.

CONCURRENT ENROLLMENT (GUEST STUDENT)

A student may take courses at more than one school as long as the courses apply to his or her degree plan. The school that will grant the degree is the student's "primary" school. All other schools are "secondary" schools. The primary school provides a letter ("primary school letter" or PIL) addressed to the VA Certifying Official at the secondary school. If the student is enrolled at the primary school and the secondary school at the same time (concurrent enrollment), VA will pay for the combined credit, taking overlapping enrollment dates into account. If the student is only enrolled at the secondary school (supplemental enrollment), VA will pay for the credits taken at the secondary school.

DEGREE PLAN/DEGREE AUDIT

All transcripts from all prior colleges including military transcripts must be submitted to the school for the purpose of credit evaluation before attendance can be certified for VA purposes. Only courses that satisfy requirements outlined by the degree plan or graduation evaluation form can be certified. If a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

REMEDIAL COURSEWORK

Remedial and deficiency courses are courses designed to correct deficiencies in basic mathematics, English, and reading at the elementary or secondary level. These courses can be certified as part of an approved program, but only for students for whom a verifiable need has been established. Generally, veteran students are exempt from meeting the Admissions Office Texas Success Initiative (TSI) requirement. To be considered for an exemption the veteran must turn in a copy of their DD Form 214-Member 4 and sign a TSI Waiver at the Admissions Office. Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.

REPEATED COURSES

Courses that are successfully completed may not be

certified for VA purposes if they are repeated. If a program requires a higher grade than achieved, that course may be repeated. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned.

WITHDRAWING AND/OR NON-PUNITIVE GRADES

The law prohibits payment of VA educational benefits for a course from which the student withdraws or completes and receives a grade that is not used in computing the grade point average (a non-punitive grade, i.e. "W"). The School Certifying Official (SCO) is required to notify the Department of Veteran Affairs when changes occur to a student's school schedule. A decrease in training time (i.e. drop classes, stop attending, leave school, etc.) will create an overpayment to the student account. In addition, a decrease in credit hours can also change both prior and future payments to the basic housing allowance, book stipend, and/or the monthly benefits amount. If VA has issued a payment to either the student or the school for the term in which a student drops, students will owe money back to the Department of Veteran Affairs. In some cases the VA is willing to forgive an overpayment due to acceptable mitigating circumstances.

Mitigating Circumstance: Mitigating circumstances are issues beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. Mitigating circumstances include the following:

- An illness or injury afflicting the student during the enrollment period.
- An illness or death in the student's immediate family.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes

SCHOOL RESPONSIBILITIES

Keep VA informed of the enrollment status of veterans and other eligible persons. Report all enrollments and changes within 30 days, report only those classes that apply to the student degree plan, monitor student's grades to ensure he/she is making academic progress, report unsatisfactory progress at the end of each semester, monitor the student's conduct and report when a student is suspended or dismissed for unsatisfactory conduct.

Keep the State Approving Agency (SAA) informed of new programs and or changes to current programs, changes to

academic policies and/or procedures, changes of addresses, phone numbers, certifying officials, and report any other information required by the SAA.

Keep up to date on current VA rules and benefits, read and maintain VA bulletins, attend VA and SAA training opportunities.

Exemptions for Texas Veterans (Hazlewood Exemption)

TEXAS HAZLEWOOD EXEMPTION

The Hazlewood Act exempts qualified veterans and dependent children of certain disabled or deceased veterans from specific tuition and fee charges at public institutions of higher education in the state of Texas. The exemption is for a maximum of 150 credit hours and may be awarded regardless of financial need. The benefit is not available to spouses of veterans.

Eligible veterans must have been a resident of Texas at enlistment and must provide official military documentation to prove eligibility for the exemption. Veterans must serve more than 180 days of active duty service, excluding training, and discharge must be characterized as "honorable" or "general, under honorable conditions."

Veterans or dependents must provide proof of eligibility or ineligibility for VA education benefits. Verification may be obtained by calling the VA Education Call Center at 1-888-442-4551 or by sending us an email through the "Questions & Answers" section of our website

Contact the Texas Veterans Commission for more information about the Hazlewood Act and other education benefits for Texas veterans. Call 1-800-252-VETS.

SATISFACTORY ACADEMIC PROGRESS & HAZLEWOOD

Senate Bill 1210 passed during the Regular Session of the 83rd Texas Legislature now requires students who receive the Hazlewood Exemption to maintain a cumulative 2.0 out of 4-point grade average. It also limits to 30 the number of hours a student can take beyond their degree plan and still receive an exemption. The law does not allow for grandfathering.

Financial Aid began monitoring for Satisfactory Academic Progress at the beginning of the Fall 2014 semester. Students may regain eligibility to the Hazlewood Exemption if/when they complete a term in compliance with SB1210 requirements or by submitting an Exemption/Waiver Financial Aid Suspension Appeal Form and being approved based on medical reasons, due to the death of direct family member, or other special circumstances. Please contact the Financial Aid Office for more information.

Scholarships

The North Central Texas College Foundation awards more than 350 scholarships per semester. These scholarships are made possible by generous contributions of individuals, corporations and private foundations to assist students in reaching their educational goals. The Foundation's scholarships are generally awarded on the basis of academic achievement, financial need, community involvement and leadership. Each scholarship has different award criteria based on the terms identified by the donor, thus opening the door for scholarships for a wide variety of students. Additional scholarships are also available through various college departments, student organizations, faculty association, and other sources.

Students may complete an on-line scholarship application located on the college webpage at www.nctc.edu. To complete your application you must print and sign the certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth or Flower Mound Campuses; or the Counseling Office at the Bowie or Graham Campuses. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

Students must reapply each year for the NCTC Foundation Scholarships. For more information please call the Foundation Office at (940)668-4213.

Career Services

North Central Texas College provides career-related services to students at all campuses. These services are delivered through several departments and persons as outlined below:

Technical Program Faculty

Students enrolled in technical education programs (criminal justice, nursing, cosmetology, drafting, surgical

technology, office systems technology, equine science, business management, computer information technology, agricultural science, radiology technology, petroleum technology, emergency medical services) may network with department faculty to receive advising related to potential careers. Faculty members are also available to assist students in contacting prospective employers for internship and employment opportunities.

Job Search Resources

Job postings can be viewed online under the "Student Employment" link located on the Employment section of the NCTC website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results, and also through NCTC's Writing Center. Contact a counselor or advisor for more information about resources to assist you with your job search.

Completion Center Program:

The NCTC Completion Center is a comprehensive student engagement program, with a variety of services to help with student success, retention, and completion for all first-time-in-college students.

Major services include:

- Centralized Completion Center- Services provided on all campuses to address students' academic and non-academic challenges and issues including- success and academic coaching, goal setting, study skills, time management, test taking, reading strategies, motivation, etc.
- Centralized Career Readiness and Job Placement Program- Services include career readiness and development skills that are related to students' academic experiences. Assist students to create a solid foundation for future professional success, establish academic, personal, and professional goals based on analysis of students personality type, skills, and interests; and demonstrate tools and strategies for personal and professional growth. Other services include assisting students to create ePortfolios, and in-depth job placement services- including resume writing, career/job fair training, application and interview skill training.
- First Year Experience Course for all first-time-in-college students- The primary focus of the course is to develop an academic plan, and assist students with utilizing a range of support services on campus, such as completion center's success coaches, mentors, career services, advising, financial aid, disability services, and tutoring centers.
- Professional development opportunities for full-time and part-time faculty/staff on student success, engagement, and retention efforts.

- Mentoring program- including faculty, staff and students.

Counseling & Testing Center

The counselors and advisors of this office provide the academic advising students need in order to formalize education and/or vocational objectives, understand the college admissions process, research college majors and transferability of coursework, and assist with resolving personal problems which are impacting a student's academic performance.

As its name implies, this office also serves as the center for administering tests, including the American College TEST (ACT), the College Level Examination Program (CLEP) tests for course credit, high school equivalency tests of the General Educational Development (GED) program, Ability to Benefit (ATB), the statewide TSI Assessment to determine placement in college courses, as well as makeup exams or proctored exams required for online courses.

Personal counseling is available to students on a limited basis with referral to community and private resources when appropriate.

Academic Advising

Academic Advising is an essential element of NCTC's commitment to ensuring that students that the proper courses, in the proper sequence, in order to meet their educational and career goals. NCTC advisors and counselors provide academic advising services to all new, returning, and potential students throughout each semester- not just during registration!

The following students are required to meet with an advisor or counselor in order to register for courses:

- First-time college students (including students who were previously Dual Credit students but are now at NCTC full or part-time), and current students who have earned at least 30 credit hours
- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a Certificate program
- Students who need to have a transfer credits applied from another institution
- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

Students who qualify for online course registration are not required to see and advisor or counselor, however it is highly recommended for students who have questions or need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling and Testing Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

Center	Corinth Counseling and Testing (940) 498-6499
Center	Gainesville Counseling and Testing (940) 668-4216
Center	Flower Mound Counseling and Testing (972) 899-8412
Center	Bowie Counseling and Testing (940) 872-4002, ext. 5212
Center	Graham Counseling and Testing (940) 521-0720

Transfer Services

The NCTC Counseling and Testing Centers serve as a resource center to students preparing for transfer to other Texas public institutions, and as a focal point for information concerning programs, resources, and services to ensure a smooth transition to four-year colleges and universities. Students can start by visiting the Counseling and Testing Transfer Guide webpage to access Transfer Guides for major universities, as well as Academic Pathways which outline the suggested courses you need to take for you intended college major.

It is always recommended to visit with an advisor or counselor in person to review these Academic Pathways and transfer degree plans and materials, as well as receive assistance with choosing a major, academic course selection, and the transfer application process.

Additionally, when representatives from four-year institutions visit our campuses, they too assist in the transfer process by highlighting their institution, the programs they offer, and scholarship opportunities. Please check the NCTC website to access a monthly calendar of transfer events and scheduled university recruiter visits.

On-Campus Housing Services

NCTC provides on-campus housing for students in two facilities, Hays Hall and Bonner Hall.

Hays Hall, a suite style facility, accommodates 30 students in a two-story structure. It features six 4-student suites and two 3-student suites. Each suite has two bedrooms accommodating up to two students each and sharing a common area and bathroom. Each suite is restricted to either all male or all female.

Bonner Hall is a traditional residence hall. It features double occupancy rooms for students and community bathrooms. Male and female wings are separated by a common lobby area, access to each wing by the opposite sex is permitted during visitation hours.

All students living in the residence halls have access to Bonner Hall as there are amenities available for use. Bonner Hall has a kitchen, TV lounges, and laundry facilities on both sides of the building. There is also a work out room and a study room available for use.

Dining rooms are not provided in on-campus housing facilities at NCTC, but the college does require that students living in both residence halls purchase a Meal Plan (see details following), with meals served in the Student Center cafeteria just a short walk away.

Students who wish to be considered for housing should submit an Application/Lease Agreement, pay an application fee, and complete a background check. This information is available on the NCTC website under student housing and how to apply. Once these are completed please send all paperwork to:

Office of Student Life

North Central Texas College
1525 West California Street
Room 152
Gainesville, Texas 76240

All housing reservations will be handled on a space-available basis. The college reserves the right to make specific room assignments, although roommate preferences will be honored whenever possible. To ensure a student's roommate and hall preference, application must be made by April 30.

Charges For Room and Board

Rental charges for on-campus housing during a regular long term (Spring or Fall) at NCTC include a mandatory Meal Plan which provides 14 meals per week for the duration of the semester. Serving of meals included in this plan begins the first day of classes and ends with the Friday noon meal of the last week of each semester.

Meals are prepared and served by a privately contracted food service company, and menus are planned to give

students good nutritionally balanced meals at the most reasonable price possible.

NOTE: As of this catalog's publication date, the NCTC Food Service is open Monday breakfast through Friday lunch only. Students living on campus should be prepared to eat elsewhere on Friday evenings and weekends—either in town or in their rooms. Kitchen facilities are provided for student use on each upstairs wing of Bonner Hall. Students are allowed to have small refrigerators and microwaves in their rooms in both residence halls.

Total Charges & Payment Terms : Room/board charges for the entire semester are due and payable – either in full or installments. Students making full payment at registration will have their room/board charges discounted to:

Bonner Hall	\$1,985.00
Hays Hall	\$2,085.00

Installment Schedule : Students wishing to pay room/board charges in installments must make arrangements through the NCTC Business Office. Failure to meet installment obligations will result in severe penalties, including the student's immediate withdrawal from school when accounts become 30 days past due. The installment schedules for 2014-2015 are as follows:

	Bonner Hall	Hays Hall
Fall Semester		
Due by Move-in	\$662	\$695
Due September 15	\$662	\$695
Due October 15	\$661	\$695
Total	\$1,985	\$2,085
Spring Semester:		
Due by Move-in	\$662	\$695
Due February 15	\$662	\$695
Due March 15	\$661	\$695
Total	\$1,985	\$2,085

Summer Semester :

Due prior to move-in \$301 per summer session, \$602 for a private room per summer session.

Application Fee: A \$150 nonrefundable application fee is required in advance to be considered for a room in either residence hall. *The College Board of Regents reserves the right to adjust college housing rental/meal charges in accordance with operational costs.*

Background Check: In an effort to ensure the safety and security of the Residence Halls at NCTC, the department of Residence Life institutes a background check. All students wishing to be considered for housing will be required to submit a background check from their home

state; international students do not need to submit a background check form. In order to keep costs down for students, the background check must be performed by the student in their home state. Students with any convictions or pending charges for a Felony, Class A Misdemeanor, or Class B Misdemeanor, will not be eligible to live in the residence halls. For information on how to request a background check in Texas visit the Housing and Residence Life website at www.nctc.edu.

Bacterial Meningitis Vaccination : During the 2009 Texas Legislative session, House Bill 4189 (HB 4189) was passed and signed into law. HB 4189 requires that any incoming new student who lives on campus must either receive a vaccination against bacterial meningitis (10 days prior to move-in) or meet certain criteria for declining such a vaccination before they can live on campus. Students who are living on campus will be required to provide verification of vaccination against bacterial meningitis or provide a signed affidavit declining the vaccination.

Resident Assistants : Both residence halls at NCTC employ student Resident Assistants (RAs) to help the Coordinator of Residence Life with security, supervising the facilities, providing resident assistance in emergencies, etc. The residence halls are staffed with an appropriate number of RAs in direct relation to the number of residents in the building. Compensation is given in the form of a free private room and meal plan. To apply, contact the Coordinator of Residence Life at (940) 668-4259.

Security : The NCTC Police Department provides direct supervision of security personnel, policies and procedures, and, along with other College officials, reserves the right to forcibly remove any student from the campus who poses an immediate threat to the health and safety of the college environment.

Facilities : Should a resident have any maintenance requests they need to submit them to the RAs or to the Coordinator of Residence Life, so that they can be addressed by the maintenance department.

Student ID Card

An ID card is issued to all students registered in credit courses, but it remains the property of North Central Texas College. This ID card is the student's official ID and library card. It functions as a debit card with direct deposit for refunds and book buy back and should be carried securely at all times. Access to computer labs and campus check cashing privileges (Bookstore, Cafeteria and Business Office) will not be extended to students who do not present a valid ID.

Lending this card to anyone subjects the holder to disciplinary action and forfeiture of the ID card. The ID

card can also be used at local businesses participating in the Lion's Pride Program to receive discounts.

Photo Policy

All students are advised that the North Central Texas College Marketing Community Relations Office takes photographs and shoots videos throughout the year which may include images (as well as audio/video recordings of voices) of members of the student body and reserves the right to use them for publicity, promotional and marketing purposes. The College also reserves the right to take photographs of campus facilities and scenes, events, faculty, staff and students for promotional purposes in any areas on campus or at any NCTC-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. All such photographs are the property of NCTC and may be used for NCTC promotional purposes (e.g. electronic and printed publications, web sites, classroom use, college ads, etc.) without prior permission of the subjects.

As a general practice, there is no attempt to collect individual photo release forms from students. Instead, we make the assumption that NCTC students are our best resources for marketing the College and that they will welcome involvement in these activities. However, students who do not wish to have their images/voices used for this purpose must stipulate this in writing to the office of the Vice President of Student Services at the beginning of the semester. It is also expected that such students will excuse themselves from photo/video sessions and inform the NCTC photographer that they do not wish to be included.

Student Activities/Organizations

The existence of student organizations and student activities at North Central Texas College reflects the belief of the administration, faculty and staff that although provision of a quality instructional program is the institution's uppermost aim, the total college learning experience transcends the classroom.

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways which include, but are not limited to, employee search/selection committees and many standing committees of the College. In addition, student input is actively encouraged and sought on a system-wide basis from the Student Government Association. Finally, students may—either individually or collectively—bring issues before the Instructional Council, President's Leadership Team or other administrative bodies of the College at any time by

complying with the appropriate process for requesting that they be placed on the agenda.

Clubs and Organizations

Student clubs and organizations are sanctioned by the College administration according to the belief that each renders a particular service to the College and to the student body. No effort is made to manipulate decisions regarding activities or projects of the organization, but the College expects all student organizations to conduct their affairs in a manner appropriate to proper codes of conduct and in accordance with institutional policies and regulations.

All student group-sponsored activities on the College campus are to be sponsored by one of the recognized clubs or organizations and its advisors. Club promotional and money-making ventures involving the public must be cleared through the Office of the Dean of Students.

New clubs and organizations are required to petition the Director of Student Life for official recognition. The four requirements to become a registered organization at NCTC are: 1) 7 student members; 2) 1 full-time or part-time employee must support the club or organization with their supervisor's approval; 3) a constitution; and 4) a student organization registration form. The Director of Student Life's office will also provide assistance in the formation of clubs and organizations to meet student needs and interests. For more information about starting a club at NCTC, contact the Office of Student Life at (940) 668-3330.

Campus Activities Board (CAB)

CAB's primary purpose is to provide events and programs on the Bowie, Corinth, Flower Mound Graham and Gainesville campuses to get the student body involved. CAB hosts comedians, hypnotists, dances, cookouts, bands, and all other types of entertainment for all campuses.

Christians in Action

Christians in Action is a Christian based community service organization. Meetings are held once at the beginning of the semester and as needed. The main purpose of this organization is to perform service projects.

Cosmetology Student Association

CSA creates a link between the students of the Cosmetology Department and other student organizations and the rest of the campus community through participation in a wide variety of student activities.

Esthetician Student Association

ESA creates a link between the students of the Esthetician program and other student organizations and the campus community. ESA works to better serve the students

through education outside the classroom and the financial support of the ESA program.

Fellowship

Membership in this non-denominational Christian student organization is open to persons of all faiths.

Gaming Club

The NCTC Gaming Club is for students who enjoy gaming. Students discuss latest game releases, the development process of favorite games, and work on gaming projects together. This club is for any student no matter what their major.

Horticulture Society of North Central Texas College

This organization focuses on horticulture education while promoting the NCTC Horticulture Program and its students. The society participates in horticulture programs and activities such as the annual plant sale and field trips as well as campus beautification projects. The society also pursues opportunities to partner with Master Gardener and local interest groups within the NCTC service area. This organization is open to any student, supporter of the Horticulture Program, or community member.

Lambda Epsilon Chi

This club's purpose is to develop a better understanding in the criminal justice field and to improve skills in handling fire arms. Members of this organization seek to enhance the image of law enforcement.

National Society of Leadership & Success

This society is created for NCTC students to gain skills through participation in national lectures by leading professionals, Success Networking Team meetings, and a Leadership Training Day. The society is available for all students to attend while students seeking National Membership must pay National dues as well as complete 7 requirements prior to gaining membership.

Martial Arts Club

This club is for students interested in martial arts and all levels are welcome to join.

Outdoor Adventure

Created in Fall 2003, this organization promotes awareness of the outdoors and teaches both students and college employees of all skill levels useful outdoor skills. Activities include camping, hiking, kayaking, rock climbing and other fun, healthful pursuits. Membership is open to all persons who love the outdoors.

Phi Theta Kappa Society

The world's oldest, largest and most prestigious association of community college honor students, recognizes and promotes academic excellence on 1,200 community college campuses around the world. The Psi

Iota Chapter was chartered on the North Central Texas College campus in 1972. More than \$36 million in transfer scholarships have been designated by 600 colleges and universities for Phi Theta Kappa members only. Membership requirements include a GPA of 3.5 or higher, a total of at least 12 transferable credit hours from NCTC, and currently enrolled for at least 6 credit hours.

Residence Hall Association (RHA)

RHA is the voice for the residents in the halls. RHA will plan programs and activities for the residents. RHA is the organization that every residence hall student automatically belongs to and the objective of RHA is to be a social and community service organization. RHA has 4 elected officers (President, Vice-President, Secretary, and Treasurer), 1 advisor, and a number of committee chairs (Activity, Advertising, School Spirit, Community Service, etc.). RHA holds monthly general assemblies, weekly officers meetings, and hosts monthly social events for the members.

Student Government Association (SGA)

Members of this officially recognized representative body are elected by fellow students to communicate the interests and concerns of the student body to the Board of Regents, administration and faculty. SGA makes recommendations regarding student interests and policies to the administration. In addition, SGA helps develop campus programming designed to enhance the learning environment through social and cultural activities. By serving as an officer or senator in SGA, students have opportunities to develop and refine leadership and governance skills. Each officially recognized student organization elects a senator to serve and represent the interests of that organization.

Students in Action (SIA)

SIA is an NCTC student based volunteer organization that participates in community service with local organizations and is located at Corinth campus.

Student Nursing Association

The NCTC Student Nursing Association is a constituent of the National and Texas Nursing Student Association. The group acts as a liaison between faculty and students, aids in community health affairs, participates in legislative activities concerning health issues, and appoints delegates to the state convention each year.

Acting-Performance

The Drama Department at NCTC has many opportunities to participate in 4-5 performances each year. Every summer, the department even produces a large musical. In the past *Annie*, *Beauty the Beast*, and *Peter Pan* have been crowd favorites. The Drama Department also produces

such interesting works as *Frankenstein*, *Macbeth*, and *Dracula*. With acting and stage craft classes available, students get the chance to experience all aspects of the theater - from on stage to backstage.

Musical Organizations

The performing groups associated with NCTC's Music Department provide exciting learning opportunities for students as well as cultural enrichment for the North Central Texas area. Ensembles include the NCTC Singers, the NCTC Jazz Band, and the NCTC Wind Ensemble. All ensembles are open to both music and non-music majors, and students may receive scholarship assistance.

The NCTC Singers are an auditioned choir that performs both on and off campus. The group has performed in such venues as Carnegie Hall in New York City, Trinity Church in Boston, and the Cathedral in St. Louis. The College Singers are offered both on the Gainesville campus and the Corinth Campus. The Singers keep an active schedule in Cooke and Denton counties, singing for churches, schools and civic organizations. Admission is by audition only.

The NCTC Jazz Band performs a varied repertoire (including big band swing, dixieland and contemporary jazz) during concerts and special appearances throughout the North Texas region.

The NCTC Wind Ensemble focuses on traditional wind band music of the Renaissance through 20th Century, performing works by such composers as Gabrieli, Bach, Bizet and other important composers.

Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion on the campus. They help bring student concerns to the attention of the College community and provide a forum for student opinion on various campus issues.

North Central Texas College publishes *The April Perennial*, an annual literary and visual arts magazine which features the winning entries in both poetry and short story categories from the major divisions of NCTC's highly popular Creative Writing Awards competition. Other publications are issued periodically, including a student newspaper when journalism classes make.

Students and prospective students are encouraged also to log on to the NCTC website for the latest news and features about the College. Go to www.nctc.edu and click on the "News & Press Releases" button.

Athletics

The NCTC athletics program supports the institutional mission through assisting students in meeting their

educational goals by making available quality student support services, including intercollegiate athletics. Each athletic program provides an opportunity for student athletes to pursue academic success, physical and emotional well being and social development. Specifically, NCTC athletes pursue academic excellence, participate in well organized sports activities, promote a positive public image for the College and advance their personal and professional objectives.

The college President has ultimate responsibility for, and the administrative and fiscal control over, the institutions intercollegiate athletic programs; as well as supervisory oversight of the athletics program through the Director of Athletics. The Vice President coordinates with the NCTC Athletics Committee to regularly evaluate the NCTC athletics program to ensure that it is an integral part of the education of athletes and is in keeping with the educational purpose of the institution.

Students may provide input to the committee by contacting the Provost (940) 668-4120.

Intercollegiate Sports

NCTC participates in the following intercollegiate sports: women's tennis, women's volleyball, men's baseball and women's softball. The College is a member of the National Junior College Athletic Association (NJCAA) and competes in the Northern Texas Junior College Athletic Conference.

NCTC adheres to NJCAA requirements in regard to all aspects of athletics including, but not limited to, recruitment, admission, financial aid and the continuing eligibility of athletes. All academic, admission and financial aid policies are the responsibilities of those institutional administrative units regularly charged with oversight of these functions of the College. Students having questions in these areas are encouraged to contact the appropriate office for assistance.

Scholarships are available, and students considering participation in the NCTC intercollegiate athletics program should contact the Director of Athletics, at (940) 668-4286, for additional information.

Department of Student Success

The Department of Student Success provides a Math Lab, a Writing Center, and Study/Tutor Groups accessible for use by all NCTC students. The Math Lab is a drop-in lab. Tutors circulate among students and answer questions as students work through various algebraic or mathematical problems. The Writing Center is an appointment only center. Students make an appointment to meet with a writing tutor who can guide students through all stages of the writing process. Tutors can assist with structure, style, and grammar, and they empower students to become their own editors.

To find out more about the services listed above and to view the Department of Student Success hours of operation, please go to:
<http://www.nctc.edu/StudentServices/SupportServices.aspx>

TRIO Program

The TRIO program provides comprehensive, individualized services to students enrolled at all three NCTC campuses each academic year. The mission of the federally funded program is to increase the retention and graduation rates of eligible participants and to foster an institutional climate supportive of first generation, low income college students and students with disabilities. TRIO students receive the following services: one-on-one tutoring, academic advising, career counseling, financial aid information, cultural enrichment, personal counseling, and educational workshops geared to give students tools to succeed in college.

To obtain more information regarding TRIO services or to apply to the program, please contact:

Scott Pulte, M.S.
TRIO Counselor
Gainesville Campus, Room 112
(940) 668-7731, ext. 4905 • spulte@nctc.edu

Networks Program

The Networks Program provides services for students enrolled in one of NCTC's Technical Programs and students who qualify based on one or more of the following categories: Nontraditional Learner; Limited English Proficiency Learner; Learners who are economically disadvantaged; or Learners who are single parents or displaced homemakers. Services include: Non-traditional Career Awareness, Career Assessment, Referrals to Campus and Community Services, Academic, Career, and Individual Counseling Services, Tutoring Services, and Child Care Assistance. For more information, please contact:

Wayne Smith, M.S., CRC, LPC, CBIST
OSD Coordinator
Corinth Campus, Room 170
(940) 498-6207
kwsmith@nctc.edu

Yvonne Sandmann, M.S.
OSD Specialist
Gainesville Campus, Room 110

(940) 668-7731, ext. 4321
ysandmann@nctc.edu

ACADEMIC POLICIES

Academic Freedom

North Central Texas College ensures adequate procedures for safeguarding and protecting academic freedom. That faculty have freedom in teaching, research and publication is essential to the collegiate culture that rests upon the belief that institutions of higher education serve the common good, and depends upon a free search for truth and its free expression without intent to do personal harm. The college's stance on academic freedom and its protection is clearly stated in Board Policy EJA (Local) – Miscellaneous Instructional Policies: Academic Freedom.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he/she teaches. Limitations to this basic statement exist only within the bounds of common decency and good taste. Each faculty member is also entitled to speak or to write as a citizen of the nation, state, and community without fear of institutional censorship or discipline.

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility shared by the Board, administration, and faculty. The fundamental responsibilities of faculty as teachers and scholars include a maintenance of competence in their field of specialization and the exhibition of such competence in lectures and discussions. Although publishing is not a fundamental responsibility of a faculty member, it is encouraged by the college.

Exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the institution by his/her statements both in public and in private life. Therefore, he/she should strive to be accurate, to exercise appropriate restraint, to show respect for the opinions of others and to avoid creating the impression that he/she speaks or acts for his/her College when he/she speaks or acts as a private person.

A faculty member should be selective in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field.

Academic Honors

At the end of each Fall and Spring semester, certain students are recognized for superior academic achievement by being named to either the President's Honor List or the Dean's Honor List.

To qualify for the President's Honor List, students must attain a GPA of 4.0 while enrolled full-time (12 or more college-level semester hours). Students qualifying for the Dean's Honor List must be enrolled full-time (12 or more

college-level semester hours) and achieve a GPA of 3.5 or above. Names of students so honored will be posted and released to the news media.

Academic Load

At North Central Texas College, a full-time student is defined as one who is enrolled for a minimum of 12 semester credit hours per Fall, Spring, or combined Summer semesters. Special permission must be obtained from the Vice President of Instruction and Student Services or designee in order to enroll for more than 18 semester credit hours during a Fall or Spring semester, more than 7 semester credit hours in an individual Summer session, or more than 14 semester credit hours during the combined Summer semesters.

Attendance Regulations

The NCTC attendance policy is published in each course syllabi. NCTC faculty are expected to keep up to date attendance records. However, general regulations regarding class attendance are as follows:

1. Regular and punctual attendance is expected of all students in all classes for which they have registered.
2. All absences are considered to be unauthorized unless the student is absent due to sickness or emergencies which are approved by the instructor, or due to participation in an approved college-sponsored activity (which requires written approval from the appropriate Instructional Dean).
3. The instructor is responsible for judging the validity of any reasons given for absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work.
4. Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor. A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam.
5. Students may be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives.
6. Persistent, unjustified absences from classes or laboratories may be considered sufficient cause for College officials to drop a student from the rolls of the College.

7. Students may be dropped from a developmental course required for the Texas Success Initiative (TSI) purposes for non-attendance. Official NCTC TSI rules state that students not passing all sections of the THEA, Compass, or new statewide TSI Assessment test must be enrolled in at least one area of remediation each semester they are enrolled or until all sections are passed or all remedial requirements have been met. Students who are dropped twice for non-attendance in a required developmental course will receive a registration hold limiting enrollment in the subsequent semester.
8. Simply logging into an online course does not constitute attendance. The Department of Education calculates "last date of attendance" by the last time a student participated in an online discussion or made contact (interacted) with a faculty member.

Course Cancellation Policy

The College reserves the right to cancel any scheduled course which does not have sufficient enrollment to justify, economically or educationally, teaching the course. Students will be notified of a cancellation at the first scheduled meeting of a course.

Dropping Courses

If a student's personal circumstances dictate that he or she needs to reduce his/her academic load, that student should confer with his/her advisor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course by the deadline noted in the academic calendar. Any drops after this will be made with the approval of the instructor and the Department Chair.

It is the student's responsibility to initiate the action necessary to drop courses under the conditions outlined above. This requires the completion of a petition for course drop form available in the Office of Admission and Registrar on any NCTC Campus or by going to the NCTC website at www.nctc.edu and clicking on Admissions and Registration. Choose the forms online option and follow directions for submission of form. This form must be submitted on or before the last day to drop with a "W" (see Academic Calendar in front of catalog for specific date), and it is not available until after the official date of record. Prior to the official date of record, a student should go to the Office of Admission and Registrar to complete the required forms.

Students who register for courses are required to drop any courses they no longer wish to attend or a final grade will be assigned.

Instructors may drop students from courses for non-attendance by completing a petition for course drop.

(6) Drop Limit - S.B. 1231 Legislation

Effective 2007, section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North Central Texas College Dual Credit and Early Admission program are waived from this requirement until high school graduation.

Based on this law, any Texas Public institution of higher education may not permit students to withdraw more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All college-level courses withdrawn after the official date of record are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless the student demonstrates to an appropriate college official that one of the following events occurred to the student during the semester or summer session:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. The active duty service as a member of the Texas National Guard or the armed forces of the United State of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by the college official.

Contact the Office of Admissions and Registrar for further details related to exceptions.

Course Drop Definition

A course drop, which will be recorded on the transcript, is defined as an affected credit course not completed by an undergraduate student who:

1. is enrolled in the course by the official date of record*, and

- will receive a non-punitive grade of W.

*Official date of record varies according to the length of the course. The most common course lengths are listed below. For the official date of record for all other course lengths, please contact the Office of Admissions and Registrar.

COURSE LENGTH	DATE OF RECORD
3 week course	2nd class day
5 or 6 week course	4th class day
8 week course	6th class day
16 week course	12th class day

The following courses will be exempt from being counted as a withdrawal towards the limitation. The courses are as follows:

- College Preparatory course drops (including non-college-prep courses dropped as a result of non-attendance in the College Prep course)
- Co-requisite courses - courses that are linked together such as a lecture/lab class

Drops that will count towards the 6 drop limit include:

- Students who are withdrawn from the institution for disciplinary reason.
- Students who are dropped for non-attendance by individual faculty members.
- Students who do not meet any of the exemptions listed above.

51.907 b.3 Withdraw from the Institution

“Withdrawn from the Institution” is defined as any student that has dropped all courses for the semester, including any mini-semesters.

The Office of Admission and Registrar is responsible for tracking the number of drops that students have accumulated at North Central Texas College and from any transfer institution of public higher education in Texas. These drops will be indicated on the student’s NCTC transcript.

Faculty Withdrawals

If a faculty member withdraws a student who has exceeded the six drop limit and who does not meet any of the areas of exemption, the withdrawal slip will be sent back to the faculty member with an indication that the student can no longer be withdrawn from classes due to exceeding the “six drop limit”. The faculty member will be required to give the student a grade.

Medical Withdrawal

Policy

- The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than a week prior to final exams.
- Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive either an I or a W in each course for which they were registered.

Procedures

- Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.
- The documentation will be sent to the appropriate deans of the subject areas involved within the appeal. If the appeal involves multiple disciplines, then the request will be sent to the deans to discuss collaboratively providing a recommendation to the Office of Admissions and Registrar.
- The Deans will be responsible for the validation of documentation.
- The Registrar will inform the student and instructor of the decision in writing if the request is approved.

Complete Withdrawal

It is the student’s responsibility to make payment for all courses in which they register. If a student wishes to withdraw from all courses, they must do so according to the above mentioned procedure. Once a grade has been given for a course, the student must initiate and complete the grade appeal process within one calendar year of completion of the course (see section on “Grade Appeal Process”).

If a student withdraws completely from the College on or prior to the “course drop date deadline” (as defined above), a final grade of “W” will be recorded for each course in which the student is enrolled. Should a student withdraw completely from the College after the “course drop date deadline,” a final grade will be recorded for each course in which the student is enrolled at the discretion of the appropriate dean with the advice and consultation of the instructor of record.

Grades and Reports

Grades are reported and made a part of the official record (filed in the Registrar's Office) at the end of each semester. Students may view their grades online.

Incomplete Grades

A grade of "I" signifies incomplete course work. The intent of an "I" is to allow a student to complete a course when unforeseen circumstances hinder the student from being able to complete the course during the regular semester. The student must follow the following procedures:

1. To receive an "I" in any course, a student must be in good standing in the course through the last day to drop.
2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Incomplete Grade form to the final grade roll.
3. It is the student's responsibility to comply prior to the end of the next long semester, or the grade will revert to "F".
4. Instructors who wish to issue a grade of "I" must submit the Incomplete Grade form with the appropriate documentation to the Department Chair or Program Coordinator for approval. Once an incomplete is finished, the instructor must submit a Petition of Change of Grade form for final approval.

System of Grading

The standing of a student in each course is expressed by the following grades which are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

A-Excellent	B-Good	C-Average
D-Poor	F-Failure	I-Incomplete
W-Withdrew	P-Pass	

Disclaimer: Some departments and programs do not accept a grade of "D" as a passing grade.

Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. The forms must be completed by the student and instructor and returned to the

Registrar's Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. Once the pass/fail option is processed, no changes will be permitted to the student's academic record. It is not recommended to select the pass/fail option if the course in which the option is applied should be included as a part of the college major and expected to transfer that course to a senior college or university.

This is not meant to be an audit course. Performance requirements on the part of the student are the same regardless of the pass/fail option or the traditional A, B, C, D, F system. Courses taken on a pass/fail basis do not earn grade points; however, failing grades will be counted in the student's grade point average.

Grade Points

Letter grades are assigned numerical values, or "grade points", as follows per semester hour:

A = 4 grade points	B = 3 grade points
C = 2 grade points	D = 1 grade point
F = 0 grade points	

Courses with a grade of "P", "W", or "I" are not assigned grade point values and are not considered in computing grade point average (GPA). When a course initially taken at NCTC is repeated at NCTC, the higher grade earned is included in the computation of the cumulative GPA.

A student's cumulative GPA is determined by dividing the total college-level grade points earned by the total number of college-level credit hours attempted. To illustrate, a student who has attempted 30 college-level credit hours, earning 60 college-level grade points, would have a cumulative GPA of 2.0. College Preparatory (remedial) coursework is not used in the calculation of the cumulative GPA, however the grades earned and hours attempted are used in the calculation of the current term GPA (ex. Spring, Fall, or Summer GPA).

Minimum Grades For Good Academic Standing

All students enrolled in credit courses at North Central Texas College, whether on a full-time or part-time basis, must maintain a minimum cumulative grade point average GPA of at least 2.0 to remain in Good Academic Standing.

Academic Probation

A student whose cumulative GPA is less than 2.0 at the end of a Fall, Spring, or Summer semester for which the student is enrolled will be placed on Academic Probation. A student on Probation is notified of this status through NCTC e-mail, and a notation on the transcript.

A student who is placed on Academic Probation status, and whose cumulative GPA remains below 2.0 at the end of the next Fall, Spring, or Summer semester in which the student is enrolled, but whose term GPA for that Fall, Spring, or Summer is at least 2.0, will remain on Probation status. In this case, that student will not progress to Suspension status as long as he/she is achieving a Fall, Spring, or Summer term GPA of at least 2.0, therefore showing satisfactory academic progress towards improving the cumulative GPA. Students be advised, a cumulative GPA of at least 2.0 is required for graduation from NCTC.

A student on Suspension from another college or university (as noted on the student's official transcript), will be required to submit an Appeal to the Admissions office of NCTC in order to be eligible for enrollment. If approved for enrollment, this student will automatically be placed on Academic Probation status at NCTC, and therefore MUST earn a GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Suspension status.

Academic Suspension

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall, Spring, or Summer semester in which the student is enrolled, AND his/her term GPA for that Fall, Spring, or Summer semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and Canvas e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved for enrollment. Students approved for an Academic Suspension Appeal will be assigned an academic advisor, will be limited to the number of hours in which they can enroll, and will also have other obligations to meet during their appeal semester such as attending College Success seminars.

A student placed on Academic Suspension status whose Appeal has been denied or who does NOT Appeal but rather sits out the next semester(s) (i.e. sits out Summer and/or Fall if placed on Suspension after Spring, or sits out Spring if placed on Suspension after Fall), will have a Registration Hold placed on his/her account and MUST meet with an Academic Advisor in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status

when he/she does re-enroll at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester back at NCTC in order to avoid returning to Suspension status.

Academic Suspension - Permanent Suspension

NCTC does not permanently suspend students for poor academic performance.

Student Grade Appeal

Any student wishing to appeal the final grade received in any course may do so according to the following procedure:

1. Collect all tests, assignments, class notes and other relevant materials and request a conference in writing with the instructor of the course in question. The same materials collected must be presented at each stage of the appeal process, with no addition or omission of items.
2. Present the case for grade appeal directly to the instructor.
3. If not satisfied with the decision of the instructor, the student has 10 calendar days to appeal in writing to the instructor's Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.
4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 10 calendar days to appeal in writing to the appropriate Dean of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If not satisfied with the decision of the Dean of Instruction, the student has 10 calendar days to appeal in writing to the Provost. All tests, assignments, class notes and other relevant materials must be presented to the Provost.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined. The grade appeal process must be initiated and completed by the end of the next long semester. Grade appeals after the deadline will not be considered. For more information students can consult Board Policy FLD(Local).

Numbering of Courses

Courses are designated by four-digit numbers. The first digit indicates the level at which the course is taught. For example, a 1 indicates a freshman level course and a 2 indicates a sophomore level course. The second digit

indicates the semester hour value of the course. The third and fourth digits indicate the distinguishing number of the course. For example, Government (GOVT) 2305 is a sophomore (2) level, three-semester-hour (3) course. The distinguishing number of this particular government course is 05.

Capsule descriptions of the content of all the courses listed are set forth in the Course Descriptions section of this catalog.

Student Classification

Freshmen are defined as students who have completed fewer than thirty (30) semester hours of credit at the beginning of a registration period. Sophomores are defined as having completed thirty (30) or more semester hours of credit.

Student Responsibilities

Campus Behavior

North Central Texas College reserves the right to take disciplinary measures appropriate to any violation and in keeping with its own best interests and the interests of other students. Such disciplinary action may result in a student being placed on probation or suspension from the College. In the latter case, a student will be given the opportunity to show his or her innocence or mitigating circumstances in a hearing before the Student Services Committee. This committee may uphold previous decisions or refer the case to the President of the College for final review.

College Debts

Students having overdue books at the Library or owing fines and students indebted to the College or the College Bookstore will not be issued a transcript and will not be permitted to re-register until such debts are paid. Students must clear all debt to the College before withdrawing.

Check Cashing

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled.

Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks.

A check of \$20 or less may be cashed at the NCTC Business Office. Proper identification is required. Your student ID, driver's license or other photo identification

and date of birth will be requested on all checks. A \$20.00 charge will be made for any returned check/payment.

Student Records

Each individual student at NCTC is responsible for seeing that his/her records are kept accurate and up to date. If, after registration, students change their name, address, telephone number, social security number, etc., the Admissions/Registrar's Office should be notified as soon as possible of the change.

Students receiving financial aid should also be sure that their mailing address is up to date in the Office of Financial Aid. North Central Texas College will not be responsible for financial aid award checks, grades or other documents/correspondence not received or received late by students because of their failure to promptly notify the Registrar of an address change.

Privacy of Information – North Central Texas College complies with all requirements of the Family Educational Rights & Privacy Act of 1974 (FERPA). As provided under this act, NCTC will—unless expressly requested in writing (to follow) not to do so by the student—release to the public, on request, certain student information. This will be restricted to “directory information,” defined under FERPA as “not generally considered harmful or an invasion of privacy if disclosed.” Directory information includes but is not limited to:

- Name, address, telephone number;
- Student email
- Date and place of birth;
- Participation in officially recognized activities and sports;
- Major field of study;
- Weight and height of athletes;
- Enrollment status (full-, part-time, etc.);
- Degrees and awards received;
- Dates of attendance;
- Previous high school and college attended;
- Grade level.

Directory information cannot include student identification numbers or social security numbers.

Student Rights Concerning Educational Records Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

Right to Review Records – NCTC students have the right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected.

Right to Correct Errors – NCTC students have the right to request the amendment of their educational records that they believe are inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Right to Disclose Information – NCTC students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by NCTC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom NCTC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Right to File Complaint – Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by North Central Texas College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Transfer of Courses to Senior Colleges

The hours earned at North Central Texas College in academic courses are generally accepted by other accredited colleges and universities to (1) satisfy specific course requirements or (2) count as electives. Students who have gained proficiency through completion of course

work from non-accredited institutions should consult the Vice President of Instruction regarding individual course evaluation.

Students planning to transfer to a four-year school, or other community college, should be aware that each school determines its own list of courses required for a particular kind of degree. Moreover, different colleges do not require all the same courses for the same major. Therefore, knowledge of the degree plan requirements at the institution to which the student plans to transfer is very important. Students can start to research these requirements by visiting the Counseling and Testing Transfer Guide webpage to access Transfer Guides for major universities, as well as Academic Pathways which outline the suggested courses you need to take for your intended college major.

NCTC counselors and advisors are familiar with course requirements at transfer colleges and will be glad to assist students in determining course equivalency and in choosing those courses which are appropriate to their educational objectives after they transfer.

Resolution of Transfer Disputes For Lower Division Courses

The Texas Higher Education Coordinating Board has established the following policy to resolve disputes over transfer credit.

a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If any institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. 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 institution whose credit is denied for transfer shall notify the Commissioner of the denial.

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

DEGREE REQUIREMENTS

As a two-year comprehensive community college, NCTC has the authority by the state of Texas to offer the following degrees:

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Arts in Teaching (AAT)
- Associate of Applied Science (AAS)
- Level I Workforce Certificate
- Level II Workforce Certificate
- Marketable Skills Achievement Award

Overview of Degree Requirements

AA, AS and AAT degrees are an embodiment of NCTC's goal to provide quality freshman and sophomore level courses in arts and sciences that parallel the lower division offerings of four-year colleges and universities by offering a coherent sequence of courses with appropriate breadth and depth to prepare students for transfer to a university. To earn both the Associate of Arts and the Associate of Science degrees, the minimum requirements for each must be met where 15 college-level semester hours must be earned at NCTC.

The AAS and certificates represent NCTC's goal to provide quality technical programs leading directly to careers in semi-skilled and skilled occupations by offering a coherent sequence of courses with appropriate breadth and depth to prepare students for success in the workforce.

To graduate, students must complete the degree requirements with a cumulative grade point average of 2.0.

Degree	Requirements	Semester Credit Hours
Associate of Arts (AA)	Core Curriculum Courses	42
	Electives*	18
	Total Minimum Required Hours	60
	Associate of Science (AS)	42
Associate of Arts in Teaching (AAT)	Core Curriculum Courses	42
	Electives*	6 or 7
	Additional Advanced Mathematics Course	3 or 4
	Two Additional Science Courses	8
Associate of Applied Sciences (AAS)	Total Minimum Required Hours	60
	Specific degree requirements for grades EC-6, 4-8, and Secondary are listed in current catalog	
	General Education Courses	15
	Technical Courses (per degree plan)	Varies
	Proficiency With Computers (per degree plan)	Varies

**Elective courses should be based on the degree requirements for your chosen Major Field of Study at the university you wish to attend. Transfer electives generally meet basic university degree requirements for a Major Field of Study. Recommended electives generally transfer, but they may not meet university Major Field of Study requirements. Either Transfer or Recommended electives will satisfy NCTC degree requirements.*

Educational Intent

At the time of admission, students must identify their educational intent, i.e. to earn a certificate, to complete a degree or to transfer coursework for a bachelor's degree. Students must also identify a major. This information is

kept on file in the Office of Admissions and Registrar. Students may change their educational intent and/or their major during the course of their education. A Records Maintenance Form must be filed in the Office of Admissions and Registrar to make the change official. Changes in educational intent and/or major are effective the following semester.

Graduation Requirements

Reverse Transfer

A student can finish an associate's degree at NCTC after transferring to a university. Credits earned at a four-year college or university are evaluated to determine if the credits taken will fulfill requirements for an associate's degree.

If a student is interested in being considered for reverse transfer, then contact should be made with the appropriate office at the university or college. Check the NCTC website for more information.

Application For Graduation

To ensure consideration as a candidate for a degree or certificate, the student should submit an application for graduation at the beginning of the semester in which he/she will be completing a degree or certificate, or be identified as expected to graduate by the Office of Admissions and Registrar. Students identified by this process will be notified by mail or email regarding their award. The application may be obtained online or from the Office of Admissions and Registrar.

Deadlines for submitting graduation applications are: May graduation – March 15; December graduation – October 15. All graduating students are encouraged to submit a graduation application, regardless of intent to participate in the ceremony to ensure the desired name is printed on the diploma as well as the correct address of mailing the diploma. Graduation applications received after the deadline will be processed, but the student's name will not be published in the graduation program.

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for graduation is approved. Any student within 12 hours of finishing may participate in May commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Diplomas are granted only after all requirements are met.

Commencement

North Central Texas College certifies graduates three times a year; in the fall, spring and summer semesters. North

Central Texas College holds formal commencement ceremonies twice each year—in May and December. Students are encouraged to participate in spring or fall commencement ceremonies after applying to graduate. Diplomas are not awarded at commencement ceremonies and participation in the ceremonies is not a guarantee of degree completion. Degrees are officially conferred when the Registrar's Office certifies that all requirements have been met. Nevertheless, candidates for graduation are highly encouraged to attend and participate in the designated graduation ceremony. NCTC makes a special effort to give graduates (and their families) a beautiful and memorable ceremony to mark this important milestone in their lives. It truly is an event not to be missed.

There is no fee to participate in the commencement exercises; however, the student must purchase the required cap and gown from the NCTC campus bookstore in order to participate in the ceremony.

North Central Texas College reserves the right to post degrees and/or certificates for current or former students who have met completion requirements but have not applied for graduation. Diplomas will be automatically issued and sent to the mailing address on file.

Graduation Honors

Graduation honors will be awarded for students with the following cumulative grade point averages earned by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony. A minimum of 29 hours (earned at NCTC by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony) will be required in order to be considered for graduation honors.

4.0 GPA	Summa cum laude
3.90	3.99 GPA Magna cum laude

Catalog Restrictions

Students may graduate under any approved degree plan from: (1) the catalog in effect at the time of first enrollment at North Central Texas College, provided the catalog is still in effect, (2) the current catalog, or (3) a subsequent catalog in effect during enrollment as long as the program of study is still offered. In addition to this, the catalog may not be more than 5 years old and enrollment must have occurred during that year and earned college credit for work completed. The options above only apply provided the student meets the requirements not later than five years from the date of the catalog selected.

Official Transcripts

Official college transcripts may be requested from the Office of Admissions and Registrar on the Gainesville Campus or the Admissions Office on the Corinth, Flower Mound, Bowie, and Graham campuses. A signed, written request is required for transcripts to be mailed to an individual or place of business. Transcripts going to another educational institution can be requested online, or by fax or email.

**Transcript Requests
North Central Texas College
1525 W. California Street
Gainesville, TX 76240
transcript@nctc.edu**

INSTRUCTIONAL DIVISION

Virtual College of Texas -VCT- Courses

Virtual College Of Texas (VCT) Courses

Students may enroll in VCT courses within the following guidelines:

1. Students **MUST** register for online courses at NCTC as long as courses are open and meet the student's needs.
2. The fee charged by the provider college may not exceed \$200.00.
3. Students may register only in VCT courses that are not available through NCTC in the online format and that have been approved by the appropriate department. However, students can contact other institutions directly to inquire about enrolling in their course.
4. Students who have enrolled in VCT courses and either dropped or failed for two consecutive semesters must enroll in and pass 12 hours of non-VCT courses before they may enroll in another VCT course.

Instructional Division Organization

The Instructional Division at NCTC is made up of six major instructional areas: Arts & Social Sciences, Math and Sciences, Career and Technical, Health Sciences, Lifelong Learning and Student Success. Also included in the Instructional Division is the Library, eLearning and Honors Studies.

Arts and Sciences

Associate of Arts (AA), Associate of Science (AS) and the Associate of Art in Teaching (AAT) degrees are offered through the Arts & Sciences area, under the leadership of the Instructional Deans and Department Chairs. The instructional programs are organized according to major subject areas or disciplines, as follows:

Department of English, Speech & Foreign Language:

- English
- Foreign Language
- Speech

Department of Performing Arts:

- Dance
- Drama
- Music

Department of Visual Arts:

- Art

Department of Mathematics & Physics:

- Math
- Physics

Department of Science:

- Biology
- Chemistry

Department of Physical Education/Athletics

Department of (AAT) Education

- Early Childhood-Grade 6
- Grades 4-8
- Secondary (Grades 9-12)
- Learning Frameworks

Department of Government and Economics

- Government
- Economics

Department of History, Humanities, and Philosophy

- History
- Humanities
- Philosophy

Department of Behavioral and Cultural Sciences

- Psychology
- Sociology
- Anthropology

Department of College Preparatory Studies

As a comprehensive community college, NCTC is committed to offering quality instruction for a wide range of ability levels. College Preparatory Studies offer help to those students who need further development or who wish to review fundamentals of mathematics, reading and writing. Sequences of College Preparatory courses have been designed to prepare students for college-level academic course work. The recommendation to enroll in college preparatory courses is made on the basis of diagnostic testing. Although these courses do not satisfy any degree requirement, they are designed to assure

reasonable student success in the College curriculum. College Preparatory Studies exists to remediate deficiencies, in order that students may excel in their chosen careers.

Career and Technical Education

Associate of Applied Science (AAS) degrees and certifications are offered through the Career and Technical Education Division, under the leadership of the Instructional Dean and Department Chairs. The instructional programs, as listed, are organized according to major subject areas.

- Accounting
- Agriculture
- Business Management
- Business Office Technology
- Computer Information Systems & Technology
- Computer Network Systems
- Computer Science
- Cosmetology
- Criminal Justice
- CyberSecurity
- Database Administration
- Engineering Technology
- Equine Science
- Electrical Technician
- Farm & Ranch Management
- Gaming/Application Programming
- Horticulture
- Heating, Ventilation, and Air Conditioning
- Industrial Mechanics
- Machining Technology
- Office Systems Technology
- Petroleum Technology
- Web Design
- Welding

Department of College Preparatory Studies

Department Chair: Dr. Elizabeth Howell

940-498-6209

ehowell@nctc.edu

Program Description:

College Preparatory courses are designed to prepare students for college-level academic course work. Students may be required to enroll in College Prep courses based on their results of TSI assessment. NCTC offers a number of courses (listed below) designed to help students acquire the skills necessary for success in college-level courses. The courses are widely offered in Texas community/junior colleges, and the policy statewide is that these will not transfer as college-level courses nor will they count toward graduation at accredited Texas colleges and universities. It is important that students understand that such courses are designed to help them overcome academic weaknesses that are likely to hinder them in their pursuit of a college degree.

Courses are offered in three content areas (English, Math, Reading) based on the three areas assessed by the TSI-A test. The following course are currently offered at NCTC:

College Prep English

ENGL0300 Fundamentals of English I

ENGL0305 Fundamentals of English II

INRW0405 Integrated Reading and Writing *

College Prep Math

MATH0305 (NCTM 0351) Beginning Algebra *

MATH0310 Intermediate Algebra *

NCBM0100 Non-course Based Option for Math

NCBM0200 Developmental Mathematics NCBO

College Prep Reading

READ0300 Reading Techniques I

READ0305 Reading Techniques II *

INRW0405 Integrated Reading and Writing *

* Indicates that the course is offered in both face-to-face as well as online format

NOTE: Students who take and do not pass all portions of the TSI-A are required to enroll in at least one area of remediation each semester until all remediation has been completed. Regular and punctual attendance is expected of all students in all developmental classes for which they have registered. There are no excused absences. After one week of absenteeism, a student may be warned by the College Prep instructor. After two weeks of absenteeism, a student will receive a final warning regarding attendance from the College Prep instructor. After missing a third week of class, a student may be dropped from his/her College Preparatory class. If the student is dropped from a required College Preparatory class twice for non-attendance, a hold will be placed on the student's registration account so that the student cannot enroll in any other courses except the required remediation in the subsequent semester.

Students must complete all required courses in a College Preparatory area with a "C or better" before proceeding to college-level course work in that area. (Example - If a student's scores place him/her in Beginning Algebra, that student must be continuously enrolled in a College Preparatory math course each semester until he/she completes the College Preparatory sequence in math). However, students may choose to enroll in more than one College Preparatory area each semester. It is strongly encouraged that students who fail the Reading section of any test begin by enrolling in College Preparatory Reading courses.

Dual Credit Program

The Dual Credit program at NCTC provides an opportunity for eligible high school students to enroll in college-level courses to earn both college credit and high school credit simultaneously. Students may take NCTC classes at any NCTC campus, at their high schools, online or any combination of the three. Refer to Admissions Information for eligibility requirements.

eCampus

The mission of the eLearning Department is to facilitate the continued growth and development of distance learning opportunities for a diverse and rapidly changing student population. The department strives to accommodate a wide range of online student needs and learner preferences.

Students can expect the same high-quality courses as those taught in the classroom. The content and transferability is

identical to courses offered on campus. eCampus students follow the same admissions and registration procedures as on-campus students. A student may complete the core curriculum through online courses, and many technical program courses are available online. Over 100 courses are currently offered online with more added every semester.

Online courses require students to have an Internet connection to complete coursework. Students may use a personal computer from home (or other location), or they may use NCTC General Access Lab computers on-campus. (Check lab schedules.) NCTC uses the Canvas Learning Management System for all online and hybrid courses. Face-to-face courses use Canvas to log grade and attendance data, and may use Canvas to deliver resources, activities, and assessments. Students use their assigned NetID to login to Canvas.

An online course is delivered 80%-100% online. Most online courses are conducted totally online; however, some do require students come to campus for testing, etc. Students should check specific course information by visiting <http://NCTCeCampus.info> and clicking *Online Courses*.

A hybrid course is delivered 30%-79% online. Hybrid courses blend online and face-to-face delivery. Hybrid courses require some on-campus time; yet offer the flexibility of fewer trips to campus. Generally, a hybrid course meets on campus one day a week to attend lab or classroom instruction. Students should check specific course information by visiting <http://NCTCeCampus.info> and clicking *Online Courses*.

A \$50 per course distance education fee is charged for each online, hybrid, or Virtual College of Texas course in which a student enrolls.

Please visit <http://NCTCeCampus.info> for more information.

Health Sciences

Associate degrees and certifications are offered through the Health Sciences area, under the leadership of the instructional dean and program coordinators. The instructional programs, as listed below, are organized according to major subject areas.

- Associate Degree Nursing
- Fire Sciences
- Emergency Medical Technology
- Licensed Vocational Nursing
- Radiological Technology
- Surgical Technology

Honors Studies at NCTC

The Honors Program at North Central Texas College is an initiative designed to provide deserving area students with advanced learning and community leadership opportunities. Students in the program will be automatically considered for honors scholarships. Participating students will benefit from personalized learning plans, innovative and exemplary teaching, smaller class sizes, and guidance through the transfer process. Other advantages of honors study include service learning experiences and access to cultural and other special events. With completion of the requisite coursework, graduating and transferring students qualify to receive the Honors Program designation on transcripts, diplomas, and honors certificates.

Honors coursework emphasizes academic rigor and the development of both critical thinking and communication skills. Honors faculty develop courses in a variety of ways—course content can be organized topically or thematically, according to instructor expertise, and/or with an interdisciplinary focus. Regardless of approach, the instructional goal is to offer students competing perspectives within a global context, while engaging student intellectual curiosity. Honors subsections of core curriculum courses are offered each semester. Students who need coursework beyond what is offered may develop an even more personalized plan of study. Honors options can be created by contract with faculty and student collaboration. All honors coursework arrangements, whether contracts or subsections, need to be finalized by the second week of the semester. More information and the appropriate forms can be found in the Honors Handbook.

Honors students will enjoy many opportunities to learn from academic and working professionals. The Conference on American Leadership, offered in the spring of each academic year, provides one such outlet for the discussion of relevant issues, and is a major opportunity for honors students to interact with experts from around the state and nation. Moreover, the Honors Program sponsors student sharing conferences and other academically enriching community events throughout the year.

For more information, visit www.nctc.edu/Honors or contact the Office of Honors Studies:

Dr. Rochelle Gregory
Honors Program Coordinator,
English

Office 160, Corinth Campus
(940) 498-6297
rgregory@nctc.edu

Library Services

In addition to the main library on the Gainesville campus (Mary Josephine Cox Library), NCTC also has additional campus libraries on the Bowie, Corinth, and Flower Mound campuses. Students use the online catalog to identify materials and, if the item needed is on another NCTC campus, students can request the item through the on-line catalog. Those who are at the Graham campus, which does not have a physical library location but is assisted through the Bowie Campus Library, may also request items through the on-line catalog. A courier service between campuses ensures rapid delivery of materials.

Students can access many of the library resources online. In addition to traditional print resources, NCTC has an eBook collection and thousands of periodical titles (magazines, newspaper, journals, etc.) from databases accessible from any computer on the college's intranet. For information on accessing resources remotely, students should contact their NCTC campus library (with students on the Graham campus contacting the Bowie Campus Library).

If a citation found in an online periodical database does not provide a link to the full text of the article, students should check to see if the NCTC Libraries has a print subscription and if there is none, students may request the article through interlibrary loan.

Library

The NCTC Libraries has over 45,000 materials (both print and media) available across four campus libraries and campus workstation access on the College's Intranet (during campus library operating hours) to over 70 electronic information sources which include periodical databases (index and full-text collections), newspaper archives, and over 25,000 eBooks. There is also 24/7 remote access to the electronic information sources through the MyNCTC portal.

The NCTC Libraries also has:

- Intra-campus loan service, allowing borrowing across campuses via courier
- General Access Computer Labs available through each campus library*
- Special collections such as Graphic Novels and the Genealogical collection.
- Interlibrary Loan and TexShare Card program
- Ask-a-Librarian service
- Research assistance from professional librarians
- Citation help both online and in-person
- Online subject guides

- Photocopiers and DVD players and monitors are available to students for In-Library Use Only within the campus libraries.

*On the Corinth campus, the computer lab is located outside the library in Room 366; the computer lab on the Graham campus is separate from and not maintained by the NCTC Libraries.

Online, Web-Accessible Catalog

An online public access catalog (OPAC) is accessible from any NCTC workstation as well as via the Internet through the Library link on the NCTC website, MyNCTC portal, and on the NCTC Library website. The OPAC provides indexed access to books and audiovisual materials in the NCTC Libraries collection. Circulating items check out upon presentation of an NCTC photo identification card; students may request that items located at another NCTC campus library be sent to their NCTC home campus through the on-line catalog and students who are unable to locate specific research materials within the NCTC Libraries collection are encouraged to inquire at the Circulation Desk for reference assistance, interlibrary loan services, and TexShare services. Students at the Graham campus may contact the librarian at the Bowie campus for assistance. For county residents, either a county resident card issued by the NCTC Libraries or a TexShare Card issued by a public library that is a member of TexShare will allow checkout of circulating items.

Important Note

A student's library record must be clear at the conclusion of each semester before transcripts of grades will be released or before he/she is allowed to re-enroll. At the end of the semester, a hold is placed on records of any student having an unpaid fine and/or a currently overdue book. Library circulation policy is posted on the Library website.

General Access Computer Labs

Computer Labs are located within the library at the Bowie, Flower Mound, and Gainesville campuses and in room 366 at the Corinth campus. Lab hours are posted in the respective buildings and on the NCTC Libraries website. Although NCTC students have priority, there are also two public access computers at the Mary Josephine Cox Library on the Gainesville campus. (County residents within the NCTC service area may inquire at the Circulation Desk in the Mary Josephine Cox Library on the Gainesville campus for access.)

Courier Learning Resources/Library Services

A courier delivers and returns materials between the NCTC campuses. In addition, the TexShare program provides two-day weekly courier services for interlibrary loan items. NCTC students and employees may inquire at the Circulation Desk on their respective campus to learn more about the interlibrary loan service. Courier service is provided to the Graham Campus as needed.

Saturday College

Saturday College at North Central Texas College is designed to fit the busy lifestyle of students who want to complete a college degree. The Saturday College reflects NCTC's commitment to the education of students of diverse ages and backgrounds by allowing students to earn credits toward four degree options by attending classes only one day a week.

Courses that require class attendance will be offered outside traditional teaching hours in blocks of time on Saturday. The courses will be delivered in such a way as to concentrate the learning experience using the facilities and staff of NCTC to offer the opportunity to complete a degree in the traditional classroom setting combined with online courses.

The Saturday College classes fulfill general education requirements for the state of Texas. Many courses will transfer with full credit between and among all public state-supported institutions of higher education within the state. Special articulation agreements between NCTC and the major universities in this region ensure the student that their coursework will provide the step up to a higher degree if they wish. Students are advised to meet with their academic advisor prior to enrolling in the Saturday College so they can be assured that the courses they take meet their educational goals.

Saturday College classes are available at NCTC's Corinth campus, 1500 North Corinth Street, Corinth, Texas. The same objectives and requirements that apply to the courses regularly taught on campus during the week also apply to Saturday College. Although the delivery methods vary, the content does not. Full-time faculty members and adjunct faculty who teach during the week also teach Saturday College courses.

Students may find it possible to complete degree requirements in two years, but must commit to going to class each weekend and also enroll for several online classes. Attending summer sessions will most likely be required in order to complete a degree in two years. Missing one class in Saturday College can put the student behind and it will be difficult to make up the missed work. Tuition and fees are the same as in the regular session credit program. Saturday College courses also use the same books as weekday credit courses. Saturday College offers a full complement of student services at the Corinth

campus. Online Library services are available to weekend students.

Adult Continuing Education (ACE)

The Division of Adult Continuing Education (ACE) at North Central Texas College provides non-credit learning options in workforce education and personal enrichment. In order to address the needs of an increasingly diverse student population, courses are flexibly scheduled at Cooke, Denton, Montague, and Young Counties.

Occupational training programs are a mainstay in the ACE division. Working hand-in-hand with employers and workforce development boards, NCTC develops curriculum to support ever-changing labor pool needs. With the understanding that many individuals need to prepare for a career change while in the workforce, the number of comprehensive workforce and certification programs offered entirely on-line has increased to 500+ topics.

NCTC is viewed as a customized training provider of choice in the region, working with employers to identify and implement specialized training objectives. Subsequent results prompt increased efficiency and employee retention, groom workers for upward mobility and improve the competitive stance of the organization. Additionally, professionals who require mandatory professional education look to NCTC to polish competencies.

Cultural/personal enrichment courses range from art, fitness, and gardening, to home décor, music, financial management, and language studies. Topics are modified regularly in alignment with popular trends. Students may even opt to pursue their personal interests using the distance education venue.

Computer classes teach basic to advanced technology skills like the Microsoft Suite, specific business applications such as Quickbooks, and trendy subjects such as digital photography.

Informational schedules are available each semester and may be viewed on the college web site, www.nctc.edu, under the Lifelong Learning link. Non-credit course registration is on-going throughout the year and encouraged at least seven business days prior to the class start.

Conversion of Non-Credit to Credit

A student may enroll in select technical credit courses but choose to earn continuing education units (CEUs) instead of academic credit (referred to as concurrent enrollment). Upon course completion, the concurrently enrolled student receives a conventional letter grade, and the CEUs are posted to the student's combined transcript.

Within two years of course completion and enrollment as an undergraduate student, a student who has a passing

conventional letter grade for a noncredit course may apply to have the CEUs earned for that course converted to regular semester-hour college credit. At this point, semester-hour credits earned are posted to the student's undergraduate academic transcript. Once converted to college credit, the course can count toward the requirements for a certificate or degree.

Adult Continuing Education Frequently Asked Questions

The majority of lifelong learning courses do not mandate prerequisites. However, some courses may be taken only by those students who meet age restrictions or pre-designated experience or licensure. Any specific eligibility criteria will be reflected on the lifelong learning schedule/website.

- Enrollment in all course topics is based upon a first-come, first-serve basis.

- All course topics require minimum enrollment for implementation.

- Continuing Education Units (CEUs), the nationally recognized means of recording and accounting for the various continuing education activities a person accumulates, are awarded for completion of courses. One (1) is awarded for every 10 contact hours of organized continuing adult education.

ACE Registration

Enrollment forms may be found in the course schedule or sent to students upon request. Registration can be conducted in person, by phone, fax or mail. Payment is required at the time of registration. Note: ACE offers a payment plan for workforce development courses/groups of courses (\$199 + fee total). Currently, the division offers limited scholarships for courses pertaining to GED (Texas Education Agency Drop Out Recovery Grant).

Gainesville Campus
Adult Continuing Education (ACE) Division
1525 W. California Street, Gainesville, TX 76240
(940) 668-4272 or fax (940) 668-6049

Corinth Campus
1404 N. Corinth Street, Suite 307
Corinth, TX, 76208
(940) 498-6270 or fax (940) 498-6401

Bowie Campus
810 S. Mill Street, Bowie, Texas 76230-1247
(940) 872-4002 or fax (940) 872-3065

Flower Mound Campus

1200 Parker Square
Flower Mound, Texas 75028
(972)899-8419 or fax (972) 899-8401

NCTC CORE CURRICULUM

NCTC Core Curriculum

To complete the 42 hour Core Curriculum, a student must earn the required number of semester credit hours according to the parameters described below.

2017-2018

Communication - 2 courses

ENGL 1301	COMPOSITION I	3
ENGL 1302	COMPOSITION II	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

6 credit hours - Select two courses from the list above.

Mathematics - 1 course

MATH 1314	COLLEGE ALGEBRA	3
MATH 1316	PLANE TRIGONOMETRY	3
MATH 1324	MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1325	CALCULUS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1332	CONTEMPORARY MATHEMATICS I	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
MATH 2412	PRE-CALCULUS MATH	4
MATH 2413	CALCULUS I	4

3 - 4 credit hours - Select one course from the list above.

Life and Physical Sciences - 2 courses

BIOL 1406	BIOLOGY FOR SCIENCE MAJORS I	4
BIOL 1407	BIOLOGY FOR SCIENCE MAJORS II	4
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4
BIOL 1411	GENERAL BOTANY	4
BIOL 1413	GENERAL ZOOLOGY	4
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4

BIOL 2406	ENVIRONMENTAL BIOLOGY	4
CHEM 1406	INTRODUCTORY CHEMISTRY	4
CHEM 1411	GENERAL CHEMISTRY I	4
CHEM 1412	GENERAL CHEMISTRY II	4
HORT 1401	HORTICULTURE	4
PHYS 1401	COLLEGE PHYSICS I	4
PHYS 1402	COLLEGE PHYSICS II	4
PHYS 1415	PHYSICAL SCIENCE	4
PHYS 2425	UNIVERSITY PHYSICS I	4
PHYS 2426	UNIVERSITY PHYSICS II	4

6 credit hours - Select two courses from the list above.

Some courses require a prerequisite course.

Language, Philosophy and Culture - 1 course

ENGL 2322	BRITISH LITERATURE I	3
ENGL 2323	BRITISH LITERATURE II	3
ENGL 2327	AMERICAN LITERATURE I	3
ENGL 2328	AMERICAN LITERATURE II	3
ENGL 2332	WORLD LITERATURE I	3
ENGL 2333	WORLD LITERATURE II	3
HIST 2321	WORLD CIVILIZATIONS I	3
HIST 2322	WORLD CIVILIZATIONS II	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3
PHIL 1301	INTRODUCTION TO PHILOSOPHY	3
PHIL 2306	INTRODUCTION TO ETHICS	3
SPAN 2311	INTERMEDIATE SPANISH I	3

3 credit hours - Select one course from the list above.

Creative Arts - 1 course

ARTS 1301	ART APPRECIATION	3
DANC 2303	DANCE APPRECIATION I	3
DRAM 1310	INTRODUCTION TO THEATER	3
DRAM 1330	STAGECRAFT I	3
DRAM 2366	INTRODUCTION TO CINEMA	3
MUSI 1306	MUSIC APPRECIATION	3
MUSI 1310	AMERICAN MUSIC	3

3 credit hours - Select one course from the list above.

History - 2 courses

HIST 1301	UNITED STATES HISTORY I	3
HIST 1302	U.S. HISTORY FROM 1865	3
HIST 2301	TEXAS HISTORY	3

6 credit hours - Select two courses from the list above.

Government - 2 courses

GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3

Social and Behavioral Sciences - 1 course

ANTH 2346	GENERAL ANTHROPOLOGY	3
ANTH 2351	CULTURAL ANTHROPOLOGY	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3
ECON 2302	PRINCIPLES OF MICROECONOMICS	3
PSYC 2301	GENERAL PSYCHOLOGY	3
PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
SOCI 1306	SOCIAL PROBLEMS	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3

3 credit hours - Select one course from the list above.

Component Area Option - 2 courses

SPCH 1315	PUBLIC SPEAKING	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
EDUC 1300	LEARNING FRAMEWORK	3
PSYC 1300	LEARNING FRAMEWORK	3

SPCH1315 or SPCH1321 AND EDUC1300 or PSYC1300 for a total of 6 hours

Transfer Pathways

North Central Texas College strives to provide students the courses of study that match their educational goals. To accomplish this academic pathways are provided to shape a

student's educational experience. Pathways do not supplant degree plans nor are they prescriptive, but are more general in nature. Students seeking more detail are encouraged to visit a Counselor or Advisor on their campus for pathways that provide more transfer information. Additionally, Counselors and advisors can provide degree plans more specifically tied to their educational needs.

AAT Pathways 4-8 EC-12 SE

NCTC ASSOCIATE OF ARTS IN TEACHING DEGREE (AAT)
SUGGESTED PATHWAY FOR EDUCATION MAJORS 4-8, EC-12 SPECIAL EDUCATION

The Associate of Arts (AA) in Teaching degree is designed to transfer into a Bachelor of Arts (BA) degree at a four-year public university in the state of Texas. The transfer university is the final authority on determining if all the courses within the NCTC Associate of Arts degree are transferrable and applicable for an intended major, so students should consult with an advisor at the university level regarding all coursework to be completed at NCTC. The following is a recommended sequence of courses for students intending on majoring in Teacher Education at a Texas public university. Students placing at college preparatory levels will have additional courses to complete before taking eligible college-level courses in this sequence, and some courses may have pre-requisites-please check the course descriptions in the NCTC catalog. The amount of courses taken each semester can also be adjusted as several core classes are offered during Summer and Mini-mesters-this sequence only takes into account Fall and Spring semesters.

FIRST SEMESTER	CREDIT HOURS
ENGL 1301	Composition I
3	
EDUC 1300	Learning Frameworks
MATH Core	College Algebra (MATH 1314)
is the preferred Math course	3
EDUC 1301	Introduction to the Teaching
Profession	3
ARTS Core	Art, Music, or Film
Appreciation*	3
15	
SECOND SEMESTER	CREDIT HOURS
ENGL 1302	Composition II
1st LAB SCIENCE Core	Biology,
Environmental Biology, or Physical Science*	4
MATH 1350	Fundamentals of Math I
GOVT 2305	American National Government
3	
EDUC 2301	Introduction to Special
Populations	3
16	
THIRD SEMESTER	

2nd LAB SCIENCE Core	Biology, Environmental Biology, or Physical Science*	4
MATH 1351	Fundamentals of Math II	3
GOVT 2306	Texas Government	3
LANG/PHIL/CULTURE Core	Sophomore-level Literature*	3
HIST 1301	U.S. History I (up to 1865)	3

16

FOURTH SEMESTER

HIST 1302	U.S. History II (1865 to present)	3
3rd LAB SCIENCE Core	Biology, Environmental Biology, or Physical Science*	4
SPCH 1315	Public Speaking	3
SOCIAL/BEHAV Core	Intro. to Sociology, General Psychology, or Lifespan Psychology*	3

Total Credit Hours 60

*Consult with your intended transfer university AND an advisor to determine which NCTC courses would satisfy both elective and core requirements for your major, and also how many credit hours beyond the 60 hours required for an AA degree are transferable. Specific courses/major requirements for some common transfer universities are listed below:

Midwestern State University:

<http://www.mwsu.edu/academics/undergraduate-majors-and-programs>

Sam Houston State:

<http://www.shsu.edu/prospects/transfer/>

Southeastern Oklahoma University:

<http://www.se.edu/2plus2/>

Texas A&M University (College Station):

<http://admissions.tamu.edu/transfer/majors>

Texas Tech University:

<http://www.depts.ttu.edu/advising/twoyearplan.php>

NCTC Advising Questions: counseling@nctc.edu

Texas Woman's University:

<http://www.twu.edu/undergraduate-studies/graduate-on-time.asp>

University of North Texas: <http://registrar.unt.edu/transfer-guides>

UT Austin:

<http://www.utexas.edu/student/admissions/tccn/>

University of Texas at Dallas:

<https://www.utdallas.edu/enroll/transfer/plans/>

NCTC Contact regarding Career Paths for Education

Majors:

Sara Flusche

Department Chair of Teacher Education

Phone: 940-668-3321, Office: Gainesville- Room 1306

Email: sflusche@nctc.edu

AAT Pathway EC-6

NCTC ASSOCIATE OF ARTS IN TEACHING DEGREE (AAT)

SUGGESTED PATHWAY FOR EDUCATION MAJORS EC-6

The Associate of Arts (AA) in Teaching degree is designed to transfer into a Bachelor of Arts (BA) degree at a four-year public university in the state of Texas. The transfer university is the final authority on determining if all the courses within the NCTC Associate of Arts degree are transferrable and applicable for an intended major, so students should consult with an advisor at the university level regarding all coursework to be completed at NCTC. The following is a recommended sequence of courses for students intending on majoring in Teacher Education at a Texas public university. Students placing at college preparatory levels will have additional courses to complete before taking eligible college-level courses in this sequence, and some courses may have pre-requisites-please check the course descriptions in the NCTC catalog. The amount of courses taken each semester can also be adjusted as several core classes are offered during Summer and Mini-mesters-this sequence only takes into account Fall and Spring semesters.

FIRST SEMESTER	CREDIT HOURS
ENGL 1301	Composition I
3	
EDUC 1300	Learning Frameworks
MATH Core	College Algebra (MATH 1314)
is the preferred Math course	3
EDUC 1301	Introduction to the Teaching Profession
3	
ARTS Core	Art, Music, or Film
Appreciation*	3
15	
SECOND SEMESTER	CREDIT HOURS
ENGL 1302	Composition II
3	
1st LAB SCIENCE Core	Biology, Environmental Biology, or Physical Science*
4	
MATH 1350	Fundamentals of Math I
GOVT 2305	American National Government
3	
EDUC 2301	Introduction to Special Populations
3	
16	
THIRD SEMESTER	CREDIT HOURS
2nd LAB SCIENCE Core	Biology,

Environmental Biology, or Physical Science*	4
MATH 1351	Fundamentals of Math II 3
GOVT 2306	Texas Government 3
LANG/PHIL/CULTURE Core	Sophomore-level Literature* 3
HIST 1301	U.S. History I (up to 1865) 3
16	
FOURTH SEMESTER	
HIST 1302	U.S. History II (1865 to present) 3
3rd LAB SCIENCE Core	Biology, Environmental Biology, or Physical Science* 4
SPCH 1315	Public Speaking 3
SOCIAL/BEHAV Core	Intro. to Sociology, General Psychology, or Lifespan Psychology* 3
13	

Total Credit Hours 60

*Consult with your intended transfer university AND an advisor to determine which NCTC courses would satisfy both elective and core requirements for your major, and also how many credit hours beyond the 60 hours required for an AA degree are transferable. Specific courses/major requirements for some common transfer universities are listed below:

Midwestern State University:
<http://www.mwsu.edu/academics/undergraduate-majors-and-programs>

Sam Houston State:
<http://www.shsu.edu/prospects/transfer/>

Southeastern Oklahoma University:
<http://www.se.edu/2plus2/>

Texas A&M University (College Station):
<http://admissions.tamu.edu/transfer/majors>

Texas Tech University:
<http://www.depts.ttu.edu/advising/twoyearplan.php>

NCTC Advising Questions: counseling@nctc.edu

Texas Woman's University:
<http://www.twu.edu/undergraduate-studies/graduate-on-time.asp>

University of North Texas: <http://registrar.unt.edu/transfer-guides>

UT Austin:
<http://www.utexas.edu/student/admissions/tccn/>

University of Texas at Dallas:

<https://www.utdallas.edu/enroll/transfer/plans/>

NCTC Contact regarding Career Paths for Education Majors:
 Sara Flusche
 Department Chair of Teacher Education
 Phone: 940-668-3321, Office: Gainesville- Room 1306
 Email: sflusche@nctc.edu

AAT Pathway Secondary

NCTC ASSOCIATE OF ARTS IN TEACHING DEGREE (AAT)
 SUGGESTED PATHWAY FOR EDUCATION MAJORS SECONDARY

The Associate of Arts (AA) in Teaching degree is designed to transfer into a Bachelor of Arts (BA) degree at a four-year public university in the state of Texas. The transfer university is the final authority on determining if all the courses within the NCTC Associate of Arts degree are transferrable and applicable for an intended major, so students should consult with an advisor at the university level regarding all coursework to be completed at NCTC. The following is a recommended sequence of courses for students intending on majoring in Teacher Education at a Texas public university. Students placing at college preparatory levels will have additional courses to complete before taking eligible college-level courses in this sequence, and some courses may have pre-requisites-please check the course descriptions in the NCTC catalog. The amount of courses taken each semester can also be adjusted as several core classes are offered during Summer and Mini-mesters-this sequence only takes into account Fall and Spring semesters.

FIRST SEMESTER	CREDIT HOURS
ENGL 1301	Composition I 3
EDUC 1300	Learning Frameworks 3
MATH Core	College Algebra (MATH 1314) 3
is the preferred Math course	
EDUC 1301	Introduction to the Teaching Profession 3
ARTS Core	Art, Music, or Film Appreciation* 3
15	
SECOND SEMESTER	
ENGL 1302	Composition II 3
1st LAB SCIENCE Core	Biology, Environmental Biology, or Physical Science* 4
GOVT 2305	American National Government 3
Content Specific	Content Specific Course 3
EDUC 2301	Introduction to Special Populations 3

16
THIRD SEMESTER
 2nd LAB SCIENCE Core Biology, Environmental Biology, or Physical Science* 4
 GOVT 2306 Texas Government 3
 LANG/PHIL/CULTURE Core Sophomore-level Literature* 3
 Content Specific Course 3
 HIST 1301 U.S. History I (up to 1865) 3

16
FOURTH SEMESTER
 HIST 1302 U.S. History II (1865 to present) 3
 SPCH 1315 Public Speaking 3
 Content Specific Course 3
 SOCIAL/BEHAV Core Intro. to Sociology, General Psychology, or Lifespan Psychology* 3
 12

Total Credit Hours 59

*Consult with your intended transfer university AND an advisor to determine which NCTC courses would satisfy both elective and core requirements for your major, and also how many credit hours beyond the 60 hours required for an AA degree are transferable. Specific courses/major requirements for some common transfer universities are listed below:

Midwestern State University:
<http://www.mwsu.edu/academics/undergraduate-majors-and-programs>

Sam Houston State:
<http://www.shsu.edu/prospects/transfer/>

Southeastern Oklahoma University:
<http://www.se.edu/2plus2/>

Texas A&M University (College Station):
<http://admissions.tamu.edu/transfer/majors>

Texas Tech University:
<http://www.depts.ttu.edu/advising/twoyearplan.php>

Texas Woman's University:
<http://www.twu.edu/undergraduate-studies/graduate-on-time.asp>

University of North Texas: <http://registrar.unt.edu/transfer-guides>

UT Austin:
<http://www.utexas.edu/student/admissions/tccn/>

University of Texas at Dallas:

<https://www.utdallas.edu/enroll/transfer/plans/>

NCTC Advising Questions: counseling@nctc.edu

NCTC Contact regarding Career Paths for Education Majors:

Sara Flusche
 Department Chair of Teacher Education
 Phone: 940-668-3321, Office: Gainesville- Room 1306
 Email: sflusche@nctc.edu

Anthropology Pathway

Associate of Arts with a Pathway for Anthropology

Department Chair Contact Information:

Dr. Leslie Kelley

940-498-6424

lkelley@nctc.edu

Corinth Campus, Room 337

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
FIRST YEAR		
FIRST SEMESTER		
ENGL 1301	Composition I	3
EDUC1300	Learning Framework	3
ANTH 2346	General Anthropology	3
HIST 1301	United States History I	3
MATH 1342	Elementary Statistical Methods	3
15		
SECOND SEMESTER		
ENGL1302	Composition II	3
ANTH 2351	Cultural Anthropology (elective)	3
ARTS 1301	Art Appreciation	3
PHIL 1301	Introduction to Philosophy	3
HIST1302	U.S. History II	3

		15
SECOND YEAR		
FIRST SEMESTER		
SPCH 1315	Introduction to Speech	3
PSYC 2301	General Psychology (elective)	3
HIST 2321	World Civilizations I (elective)	3
GOVT 2305	Federal Government	3
PHYS 1415	Physical Science I	4
		16
SECOND SEMESTER		
HUMA 1301	Introduction to Humanities (elective)	3
HIST 2322	World Civilizations II (elective)	3
GOVT 2306	Texas Government	3
BIOL 2406	Environmental Biology	4
ANTH 2302	Introduction to Archeology	3
		16
	Total Credit Hours	62

Biology Pathway

Associate of Science with a Pathway for Biology
 Department Chair Contact Information:
 Currently Unfilled

ENGL1301	Composition I	3
GOVT2305	Federal Government	3
		17
SECOND SEMESTER		
BIOL 1407	General Biology II	4
CHEM1412	General Chemistry II	4
SPCH1315	Public Speaking	3
ENGL2311	Technical & Business Writing	3
GOVT2306	Texas Government	3
		17

SECOND YEAR

FIRST SEMESTER		
PHYS2425	University Physics I	4
Math	Trig or equivalent	4
HIST1301	United States History I	3
Language/Philosophy/C ulture	See NCTC Catalog, Core Curriculum for course list	3
		14

SECOND SEMESTER

COURSE RUBRIC/NUMBER	COURSE TITLE	CRED IT HOUR S		
FIRST YEAR				
FIRST SEMESTER				
BIOL 1406	General Biology I	4		
CHEM1411	General Chemistry I	4		
EDUC1300	Learning Framework	3		
			SECOND SEMESTER	
			PHYS2426	University Physics II
			Math	Calculus I
			HIST1302	U.S. History II
			Social/Behavioral Science	See NCTC Catalog, Core Curriculum for course list
			Creative Arts	See NCTC Catalog, Core Curriculum for course list

17
Total Credit Hours 64

Chemistry Pathway

Associate of Science with a Pathway for Chemistry

Department Chair Contact Information:

Dr. Doug Elrod
 940-498-6291
 daelrod@nctc.edu
 Corinth Campus, Room 351

FIRST SEMESTER

CHEM 2423	Organic Chemistry I	4
PHYS2426	University Physics II	4
HIST1301	United States History I	3
Language/Philosophy /Culture	See NCTC Catalog, Core Curriculum for course list	3

14

SECOND SEMESTER

CHEM 2425	Organic Chemistry II	4
HIST1302	U.S. History II	3
Social/Behavioral Science	See NCTC Catalog, Core Curriculum for course list	3
Creative Arts	See NCTC Catalog, Core Curriculum for course list	3

13

Total Credit Hours 61

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
-----------------------------	---------------------	---------------------

FIRST YEAR

FIRST SEMESTER

MATH2413	Calculus I	4
CHEM1412	General Chemistry I	4
EDUC1300	Learning Framework	3
ENGL1301	Composition I	3
GOVT2305	Federal Government	3

17

SECOND SEMESTER

PHYS2423	University Physics I	4
CHEM1411	General Chemistry II	4
ENGL2311	Technical & Business Writing	3
GOVT2306	Texas Government	3
SPCH1315	Public Speaking	3

17

SECOND YEAR

Computer Science Pathway

Associate of Arts with a Pathway for Computer Science

Information Technology Department Chair
 Contact Information:

Judy Archer
 jarcher@nctc.edu
 940-498-6292
 Corinth Campus, Room 232

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
-----------------------------	---------------------	---------------------

FIRST YEAR

FIRST SEMESTER

ENGL1301	Composition I	3
PHYS1415	Physical Science	4
SOCI1301	Introduction to Sociology	3

SPCH1315	Introduction to Speech	3
MATH1314	College Algebra	3

talbott@nctc.edu
Gainesville Performing Arts Center

			COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
16					
SECOND SEMESTER					
ENGL2311	Technical & Business Writing	3		FIRST YEAR	
			FIRST SEMESTER		
COSC1436	Programming Fundamentals I	4	ENGL1301	Composition I	3
PHIL2306	Introduction to Ethics	3			
PHYS1401	Physics I	4	EDUC 1300	Learning Frameworks	3
14			HIST 1301	US History I	3
SECOND YEAR			DRAM 1310	Intro to Theater	3
FIRST SEMESTER			DRAM 1330	Stagecraft	3
GOVT2305	Federal Government	3	DRAM 1120	Theater Practicum I	1
HIST1301	United States History I	3			16
COSC1437	Programming Fundamentals II (C++)	4	SECOND SEMESTER		
ARTS1301	Art Appreciation	3	ENGL 1302	Composition II	3
			HIST 1302	US History II	3
			BIOL 1408	Biology	4
EDUC1300	Learning Framework	3	DRAM 1351	Acting I	3
16			DRAM 1121	Theater Practicum II	1
SECOND SEMESTER					14
COSC2425	Computer Organization	4	SECOND YEAR		
HIST1302	U.S. History II	3	FIRST SEMESTER		
GOVT2306	Texas Government	3	GOVT2305	Federal Government	3
MATH2413	Calculus I	4	MATH 1314	College Algebra	3
14			SPCH 1315	Public Speaking	3
Total Credit Hours			PSYC 2301	General Psychology	3
			60		
			DRAM 1352	Acting II	3
			DRAM 2120	Theater Practicum III	1
Drama Pathway					16
Associate of Arts with a Pathway for Drama			SECOND SEMESTER		
Department Chair Contact Information:			GOVT 2306	Texas Government	3
Thom Talbott			BIOL 2406	Environmental Biology	4
940-668-3324					

ENGL 2322	British Literature	3
DRAM 2351	Acting III	3
DRAM 2121	Theater Practicum IV	1
		14
	Total Credit Hours	60

ENGL 2322	British Literature I	3
BIOL 1408	Biology for Non-Science Majors	4
BCIS 1305	Business Computer Applications	3
ACCT 2301	Principles of Accounting	3
		16

Economics Pathway

Associate of Arts with a Pathway for Economics

Department Chair Contact Information:

Donna Hooper

940-498-6266

dhooper@nctc.edu

Corinth Campus, Room 209

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
-----------------------------	---------------------	---------------------

FIRST YEAR

FIRST SEMESTER

ENGL 1301	Composition I	3
EDUC/PSYC 1300	Learning Frameworks	3
GOVT 2305	Federal Government	3
MATH 1314	College Algebra	3
ECON 2301	Macroeconomics	3

15

SECOND SEMESTER

ENGL 1302	Composition II	3
GOVT 2306	Texas Government	3
ARTS 1301	Art Appreciation	3
MATH 1325	Business Calculus	3
ECON 2302	Microeconomics	3

15

SECOND YEAR

FIRST SEMESTER

HIST 1301	US History I	3
-----------	--------------	---

SECOND SEMESTER

HIST 1302	US History II	3
BIOL 2406	Environmental Biology	4
SPCH 1315	Public Speaking	3
ACCT 2302	Principles of Accounting	3
Elective	Approved Elective	3

16

Total Credit Hours 62

Engineering and Physics Pathway

Associate of Science with a Pathway for Physics and Engineering

Associate Dean of Mathematics and Physics Contact Information:

Currently Unfilled

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
-----------------------------	---------------------	---------------------

FIRST YEAR

FIRST SEMESTER

MATH2413	Calculus I*	4
CHEM1411	General Chemistry I**	4
EDUC1300	Learning Framework	3

ENGL1301 Composition I 3

GOVT2305 Federal Government 3
17

SECOND SEMESTER

MATH2414 Calculus II 4

CHEM1412 General Chemistry II 4

ENGL2311 Technical & Business Writing 3

GOVT2306 Texas Government 3

SPCH1315 Public Speaking 3
17

SECOND YEAR

FIRST SEMESTER

MATH2415 Calculus III 4

PHYS2423 University Physics I 4

HIST1301 United States History I 3

Language/Philosophy/Culture See NCTC Catalog, Core Curriculum for course list 3
14

SECOND SEMESTER

MATH2318 Linear Algebra 3

PHYS2426 University Physics II 4

HIST1302 U.S. History from 1865 3

Social/Behavioral Science See NCTC Catalog, Core Curriculum for course list 3

Creative Arts See NCTC Catalog, Core Curriculum for course list 3
16

Total Credit Hours 64

*MATH2413 prerequisites: MATH1314 and MATH1316 or MATH1314 and MATH2412.

Credit for some Math prerequisites may be earned via CLEP, AP, or IB scores.

Well prepared students may bypass some Math prerequisites via SAT, ACT, or NCTC

Math Placement Test.

English Pathway

Associate of Arts with a Pathway for English

Associate Dean of English, Speech, and Foreign Language Department

Kristen Weinzapfel

kweinzapfel@nctc.edu

940-668-3342

Gainesville Campus, Room 502D

COURSE/NUMBER	COURSE TITLE	CREDIT HOURS
---------------	--------------	--------------

FIRST YEAR

FIRST SEMESTER

ENGL 1301	Composition I	3
-----------	---------------	---

EDUC 1300	Learning Frameworks	3
-----------	---------------------	---

GOVT 2305	Federal Government	3
-----------	--------------------	---

SPCH 1315	Introduction to Speech	3
-----------	------------------------	---

MATH 1332	Math For Liberal Arts	3
-----------	-----------------------	---

15

SECOND SEMESTER

ENGL 1302	Composition II	3
-----------	----------------	---

HIST 1301	United States History I	3
-----------	-------------------------	---

BIOL 2406	Environmental Biology	4	Donna Hooper dhooper@nctc.edu
ARTS 1301	Art Appreciation	3	940-498-6266
SOCI 1301	Introduction to Sociology	3	Corinth Campus, Room 209

16

SECOND YEAR			COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
FIRST SEMESTER			FIRST YEAR		
ENGL 2322	World Literature I	3	FIRST SEMESTER		
GOVT 2306	Texas Government	3	ENGL 1301	Composition I	3
SPAN 2311*	Intermediate Spanish I (Must have completed 2 years of HS Spanish)	3	EDUC/PSYC 1300	Learning Framework	3
BIOL 1408	General Biology	4	HIST 1301	US History I	3
ENGL 2307	Creative Writing	3	GOVT 2305	Federal Government	3
		16	SPCH 1315	Public Speaking	3
SECOND SEMESTER					15
ENGL 2333	World Literature II	3	SECOND SEMESTER		
HIST 1302	United States History II	3	ENGL 1302	Composition II	3
SPAN 2312	Intermediate Spanish II	3	HIST 1302	US History II	3
ENGL elective	Any 2000-level literature course	3	ARTS 1301	Art Appreciation	3
Pathway Elective		3	PHIL 1301	Intro to Philosophy (elective)	3
		15	GOVT 2306	Texas Government	3
<i>Total Credit Hours</i>		62			15

SECOND YEAR

FIRST SEMESTER

HIST 2321	World Civ I	3
SOCI 1301	Introduction to Sociology	3
MATH 1342	Elementary Statistical Methods	3
HUMA 1301	Intro to Humanities (elective)	3

Government Pathway

Associate of Arts with a Pathway for Government

Department Chair Contact Information:

BIOL 1408	Biology for Non-majors	4
		16
SECOND SEMESTER		
ENGL 2321	American Literature (elective)	3
HIST 2301	Texas History (elective)	3
PHIL 2306	Intro to Ethics (elective)	3
HIST 2322	World Civ II (elective)	3
PHYS 1415	Physical Science	4
		16
<i>Total Credit Hours</i>		62

ENGL 1302	Composition II	3
HIST 1302	US History I	3
ARTS 1301	Art Appreciation	3
PHIL 1301	Intro to Philosophy (elective)	3
GOVT 2306	Texas Government	3
		15

SECOND YEAR

FIRST SEMESTER

HIST 2321	World Civ I	3
SOCI 1301	Introduction to Sociology	3
MATH 1342	Elementary Statistical Methods	3
HUMA 1301	Intro to Humanities (elective)	3
BIOL 1408	Biology for Non-majors	4
		16

SECOND SEMESTER

ENGL 2321	American Literature (elective)	3
HIST 2301	Texas History (elective)	3
PHIL 2306	Intro to Ethics (elective)	3
HIST 2322	World Civ II (elective)	3
PHYS 1415	Physical Science	4
		16
<i>Total Credit Hours</i>		62

History Pathway

Associate of Arts with a Pathway for History

Department Chair Contact Information:

Crystal Wright

cwright@nctc.edu

940-668-7731

Gainesville Campus, Room 824

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
FIRST YEAR		
FIRST SEMESTER		
ENGL 1301	Composition I	3
EDUC 1300	Learning Framework	3
HIST 1301	US History I	3
GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking	3
		15
SECOND SEMESTER		

Humanities Pathway

Associate of Arts with a Pathway for Humanities

Department Chair Contact Information:
 Crystal Wright
 940-668-7731
 cwright@nctc.edu
 Gainesville Campus, Room 824

SOCI 1301	Intro to Sociology	3
PHYS 1415	Physical Science	4
		16

SECOND SEMESTER

ANTH 2351	Cultural Anthropology	3
HIST 2322	World Civilization II	3
ENGL 2332	World Literature	3
DRAM 1310	Intro to Drama	3
BIOL 1408	Biology for Non-Science Majors	4

16

Total Credit Hours 62

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
FIRST YEAR		
FIRST SEMESTER		
ENGL 1301	Composition I	3
EDUC 1300	Learning Framework	3
HIST 1301	US History to 1865	3
GOVT 2305	Federal Government	3
MATH 1342	Elementary Statistical Methods	3

15

SECOND SEMESTER

ENGL 1302	Composition II	3
HIST 1302	US History from 1865	3
ARTS 1301	Art Appreciation	3
HUMA 1301	Intro to Humanities	3
GOVT 2306	Texas Government	3

15

SECOND YEAR

FIRST SEMESTER

SPCH 1315	Introduction to Speech	3
HIST 2321	Western Civilization I	3
PHIL 1301	Intro to Philosophy	3

Kinesiology Pathway

Associate of Arts with a Pathway for Kinesiology

Department Chair Contact Information:

Van Hedrick
 vhedrick@nctc.edu
 940-668-4286

Gainesville Campus, Field House

*Consult with your intended transfer university AND an advisor at NCTC to determine which courses would satisfy both elective and core requirements for your major, and also how many credit hours beyond the 60 hours required for an AA degree are transferable. Depending on how many credit hours you have already attempted, all courses on this pathway may not be eligible for Financial Aid through NCTC.

Specific courses/major requirements for some common transfer universities are listed below:

Midwestern State University:

<http://www.mwsu.edu/academics/undergraduate-majors-and-programs>

Sam Houston State:

<http://www.shsu.edu/prospects/transfer/>

Southeastern Oklahoma University:

<http://www.se.edu/2plus2/>

Texas A&M University (College Station):

<http://admissions.tamu.edu/transfer/majors>
 Texas Tech University:
<http://www.depts.ttu.edu/advising/twoyearplan.php>
 Texas Woman's University:
<http://www.twu.edu/undergraduate-studies/graduate-on-time.asp>
 University of North Texas: <http://registrar.unt.edu/transfer-guides>
 UT Austin:
<http://www.utexas.edu/student/admissions/tccn/>
 University of Texas at Dallas:
<https://www.utdallas.edu/enroll/transfer/plans>
 NCTC Advising Questions: counseling@nctc.edu

PSYC 2314 Lifespan Growth & Development
 CHEM 1406 Intro Chemistry
 Elective Approved Elective

Math Pathway

Associate of Arts with a Pathway in Mathematics

Department Chair of Mathematics and Physics
 Contact Information:

Currently Unfilled

COURSE RUBRIC/NUMBER	COURSE TITLE	COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
FIRST YEAR				
FIRST SEMESTER				
ENGL 1301	Composition I			3
EDUC/PSYC 1300	Learning Framework			3
GOVT 2305	Federal Government			3
PHED 1301	Intro to Physical Fitness		FIRST YEAR	3
BIOL 1322	Nutrition			3
		MATH2413	Calculus 1*	15
SECOND SEMESTER				
ENGL 1302	Composition II	CHEM1411	General Chemistry I**	4
GOVT 2306	Texas Government			3
MATH 1314 or MATH1342	Algebra or Elementary Statistics	EDUC1300	Learning Framework	3
BIOL 2401	Anatomy and Physiology I	ENGL1301	Composition I	4
PHED 1338	Concepts of Fitness			3
		GOVT2305	Federal Government	3
17				
SECOND YEAR				
FIRST SEMESTER		SECOND SEMESTER		
HIST 1301	US History I	MATH2414	Calculus II	3
BIOL 2402	Anatomy and Physiology	CHEM1412	General Chemistry II**	4
ARTS 1301	Art Appreciation			3
ENGL 2322	British Literature	ENGL2311	Technical & Business Writing	3
Elective	Approved Elective	GOVT2306	Texas Government	3
		SPCH1315	Public Speaking	16
17				
SECOND SEMESTER		SECOND YEAR		
HIST 1302	US History II			3
SPCH 1315	Public Speaking			3
		FIRST SEMESTER		

HIST1302	US History II	3
GOVT2306	Texas Government	3
MATH1314	College Algebra	3
MUSI1312	Music Theory 2	3
MUSI1181	Beginning Class Piano	1
MUSI1117	Sight Singing 2	1
Music Ensemble	Band, Choir, etc.	1
		15
	TOTAL CREDIT HOURS	60

Philosophy Pathway

Associate of Arts with a Pathway for Philosophy

Department Chair Contact Information:

Crystal Wright

940-668-7731

cwright@nctc.edu

Gainesville Campus, Room 824

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
FIRST YEAR		
FIRST SEMESTER		
ENGL 1301	Composition I	3
EDUC 1300	Learning Framework	3
HIST 1301	US History I	3
GOVT 2305	Federal Government	3
MATH 1342	Elementary Statistical Methods	3
		15
SECOND SEMESTER		
ENGL 1302	Composition II	3
HIST 1302	US History II	3

ARTS 1301	Art Appreciation	3
PHIL 1301	Intro to Philosophy	3
GOVT 2306	Texas Government	3
		15

**SECOND
YEAR**

FIRST SEMESTER

SPCH 1315	Introduction to Speech	3
Phil 2305	Intro to Logic	3
ENGL 2332	World Literature	3
HUMA 1301	Intro to Humanities	3
PHYS 1415	Physical Science	4
		16

SECOND SEMESTER

PHIL 2306	Intro to Ethics	3
ANTH 2351	Cultural Anthropology	3
PSYC 2301	General Psychology	3
ARTS 1304	Art History	3
BIOL 1408	Biology for Non Majors	4
		16
	Total Credit Hours	62

Psychology Pathway

Associate of Arts with a Pathway for Psychology

Department Chair Contact Information:

Dr. Leslie Kelley

940-498-6424

lkelley@nctc.edu
 Corinth Campus, Room 337

BIOL 2406	Environmental Biology	4
PSYC2316	Psychology of Personality	1
		14
	<i>Total Credit Hours</i>	62

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
-----------------------------	---------------------	---------------------

FIRST YEAR

FIRST SEMESTER

ENGL 1301	Composition I	3
EDUC1300	Learning Framework	3
PSYC 2301	General Psychology	3
GOVT 2305	Federal Government	3
MATH 1342	Elementary Statistical Methods	3

15

SECOND SEMESTER

ENGL1302	Composition II	3
PSYC 2314	Lifespan Growth & Development (elective)	3
ARTS 1301	Art Appreciation	3
PHIL 2306	Introduction to Ethics	3
GOVT 2306	Texas Government	3

15

SECOND YEAR

FIRST SEMESTER

SPCH 1315	Introduction to Speech	3
SOCI 1301	Introduction of Sociology (elective)	3
PSYC 2306	Human Sexuality (elective)	3
HIST 1301	United States History I	3
PHYS 1415	Physical Science I	4

16

SECOND SEMESTER

PSYC 2315	Psychology of Adjustment (elective)	3
PSYC 2319	Social Psychology (elective)	3
HIST1302	U.S. History II	3

Sociology Pathway

Associate of Arts with a Pathway for Sociology

Department Chair Contact Information:

Dr. Leslie Kelley

940-498-6424

lkelley@nctc.edu

Corinth Campus, Room 337

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
-----------------------------	---------------------	---------------------

FIRST YEAR

FIRST SEMESTER

ENGL 1301	Composition I	3
EDUC1300	Learning Framework	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	Federal Government	3
MATH 1342	Elementary Statistical Methods	3

15

SECOND SEMESTER

ENGL1302	Composition II	3
SOCI 1306	Social Problems (elective)	3
ARTS 1301	Art Appreciation	3
PHIL 1301	Introduction to Philosophy	3
GOVT 2306	Texas Government	3

15

SECOND YEAR

FIRST SEMESTER

SPCH 1315	Introduction to Speech	3
-----------	------------------------	---

PSYC 2301	General Psychology (elective)	3
SOCI 2301	Marriage & the Family (elective)	3
HIST 1301	United States History I	3
SOCI 1301	Introduction to Sociology	3
		16

SECOND SEMESTER

SOCI 2326	Social Psychology (elective)	3
ANTH 2351	Cultural Anthropology (elective)	3
HIST1302	U.S. History from 1865	3
BIOL 2406	Environmental Biology	4
SOCI 2319	Minority Studies	3
		14

Total Credit Hours **62**

Visual Arts Pathway

Associate of Arts with a Pathway for Visual Arts

Departmental Chair Contact Information:

Thom Talbott

940-668-3324

ttalbott@nctc.edu

Gainesville Performing Arts Center

Second Semester

ENGL1302	Composition II	3
ARTS1303	Art History I	3
ARTS1312	Design II	3
GOVT2306	Texas Government	3
SOCI1301	Intro to Philosophy	3
		15

SECOND YEAR

First Semester

ARTS1316	Drawing I	3
ARTS1304	Art History II	3
ANTH2351	Cultural Anthropology	3
MATH1342	Elementary Statistical Methods	3

BIOL1408	Biology for Non-Majors	4
		16

Second Semester

ARTS1317	Drawing II	3
BIOL2401	Anatomy & Physiology I	4
PHIL2306	Intro to Ethics	3
HIST1302	US History II	3
PSYC2301	General Psychology	3

16

Total Credit Hours 62

COURSE RUBRIC/NUMBER	COURSE TITLE	CREDIT HOURS
FIRST YEAR		

First Semester

ENGL1301	Composition I	3
ARTS1301	Art Appreciation	3
ARTS1311	Design I	3
SPCH1315	Public Speaking	3
HIST1301	US History I	3
		15

ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching (AAT) degree offers the first two years of classes towards initial teacher certification. This degree is approved by the Texas Higher Education Coordinating Board approved collegiate degree program consisting of lower division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. North Central Texas College has particular transfer agreements for this degree program with the University of North Texas, Texas Woman's University, Midwestern State University and Southeastern Oklahoma State University. Early Childhood—Grade 6 degree program is also designed to help teacher aides and paraprofessionals who seek college credit hours to comply with the No Child Left Behind Act. Substitute teachers would also benefit from the education courses offered in the degree program.

The AAT degree includes the complete core degree requirements as well as field of study and additional math and science courses. All courses lead to initial teacher certification programs at the four year university. Students are strongly encouraged to seek advisement for all AAT degree programs.

**NOTE: The education curriculum at North Central Texas College is designed for transfer to four-year institutions. It is recommended that all students seek advisement from the university/college of their choice to determine if all courses recommended by North Central Texas College are the best choice for transfer to that institution's College of Education.*

Most university teacher education programs require a 2.50 overall GPA and a 3.0 or higher in field of study courses. Each university also specifies a required minimum THEA score for entrance to the college of education.

The AAT Early Childhood-Grade 6 degree is appropriate for students who seek teacher certification in the following areas:

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 ESL Generalist
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Grades 4-8 degree is appropriate for students who seek teacher certification in the following areas:

- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts and Reading

- 4-8 English Language Arts and Reading/Social Studies
- 4-8 Mathematics
- 4-8 Mathematics/Science
- 4-8 Science
- 4-8 Social Studies
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary majors

AAT Secondary (Grades 8-12) degree is appropriate for students who seek teacher certification in the following areas:

- Mathematics
- Science (Chemistry, Physics, Physical Science, or General Science)
- English Language Arts and Reading
- History
- Foreign Language

In order to successfully complete any of the AAT degree programs, students will be required to pass a criminal background check and complete a field experience lab component in each of their field of study courses.

Education Degree Plans:

Early Childhood - 6th

4th - 8th Early Childhood Special Education

6th - 12th, 7th -12th, 8th - 12th, Other than Special Education

Associate of Arts in Teaching-EC-6

Associates of Arts in Teaching Degree: EC-6

Sara Flusche – Chair Associates of Arts in Teaching

(940) 668-3321

sflusche@nctc.edu

The Associate of Arts in Teaching degree (AAT) is a Texas Higher Education Coordinating 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 degree as defined by the Coordinating Board is fully transferable to all Texas public universities. Because the AAT fulfills the requirements of the field of study curriculum statutes and Coordinating Board rules, all Texas public universities must accept the AAT curricula if they offer the applicable baccalaureate degrees leading to

initial teacher certification. However, students who complete the AAT will be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point averages and/or testing requirements.

Upon Completion of this degree students will be able to:

- 1) Demonstrate knowledge of the teaching profession's main tenets.
- 2) demonstrate an understanding of multicultural perspectives in education including special education, English as a Second Language (ESL), cultural differences, socioeconomic differences and issues dealing with urban, rural and suburban schools.
- 3) identify the major ideas and influences of major educational theorists.
- 4) categorize methods of teacher/parent communication into two distinct categories, one way communication and two way communications.

Students pursuing this degree typically incur tuition and fee costs of approximately \$4,200 (In-District). Books and supplies constitute approximately an additional \$1,500. Financing for this program may be available through grants, scholarships, loans, and institutional financing plans.

This program is designed to take 4 full-long semesters to complete and is comprised of the following suggested pathway or course of study. This degree can be completed either online or face-to-face contingent on course scheduling and availability.

First Semester First Year

ENGL 1301	Grammar & Composition I
HIST 1301	US History to 1865
EDUC 1300	Learning Frameworks
MATH 1314	College Algebra
ARTS 1301	Arts Appreciation

Second Semester First Year

ENGL 1302	Grammar & Composition II
HIST 1302	US History from 1865
BIOL 2406	Environmental Biology
MATH 1350	Fundamentals of Mathematics I

SPCH 1315 Public Speaking

First Semester Second Year

BIOL 1408	General Biology
GOVT 2305	American National Government
MATH 1351	Fundamentals of Mathematics II
SOCI 1301	Intro to Sociology
EDUC 1301*	Introduction to the Teaching Profession

Second Semester Second Year

ENG 2322, 2327, or 2332	British Literature I, American Literature I, World Literature I
GOVT 2306	State & Local Government
PHYS 1415	Physical Science
EDUC 2301*	Introduction Special Populations

* Students may be required to pass a criminal background check to complete 16 observation hours

Degree Requirements

Communication - 2 courses

ENGL 1301	COMPOSITION I	3
ENGL 1302	COMPOSITION II	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

6 credit hours - Select two courses from the list above.

Mathematics - 1 course

MATH 1314	COLLEGE ALGEBRA	3
MATH 1316	PLANE TRIGONOMETRY	3
MATH 1324	MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1325	CALCULUS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1332	CONTEMPORARY MATHEMATICS I	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
MATH 2412	PRE-CALCULUS MATH	4

MATH 2413	CALCULUS I	4	PHIL 2306	INTRODUCTION TO ETHICS	3
<i>3 - 4 credit hours - Select one course from the list above.</i>			SPAN 2311	INTERMEDIATE SPANISH I	3
Life and Physical Sciences - 2 courses			<i>3 credit hours - Select one course from the list above.</i>		
BIOL 1406	BIOLOGY FOR SCIENCE MAJORS I	4	Creative Arts - 1 course		
BIOL 1407	BIOLOGY FOR SCIENCE MAJORS II	4	ARTS 1301	ART APPRECIATION	3
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4	DANC 2303	DANCE APPRECIATION I	3
BIOL 1411	GENERAL BOTANY	4	DRAM 1310	INTRODUCTION TO THEATER	3
BIOL 1413	GENERAL ZOOLOGY	4	DRAM 1330	STAGECRAFT I	3
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4	DRAM 2366	INTRODUCTION TO CINEMA	3
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4	MUSI 1306	MUSIC APPRECIATION	3
BIOL 2406	ENVIRONMENTAL BIOLOGY	4	MUSI 1310	AMERICAN MUSIC	3
CHEM 1406	INTRODUCTORY CHEMISTRY	4	<i>3 credit hours - Select one course from the list above.</i>		
CHEM 1411	GENERAL CHEMISTRY I	4	History - 2 courses		
CHEM 1412	GENERAL CHEMISTRY II	4	HIST 1301	UNITED STATES HISTORY I	3
HORT 1401	HORTICULTURE	4	HIST 1302	U.S. HISTORY FROM 1865	3
PHYS 1401	COLLEGE PHYSICS I	4	HIST 2301	TEXAS HISTORY	3
PHYS 1402	COLLEGE PHYSICS II	4	<i>6 credit hours - Select two courses from the list above.</i>		
PHYS 1415	PHYSICAL SCIENCE	4	Government - 2 courses		
PHYS 2425	UNIVERSITY PHYSICS I	4	GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
PHYS 2426	UNIVERSITY PHYSICS II	4	GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3
<i>6 credit hours - Select two courses from the list above.</i>			<i>6 credit hours - Take each course listed above.</i>		
<i>Some courses require a prerequisite course.</i>			Social and Behavioral Sciences - 1 course		
Language, Philosophy and Culture - 1 course			ANTH 2346	GENERAL ANTHROPOLOGY	3
ENGL 2322	BRITISH LITERATURE I	3	ANTH 2351	CULTURAL ANTHROPOLOGY	3
ENGL 2323	BRITISH LITERATURE II	3	ECON 2301	PRINCIPLES OF MACROECONOMICS	3
ENGL 2327	AMERICAN LITERATURE I	3	ECON 2302	PRINCIPLES OF MICROECONOMICS	3
ENGL 2328	AMERICAN LITERATURE II	3	PSYC 2301	GENERAL PSYCHOLOGY	3
ENGL 2332	WORLD LITERATURE I	3	PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
ENGL 2333	WORLD LITERATURE II	3	SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
HIST 2321	WORLD CIVILIZATIONS I	3	SOCI 1306	SOCIAL PROBLEMS	3
HIST 2322	WORLD CIVILIZATIONS II	3	SPCH 1318	INTERPERSONAL COMMUNICATION	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3			
PHIL 1301	INTRODUCTION TO PHILOSOPHY	3			

3 credit hours - Select one course from the list above.

Component Area Option - 2 courses

SPCH 1315	PUBLIC SPEAKING	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
EDUC 1300	LEARNING FRAMEWORK	3
PSYC 1300	LEARNING FRAMEWORK	3

Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.

Minimum of 18 hours of electives required

Associate of Arts in Teaching (EC-6) Degree requires the above Core in addition to the following 18 hours, for a total of 60 hours

2 Lab hours from Life and Physical Science courses

MATH1350: Fundamentals of Math I

MATH1351: Fundamentals of Math II

EDUC1301: Introduction to the Teaching Profession

EDUC2301: Introduction to Special Populations

Additional Science: BIOL1406: General Biology for Majors, OR BIOL1408: General Biology for Non-Science Majors, OR PHYS1415: Physical Science

MATH 1350	FUNDAMENTALS OF MATHEMATICS I	3
MATH 1351	FUNDAMENTALS OF MATHEMATICS II	3
EDUC 1301	INTRODUCTION TO THE TEACHING PROFESSION	3
EDUC 2301	INTRODUCTION SPECIAL POPULATIONS	3
BIOL 1406	BIOLOGY FOR SCIENCE MAJORS I	4
	OR	
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4
	OR	
PHYS 1415	PHYSICAL SCIENCE	4
Subtotal: 18		
Total Credit Hours: 18		

Associate of Arts in Teaching 4-8 EC-12 Special Education

Associates of Arts in Teaching Degree: 4-8, EC -12 Special Education

Sara Flusche – Chair Associates of Arts in Teaching

(940) 668-3321

sflusche@nctc.edu

The Associate of Arts in Teaching degree (AAT) is a Texas Higher Education Coordinating 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 degree as defined by the Coordinating Board is fully transferable to all Texas public universities. Because the AAT fulfills the requirements of the field of study curriculum statutes and Coordinating Board rules, all Texas public universities must accept the AAT curricula if they offer the applicable baccalaureate degrees leading to initial teacher certification. However, students who complete the AAT will be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point averages and/or testing requirements.

Upon Completion of this degree students will be able to:

- 1) Demonstrate knowledge of the teaching profession's main tenets.
- 2) demonstrate an understanding of multicultural perspectives in education including special education, English as a Second Language (ESL), cultural differences, socioeconomic differences and issues dealing with urban, rural and suburban schools.
- 3) identify the major ideas and influences of major educational theorists.
- 4) categorize methods of teacher/parent communication into two distinct categories, one way communication and two way communications.

Students pursuing this degree typically incur tuition and fee costs of approximately \$4,200 (In-District). Books and supplies constitute approximately an additional \$1,500. Financing for this program may be available through grants, scholarships, loans, and institutional financing plans.

This program is designed to take 4 full-long semesters to complete and is comprised of the following suggested pathway or course of study. This degree can be completed

either online or face-to-face contingent on course scheduling and availability.

ENGL 1301	COMPOSITION I	3
ENGL 1302	COMPOSITION II	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

First Semester First Year

ENGL 1301	Grammar & Composition I
HIST 1301	US History to 1865
EDUC 1300	Learning Frameworks
MATH 1314	College Algebra
ARTS 1301	Arts Appreciation

6 credit hours - Select two courses from the list above.

Mathematics - 1 course

MATH 1314	COLLEGE ALGEBRA	3
MATH 1316	PLANE TRIGONOMETRY	3
MATH 1324	MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1325	CALCULUS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1332	CONTEMPORARY MATHEMATICS I	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
MATH 2412	PRE-CALCULUS MATH	4
MATH 2413	CALCULUS I	4

3 - 4 credit hours - Select one course from the list above.

Second Semester First Year

ENGL 1302	Grammar & Composition II
HIST 1302	US History from 1865
BIOL 2406	Environmental Biology
MATH 1350	Fundamentals of Mathematics I
SPCH 1315	Public Speaking

Life and Physical Sciences - 2 courses

First Semester of Second Year

BIOL 1408	General Biology
GOVT 2305	American National Government
MATH 1351	Fundamentals of Mathematics II
SOCI 1301	Intro to Sociology
EDUC 1301*	Introduction to the Teaching Profession

BIOL 1406	BIOLOGY FOR SCIENCE MAJORS I	4
BIOL 1407	BIOLOGY FOR SCIENCE MAJORS II	4
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4
BIOL 1411	GENERAL BOTANY	4
BIOL 1413	GENERAL ZOOLOGY	4
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIOL 2406	ENVIRONMENTAL BIOLOGY	4
CHEM 1406	INTRODUCTORY CHEMISTRY	4
CHEM 1411	GENERAL CHEMISTRY I	4
CHEM 1412	GENERAL CHEMISTRY II	4
HORT 1401	HORTICULTURE	4
PHYS 1401	COLLEGE PHYSICS I	4
PHYS 1402	COLLEGE PHYSICS II	4
PHYS 1415	PHYSICAL SCIENCE	4

Second Semester of Second Year

ENG 2322, 2327, or 2332	British Literature I, American Literature I, World Literature I
GOVT 2306	State & Local Government
PHYS 1415	Physical Science
EDUC 2301*	Introduction Special Populations

* Students may be required to pass a criminal background check to complete 16 observation hours

Degree Requirements

Communication - 2 courses

PHYS 2425	UNIVERSITY PHYSICS I	4
PHYS 2426	UNIVERSITY PHYSICS II	4

6 credit hours - Select two courses from the list above.

Some courses require a prerequisite course.

Language, Philosophy and Culture - 1 course

ENGL 2322	BRITISH LITERATURE I	3
ENGL 2323	BRITISH LITERATURE II	3
ENGL 2327	AMERICAN LITERATURE I	3
ENGL 2328	AMERICAN LITERATURE II	3
ENGL 2332	WORLD LITERATURE I	3
ENGL 2333	WORLD LITERATURE II	3
HIST 2321	WORLD CIVILIZATIONS I	3
HIST 2322	WORLD CIVILIZATIONS II	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3
PHIL 1301	INTRODUCTION TO PHILOSOPHY	3
PHIL 2306	INTRODUCTION TO ETHICS	3
SPAN 2311	INTERMEDIATE SPANISH I	3

3 credit hours - Select one course from the list above.

Creative Arts - 1 course

ARTS 1301	ART APPRECIATION	3
DANC 2303	DANCE APPRECIATION I	3
DRAM 1310	INTRODUCTION TO THEATER	3
DRAM 1330	STAGECRAFT I	3
DRAM 2366	INTRODUCTION TO CINEMA	3
MUSI 1306	MUSIC APPRECIATION	3
MUSI 1310	AMERICAN MUSIC	3

3 credit hours - Select one course from the list above.

History - 2 courses

HIST 1301	UNITED STATES HISTORY I	3
HIST 1302	U.S. HISTORY FROM 1865	3
HIST 2301	TEXAS HISTORY	3

6 credit hours - Select two courses from the list above.

Government - 2 courses

GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
-----------	--	---

GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3
-----------	--	---

6 credit hours - Take each course listed above.

Social and Behavioral Sciences - 1 course

ANTH 2346	GENERAL ANTHROPOLOGY	3
ANTH 2351	CULTURAL ANTHROPOLOGY	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3
ECON 2302	PRINCIPLES OF MICROECONOMICS	3
PSYC 2301	GENERAL PSYCHOLOGY	3
PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
SOCI 1306	SOCIAL PROBLEMS	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3

3 credit hours - Select one course from the list above.

Component Area Option - 2 courses

SPCH 1315	PUBLIC SPEAKING	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
EDUC 1300	LEARNING FRAMEWORK	3
PSYC 1300	LEARNING FRAMEWORK	3

Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.

Minimum of 18 hours of electives required

Associate of Arts in Teaching (4-8 EC-12 Special Education) Degree requires the above Core in addition to the following 18 hours, for a total of 60 hours

2 Lab hours from Life and Physical Science courses

MATH1350: Fundamentals of Math I

MATH1351: Fundamentals of Math II

EDUC1301: Introduction to the Teaching Profession

EDUC2301: Introduction to Special Populations

Additional Science: BIOL1406: General Biology for Majors, OR BIOL1408: General Biology for Non-Science Majors, OR PHYS1415: Physical Science

MATH 1350	FUNDAMENTALS OF MATHEMATICS I	3	1) Demonstrate knowledge of the teaching profession's main tenets.
MATH 1351	FUNDAMENTALS OF MATHEMATICS II	3	2) demonstrate an understanding of multicultural perspectives in education including special education, English as a Second Language (ESL), cultural differences, socioeconomic differences and issues dealing with urban, rural and suburban schools.
EDUC 1301	INTRODUCTION TO THE TEACHING PROFESSION	3	
EDUC 2301	INTRODUCTION SPECIAL POPULATIONS	3	3) identify the major ideas and influences of major educational theorists.
BIOL 1406	BIOLOGY FOR SCIENCE MAJORS I	4	4) categorize methods of teacher/parent communication into two distinct categories, one way communication and two way communications.
	OR		
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4	Students pursuing this degree typically incur tuition and fee costs of approximately \$4,200 (In-District). Books and supplies constitute approximately an additional \$1,500. Financing for this program may be available through grants, scholarships, loans, and institutional financing plans.
	OR		
PHYS 1415	PHYSICAL SCIENCE	4	
Subtotal: 18			

Total Credit Hours: 18

Associate of Arts in Teaching 8-12 EC-12 Other than Special Education

***Associates of Arts in Teaching Degree: 8-12, EC -12
Other Than Special Education***

Sara Flusche – Chair Associates of Arts in Teaching

(940) 668-3321

sflusche@nctc.edu

The Associate of Arts in Teaching degree (AAT) is a Texas Higher Education Coordinating 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 degree as defined by the Coordinating Board is fully transferable to all Texas public universities. Because the AAT fulfills the requirements of the field of study curriculum statutes and Coordinating Board rules, all Texas public universities must accept the AAT curricula if they offer the applicable baccalaureate degrees leading to initial teacher certification. However, students who complete the AAT will be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point averages and/or testing requirements.

Upon Completion of this degree students will be able to:

- 1) Demonstrate knowledge of the teaching profession's main tenets.
 - 2) demonstrate an understanding of multicultural perspectives in education including special education, English as a Second Language (ESL), cultural differences, socioeconomic differences and issues dealing with urban, rural and suburban schools.
 - 3) identify the major ideas and influences of major educational theorists.
 - 4) categorize methods of teacher/parent communication into two distinct categories, one way communication and two way communications.
- Students pursuing this degree typically incur tuition and fee costs of approximately \$4,200 (In-District). Books and supplies constitute approximately an additional \$1,500. Financing for this program may be available through grants, scholarships, loans, and institutional financing plans.

This program is designed to take 4 full-long semesters to complete and is comprised of the following suggested pathway or course of study. This degree can be completed either online or face-to-face contingent on course scheduling and availability.

* Students may be required to pass a criminal background check to complete 16 observation hours

Degree Requirements

Communication - 2 courses

ENGL 1301	COMPOSITION I	3
ENGL 1302	COMPOSITION II	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

6 credit hours - Select two courses from the list above.

Mathematics - 1 course

MATH 1314	COLLEGE ALGEBRA	3
MATH 1316	PLANE TRIGONOMETRY	3
MATH 1324	MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1325	CALCULUS FOR BUSINESS & SOCIAL SCIENCES	3
MATH 1332	CONTEMPORARY MATHEMATICS I	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

MATH 2412	PRE-CALCULUS MATH	4
MATH 2413	CALCULUS I	4

3 - 4 credit hours - Select one course from the list above.

Life and Physical Sciences - 2 courses

BIOL 1406	BIOLOGY FOR SCIENCE MAJORS I	4
BIOL 1407	BIOLOGY FOR SCIENCE MAJORS II	4
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4
BIOL 1411	GENERAL BOTANY	4
BIOL 1413	GENERAL ZOOLOGY	4
BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
BIOL 2406	ENVIRONMENTAL BIOLOGY	4
CHEM 1406	INTRODUCTORY CHEMISTRY	4
CHEM 1411	GENERAL CHEMISTRY I	4
CHEM 1412	GENERAL CHEMISTRY II	4
HORT 1401	HORTICULTURE	4
PHYS 1401	COLLEGE PHYSICS I	4
PHYS 1402	COLLEGE PHYSICS II	4
PHYS 1415	PHYSICAL SCIENCE	4
PHYS 2425	UNIVERSITY PHYSICS I	4
PHYS 2426	UNIVERSITY PHYSICS II	4

6 credit hours - Select two courses from the list above.

Some courses require a prerequisite course.

Language, Philosophy and Culture - 1 course

ENGL 2322	BRITISH LITERATURE I	3
ENGL 2323	BRITISH LITERATURE II	3
ENGL 2327	AMERICAN LITERATURE I	3
ENGL 2328	AMERICAN LITERATURE II	3
ENGL 2332	WORLD LITERATURE I	3
ENGL 2333	WORLD LITERATURE II	3
HIST 2321	WORLD CIVILIZATIONS I	3
HIST 2322	WORLD CIVILIZATIONS II	3
HUMA 1301	INTRODUCTION TO THE HUMANITIES I	3

PHIL 1301	INTRODUCTION TO PHILOSOPHY	3
-----------	----------------------------	---

PHIL 2306	INTRODUCTION TO ETHICS	3
-----------	------------------------	---

SPAN 2311	INTERMEDIATE SPANISH I	3
-----------	------------------------	---

3 credit hours - Select one course from the list above.

Creative Arts - 1 course

ARTS 1301	ART APPRECIATION	3
-----------	------------------	---

DANC 2303	DANCE APPRECIATION I	3
-----------	----------------------	---

DRAM 1310	INTRODUCTION TO THEATER	3
-----------	-------------------------	---

DRAM 1330	STAGECRAFT I	3
-----------	--------------	---

DRAM 2366	INTRODUCTION TO CINEMA	3
-----------	------------------------	---

MUSI 1306	MUSIC APPRECIATION	3
-----------	--------------------	---

MUSI 1310	AMERICAN MUSIC	3
-----------	----------------	---

3 credit hours - Select one course from the list above.

History - 2 courses

HIST 1301	UNITED STATES HISTORY I	3
-----------	-------------------------	---

HIST 1302	U.S. HISTORY FROM 1865	3
-----------	------------------------	---

HIST 2301	TEXAS HISTORY	3
-----------	---------------	---

6 credit hours - Select two courses from the list above.

Government - 2 courses

GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
-----------	--	---

GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3
-----------	--	---

6 credit hours - Take each course listed above.

Social and Behavioral Sciences - 1 course

ANTH 2346	GENERAL ANTHROPOLOGY	3
-----------	----------------------	---

ANTH 2351	CULTURAL ANTHROPOLOGY	3
-----------	-----------------------	---

ECON 2301	PRINCIPLES OF MACROECONOMICS	3
-----------	------------------------------	---

ECON 2302	PRINCIPLES OF MICROECONOMICS	3
-----------	------------------------------	---

PSYC 2301	GENERAL PSYCHOLOGY	3
-----------	--------------------	---

PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
-----------	-------------------------------	---

SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
-----------	---------------------------	---

SOCI 1306	SOCIAL PROBLEMS	3
-----------	-----------------	---

SPCH 1318	INTERPERSONAL COMMUNICATION	3
-----------	--------------------------------	---

3 credit hours - Select one course from the list above.

Component Area Option - 2 courses

SPCH 1315	PUBLIC SPEAKING	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
EDUC 1300	LEARNING FRAMEWORK	3
PSYC 1300	LEARNING FRAMEWORK	3

Choose one course from the SPCH section, and one course from the EDUC or PSYC section, for a total of two courses.

Minimum of 18 hours of electives required

Associate of Arts in Teaching Degree (E7-12) EC-12
Other than Special Education requires the above Core in addition to the following 18 hours, for a total of 60 hours

2 Lab hours from Life and Physical Science courses

EDUC1301: Introduction to the Teaching Profession

EDUC2301: Introduction to Special Populations

12 Elective Hours (suggested options below):

TECA1303

TECA1311

TECA1318

TECA1354

OR

Content Specific Courses

EDUC 1301	INTRODUCTION TO THE TEACHING PROFESSION	3
EDUC 2301	INTRODUCTION SPECIAL POPULATIONS	3
TECA 1303	FAMILY, SCHOOL, AND COMMUNITY	3
TECA 1311	EDUCATING YOUNG CHILDREN	3
TECA 1318	WELLNESS OF THE YOUNG CHILD	3
TECA 1354	CHILD GROWTH & DEVELOPMENT	3
	TEACHING CONTENT SPECIFIC COURSES	

Subtotal: 18

Total Credit Hours: 18

CURRICULA - CAREER AND TECHNICAL EDUCATION

To earn either an Associate of Applied Science Degree or a Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Fifteen of the semester hours required for completion of the degree or certificate must be completed at NCTC. A student can refer to each individual program section in the following pages for requirements specific to those programs.

To verify entry-level workplace competencies, the institution must provide at least one of the following for each approved award (certificate or degree): a capstone experience, eligibility for a credentialing exam, and/or an external learning experience which should occur during the last semester of the student's educational program. Specifics are listed within program information.

NCTC's Associate of Applied Science Degrees transfer into Bachelor of Applied Arts and Sciences degrees at several Texas universities. Check the AAS to BAAS Transfer website to see which degrees transfer and to which universities they transfer.

For additional information, contact the Department Chair, Program Coordinator, or the Dean of Career and Technical Education.

Agriculture Management Program

Steve Keith, Chair Agriculture Department
940-668-4217
skeith@nctc.edu

At NCTC we strive to continue to provide students with opportunities to obtain the knowledge and skills needed to compete in today's agricultural industry: providing a solid foundation for those who aspire to transfer to a senior university. Innovation, globalization, critical thinking, diversity, leadership, problem-solving, hands-on-experience are key words used in describing what we offer our students at North Central Texas College.

The Agriculture Management Certificate is designed for students who plan to pursue a career in the farming and ranching industry. The program provides practical and educational experiences in animal science, beef cattle production, pasture management, livestock business, animal nutrition, and computer applications specific to agriculture. Agriculture Management students learn skills and practices applicable to the management of farms, ranches, and other agricultural businesses. Through laboratory experience students will utilize their knowledge base to apply to real-world examples at our Experimental Farm/Beef Center. All courses in the certificate apply toward the AAS in Farm and Ranch Management.

Agriculture Management Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Analyze the most economically important cattle diseases and indicate methods of prevention and treatment, if any.
2. Compare and contrast options for marketing cattle.
3. Give examples of fertilizer, weed control, and management of key plant species for forage and grazing in the North Texas region.

Gainful Employment Disclosure

This certificate is offered only through face-to-face classes. The program is designed to take two semesters, or 32 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
	OR	
AGRI 1325	MARKETING OF AGRICULTURE PRODUCTS	3
	OR	
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGRI 2301	AGRICULTURAL POWER UNITS	3
	OR	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
	OR	
AGME 1315	FARM AND RANCH SHOP SKILLS	3
AGAH 1453	BEEF CATTLE PRODUCTION	4

Second Semester

AGCR 2405	ENTOMOLOGY	4
AGRI 2321	LIVESTOCK EVALUATION I	3

AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGAH 1372	AGRICULTURAL SPANISH	3
AGMG 2280	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL	4

Total Credit Hours: 29

Capstone Requirement: AGMG 2280 Cooperative Education - Agricultural Business and Management General.

Business Management Program

Doug Akins, Business Management Faculty
940-498-6261
dakins@nctc.edu

The Business Management program at North Central Texas College is designed to equip students with knowledge and skills directly applicable to a career in management, as well as to update and sharpen personal management skills. The program is also designed to provide quality workforce education to men and women seeking to qualify themselves for positions of managerial responsibility in business and industry.

Classes focus on the specific needs of the student, whether that is to work for a large corporation or to manage a business as a sole proprietor. Students may pursue a certificate or an AAS in Business Management. All courses in the certificate apply toward the AAS.

Business Management Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Identify the business functions of accounting, finance, management, and marketing.
2. Understand the theories of trade flow.

Gainful Employment Disclosure

This certificate can be completed either completely face-to-face or through a mix of face-to-face classes and online classes. The program is designed to take two semesters, or 32 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
BUSG 1304	INTRODUCTION TO FINANCIAL ADVISING	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
IBUS 1305	INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE	3
MRKG 1301	CUSTOMER RELATIONS	3

Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING OR	3
ACCT 2302	PRINCIPLES OF MANAGERIAL ACCOUNTING	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
MRKG 1311	PRINCIPLES OF MARKETING	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3
POFT 1220	JOB SEARCH SKILLS	2

Total Credit Hours: 35

Capstone Requirement: POFT 1220 Job Search Skills is the capstone requirement.

Business Management Associate of Applied Science Degree

The Business Management Associate of Applied Science Degree is designed to equip students with knowledge and skills directly applicable to a career in management or supervision, as well as to update and sharpen personal management skills. It is also aimed at providing quality workforce education for positions of managerial responsibility in business and industry. In addition to providing classroom-based course work, the College works with local and area employers to provide on-the-job training experiences to bridge the gap between theory and practice.

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Demonstrate written and oral communication skills appropriate for business situations.
2. Plan the operations of a business across functional areas.
3. Demonstrate the ability to perform basic financial analysis.
4. Demonstrate an understanding of global dimensions of business including socio-cultural, political-legal, financial, technological and economic environments.

This degree can be completed through a mix of face-to-face classes and online classes. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
	OR	
ACCT 2301	PRINCIPLES OF FINANCIAL ACCOUNTING	3
BUSG 1304	INTRODUCTION TO FINANCIAL ADVISING	3
HRPO 2301	HUMAN RESOURCE MANAGEMENT	3
BUSG 1301	INTRODUCTION TO BUSINESS	3
MRKG 1301	CUSTOMER RELATIONS	3

Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
	OR	
ACCT 2302	PRINCIPLES OF MANAGERIAL ACCOUNTING	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3
MRKG 1311	PRINCIPLES OF MARKETING	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
BMGT 2309	LEADERSHIP	3

Third Semester

BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
IBUS 1305	INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE	3

HRPO 2307	ORGANIZATIONAL BEHAVIOR	3
BUSG 2305	BUSINESS LAW/CONTRACTS	3
ARTS 1301	ART APPRECIATION	3

Fourth Semester

ENGL 1301	COMPOSITION I	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
	OR	
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1318	INTERPERSONAL COMMUNICATION	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
	OR	
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1332	CONTEMPORARY MATHEMATICS I	3
BUSG 2380	COOPERATIVE EDUCATION - BUSINESS,GENERAL	3

Total Credit Hours: 60

Capstone Requirement: BUSG 2380 Cooperative Education - Business General is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Business Office Technology Program

Dawn Dias, Business Office Technology Faculty

940-498-6263

ddias@nctc.edu

The Business Office Technology (BOT) curriculum is designed to prepare students for a variety of careers related to office technology and to update and sharpen current skills. This program is available 100% online. The program's flexibility allows the student to take classes over the Internet while continuing to work full-time or meeting family needs. It is designed to equip students with the knowledge and skills directly related to their career and specifically targets existing occupational areas that are forecast by regional planning agencies to be growing ones. Upon completion of this program, students may find work as an administrative assistant, secretary, receptionist,

accounting assistant, or other business office support positions.

The objectives of the program include preparing students to become employable through training in the occupational area; providing adequate information, learning opportunities, and hands-on practice to become proficient in using computer applications and office technology; and providing professional guidance and ethical foundations for the office environment.

Prerequisite: Use of the computer is essential for success in this program. Students enrolled in Business Office Technology classes must be able to keyboard at a minimum rate of 30 words per minute (wpm), and they will be required to take a keyboarding test to verify that they meet this requirement. Those that cannot meet the requirement must take a keyboarding class to improve their skills prior to or concurrent with enrollment.

Business Office Technology Occupational Skills Award

This award is designed to provide training for individuals interested in obtaining marketable skills as a Microsoft Office Specialist (MOS). Emphasis is placed on preparation for Microsoft Office certification examinations.

Occupational Skills Award Requirements

First Semester

POFI 2301	WORD PROCESSING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
ITSW 1307	INTRODUCTION TO DATABASE	3

Total Credit Hours: 12

Business Office Technology Level 1 Workforce Certificate

Courses in the certificate program transfer directly into the degree.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Perform the basic skills of an office professional.
2. Demonstrate the recording of adjusting entries.

Gainful Employment Information

This certificate can be completed 100% online. The program is designed to take two semesters, or 32 weeks, to

complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

POFT 1329	BEGINNING KEYBOARDING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFI 2301	WORD PROCESSING	3
POFT 2331	ADMINISTRATIVE PROJECT SOLUTIONS	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3

Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFI 1349	SPREADSHEETS	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3
POFT 1220	JOB SEARCH SKILLS	2
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3

Subtotal: 32

Total Credit Hours: 32

Capstone Requirement: POFT 1220 Job Search Skills is the capstone requirement.

Business Office Technology Associate of Applied Science Degree

Courses in the certificate program transfer directly into the degree.

Upon completion of the Associate of Applied Science degree, students will be able to:

1. Construct and present effective oral and written forms of professional business communication.
2. Integrate technology in performing business functions.
3. Demonstrate proficiency in selecting and using appropriate business software applications.
4. Understand and perform office record-keeping functions.

The Associate of Applied Science degree can be completed 100% online. The program is designed to

take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

POFT 1329	BEGINNING KEYBOARDING	3
POFT 1309	ADMINISTRATIVE OFFICE PROCEDURES I	3
POFI 2301	WORD PROCESSING	3
POFT 2331	ADMINISTRATIVE PROJECT SOLUTIONS	3
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3

Second Semester

ACNT 1311	INTRODUCTION TO COMPUTERIZED ACCOUNTING	3
POFI 1349	SPREADSHEETS	3
POFT 1328	BUSINESS PRESENTATIONS	3
POFT 1319	RECORDS AND INFORMATION MANAGEMENT I	3
POFI 2331	DESKTOP PUBLISHING FOR THE OFFICE	3

Third Semester

ITSW 1307	INTRODUCTION TO DATABASE	3
ENGL 1301	COMPOSITION I	3
BCIS 1305	BUSINESS COMPUTER APPLICATIONS	3
POFT 1325	BUSINESS MATH AND MACHINE APPLICATIONS	3
POFT 2312	BUSINESS CORRESPONDENCE AND COMMUNICATION	3

Fourth Semester

MATH 1332	CONTEMPORARY MATHEMATICS I	3
POFT 2380	COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE	3
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
ARTS 1301	ART APPRECIATION	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3

Subtotal: 60

Total Credit Hours: 60

Capstone Requirement: POFT 2380 Cooperative Education - Administrative Assistant and Secretarial Science is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Computer Information Systems and Technology (CITE) Program

Judy Archer, Chair Department Information Technology Department

940-498-6292

jarcher@nctc.edu

The Computer Information Systems & Technology (CITE) curriculum is designed to prepare students for careers in the high demand Information Technology segment of the workforce.

Each area of the curriculum provides entry level skills, or prepares the student for industry certification in the chosen field of study. The CITE program curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

Students may pursue an Occupational Skills Award (OSA), Level 1 Workforce Certificate, or an Associate of Applied Science degree.

The degree and certificate programs will provide the student with skills in industry standard software and hardware. The program provides skills in computer applications, performing critical thinking, and the application of ethics in their daily operations.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Computer Help Desk Occupational Skills Award

The OSA can be completed through a mix of face-to-face and online classes. The award is designed to take 16 weeks to complete and is comprised of the following suggested pathway or course of study.

Occupational Skills Award Requirements

First Semester

ITNW 1358	NETWORK+	3
-----------	----------	---

ITSC 1325	PERSONAL COMPUTER HARDWARE	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

Total Credit Hours: 9

Computer Information Systems and Technology Level 1 Workforce Certificate

Curriculum provides similar classes to the degree programs, however there are no academic classes in the certificate. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for a certificate will readily transfer to the degree program.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Communicate technical issues related to computer hardware, software, and networks through presentations and reports.
2. Comprehend and resolve common desktop and network issues.

Gainful Employment Disclosure

This certificate can be completed through a mix of face-to-face, hybrid, and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two semesters, or 32 weeks to complete, and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
IMED 1316	WEB PAGE DESIGN I	3
ITSE 2321	OBJECT-ORIENTED PROGRAMMING	3
ITNW 1358	NETWORK+	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3

Second Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 1307	INTRODUCTION TO DATABASE	3
ITSE 1302	COMPUTER PROGRAMMING	3
Subtotal:		30

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Computer Information Systems and Technology Associate of Applied Science Degree

Upon completion of the Associate of Applied Science degree, students will be able to:

1. Communicate technical issues related to computer hardware, software, and networks through presentations and reports.
2. Analyze and troubleshoot common hardware issues.
3. Analyze and troubleshoot common software issues.
4. Demonstrate the ability to work effectively in teams.

This degree can be completed through a mix of face-to-face, hybrid, and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study

Degree Requirements

First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
IMED 1316	WEB PAGE DESIGN I	3
ITNW 1358	NETWORK+	3
ITSE 2321	OBJECT-ORIENTED PROGRAMMING	3
ITSC 1325	PERSONAL COMPUTER HARDWARE	3

Second Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3	940-668-3314 slindsey@nctc.edu	
EECT 1300	TECHNICAL CUSTOMER SERVICE	3	All NCTC Cosmetology program curriculum is mandated by the Texas Department of Licensing and Regulations (TDLR) and helps prepare graduates to take the associated state TDLR examination. Three Cosmetology Level 1 Workforce Certificates are available: Cosmetology, Esthetician, and Cosmetology Instructor.	
ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3		
ITSW 1307	INTRODUCTION TO DATABASE	3		
ITSE 1302	COMPUTER PROGRAMMING	3		
Third Semester				
ENGL 1301	COMPOSITION I	3	<ul style="list-style-type: none"> • Be at least 17 years of age by state licensure testing date • Have obtained a high school diploma or the equivalent of, i.e., GED • Apply to NCTC and complete the college orientation • Complete required Cosmetology department paperwork • Complete financial aid forms if applicable • Provide applicable transcripts • Pay \$25 fee to the Texas Department of Licensing and Regulation for student permit 	
ARTC 1302	DIGITAL IMAGING I (PHOTOSHOP)	3		
IMED 1345	INTERACTIVE DIGITAL MEDIA	3		
INEW 2334	ADVANCED WEB PROGRAMMING	3		
	OR			
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3		
ITSE 2317	JAVA PROGRAMMING	3		
Fourth Semester				
ENGL 2311	TECHNICAL & BUSINESS WRITING	3		
MATH 1332	CONTEMPORARY MATHEMATICS I	3		
ARTS 1301	ART APPRECIATION	3		
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3		
ITSE 2380	COOPERATIVE EDUCATION-COMPUTER PROGRAMMER	3		

Subtotal: 60

Total Credit Hours: 60

Capstone Requirement: ITSE 2380 Cooperative Education - Computer Programmer is a capstone experience and may not be substituted. It should be taken the last semester before graduation. The cooperative education course combines classroom learning with work experience and a lecture component.

Cosmetology Program

Gainesville Campus Only

Stephanie Lindsey, Program Coordinator

Cosmetology Level 1 Workforce Certificate

The 42 semester hour curriculum in cosmetology leads to a Level 1 Workforce Certificate and helps prepare graduates to take the state TDLR Cosmetology Examination. Successful completion of the examination will allow graduates to practice as a licensed cosmetologist in the state of Texas.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Demonstrate introductory skills, professional ethics, and safety and sanitation procedures as required by the Texas Department of Licensing and Regulations
2. Provide safe and appropriate care to clients receiving hair, skin or nail services
3. Use effective communication skills with client
4. Demonstrate proficiency in business and ethical practices relating to the field of Cosmetology
5. Demonstrate the skills and knowledge required for successful completion of the state licensing examination

Gainful Employment Disclosure

Fees associated with the Cosmetology Certificate are as follows:

- Kit costs, which include all supplies needed during course of program, approximately \$1225. (This fee

includes: trolley, set of professional shears, all professional electric tools, all hair supplies needed, i.e., combs/brushes, coloring bowls/brushes, capes, clips, pins, manicuring set, etc.)

- Textbooks, approximately \$328 new
- Uniform which consists of black scrub pants with any solid color scrub top. Must monogram NCTC Cosmetology logo and name on top.
- Fees to take state licensure exams, \$126

This certificate is offered only through face-to-face classes. The program is designed to take three semesters, or 42 weeks, to complete. Students may enter the program at the beginning of each semester (fall, spring and summer).

*Student will enroll in four (4) courses in the fall and spring; and three (3) courses in the summer. Student must meet with an advisor in the Cosmetology Department to determine course selection each semester.

The program is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

CSME 1401	ORIENTATION TO COSMETOLOGY	4
CSME 1405	FUNDAMENTALS OF COSMETOLOGY	4
CSME 1410	INTRODUCTION TO HAIRCUTTING AND RELATED THEORY	4
CSME 1453	CHEMICAL REFORMATION AND RELATED THEORY	4

Second Semester

CSME 2501	THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY	5
CSME 2410	ADVANCED HAIRCUTTING AND RELATED THEORY	4
CSME 1443	MANICURING AND RELATED THEORY	4
CSME 1447	PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY	4

Third Semester

CSME 2237	ADVANCED COSMETOLOGY TECHNIQUES	2
CSME 2343	SALON DEVELOPMENT	3
CSME 2441	PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS	4

Subtotal: 42

Total Credit Hours: 42

Verification of Workplace Competencies: Eligibility to sit for TDLR Cosmetology Operator's License exam.

Cosmetology Instructor Level 1 Workforce Certificate

The NCTC Cosmetology Instructor program curriculum is mandated by the Texas Department of Licensing and Regulations. The 15 semester hour curriculum leads to a Certificate of Completion and helps prepare graduates to take the TDLR Cosmetology Instructor Examination. Successful completion of the examination will allow graduates to practice as a licensed cosmetology instructor in the state of Texas.

In addition to the above requirements, to enroll in the Cosmetology Instructor Certificate Program, student must:

- Be at least 18 years of age by state licensure testing date
- Hold a current Texas Cosmetology Operator, Esthetician or Manicurist license
- Have at least one year of verifiable salon/spa experience prior to enrollment

Upon completion of this program, student will be able to:

1. Explain, design and implement teaching methodologies and lesson plans
2. Demonstrate effective classroom/clinic management
3. Identify the laws and rules of the state licensing agency
4. Demonstrate the skills and knowledge required for successful completion of the state licensing examination

Fees associated with the degree are as follows:

- Textbooks, approximately \$260
- \$17 name badge
- \$120 fee is required for state board licensure exams

This certificate is offered only through face-to-face classes. The program is designed to take 16 weeks to complete

(attending four days per week) and is comprised of the following suggested pathway or course of study.

Student may wear professional business attire or scrubs with NCTC logo and name monogrammed on top.

Certificate Requirements

First Semester

CSME 1534	COSMETOLOGY INSTRUCTOR I	5
CSME 1535	ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY	5
CSME 2514	COSMETOLOGY INSTRUCTOR II	5

Subtotal: 15

Total Credit Hours: 15

Verification of Workplace Competencies: Eligibility to sit for TDLR Cosmetology Instructor License exam.

Criminal Justice Program

Criminal Justice is an enjoyable and rewarding career with a variety of job opportunities. Students seeking a degree in this area will receive exceptional preparation for employment in the fields of law enforcement, corrections, probation/parole, forensics and investigation. An Associate of Arts Degree, Associate of Applied Science Degree, and a Level 1 Workforce Certificate are available in this program.

Criminal Justice Level 1 Workforce Certificate

This certificate provides the student the skills and academic requirements necessary to qualify for employment in a law enforcement agency. All the courses completed in the certificate program are part of the AAS degree and may be directly transferred into the degree program. (Students seeking a certificate cannot enroll in CJSA 2388.) *Experiential Credit is available for students currently working in the field of Criminal Justice. For more information, see the Department Chair.*

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Display critical thinking skills related to areas in the criminal justice field.
2. Demonstrate professional, ethical, respectful conduct to those of diverse cultures, customs and beliefs in stressful situations.

3. Communicate both verbally and in writing in areas related to the criminal justice field.
4. Demonstrate the ability to use appropriate employment strategies relevant to positions in criminal justice.

Gainful Employment Disclosure

This certificate can be completed either completely face-to-face or through a mix of face-to-face classes and online classes. The program is designed to take two semesters, or 32 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
CJSA 1348	ETHICS IN CRIMINAL JUSTICE	3
CJSA 1317	JUVENILE JUSTICE SYSTEM	3
CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3

Second Semester

CJSA 1342	CRIMINAL INVESTIGATION	3
CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
CRIJ 1306	COURT SYSTEMS & PRACTICES	3
CJSA XXXX	ANY TWO CRIMINAL JUSTICE ELECTIVES	6

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Criminal Justice Associate of Applied Science

The AAS in Criminal Justice degree is sixty (60) credit hours in length. Included in the degree program are English, Math, and other core academic courses. The AAS degree may be transferred to local universities for those students wishing to get a BAAS degree. Transferring students should check with the university he/she plan to

transfer to for information about the number of classes that can be transferred. *Experiential Credit is available for students currently working in the field of Criminal Justice. For more information, see the Department Chair.*

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Exhibit critical thinking skills related to areas in the Criminal Justice Field.
2. Demonstrate professional, ethical, respectful conduct to those of diverse cultures, customs and beliefs in stressful situations.
3. Communicate both verbally and in writing on areas related to the criminal justice field.
4. Demonstrate the ability to use employment strategies related to the field of criminal justice.

This degree can be completed through a mix of face-to-face, hybrid, and online classes. The program is designed to take two years, or 64 weeks, to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Year First Semester

ENGL 1301	COMPOSITION I	3
	LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE	3
CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
CJSA 1348	ETHICS IN CRIMINAL JUSTICE	3
CJSA 1317	JUVENILE JUSTICE SYSTEM	3

First Year Second Semester

MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
	OR	
MATH 1332	CONTEMPORARY MATHEMATICS I	3
CJSA 1325	CRIMINOLOGY	3
CJSA 1342	CRIMINAL INVESTIGATION	3
CRIJ 1306	COURT SYSTEMS & PRACTICES	3
CJSA XXXX	ANY CRIMINAL JUSTICE ELECTIVE	3

Second Year First Semester

SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

Second Year Second Semester

GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
PSYC 2301	GENERAL PSYCHOLOGY	3
CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
CJSA 2334	CONTEMPORARY ISSUES IN CRIMINAL JUSTICE	3
CJSA 2388	INTERNSHIP	3
Subtotal: 60		

Total Credit Hours: 60

Capstone Requirement: CJSA 2388 Internship - Criminal Justice/Safety Studies is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Criminal Justice Associate of Arts Degree

The AA in Criminal Justice is sixty (60) credit hours in length and prepares the student to transfer to a four-year university to pursue a bachelor's degree in Criminal Justice. Students that complete this degree will take five Criminal Justice courses and meet the requirements to be core complete.

Upon completion of this degree, students will be able to:

1. Exhibit critical thinking skills related to areas in the Criminal Justice Field.
2. Demonstrate professional, ethical, respectful conduct to those of diverse cultures, customs and beliefs in stressful situations.
3. Communicate both verbally and in writing on areas related to the criminal justice field.

4. Be prepared for transfer to a Criminal Justice Program at a four-year university.

This degree can be completed through a mix of face-to-face classes (day or night) and online classes. The program is designed to be completed in two years if the suggested pathway or course of study is followed.

Degree Requirements

First Semester

CRIJ 1301	INTRODUCTION TO CRIMINAL JUSTICE	3
ENGL 1301	COMPOSITION I	3
EDUC 1300	LEARNING FRAMEWORK	3
	OR	
PSYC 1300	LEARNING FRAMEWORK	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1332	CONTEMPORARY MATHEMATICS I	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

Second Semester

CRIJ 1306	COURT SYSTEMS & PRACTICES	3
ENGL 1302	COMPOSITION II	3
SPCH 1315	PUBLIC SPEAKING	3
	CREATIVE ARTS ELECTIVE	3
SOCI 1301	INTRODUCTION TO SOCIOLOGY	3
PHED	PHYSICAL EDUCATION	1

Third Semester

CRIJ 1310	FUNDAMENTALS OF CRIMINAL LAW	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
BIOL 1408	BIOLOGY FOR NON-SCIENCE MAJORS I	4
	LANGUAGE, PHILOSOPHY AND CULTURE	3
HIST 1301	UNITED STATES HISTORY I	3

Fourth Semester

CRIJ 2313	CORRECTIONAL SYSTEMS & PRACTICES	3
CRIJ 2328	POLICE SYSTEMS & PRACTICES	3
GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3
HIST 1302	U.S. HISTORY FROM 1865	3
BIOL 2406	ENVIRONMENTAL BIOLOGY	4
	OR	
CHEM 1411	GENERAL CHEMISTRY I	4
Subtotal: 60		

Total Credit Hours: 60

CyberSecurity Program

Judy Archer, Chair Information Technology Department

940-498-6292

jarcher@nctc.edu

The CyberSecurity program prepares the student for entry into this exciting field by providing introductory training in fundamental security concepts, firewalls and network security, basic scripting, operating systems security, intrusion detection, and incident response.

The CyberSecurity program curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Note: It is highly recommended that students have some knowledge of computer networking before beginning this program.

CyberSecurity Level 1 Workforce Certificate

The Certificate Program provides similar classes to the degree program; however, there are no academic classes in these individual curricula. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for a certificate will readily transfer to the degree program.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Use tools to enhance network security.
2. Configure network protocol.

3. Identify sources of computer threats and evaluate potential practices, tools, and technologies to protect individual network systems.
4. Communicate technical issues related to network systems and security through presentations and reports.

This certificate can be completed through a mix of face-to-face, hybrid and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two semesters, or 32 weeks to complete, and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITNW 1358	NETWORK+	3
ITCC 1414	CCNA 1: INTRODUCTION TO NETWORKS	4
ITCC 1440	CCNA 2: ROUTING AND SWITCHING ESSENTIALS	4

Second Semester

ITSY 2300	OPERATING SYSTEM SECURITY	3
ITSY 2301	FIREWALL AND NETWORK SECURITY	3
ITSY 2330	INTRUSION DETECTION	3
ITNW 1313	COMPUTER VIRTUALIZATION	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

Subtotal: 29

Total Credit Hours: 29

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

CyberSecurity Associate of Applied Science Degree

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Describe the cyber threat landscape.

2. Identify corrective action against network threats.
3. Communicate technical issues related to network systems and network security through presentations and reports.
4. Demonstrate the ability to work effectively in teams.

This degree can be completed through a mix of face-to-face, hybrid, and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two years, or 64 weeks, to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITCC 1414	CCNA 1: INTRODUCTION TO NETWORKS	4
ITCC 1440	CCNA 2: ROUTING AND SWITCHING ESSENTIALS	4

Second Semester

ITSY 2300	OPERATING SYSTEM SECURITY	3
ITSY 2301	FIREWALL AND NETWORK SECURITY	3
ITSY 2330	INTRUSION DETECTION	3
ITNW 1313	COMPUTER VIRTUALIZATION	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

Third Semester

ITSY 2343	COMPUTER SYSTEM FORENSICS	3
ITSY 2342	INCIDENT RESPONSE & HANDLING	3
MATH 1332	CONTEMPORARY MATHEMATICS I	3
ENGL 1301	COMPOSITION I	3
ITSY 2359	Security Assessment and Auditing	3

Fourth Semester

ITSY 2445	NETWORK DEFENSE AND COUNTERMEASURES	4
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

ARTS 1301	ART APPRECIATION	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
ITSY 2382	COOPERATIVE EDUCATION COMP & INFO SYS SEC	3

Subtotal: 60

Total Credit Hours: 60

Capstone Requirement: ITSY 2382 Cooperative Education - Computer and Information Systems Security is a capstone experience and may not be substituted. It should be taken the last semester before graduation. The cooperative education course combines classroom learning with work experience and a lecture component.

Database Program

Judy Archer, Chair Information Technology Department
940-498-6292
jarcher@nctc.edu

The Database Management Certificate and Database Administration Associate of Applied Science programs at NCTC are designed to prepare students for a career in the use of specialized software to store and organize data. The curriculum provides learning opportunities and hands-on training in the fundamentals of web programming, Oracle, and the most up-to-date database programs.

Program curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Database Management Level 1 Workforce Certificate

The Certificate Program provides similar classes to the degree programs, however there are no academic classes in these individual curricula. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for a certificate will readily transfer to the degree program.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Design and generate tables, forms and reports.
2. Communicate technical issues related to database systems through presentations and reports.

Gainful Employment Disclosure

This Level 1 Workforce Certificate can be completed through a mix of face-to-face, hybrid and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two semesters, or 32 weeks to complete, and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ITSW 1307	INTRODUCTION TO DATABASE	3
ITSE 1346	DATABASE THEORY AND DESIGN	3
ITNW 1358	NETWORK+	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSE 1303	INTRODUCTION TO MySQL	3

Second Semester

ITSE 1345	INTRODUCTION TO ORACLE SQL	3
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITSE 2317	JAVA PROGRAMMING	3
ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 2337	ADVANCED DATABASE	3

Subtotal: 30

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Database Administration Associate of Applied Science Degree

Upon completion of the Associate of Applied Science, students will be able to:

1. Demonstrate the ability to work effectively in teams.
2. Design, implement, and analyze relational database tables.
3. Communicate technical issues related to database administration through presentations and reports.
4. Demonstrate database administration concepts, relevant alternatives and decision recommendations.

The Associate of Applied Science can be completed through a mix of face-to-face, hybrid, and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two years, or 64 weeks, to complete and is comprised of the following suggested pathway or course of study.

MATH 1332	CONTEMPORARY MATHEMATICS I	3
Fourth Semester		
ENGL 2311	TECHNICAL & BUSINESS WRITING	3
ITSE 2333	IMPLEMENTING A DATABASE ON MICROSOFT SQL SERVER	3
ITNW 1335	INFORMATION STORAGE AND MANAGEMENT	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
ITSE 2380	COOPERATIVE EDUCATION-COMPUTER PROGRAMMER	3

Total Credit Hours: 60

Capstone Requirement: ITSE 2380 Cooperative Education - Computer Programming/Programmer, General is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Degree Requirements

First Semester

ITSW 1307	INTRODUCTION TO DATABASE	3
ITSE 1346	DATABASE THEORY AND DESIGN	3
ITNW 1358	NETWORK+	3
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITSE 1303	INTRODUCTION TO MySQL	3

Second Semester

ITSE 1345	INTRODUCTION TO ORACLE SQL	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITSE 2317	JAVA PROGRAMMING	3
ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 2337	ADVANCED DATABASE	3

Third Semester

ENGL 1301	COMPOSITION I	3
ARTS 1301	ART APPRECIATION	3
ITSE 2354	ADVANCED ORACLE PL/SQL	3
ITSE 2356	ORACLE DATABASE ADMINISTRATION I	3

Engineering Technology Program

Preston Kash, Engineering Technology Faculty
 940-498-6421
 dkash@nctc.edu

The Engineering Technology Program offers training using Autodesk software, an industry standard used around the world. Students can work toward an Engineering Technology Workforce Certificate or an Associate of Applied Science Degree. In addition to CAD, students will study structural drafting, solid modeling and design, electromechanical drafting and geometric dimensioning. Graduates may be employed in the aircraft industry, architectural firms, engineering firms, electronics firms and other industries in jobs such as civil drafter, architectural drafter, pipeline drafter, automotive design drafter, and technical illustrator.

Note: Formerly Drafting Technology Program

Engineering Technology Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Apply engineering practices to CAD drawings using multiple industry examples.
2. Demonstrate basic drafting proficiency, including the ability to use industry-standard software to generate 2D and 3D drawings.

3. Demonstrate oral and written communication skills expected of a future professional in the engineering field.
4. Demonstrate foundational computer literacy skills such as opening files, saving files, knowledge of Autodesk software and commands, and the ability to create a computer generated drawing.

Gainful Employment Information

This certificate can be completed face-to-face with minimal online classes. The program is designed to take two semesters, or 32 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3

Second Semester

DFTG 2306	MACHINE DESIGN	3
DFTG 2300	INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL	3
DFTG 2302	MACHINE DRAFTING	3
DFTG 2319	INTERMEDIATE COMPUTER-AIDED DRAFTING	3
DFTG 2340	SOLID MODELING/DESIGN	3

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Engineering Technology Associate of Applied Science

All of the courses completed in the certificate program transfer directly into the degree.

Upon completion of the Associate of Applied Science degree, students will be able to:

1. Apply engineering practices to CAD drawings using multiple industry examples.
2. Demonstrate basic drafting proficiency, including the ability to use industry-standard software to generate 2D and 3D drawings.
3. Demonstrate oral and written communication skills expected of a future professional in the engineering field.
4. Demonstrate computer literacy skills such as opening files, saving files, knowledge of Autodesk software and commands, and the ability to create a computer generated drawing.

The degree can be completed through a mix of face-to-face classes and online classes. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

DFTG 1305	TECHNICAL DRAFTING	3
DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
DFTG 1317	ARCHITECTURAL DRAFTING/RESIDENTIAL	3
DFTG 1333	MECHANICAL DRAFTING	3
DFTG 2317	DESCRIPTIVE GEOMETRY	3

Second Semester

DFTG 2306	MACHINE DESIGN	3
DFTG 2300	INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL	3
DFTG 2302	MACHINE DRAFTING	3
DFTG 2319	INTERMEDIATE COMPUTER-AIDED DRAFTING	3
DFTG 2340	SOLID MODELING/DESIGN	3

Third Semester

DFTG 1391	SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY	3
DFTG 2328	ARCHITECTURAL DRAFTING - COMMERCIAL	3
DFTG 1358	ELECTRICAL/ELECTRONIC DRAFTING	3
DFTG 2330	CIVIL DRAFTING	3
ARTS 1301	ART APPRECIATION	3

Fourth Semester

DFTG 2338	FINAL PROJECT-ADVANCED DRAFTING	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
ECON 2301	PRINCIPLES OF MACROECONOMICS	3
	OR	
ECON 2302	PRINCIPLES OF MICROECONOMICS	3
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
	OR	
GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3

Total Credit Hours: 60

Capstone Requirement: DFTG 2338 Final Project is the capstone requirement. It should be taken the last semester before graduation.

Electrical Technician Program

Kenny Smith, Chair Industrial Technology Department
 940-668-7731, x4426
 ksmith@nctc.edu

Electrical Technicians are a targeted occupation by the local workforce boards and demand is high for those seeking a career in the electrical field. Electrical apprentices can earn from \$9.95 per hour up to \$18.83 per hour. The Electrical Technician Program is an Approved Texas Electrician Apprenticeship Program with the Texas Department of License and Regulation.

Since a basic knowledge of electron theory as well as the ability to calculate the electrical values of series, parallel and combination circuits is needed to succeed in the field, the initial training begins with electrical fundamentals, as well as electrical safety, which make up the foundation for a career in the field of electricity. The electrical technician also must understand the operating principles for solid state and conventional controls along with their application, and single and three phase motors,

transformers and their principles of operation. In addition, the technician must understand the fundamental concept of programmable logic controllers, principles of operation and numbering systems as applied to electrical controls. To this end, training continues with the focus on motor control, motors, transformers, and programmable logic controllers. This will broaden the job opportunities for a student in the various fields of plant maintenance and industrial applications.

Occupational Skills Award

The award can be completed face to face and through an online industrial mathematics course. The OSA is designed to take one semester or 16 weeks to complete and comprised of the following suggested pathway or course of study.

Total Credit Hours: 12

Electrical Technician Occupational Skills Award

The award can be completed face to face and through an online industrial mathematics course. The program is designed to take one semester or 16 weeks to complete and comprised of the following suggested pathway or course of study.

Occupational Skills Award Requirements

First Semester

ELPT 1319	FUNDAMENTALS OF ELECTRICITY I	3
ELPT 1341	MOTOR CONTROL	3
ELPT 2305	MOTORS AND TRANSFORMERS	3
ELPT 2319	PROGRAMMABLE LOGIC CONTROLLERS I	3

Total Credit Hours: 12

Equine Program

Steve Keith, Chair Agriculture Department
940-668-4217
skeith@nctc.edu

Becky Terrell, Equine Faculty
940-668-7731, x4372
bterrell@nctc.edu

Cathy Luse, Equine Faculty
940-668-7731, 4318
cluse@nctc.edu

North Central Texas College's Equine Program is located in the heart of the horse industry of North Texas on their Gainesville campus. The horse industry is a highly diverse industry that supports a wide variety of activities in all regions of the country. Of the approximately 9.2 million horses in the US, nearly 1 million of those reside in Texas. The Equine Science program at NCTC offers a great deal of hands-on experience in training, breeding and management, as well as classroom instruction on the science and business aspects of the horse industry.

Students in the Equine Program not only have the opportunity to work and gain practical skills within the program but directly with many of the outstanding professionals and facilities in the area as well, thereby gaining important skills, work experience, and contacts within the industry. The diverse student population encompasses individuals from many levels of experience, disciplines, and background including international students that come to study in the program.

In addition to formal academic instruction, NCTC Equine offers equine related extracurricular activities including Stock Horse, Judging, and IHSA Western Show Teams. These teams give students the chance to compete in an intercollegiate format that will contribute invaluable life lessons as part of their educational experience.

Important Notice: Students should also note that this is a very rigorous program that requires a large amount of time, significant class loads, and additional lab and work experiences outside of regular course work.

Equine Husbandry Occupational Skills Award

Occupational Skills Award Requirements

First Semester

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2

AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3

Total Credit Hours: 12

Equine Breeding Farm Management Level 1 Workforce Certificate

Equine Breeding Farm Management Certificate curriculum focuses on physiology of reproduction as well as the business and management aspects of this side of the equine industry. Coursework may also be applied to any of the other certificates offered as well as both AAS Degree programs. Some of the careers available to graduates include, Breeding Farm/General Farm Mgt., Vet Technician, Laboratory and Research vocations, Pedigree Analysis, Bloodstock Agent, Sales Prep and Marketing, and related Industry Retail/Sales.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Identify the major horse breeds and describe their characteristics.
2. Demonstrate correct and safe handling of horses.
3. Discuss the management practices used at a breeding farm, and the reasoning behind these practices.
4. Perform basic skills necessary for employment at a typical breeding operation.
5. Restate proper management procedures during gestation and foaling, as well as basic semen collection, evaluation, insemination, and semen transportation

Gainful Employment Disclosure

This certificate is only offered in face-to-face delivery. The program is designed to take 48 weeks to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGRI 1309	COMPUTERS IN AGRICULTURE	3

Second Semester

AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGEQ 1350	EQUINE REPRODUCTION	3

Third Semester

AGRI 2301	AGRICULTURAL POWER UNITS	3
	OR	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
AGAH 1372	AGRICULTURAL SPANISH	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3

Total Credit Hours: 35

Capstone Requirement: AGEQ 2386 Internship - Equestrian/Equine Studies is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Equine Science – Horse Management and Training Level 1 Workforce Certificate

Horse Management and Training curriculum focus on the specific needs of the student, whether that is to work for a top trainer or manage a horse training business as a sole proprietor. Students may pursue a certificate then if they chose migrate to an AAS degree as all courses in the certificate apply toward the AAS. Some of the careers available to graduates include Horse Trainer/Riding Instructor, Farm/Ranch Manager, Veterinary Technician, Bloodstock Agent, Extension Horse Specialist, and Pedigree Analyst.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Identify the major horse breeds and describe their characteristics.
2. Describe ideal, correct, and incorrect movement in performance horses.
3. Demonstrate correct and safe handling of horses.
4. Demonstrate a balanced seat and posture in all gaits

5. Recognize behavioral patterns and adapt training methods accordingly to individual horses.

Gainful Employment Disclosure

This degree is completed completely face-to-face. The program is designed to take three semesters to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3

Second Semester

AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGEQ 2401	EQUINE BEHAVIOR AND TRAINING II	4
AGEQ 1315	HORSE EVALUATION I	3
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
	OR	
AGRI 2301	AGRICULTURAL POWER UNITS	3

Third Semester

AGAH 1372	AGRICULTURAL SPANISH	3
AGEQ 2339	HORSEMANSHIP II	3

	OR		
AGEQ 2359	ENGLISH EQUITATION II	3	
	OR		
AGEQ 1371	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II	3	
	OR		
AGEQ 2370	LOCAL NEEDS - REINING	3	
	OR		
AGEQ 2371	LOCAL NEEDS - ADVANCED RANCH HORSE RIDING	3	
	OR		
AGEQ 2372	LOCAL NEEDS-ADVANCED REINING	3	
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3	

Total Credit Hours: 41

Capstone Requirement: AGEQ 2386 Internship - Equestrian/Equine Studies is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Equine Management Certificate Level 1 Workforce Certificate

Equine Management Certificate curriculum focuses on the business and managerial aspects of running an equine facility, whether this is as a sole proprietor or for a public, working ranch, or private equine facility. Coursework may also be applied to any of the other certificates offered as well as both AAS Degree programs. Some of the careers available to graduates include, Breeding Farm/General Farm Mgt., Vet Technician, Bloodstock Agent, Horse Show Manager, Sales Prep and Marketing, and a variety of related Industry Retail/Sales.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Propose managerial practices relevant to the equine industry
2. Evaluate form to function regarding conformation, and performance of horses
3. Utilize relevant computer programs commonly used in equine businesses.

Gainful Employment Disclosure

This certificate is only offered in face-to-face delivery. The program is designed to take 32 weeks to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3

Second Semester

AGEQ 1315	HORSE EVALUATION I	3
AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3

Subtotal: 25

Total Credit Hours: 25

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Equine Science (Associate of Applied Science Degree)

Course work in the *Equine Science Degree* focuses on the physiological and behavioral science aspects of the horse and related industry professions. The curriculum also prepares students for further academic study and transfer of credits toward a bachelor degree in an equine or Ag. related degrees. Coursework may also be applied to any of the other certificates offered as well as the Equine Business

Mgt. AAS Degree. Some of the careers available to graduates include Vet Technician, Breeding Farm/General Farm Mgt., Training/Riding Instructor, College Professor/Instructor, Extension Horse Specialist, and Ag. Agent, and Equine Pharmaceuticals, Equine Nutritionist and related Industry Retail/Sales.

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Discuss various diseases and ailments in a horse
2. Perform basic medical care of horses
3. Identify lameness that afflict horses
4. Summarize the functional components of a bit and explain the action of different bit types in the horse's mouth
5. Explain the anatomy and physiology of the horses' digestive system.
6. Recommend nutritional consideration and feeding practices to meet the needs of individual horses.

Students pursuing this degree typically incur tuition and fee costs of \$7,080. Books and supplies constitute approximately an additional \$2,235 across the entire degree. Financing for this program may be available through scholarships, loans, and institutional financing plans.

This degree is completed primarily face-to-face, however some of the core curriculum requirements may be completed online or at other NCTC campuses. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

ENGL XXXX	COMMUNICATIONS CORE	3
	OR	
SPCH XXXX	COMMUNICATIONS CORE	3
AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4

AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
-----------	------------------------------	---

AGRI 1309	COMPUTERS IN AGRICULTURE	3
-----------	--------------------------	---

Second Semester

AGEQ 1315	HORSE EVALUATION I	3
-----------	--------------------	---

AGAH 1372	AGRICULTURAL SPANISH	3
-----------	----------------------	---

OR

AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
-----------	--	---

OR

AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3
-----------	-------------------------------	---

AGEQ 2339	HORSEMANSHIP II	3
-----------	-----------------	---

OR

AGEQ 2359	ENGLISH EQUITATION II	3
-----------	-----------------------	---

OR

AGEQ 1371	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II	3
-----------	---	---

	SOCIAL AND BEHAVIORAL SCIENCES	3
--	--------------------------------	---

	LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE	3
--	---	---

AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
-----------	--	---

Third Semester

AGRI 2303	AGRICULTURAL CONSTRUCTION I	3
-----------	-----------------------------	---

OR

AGRI 2301	AGRICULTURAL POWER UNITS	3
-----------	--------------------------	---

	CORE COLLEGE MATH	3
--	-------------------	---

AGEQ 1401	EQUINE BEHAVIOR AND TRAINING I	4
-----------	--------------------------------	---

	LIFE AND PHYSICAL SCIENCES	4
--	----------------------------	---

Fourth Semester

AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4
-----------	-----------------------------	---

AGEQ 1350	EQUINE REPRODUCTION	3
-----------	---------------------	---

AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
-----------	----------------------------	---

AGEQ 2386 INTERNSHIP - EQUINE SCIENCE 3

1. Choose one from: ENGL1301 or SPCH1315 or SPCH1321
2. Equestrian I Requirement: AGEQ1319, or AGEQ1300 or AGEQ1370
3. Choose one from AGAH1372 or AGRI2317 or AGMG2301
4. Equestrian II Requirement: AGEQ2339 or AGEQ2359 or AGEQ1371
5. Choose one course from the Core Curriculum Social & Behavioral Sciences
6. Choose one from AGRI2301 or AGRI2303
7. Choose one course from the Core Curriculum in Mathematics
8. Choose one course from the Core Curriculum in Life and Physical Sciences
9. Choose one course from the Core Curriculum for either Language, Philosophy and Culture OR Creative Arts

Total Credit Hours: 60

Capstone Requirement: AGEQ 2386 Internship - Equestrian/Equine Studies is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Equine Business Management (Applied Associate of Science Degree)

Coursework in the *Equine Business Management Degree* focuses on the specific needs of the student, whether that is to work for a large corporation or to manage a business as a sole proprietor. Students may simultaneously pursue an AAS in Equine Business Management and complete a certificate as most classes are required in both. Some of the careers available to graduates include Extension Horse Specialist, Auctioneer, College Professor/Instructor, Equine Industry Retailer/Salesman, Farm/Ranch Manager, Public Relations & Marketing, Equine Journalist, Pedigree Analyst, Horse Show Manager, and Breed Association Administration.

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Describe the different segments of the equine industry and the role they play economically.

2. Apply principles of leadership to organizational group dynamics.
3. Propose effective communication and conflict management techniques.
4. Record a business transaction in the journals and ledgers of the accounting system.
5. Prepare financial statements (income statement, statement of owner's equity, balance sheet) for a business entity.

This degree is completed primarily face-to-face, however some of the core curriculum and business course requirements may be completed online or at other NCTC campuses. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester First Year

AGEQ 1319	HORSEMANSHIP I	3
	OR	
AGEQ 1300	ENGLISH EQUITATION I	3
	OR	
AGEQ 1370	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I	3
AGEQ 1411	EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT)	4
AGEQ 1205	EQUINE ENTERPRISE MANAGEMENT	2
ENGL 1301	COMPOSITION I	3

First Year Second Semester

AGEQ 1315	HORSE EVALUATION I	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
ACCT 2301	PRINCIPLES OF FINANCIAL ACCOUNTING	3
	OR	
ACNT 1303	INTRODUCTION TO ACCOUNTING I	3
AGEQ 1322	FUNDAMENTALS OF RIDING INSTRUCTION	3
	OR	
AGEQ 1391	SPECIAL TOPICS III	3

	OR	
AGEQ 1371	LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II	3
	LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE	3

Stephanie Lindsey, Program Coordinator
 940-668-3314
 slindsey@nctc.edu

The NCTC Esthetician Program curriculum is mandated by the Texas Department of Licensing and Regulations (TDLR). The 23 semester hour Esthetician curriculum leads to a Level 1 Workforce Certificate and helps prepare graduates to take the TDLR Esthetics Examination. Successful completion of the examination will allow graduates to practice as a licensed esthetician in the state of Texas.

Second Year First Semester

	CORE COLLEGE MATH	3
SPCH XXXX	COMMUNICATIONS CORE	3
BUSG 1304	INTRODUCTION TO FINANCIAL AID ADVISING	3
AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
	OR	
AGRI 2301	AGRICULTURAL POWER UNITS	3
	SOCIAL AND BEHAVIORAL SCIENCES CORE	3

To enroll in the Esthetician certificate program, student must:

- Be at least 17 years of age by state licensure testing date
- Have obtained a high school diploma or the equivalent of, i.e., GED
- Apply to NCTC and complete the college orientation
- Complete required Cosmetology department paperwork
- Complete financial aid forms if applicable
- Provide applicable transcripts
- Pay \$25 fee to the Texas Department of Licensing and Regulation for student permit

Second Year Second Semester

AGEQ 2311	EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT)	3
AGEQ 2310	EQUINE BUSINESS MANAGEMENT	3
AGAH 1372	AGRICULTURAL SPANISH	3
BMGT 2309	LEADERSHIP	3
AGEQ 2386	INTERNSHIP - EQUINE SCIENCE	3

Esthetician Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, student will be able to:

1. Demonstrate proper skincare applications
 2. Determine the basic physiology of the skin
 3. Demonstrate the skills and knowledge required for successful completion of the state licensing examination
- Gainful Employment Disclosure

Subtotal: 60

Fees associated with the Esthetician Certificate are as follows:

- Textbooks, approximately \$357 if purchased new
- \$25 fee for student permit issued by TDLR
- \$1000 large makeup kit, includes case, enough products to work as a makeup artist and five certifications
- \$300 Dermalogica Kit
- Scrubs with NCTC logo and name embroidered on top. Color determined each semester.

Total Credit Hours: 60

Capstone Requirement: AGEQ 2386 Internship - Equestrian/Equine Studies is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Esthetician Program

Gainesville Campus Only

This certificate is offered only through face-to-face classes. The program is designed to take two semesters, or 32 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

CSME 1248	PRINCIPLES OF SKIN CARE	2
CSME 1420	ORIENTATION TO FACIAL SPECIALIST	4
CSME 1447	PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY	4

Second Semester

CSME 1421	PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY I	4
CSME 1545	PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY II	5
CSME 2431	PRINCIPLES OF FACIALS AND SKIN CARE TECHNOLOGY III	4

Subtotal: 23

Total Credit Hours: 23

Verification of Workplace Competencies: Eligibility to sit for TDLR Esthetician Specialty License exam.

Farm and Ranch Management Associate of Applied Science Degree

Steve Keith, Chair Agriculture Department
(940) 668-4217
skeith@nctc.edu

The Farm and Ranch Management curriculum provides a combination of agriculture, business, technology, and general education to prepare men and women for their agricultural occupations. To meet the varying needs of students the Farm and Ranch Management Degree and the Agriculture Management Certificate are both offered.

The program is designed for students who plan to pursue a career in the farming and ranching industry. The program provides practical and educational experiences in animal science, beef cattle production, pasture management, livestock business, animal nutrition, and computer applications specific to agriculture. Farm and Ranch Management majors learn skills and practices applicable to the management of farms, ranches, and other agricultural businesses. Through laboratory experience students will utilize their expanding knowledge base to apply to real-world examples at our Experimental Farm / Beef Center.

Upon completion of this Associate of Applied Science Degree, students will be able to:

1. Identify plants and pests which are of economic importance to forage and livestock production.
2. Graduates will be able to correctly perform applicable animal husbandry practices such as castration, tattooing, and injections.
3. Graduates will be able to utilize equipment owners' manual to properly set-up and maintain farm equipment.
4. Graduates will be able to restate the fundamental concepts of planting small grains either through preparing a seed bed or no-till method.
5. Graduates will be able to recommend modern feeding practices and nutritional principles to livestock feeding programs.

This degree is completed completely face-to-face except for some of the core curriculum requirements which may be completed online. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

AGRI 1131	THE AGRICULTURE INDUSTRY	1
ENGL 1301	COMPOSITION I	3
AGRI 1309	COMPUTERS IN AGRICULTURE	3
AGRI 1407	AGRONOMY	4
AGRI 2317	INTRODUCTION TO AGRICULTURAL ECONOMICS	3
	OR	
AGRI 1325	MARKETING OF AGRICULTURE PRODUCTS	3

Second Semester

MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
	OR	
MATH 1332	CONTEMPORARY MATHEMATICS I	3
	SOCIAL AND BEHAVIORAL SCIENCES CORE	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3

	OR		
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3	
AGRI 1419	INTRODUCTORY ANIMAL SCIENCE	4	
AGMG 2301	LIVESTOCK BUSINESS MANAGEMENT	3	
Third Semester			
	LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE	3	
AGAH 1372	AGRICULTURAL SPANISH	3	
AGRI 2303	AGRICULTURAL CONSTRUCTION I	3	
	OR		
AGRI 2301	AGRICULTURAL POWER UNITS	3	
	OR		
AGAH 1453	BEEF CATTLE PRODUCTION	4	
AGAH 2270	ARTIFICIAL INSEMINATION	2	
	OR		
AGAH 2271	CATTLE REPRODUCTION	2	
Fourth Semester			
AGCR 2405	ENTOMOLOGY	4	
AGCR 1441	FORAGE AND PASTURE MANAGEMENT	4	
AGAH 2313	PRINCIPLES OF FEEDS AND FEEDING	3	
AGMG 2480	COOPERATIVE EDUCATION- AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL	4	

Total Credit Hours: 60

Capstone Requirement: AGMG 2480 Cooperative Education - Agricultural Business and Management, General is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Game Design and Application Programming Program

Judy Archer, Chair Information Technology Department

940-498-6292
jarcher@nctc.edu

The Gaming & Application Programming Associate of Applied Science Degree and the Game Design Certificate are designed to prepare students for a variety of careers in gaming and mobile app design. The curriculum provides learning and hands-on training in a variety of skills related to this exciting field, including game development, application programming, animation programming and video game design.

Upon completion of these programs, students may work for gaming companies and businesses that use multimedia artists and animators, graphic designers, video game developers, and application programmers.

Program curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Game Design Level 1 Workforce Certificate

The Certificate Program provides similar classes to the degree program; however, there are no academic classes in these individual curricula. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for a certificate will readily transfer to the degree program.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Identify the software development cycle.
2. Conceive, design, and build a simple computer game.
3. Communicate technical issues related to game design through presentations and reports.

Gainful Employment Disclosure

This Level 1 Workforce Certificate can be completed through a mix of face-to-face, hybrid and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two semesters, or 32 weeks to complete, and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
-----------	-----------------------------------	---

GAME 1306	DESIGN AND CREATION OF GAMES	3
ITSE 2321	OBJECT-ORIENTED PROGRAMMING	3
ITSE 1333	MOBILE APPLICATIONS DEVELOPMENT	3
GAME 1309	INTRODUCTION TO ANIMATION PROGRAMMING	3

Second Semester

GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
GAME 2342	GAME DEVELOPMENT USING C++	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
GAME 1328	VIDEO GAME DESIGN	3
ITSE 2310	iOS APPLICATION PROGRAMMING	3

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Gaming Application Programming Associate of Applied Science Degree

Upon completion of the Associate of Applied Science, students will be able to:

1. Communicate technical issues related to gaming and application programming through presentations and reports, both written and verbal.
2. Demonstrate the ability to work effectively in teams.
3. Develop and manipulate digital media products.
4. Demonstrate an understanding of data structures, variables and classes.
5. Build a portfolio.

The Associate of Applied Science can be completed through a mix of face-to-face, hybrid, and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two years, or 64 weeks, to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
GAME 1306	DESIGN AND CREATION OF GAMES	3
ITSE 2321	OBJECT-ORIENTED PROGRAMMING	3
ITSE 1333	MOBILE APPLICATIONS DEVELOPMENT	3
GAME 1309	INTRODUCTION TO ANIMATION PROGRAMMING	3

Second Semester

GAME 1343	GAME AND SIMULATION PROGRAMMING I	3
GAME 2342	GAME DEVELOPMENT USING C++	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
GAME 1328	VIDEO GAME DESIGN	3
ITSE 2310	iOS APPLICATION PROGRAMMING	3

Third Semester

IMED 1345	INTERACTIVE DIGITAL MEDIA	3
ITSE 2343	ADVANCED MOBILE PROGRAMMING	3
ITSE 2317	JAVA PROGRAMMING	3
GAME 1303	INTRO TO GAME DESIGN AND DEVELOPMENT	3
ENGL 1301	COMPOSITION I	3

Fourth Semester

MATH 1332	CONTEMPORARY MATHEMATICS I	3
ARTS 1301	ART APPRECIATION	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3

GAME 2308 PORTFOLIO FOR GAME DEVELOPMENT 3

Subtotal: 60

Total Credit Hours: 60

Capstone Requirement: GAME 2308 Portfolio for Game Development is a capstone experience and may not be substituted. It should be taken the last semester before graduation.

Heating Ventilation and Air Conditioning Program

Kenny Smith, Chair Industrial Technology Department
940-668-7731, x4426
ksmith@nctc.edu

Heating, Ventilation and Air Conditioning technology (HVAC) is considered a high demand occupation throughout Texas. HVAC techs install and maintain heating and air conditioning units and may work for a general contractor, in building maintenance, for companies that build the HVAC units, and in sales of HVAC equipment. HVAC techs should display manual dexterity, be able to apply concepts to real life situations, and develop good customer service habits.

Beginning HVAC students can earn an EPA 608 Certification, which will enable them to handle Freon and dispose and recover refrigerants. Students can also become a Certified HVAC Technician through the Texas Department of License and Regulation (TDLR) when they complete their required first semester courses. North Central Texas College is recognized as an HVAC training site with the Texas Department of License and Regulation. Building Science is also included in the first semester of HVAC courses. Building science is a growing trade all by itself in the state of Texas, as conservation of energy and building efficiency now have to meet required standards. The building science training includes blower door technology training, duct tightness, and effective insulation evaluation.

Beginning HVAC techs can expect to earn between \$15 and \$18 per hour, and pay increases substantially in urban areas. Advanced HVAC Technicians can earn a contractor's license after completing four years in the field as an HVAC technician. With an HVAC contractor license, they can start their own business, or work as an advanced technician making between \$20 and \$30 per hour.

Students may pursue an Occupational Skills Award (OSA), Level 1 Workforce Certificate or an Associate of Applied Science Degree.

Heating Ventilation and Air Conditioning Occupational Skills Award

This OSA can be completed through a mix of face-to-face and online classes. The award is designed to take 16 weeks to complete and is comprised of the following suggested pathway or course of study.

Occupational Skills Award Requirements

First Semester

HART 1307	REFRIGERATION PRINCIPLES	3
HART 1301	BASIC ELECTRICITY FOR HVAC	3
HART 1256	EPA RECOVERY CERTIFICATION	2
HART 1341	RESIDENTIAL AIR CONDITIONING	3
RBPT 1300	FUNDAMENTALS OF RESIDENTIAL BUILDING SCIENCE	3

Subtotal: 14

Total Credit Hours: 14

Heating Ventilation and Air Conditioning Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Demonstrate communication skills.
2. Demonstrate the attributes of a positive work ethic.
3. Demonstrate eye and hand coordination and dexterity.
4. Demonstrate the application of and the ability to use the common hand tools used in the Heating Ventilation and Air Conditioning trade.
5. Demonstrate form perception and spatial relations in the application of methods of installation of Heating, Ventilation and Air Conditioning equipment.

Gainful Employment Disclosure

The certificate can be completed through a mix of face-to-face and online classes. The program is designed to take one year, or 42 weeks to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

HART 1307	REFRIGERATION PRINCIPLES	3
HART 1301	BASIC ELECTRICITY FOR HVAC	3
HART 1256	EPA RECOVERY CERTIFICATION	2
HART 1341	RESIDENTIAL AIR CONDITIONING	3
RBPT 1300	FUNDAMENTALS OF RESIDENTIAL BUILDING SCIENCE	3
Second Semester		
HART 2445	RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN	4
HART 2358	TESTING, ADJUSTING, AND BALANCING HVAC SYSTEMS	3
HART 2342	COMMERCIAL REFRIGERATION	3
HART 2301	AIR CONDITIONING AND REFRIGERATION CODES	3

Third Semester (Summer)

TECM 1301	INDUSTRIAL MATHEMATICS	3
-----------	------------------------	---

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Heating Ventilation and Air Conditioning Associate of Applied Science Degree

The Heating, Ventilation and Air Conditioning program is designed to prepare students to install and maintain heating and air conditioning units. HVAC techs may work for general contractors in building maintenance, for companies that build the units, and in sales. Heating, Ventilation and Air Condition is considered a high-demand occupation throughout Texas.

Curriculum includes hands-on training that teaches the student how to safely handle, dispose, and recover refrigerants and in the course of the training the student will acquire an EPA 608 certification for handling refrigerants. Building science is also included in the curriculum in order to provide the student with a full understanding that the HVAC equipment and the building envelope are a system that works together. This building science includes blower door training, duct tightness testing and effective insulation evaluation. Upon

completion of the HVAC degree, the student can be a registered certified technician in the State of Texas.

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Demonstrate mechanical reasoning.
2. Demonstrate the attributes of working collaboratively or independently under supervision.
3. Demonstrate the proper setup and the use of basic procedures related to the Heating Ventilation and Air Conditioning field.
4. Demonstrate the application of and the ability to properly use specialty tools used in the Heating Ventilation and Air Conditioning field.

This degree can be completed through a mix of face-to-face classes and online classes. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

HART 1307	REFRIGERATION PRINCIPLES	3
HART 1301	BASIC ELECTRICITY FOR HVAC	3
HART 1256	EPA RECOVERY CERTIFICATION	2
HART 1341	RESIDENTIAL AIR CONDITIONING	3
RBPT 1300	FUNDAMENTALS OF RESIDENTIAL BUILDING SCIENCE	3

Second Semester

HART 2445	RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN	4
HART 2358	TESTING, ADJUSTING, AND BALANCING HVAC SYSTEMS	3
HART 2342	COMMERCIAL REFRIGERATION	3
HART 2301	AIR CONDITIONING AND REFRIGERATION CODES	3

Third Semester (Summer)

TECM 1301	INDUSTRIAL MATHEMATICS	3
-----------	------------------------	---

Fourth Semester

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
-----------	-------------------------------	---

OSHT 1320	ENERGY INDUSTRIAL SAFETY	3
BMGT 2309	LEADERSHIP	3
ENGL 1301	COMPOSITION I	3
HIST 1301	UNITED STATES HISTORY I	3

Fifth Semester

BMGT 1327	PRINCIPLES OF MANAGEMENT	3
MATH 1314	COLLEGE ALGEBRA	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3
ARTS 1301	ART APPRECIATION	3
HART 2380	COOPERATIVE EDUCATION	3

Total Credit Hours: 60

Capstone Requirement: HART 2380 Cooperative Education - is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Horticulture Program

Steve Keith, Chair Agriculture Department
940-668-4217
skeith@nctc.edu

Ashley Hartman, Horticulture Faculty Advisor
940-668-7731, x4488
ahartman@nctc.edu

The NCTC Horticulture Program is one of the few programs of its kind, providing a broad, technical education in the field of horticulture, emphasizing practical knowledge while preparing students to work in multiple facets of the industry, including landscaping, floristry, horticulture crop production and greenhouse management. Students learn a variety of horticultural techniques such as plant propagation, organic gardening, soil preparation, plant identification, and pest management. Courses are taught using a range of teaching methods consisting of hands-on labs, one-on-one instruction, field trips, and lectures. A dynamic and diverse field, horticulture is among the few to bridge the gap between science, art, business, and technology. Horticulture is not only a multi-billion dollar industry that offers increasing job opportunities for students seeking careers in the area, but horticulture also offers countless opportunities for hobbyists.

The program is designed to equip students with knowledge and skills directly applicable to a career in horticulture, providing quality workforce education for those seeking to enter the field of horticulture. Classes focus on the specific

needs of the student, whether that is to work for a large corporation or to manage a horticulture business as a sole proprietor.

The Landscape Design Occupational Skills Award, Horticulture Management Certificate, and Sustainable Horticulture Certificate are all available in this program.

Landscape Design Occupational Skills Award

The Occupational Skills Award is a short program designed for the student primarily interested in landscape design as a career.

Occupational Skills Award Requirements**First Semester**

HALT 1422	LANDSCAPE DESIGN	4
HALT 1333	LANDSCAPE IRRIGATION	3

Second Semester

HALT 1353	LANDSCAPE COMPUTER DESIGN	3
-----------	---------------------------	---

Total Credit Hours: 10**Horticultural Management Certificate**

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Identify and perform basic horticultural techniques and procedures of growing vegetables, fruits, nuts, flowers and other ornamentals.
2. Discuss and apply the principles and elements of design as used in landscape design and floral composition and use appropriate terminology for describing and interpreting the design principles in a landscape or floral composition.
3. Identify garden pests and recommend both traditional and non-traditional control measures.
4. Propagate herbaceous and woody plants

Gainful Employment Disclosure

This certificate is offered through a combination of hybrid and face-to-face classes. The program is designed to take 48 weeks to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements**First Semester**

FMKT 1301	FLORAL DESIGN	3
-----------	---------------	---

HALT 1372	NATURALISTIC HORTICULTURE	3
HALT 1331	WOODY PLANTS	3
HORT 1401	HORTICULTURE	4
HALT 2321	SMALL FARMING OR	3
HALT 1333	LANDSCAPE IRRIGATION OR	3
HALT 1353	LANDSCAPE COMPUTER DESIGN OR	3
HALT 2307	FOOD CROPS	3
Second Semester		
HALT 1303	HERBACEOUS PLANTS	3
HALT 2308	GREENHOUSE MANAGEMENT	3
HALT 1422	LANDSCAPE DESIGN	4
HALT 2321	SMALL FARMING OR	3
HALT 1333	LANDSCAPE IRRIGATION OR	3
HALT 1353	LANDSCAPE COMPUTER DESIGN OR	3
HALT 2307	FOOD CROPS	3

Third Semester (Summer)

HALT 2280	COOPERATIVE EDUCATION	2
-----------	-----------------------	---

Total Credit Hours: 31

Capstone Requirement: HALT 2280 Cooperative Education - is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Sustainable Horticulture Level 1 Workforce Certificate

The Sustainable Horticulture Certificate is a 15 credit hour program focusing on creating productive gardens by encouraging biological diversity. Students will explore procedures of sustainable agriculture systems, plant

production in a greenhouse setting, landscaping techniques that encourage biodiversity, organic gardening, food production, and biodynamic farming.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Discuss the sustainable management practices used on a small farm and the reasoning behind these practices.
2. Develop biodiversity in a landscape.
3. Produce crops in a small farm setting as well as in a greenhouse environment.
4. Create and manage sustainable horticultural soils.
Gainful Employment Disclosure

In-District students pursuing this certificate typically incur tuition and fee costs of approximately \$1,050. Additionally, books and supplies constitute approximately \$300. Financing for this program may be available through grants, scholarships, loans, and institutional financing plans.

This Level 1 Workforce Certificate can be completed through all face-to-face classes. The program is designed to take two semesters, or 32 weeks to complete, and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

AGCR 1371	SUSTAINABLE AGRICULTURE	3
HALT 1372	NATURALISTIC HORTICULTURE	3
HALT 2307	FOOD CROPS	3

Second Semester

HALT 2308	GREENHOUSE MANAGEMENT	3
HALT 2321	SMALL FARMING	3

Total Credit Hours: 15

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Industrial Mechanics Program

Kenny Smith

940-668-7731, x4426

ksmith@nctc.edu

The Industrial Mechanics program is designed to prepare students for employment in institutional power plants and maintaining machines in manufacturing facilities. According to the Bureau of Labor Statistics, the outlook for industrial mechanics is growing faster than average. Most industrial mechanics are employed full time during regular business hours. However, mechanics may be on call during the night or weekends.

Beginning industrial mechanics can expect to make between \$14 and \$16 per hour, while experienced industrial mechanics can make upwards of \$22 per hour.

Curriculum includes hands-on training in troubleshooting and repair of electrical, mechanical, pneumatic, hydraulic and pump systems. Training in programmable logic controllers and the ability to troubleshoot them is also part of the curriculum, included in the electrical training for the mechanical technology program. All the courses include the technology training behind each of the courses that are offered.

Industrial Mechanics Occupational Skills Award

The Occupational Skills Award can be completed face-to-face or through a mix of face-to-face classes and online classes. The award is designed to take 16 weeks to complete and is comprised of the following suggested pathway or course of study.

Occupational Skills Award Requirements

First Semester

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
INMT 1305	INTRODUCTION TO INDUSTRIAL MAINTENANCE	3
HYDR 1345	HYDRAULICS AND PNEUMATICS	3
INMT 2303	PUMPS, COMPRESSORS & MECHANICAL DRIVES	3

Total Credit Hours: 12

Industrial Mechanics Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Demonstrate communication skills.
2. Demonstrate the attributes of a positive work ethic.
3. Demonstrate eye and hand coordination and dexterity.
4. Demonstrate the application of and the ability to properly use the common hand tools.
5. Demonstrate form perception and spatial relations in the common construction of hydraulics, pneumatics.
6. Demonstrate the skills necessary for maintaining Programmable Logic Controllers (PLC).

Gainful Employment Disclosure

This certificate can be completed through a mix of face-to-face and online classes. The program is designed to take one year, or 42 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
INMT 1305	INTRODUCTION TO INDUSTRIAL MAINTENANCE	3
HYDR 1345	HYDRAULICS AND PNEUMATICS	3
INMT 2303	PUMPS, COMPRESSORS & MECHANICAL DRIVES	3

Second Semester

ELPT 1319	FUNDAMENTALS OF ELECTRICITY I	3
ELPT 1341	MOTOR CONTROL	3
ELPT 2305	MOTORS AND TRANSFORMERS	3
ELPT 2319	PROGRAMMABLE LOGIC CONTROLLERS I	3
TECM 1301	INDUSTRIAL MATHEMATICS	3

Third Semester (Summer)

INMT 2345	INDUSTRIAL TROUBLESHOOTING	3
-----------	----------------------------	---

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of

70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Industrial Mechanics Associate of Applied Science Degree

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Demonstrate mechanical reasoning, form perception and spatial relations.
2. Demonstrate the attributes of working collaboratively or independently under supervision.
3. Demonstrate the proper setup of basic industrial mechanics equipment.
4. Demonstrate the application of and the ability to properly use specialty tools used in the industrial mechanics trade.
5. Demonstrate form perception and spatial relations in the common construction of pumps and motors drives installation and operation.
6. Demonstrate the skills necessary for programming Programmable Logic Controllers (PLC).

This degree can be completed through a mix of face-to-face classes and online classes. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Year

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
INMT 1305	INTRODUCTION TO INDUSTRIAL MAINTENANCE	3
HYDR 1345	HYDRAULICS AND PNEUMATICS	3
INMT 2303	PUMPS, COMPRESSORS & MECHANICAL DRIVES	3

Second Semester

ELPT 1319	FUNDAMENTALS OF ELECTRICITY I	3
ELPT 1341	MOTOR CONTROL	3
ELPT 2305	MOTORS AND TRANSFORMERS	3
ELPT 2319	PROGRAMMABLE LOGIC CONTROLLERS I	3
TECM 1301	INDUSTRIAL MATHEMATICS	3

Third Semester (Summer)

INMT 2345	INDUSTRIAL TROUBLESHOOTING	3
-----------	----------------------------	---

Fourth Semester

ELPT 1325	NATIONAL ELECTRICAL CODE I	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3
OSHT 1320	ENERGY INDUSTRIAL SAFETY	3
BMGT 2309	LEADERSHIP	3
ENGL 1301	COMPOSITION I	3

Fifth Semester

MATH 1314	COLLEGE ALGEBRA	3
ARTS 1301	ART APPRECIATION	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
HIST 1301	UNITED STATES HISTORY I	3
INMT 2380	COOPERATIVE EDUCATION-MANUFACTURING TECHNOLOGY	3

Total Credit Hours: 60

Capstone Requirement: INMT 2380 Cooperative Education is the capstone experience and may not be substituted. It should be taken the last semester before graduation.

Machining Technology Program

Kenny Smith, Chair Industrial Technology Department
940-668-7731, x4426
ksmith@nctc.edu

The Machining Technology program is designed to prepare students for a career as a machinist. Machinists typically work at factories, plants, or on construction sites. According to the Bureau of Labor Statistics, the outlook for machinists is growing faster than average.

Most machinists are employed full-time during regular business hours. Beginning machinists can expect to make around \$15 per hour, while experienced machinists can earn upwards of \$20 per hour.

Curriculum includes hands-on training that teaches the student layout, blueprints, jig bore and grinder, precision measuring, CNC, lathes, G Codes, tool paths, and precision production. Curriculum also includes introduction to manual lathes and converting them to G codes, inputting the G codes into the CNC lathes or mills and producing a part or product.

Students may pursue an Occupational Skills Award (OSA), Level 1 Workforce Certificate, or an AAS in Machining Technology.

Machining Technology Occupational Skills Award

The Occupational Skills Award can be completed through a mix of face-to-face and online classes. The award is designed to take 16 weeks to complete and is comprised of the following suggested pathway or course of study.

Occupational Skills Award Requirements

First Semester

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
MCHN 1438	BASIC MACHINE SHOP I	4
MCHN 2303	FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS	3
TECM 1301	INDUSTRIAL MATHEMATICS	3

Total Credit Hours: 13

Machining Technology Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Demonstrate communication skills.
2. Demonstrate proper workplace safety practices.
3. Demonstrate the use of basic machining procedures.
4. Demonstrate the ability to use the precision measuring tools.
5. Demonstrate the ability to use the proper tool necessary for the related task to be performed.
6. Demonstrate pattern development for the machining trade.

Gainful Employment Disclosure

This certificate can be completed through a mix of face-to-face and online classes. The program is designed to take one year, or 42 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
MCHN 1438	BASIC MACHINE SHOP I	4
MCHN 2303	FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS	3
TECM 1301	INDUSTRIAL MATHEMATICS	3

Second Semester

MCHN 1320	PRECISION TOOLS AND MEASUREMENT	3
MCHN 2434	OPERATION OF CNC MACHINING CENTERS	4
MCHN 2435	ADVANCED CNC MACHINING	4
METL 1301	INTRODUCTION TO METALLURGY	3

Third Semester

MCHN 1302	PRINT READING FOR MACHINING TRADES	3
MCHN 1343	MACHINE SHOP MATHEMATICS	3

Subtotal: 33

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Machining Technology Associate of Applied Science Degree

Upon completion of the Associate of Applied Science, students will be able to:

1. Demonstrate mechanical reasoning, form perception and spatial relations.
2. Demonstrate the attributes of a positive work ethic.
3. Demonstrate eye and hand coordination.
4. Demonstrate the application of and the ability to use the common hand tools.
5. Demonstrate the ability to use the proper tool necessary for the related task to be performed.

6. Demonstrate the perception and spatial relations in the applications of geometric construction.

This degree can be completed through a mix of face-to-face and online classes. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
MCHN 1438	BASIC MACHINE SHOP I	4
MCHN 2303	FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS	3
TECM 1301	INDUSTRIAL MATHEMATICS	3

Second Semester

MCHN 1320	PRECISION TOOLS AND MEASUREMENT	3
MCHN 2434	OPERATION OF CNC MACHINING CENTERS	4
MCHN 2435	ADVANCED CNC MACHINING	4
METL 1301	INTRODUCTION TO METALLURGY	3

Third Semester (Summer)

MCHN 1302	PRINT READING FOR MACHINING TRADES	3
MCHN 1343	MACHINE SHOP MATHEMATICS	3

Fourth Semester

OSHT 1320	ENERGY INDUSTRIAL SAFETY	3
BMGT 2309	LEADERSHIP	3
ENGL 1301	COMPOSITION I	3
HIST 1301	UNITED STATES HISTORY I	3

Fifth Semester

MATH 1314	COLLEGE ALGEBRA	3
SPCH 1318	INTERPERSONAL COMMUNICATION	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
ARTS 1301	ART APPRECIATION	3
MCHN 2380	COOPERATIVE EDUCATION-MACHINE TOOL TECHNOLOGY/MACHINIST	3

Total Credit Hours: 60

Capstone Requirement: MCHN 2380 Cooperative Education - Machine Tool Technology/Machinist is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Networking Technology Program

Judy Archer, Information Systems Department Chair

940-498-6292

jarcher@nctc.edu

The Networking Technology Program is an exciting opportunity for those who find interest in computer networking. The curriculum provides learning opportunities and hands-on training in the fundamentals of CISCO, Network Security, Linux, and the Microsoft Windows Server platform.

Our labs offer all required equipment as outlined in the CISCO Networking Academy®, as well as the most current versions of Windows Server.

Upon completion of the program, students may find employment with high-tech firms, school districts, Internet provider companies, government agencies, and other businesses that employ skilled networking technicians.

The Networking curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Cisco Basic Level 1 Workforce Certificate

The Cisco Basic Level 1 Workforce Certificate is designed for students interested in completing only the four Cisco courses required for certification.

Upon completion of the Level 1 Workforce Certificate students will be able to:

1. Identify and describe networking architecture.
2. Explain the basic principles of routing and routing protocols.
3. Configure routers and switches.
4. Configure and troubleshoot network devices.

Students successfully completing the program are eligible to sit for Cisco CCENT exam and CCNA Routing and Switching exam 200-125.

This certificate can be completed face-to-face. The program is designed to take two semesters, or 32 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ITCC 1414	CCNA 1: INTRODUCTION TO NETWORKS	4
ITCC 1440	CCNA 2: ROUTING AND SWITCHING ESSENTIALS	4

Second Semester

ITCC 2412	CCNA 3: SCALING NETWORKS	4
ITCC 2413	CCNA 4: CONNECTING NETWORKS	4

Total Credit Hours: 16

Verification of Workplace Competencies: Eligibility to sit for Cisco CCENT exam and CCNA Routing and Switching exam 200-125.

Cisco Systems Level 1 Workforce Certificate

Curriculum provides similar classes to the degree program, however, there are no academic classes in the certificate. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for the certificate will readily transfer to the degree program.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Communicate technical issues related to computer networks through presentations and reports.
2. Demonstrate working knowledge of the OSI and TCP layered models.

Students successfully completing this program are eligible to sit for Cisco CCENT exam and CCNA Routing and Switching exam 200-125.

Gainful Employment Disclosure

The certificate can be completed through a mix of face-to-face and online classes. The program is designed to take one year, or 32 weeks, to complete, and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITNW 1358	NETWORK+	3
ITCC 1414	CCNA 1: INTRODUCTION TO NETWORKS	4
ITCC 1440	CCNA 2: ROUTING AND SWITCHING ESSENTIALS	4

Second Semester

ITCC 2412	CCNA 3: SCALING NETWORKS	4
ITCC 2413	CCNA 4: CONNECTING NETWORKS	4
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS	3
ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3

Subtotal: 31

Total Credit Hours: 31

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Computer Network Systems Level 1 Workforce Certificate

Curriculum provides similar classes to the degree program, however, there are no academic classes in the certificate. A student that commences study as a certificate student and later desires to complete the degree program will find that the classes taken for the certificate will readily transfer to the degree program.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Communicate technical issues related to computer networks through presentations and reports.
2. Demonstrate working knowledge of the OSI and TCP layered models..

Gainful Employment Disclosure

The certificate can be completed through a mix of face-to-face and online classes. The program is designed to take one year, or 32 weeks, to complete, and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITNW 1313	COMPUTER VIRTUALIZATION	3
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS	3

Second Semester

ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3

Subtotal: 27

* *Capstone for this certificate will consist of passing a comprehensive departmental exam.*

Total Credit Hours: 27

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Computer Network Systems Associate of Applied Science Degree

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Communicate technical issues related to computer networks through presentations and reports, both written and verbal.
2. Demonstrate the ability to work effectively in teams.
3. Demonstrate the ability to implement network design and construct network info structure.
4. Demonstrate working knowledge of the OSI and TCP layered models.

This degree can be completed through a mix of face-to-face, hybrid and online classes. Several of the courses are offered in an 8-week term, rather than a 16-week term. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Degree Requirements

First Semester

ITSC 1325	PERSONAL COMPUTER HARDWARE	3
ITNW 1358	NETWORK+	3
ITCC 1414	CCNA 1: INTRODUCTION TO NETWORKS	4
ITCC 1440	CCNA 2: ROUTING AND SWITCHING ESSENTIALS	4

Second Semester

ITNW 1353	SUPPORTING NETWORK SERVER INFRASTRUCTURE	3
ITCC 2412	CCNA 3: SCALING NETWORKS	4
ITCC 2413	CCNA 4: CONNECTING NETWORKS	4
ITNW 1308	IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS	3

Third Semester

ITNW 1354	IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT	3
ITSY 1342	INFORMATION TECHNOLOGY SECURITY	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ENGL 1301	COMPOSITION I	3
ITNW 1313	COMPUTER VIRTUALIZATION	3

Fourth Semester

MATH 1332	CONTEMPORARY MATHEMATICS I	3
ENGL 2311	TECHNICAL & BUSINESS WRITING	3
ARTS 1301	ART APPRECIATION	3
EECT 1300	TECHNICAL CUSTOMER SERVICE	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3

ITNW 2280 COOPERATIVE EDUCATION-
COMPUTER SYSTEMS NETWORKING 2

Total Credit Hours: 60

Capstone Requirement: ITNW 2280 Cooperative Education - Computer Systems Networking and Telecommunications is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Petroleum Technology Program

Malea Clarke
940-872-4002, x5219
mclarke@nctc.edu

The petroleum industry supplies not only the majority of energy consumed in the United States, but also provides thousands of other valuable products. This world-wide industry provides opportunities for jobs in interesting, exciting, rewarding activities locally and around the world using the latest technology. There are opportunities for everyone including women. Some jobs require bilingual skills, so there are excellent opportunities for those who speak more than one language.

NCTC’s Petroleum Technology Program is designed to equip students with the knowledge and skills necessary to enter the oil and gas industry competently and successfully. It prepares students for entry-level careers in various sectors of the industry, and enhances the value, opportunities, and earning power of students already employed in the industry.

The technical courses, which are offered only on the Bowie Campus and Graham Campus (limited), teach the fundamentals of the petroleum industry with emphasis on technical knowledge, safety, hands-on skills, computer skills, effective communication and teamwork skills. These classes are taught face-to-face with about 50% lecture and 50% hands-on learning activities. Curriculum includes industrial safety; drilling; oil & gas production/processing; well completion; and, oilfield construction, electricity, hydraulics, and instrumentation. The program utilizes outdoor labs with actual oilfield equipment, and indoor labs with training equipment that provides hands-on learning of basic concepts.

Petroleum Technology Level 1 Workforce Certificate

The Certificate curriculum consists of ten petroleum technology courses. These same ten courses are included

in the AAS, along with three additional petroleum technology courses, and core academic courses.

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Describe the basic functions of common petroleum industry processes and equipment and associated safe work practices.
2. Demonstrate competence in basic hands-on skills common in the petroleum industry.
3. Demonstrate the ability to work cooperatively with others.
4. Describe the safe work practices associated with common petroleum industry processes and equipment.

Gainful Employment Disclosure

This certificate can be completed face-to-face. The program is designed to take two semesters, or 32 weeks, to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
PTRT 1321	OIL FIELD HYDRAULICS	3
CNBT 1311	CONSTRUCTION METHODS & MATERIALS	3
PTRT 1307	RECOVERY AND PRODUCTION METHODS	3

Second Semester

CETT 1302	ELECTRICITY PRINCIPLES	3
PTRT 1324	PETROLEUM INSTRUMENTATION	3
PTRT 1303	DRILLING	3
PTRT 2323	NATURAL GAS PRODUCTION	3
PTRT 2331	WELL COMPLETIONS	3

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Petroleum Technology Associate of Applied Science Degree

Students who complete the AAS in Petroleum Technology can transfer 100% of those credits into the 4-year Bachelor of Applied Arts & Sciences (BAAS) Program at University of North Texas and complete that degree in just two more years. One of the degree options can be completed almost entirely online.

The academic support courses for the AAS Degree can be completed at any NCTC campus—Gainesville, Corinth, Flower Mound, Bowie, or Graham. Some are offered online.

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Describe the basic functions of common petroleum industry processes and equipment.
2. Demonstrate competence in basic hands-on skills common in the petroleum industry.
3. Describe the safe work practices associated with common petroleum industry processes and equipment.
4. Demonstrate the ability to work cooperatively with others.
5. Demonstrate the ability to communicate effectively in the work environment.

This degree can be completed face-to-face. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Associate of Applied Science Degree

First Year First Semester

PTRT 1301	INTRODUCTION TO PETROLEUM INDUSTRY	3
PTRT 1313	INDUSTRIAL SAFETY	3
PTRT 1321	OIL FIELD HYDRAULICS	3
CNBT 1311	CONSTRUCTION METHODS & MATERIALS	3
PTRT 1307	RECOVERY AND PRODUCTION METHODS	3

First Year Second Semester

CETT 1302	ELECTRICITY PRINCIPLES	3
PTRT 1324	PETROLEUM INSTRUMENTATION	3
PTRT 2323	NATURAL GAS PRODUCTION	3

PTRT 1303	DRILLING	3
PTRT 2331	WELL COMPLETIONS	3

Second Year First Semester

BMGT 2309	LEADERSHIP	3
PTRT 1317	NATURAL GAS PROCESSING I	3
PTRT 1391	SPECIAL TOPICS IN PETROLEUM-SCADA	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
SPCH 1315	PUBLIC SPEAKING	3
	OR	
SPCH 1321	BUSINESS AND PROFESSIONAL COMMUNICATION	3

Second Year Second Semester

PTRT 2380	COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN	3
ARTS 1301	ART APPRECIATION	3
ENGL 1301	COMPOSITION I	3
MATH 1314	COLLEGE ALGEBRA	3
HIST 1301	UNITED STATES HISTORY I	3

Subtotal: 60

Total Credit Hours: 60

Capstone Requirement: PTRT 2380 Cooperative Education - Petroleum Technology/Technician is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

Web Design Level 1 Workforce Certificate

Judy Archer, Chair Information Technology Department
940-498-6292

jarcher@nctc.edu

The Web Design curriculum is designed to prepare students for careers in the high demand of Web Development segment of the workforce.

Each area of the curriculum provides entry level skills and prepares the student for industry certification in the chosen field of study. The curriculum has been developed with the assistance and advice of an advisory council which is composed of service area industry professionals.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 40 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Design and implement a dynamic website.
2. Communicate technical issues related to web design through presentations and reports.
Gainful Employment Disclosure

This certificate can be completed completely through a mix of face-to-face classes and online classes. The program is designed to take one year or 32 academic weeks to complete and is comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

ARTC 1302	DIGITAL IMAGING I (PHOTOSHOP)	3
IMED 1316	WEB PAGE DESIGN I	3
ARTC 1325	INTRODUCTION TO COMPUTER GRAPHICS	3
ITSC 1316	LINUX INSTALLATION AND CONFIGURATION	3
ITSE 1302	COMPUTER PROGRAMMING	3

Second Semester

ITSE 2302	INTERMEDIATE WEB PROGRAMMING	3
ITSW 1307	INTRODUCTION TO DATABASE	3
IMED 1345	INTERACTIVE DIGITAL MEDIA	3
INEW 2334	ADVANCED WEB PROGRAMMING	3
ITSE 2317	JAVA PROGRAMMING	3

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Welding Technology Program

Kenny Smith, Chair Industrial Technology Department
940-668-7731, x4426
ksmith@nctc.edu

The Welding Technology program is designed to prepare students for the high-demand field of welding. Welders work with aluminum, stainless steel and mild metals in manufacturing, oil fields, design, farming and ranching. Beginning welders may work on assembly lines, but can advance to precision welders, quality control, and sales. Many welders decide to work for themselves, and some specialize in underwater welding, decorative metal work, and automobile body welding. North Texas welders can expect to earn between \$12 and \$20 per hour, based on experience and welding skill.

Curriculum includes hands-on training in multiple welding processes including Oxy-Fuel and Cutting, Shielded Metal Arc, Gas Metal Arc, Gas Tungsten Arc, and Flux Cored Arc. It also includes blueprint reading for welders and welding technology for each of the five processes that are taught. Students are required to pass two welding tests for each process and can receive a qualification for each of the successful completion of a welding test in a process. The tests given are common welding tests that are used to qualify welders in industry today. Students completing the program may be qualified in a number of processes.

Students may pursue an Occupational Skills Award (OSA), Level 1 Workforce Certificate or an AAS in Welding.

Welding Technology Occupational Skills Award

The Occupational Skills Award can be completed face-to-face or through a mix of face-to-face classes and online classes. The award is designed to take 16 weeks to complete and is comprised of the following suggested pathway or course of study.

Occupational Skills Award Requirements

First Semester

WLDG 1413	INTRODUCTION TO BLUEPRINT READING FOR WELDERS	4
WLDG 1407	INTRODUCTION TO WELDING USING MULTIPLE PROCESSES	4
WLDG 2413	INTERMEDIATE WELDING USE MULTIPLE PROCESSES	4

Total Credit Hours: 12

Welding Technology Level 1 Workforce Certificate

Upon completion of the Level 1 Workforce Certificate, students will be able to:

1. Demonstrate communication skills.
2. Demonstrate proper safety practices in the workplace.
3. Demonstrate basic welding techniques.
4. Demonstrate the basic use of cutting tools.
5. Demonstrate the ability to use the proper tool necessary for the related task to be performed.
6. Demonstrate proper welding joint design and proper joint preparation.

Gainful Employment Disclosure

This certificate can be completed through a mix of face-to-face and online classes. The program is designed to take one year, or 42 weeks, to complete and is comprised of the following suggested pathway or course of study.

Level 1 Workforce Certificate

First Semester

WLDG 1413	INTRODUCTION TO BLUEPRINT READING FOR WELDERS	4
WLDG 1407	INTRODUCTION TO WELDING USING MULTIPLE PROCESSES	4
WLDG 2413	INTERMEDIATE WELDING USE MULTIPLE PROCESSES	4

Second Semester

WLDG 2447	ADVANCED GAS METAL ARC WELDING (GMAW)	4
WLDG 1435	INTRODUCTION TO PIPE WELDING	4
WLDG 1427	WELDING CODES	4

Third Semester (Summer)

WLDG 2352	ADVANCED FLUX CORED ARC WELDING	3
TECM 1301	INDUSTRIAL MATHEMATICS	3

Total Credit Hours: 30

Capstone Requirement: Students completing the certificate must pass a comprehensive program exam with a score of 70% or higher to satisfy the capstone requirement. Exam must be scheduled with the Department Chair.

Welding Technology Associate of Applied Science Degree

Upon completion of the Associate of Applied Science Degree, students will be able to:

1. Demonstrate mechanical reasoning, form perception and spatial relations.
2. Demonstrate the attributes of a positive work ethic.
3. Demonstrate eye and hand coordination and dexterity.
4. Demonstrate the ability to use common metal working tools.
5. Demonstrate the ability to use the proper tool necessary for the related task to be performed.
6. Demonstrate the perception and spatial relations in the applications of geometric construction.

This degree can be completed through a mix of face-to-face classes and online classes. The program is designed to take two years to complete and is comprised of the following suggested pathway or course of study.

Associate of Applied Science Degree

First Semester

WLDG 1413	INTRODUCTION TO BLUEPRINT READING FOR WELDERS	4
WLDG 1407	INTRODUCTION TO WELDING USING MULTIPLE PROCESSES	4
WLDG 2413	INTERMEDIATE WELDING USE MULTIPLE PROCESSES	4

Second Semester

WLDG 2447	ADVANCED GAS METAL ARC WELDING (GMAW)	4
WLDG 1435	INTRODUCTION TO PIPE WELDING	4
WLDG 1427	WELDING CODES	4

Third Semester (Summer)

WLDG 2352	ADVANCED FLUX CORED ARC WELDING	3
TECM 1301	INDUSTRIAL MATHEMATICS	3

Fourth Semester

DFTG 1309	BASIC COMPUTER-AIDED DRAFTING	3
-----------	-------------------------------	---

SPCH 1318	INTERPERSONAL COMMUNICATION	3
OSHT 1320	ENERGY INDUSTRIAL SAFETY	3
BMGT 2309	LEADERSHIP	3
ENGL 1301	COMPOSITION I	3
Fifth Semester		
HIST 1301	UNITED STATES HISTORY I	3
MATH 1314	COLLEGE ALGEBRA	3
ARTS 1301	ART APPRECIATION	3
BMGT 1327	PRINCIPLES OF MANAGEMENT	3
WLDG 2380	COOPERATIVE EDUCATION- WELDING TECHNOLOGY	3

Total Credit Hours: 60

Capstone Requirement: WLDG 2380 Cooperative Education - Welding Technology is the capstone requirement and may not be substituted. It should be taken the last semester before graduation.

CURRICULA HEALTH SCIENCES

North Central Texas College's Division of Health Sciences includes the following courses of study:

- Associate Degree Nursing (ADN) - for students wishing to qualify for licensure as Registered Nurses (RNs).
- Emergency Medical Services (EMS) - for students wishing to qualify for certification as EMTs.
- Fire Sciences - for students wishing to qualify for Texas Fire Fighter certification.
- Radiological Technology - for students wishing to qualify for registry as Radiological Technologists.
- Surgical Technology - for students wishing to qualify for certification as Surgical Technologists.
- Vocational Nursing (LVN) - for students wishing to qualify for licensure as Licensed Vocational Nurses (LVNs).

To earn either an Associate degree or Certificate, students must achieve an overall grade point average of at least 2.0 and complete the minimum number of semester hours specified for each program. Eighteen of the semester hours required for completion of the degree/certificate must be taken at NCTC.

NOTE: Admission to Health Sciences/Nursing Programs

Admission to a Health Sciences or Nursing program is contingent upon admission to North Central Texas College; however, granting of admission to the College does not guarantee admission to a Health Sciences or Nursing program. Refer also to specific programs on the following pages for any additional admission requirements.

Associate Degree Nursing (ADN) Program

Program Description

North Central Texas College's Associate Degree in Nursing program is located on the Gainesville campus and is approved by the Texas Board of Nursing and has full accreditation from the Accreditation Commission for Education in Nursing Inc. (ACEN: 3343 Peachtree Rd., NE Ste. 850, Atlanta, GA 30326, Telephone: 404-975-5000)

Programmatic Outcomes

Upon completion of an Associate Degree in Nursing a student should be able to:

- I. Act as a Member of the Profession:
 - A. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care

institution or practice setting.

B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.

C. Participate in activities that promote the development and practice of professional nursing.

D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care and lifelong learning.

II. Become a Provider of Patient-Centered Care:

A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice.

B. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.

C. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.

D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.

E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.

F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.

G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance and restoration.

H. Coordinate human, information, and material resources in providing care for patients and their families.

III. Serve as a Patient Safety Advocate, and:

- A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Formulate goals and outcomes using evidence-based data to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

IV. Become a Member of the Health Care Team:

- A. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.
- B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.
- C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.
- D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
- E. Communicate and manage information using technology to support decision making to improve patient care.
- F. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.
- G. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

Admission

Being admitted to North Central Texas College does not mean you are automatically admitted to the Associate Degree in Nursing program. To be officially admitted to the Associate Degree in Nursing program at NCTC,

students must meet additional qualification requirements and carefully follow the step-by-step process outlined below.

- Any applicant who has a history of mental illness or substance abuse must file paperwork with the Board of Nursing (BON) previous to making application to the Associate Degree in Nursing program.
- Criminal background checks will be completed on all applicants to the program. The following histories will disqualify an individual from consideration for clinical rotations and acceptance into the Associate Degree in Nursing program:
 - Felony convictions, even if deferred or adjudicated
 - Misdemeanor convictions involving crimes against persons (personal or sexual)
 - Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 - Registered sex offender
- Any applicant who has been arrested or charged must submit a Petition for a Declaratory Order to the Texas Board of Nursing and receive resolution from the BON prior to applying to the nursing program. Contact the Associate Degree in Nursing Program Director for additional information. Attending an Associate Degree in Nursing program information session is recommended, but not mandatory. Times and locations for the information sessions are posted and updated on the Information Session link of the nursing program website. Applying for the Next Class has additional detailed information regarding testing including a checklist of things needed before making application to the program.

Step One: Apply for Admission to NCTC through Apply Texas or print the NCTC Admissions Application in PDF format. Complete the college admission process as outlined on the NCTC website:

https://www.applytexas.org/adappc/gen/c_start.WBX .

An applicant should submit official transcripts from every college attended by sending them to the Admissions Office. To complete the process, an applicant should submit a Degree Audit/Transcript Evaluation form to the NCTC Admissions Office. This must be done early enough so that a degree audit can be completed by the Admissions Office before making application to the nursing program (August 1st for Spring admission; March 15th for Fall admission)

Step Two: Once all admission requirements are met, an applicant will be notified by the Admissions Office of acceptance to NCTC. At this point an applicant may begin the process of registering for the pre-requisite and general academic (non-nursing) courses as needed.

Step Three: After an applicant has completed steps one and two, an applicant should apply for admission to the Associate Degree in Nursing Program. Associate Degree Nursing Applications should be submitted online to the myNCTC page. Copies of transcripts from all colleges other than NCTC and a copy of a degree audit must be provided at the time submission.

Applications may be completed between:

- March 1 – March 31 for Fall Semester admission
- Aug. 1 – Aug. 31 for Spring Semester admission

If an applicant is not admitted to the Associate Degree in Nursing Program after submitting an application, must submit a new application during the next application period in order to be considered for admission in subsequent semesters. There are no waiting lists for applicants.

Step Four: An applicant's transcript will be evaluated to determine eligibility to take an entrance assessment for the Associate Degree in Nursing program. (Refer to the Priority Point Chart).

- Entry Level applicants must have a minimum of 9 application points to be eligible to apply.
 - LVN-to-RN applicants must have a minimum of 7 application points to be eligible to apply.
- Applicants will be ranked according to application points for eligibility to take the Entrance Exam. Typically, all qualified applicants are tested.

1. Application points will be given for the prerequisite courses of Anatomy & Physiology I, Anatomy & Physiology II and Math Statistics as follows:

- A 4 points
- B 3 points
- C 2 points

One point will be deducted for any prerequisite course that was repeated for a higher grade.

2. Points will be given to non-nursing courses completed for Microbiology, Lifespan Growth & Development; Composition I and either Philosophy/Literature/Culture or Creative Arts as follows:

- A = 1 point
- B = .5 point

3. Points will be given for courses completed for the BSN pathway include: Chem 1406 or 1411 Intro to Chemistry or General Chemistry; BIOL 1322 Basic Nutrition; ENGL 1302 Composition II; PSYC 2301 Intro to Psychology; HIST 1301 US History to 1865; HIST 1302 US History from 1865; GOVT 2305 Federal Government; GOVT 2306 Texas Government; Philosophy/Literature/Culture or Creative Arts; 2 hour elective:
10 courses = 10 points

4. The TEAS Entrance Exam consists of four areas; Reading, Math, Writing and Science. Applicants will be given one point in each area where they scored at or above the 40th percentile and two points in each area where they scored at or above the 70th percentile.

Step Five: Candidates with the highest application points will be considered for admission to the Associate Degree Nursing Program. The minimum passing score for the exam is 70. Applicants may NOT take the entrance exam more than twice during an academic year (August through July). Applicants accepted into the program will be registered in nursing courses by the nursing program. Students do not enroll themselves in nursing courses.

- 51 entry level applicants are accepted each spring and fall
- 16 in-seat LVN-to-RN applicants are accepted each spring and fall
- Candidates with the next highest application points will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the alternate with the next highest application points will be admitted.

Any applicant wishing to re-apply for the following semester must go through the admission process again in order to be considered.

Step Six: Those students selected for admission must have the following items:

- Physical Examination form signed by a physician certifying that the applicant has been examined thoroughly.
- Proof of major medical insurance coverage or accident insurance coverage.
- Malpractice insurance. This is added to the tuition/fees bill at the time of registration. Malpractice insurance must be renewed each fall semester.
- A Urine Drug Screen will be required of all students

- Proof of current CPR certification (American Heart Association Health Care Provider) and the following required Immunizations:
 - Measles, Mumps & Rubella (MMR) - 2 doses or serological confirmation
 - TDaP
 - Proof of 2 negative TB tests (at least 1 within past 6 months) or Chest X-Ray within 2 years
 - Hepatitis B - series of 3 doses administered over a 6 months period AND serological confirmation one month after the 3rd dose.
 - The first dose must be obtained no later than January 15 for Fall admission or July 6 for Spring admission in order to have the series complete prior to beginning the program)
 - Varicella – (2 doses if the first dose was received on or after the 13th birthday) or a positive IgG titer
 - Flu vaccine

- A letter grade of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses.
 - Students who have not been academically successful in other nursing programs will not be considered for transfer.
 - Previous nursing courses must be from a regionally accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program.
 - The student must submit:
 - A letter stating the reason for transfer
 - Course descriptions and/or course syllabi for previous nursing courses
 - Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
 - Letter of recommendation from the Department Head of the school from which the applicant is transferring.
 - Students will be evaluated on an individual basis by the Program Director to determine their level of entry.

To Earn Your Associate Degree in Nursing

To successfully complete the Associate Degree in Nursing program, earn an Associate of Applied Science Degree and apply to take the state licensing exam for Registered Nurses, students must complete a total of 60 semester credit hours — 36 in Nursing courses and 24 in pre-requisites and required support courses. Transition students are required to complete less hours - a total of 52 hours - due to credit being given for LVN licensure. Nursing courses are grouped in progressive levels of complexity, and students must successfully complete all course work in one level before progressing to the next.

The Associate Degree in Nursing program is designed to be completed in four long semesters. No Associate Degree in Nursing courses are offered in summer semesters. Entry level students take traditional face-to-face courses. LVN-to-RN Transition students take traditional face-to-face courses. LVN-to-RN Transition students have the same clinical course requirements as the face-to-face students.

About Transfer Credit

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College.

- All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements.

Succeeding in the Associate Degree in Nursing Program

Progression Criteria:

To remain in good standing and progress within the Associate Degree in Nursing curriculum, students must:

- Make a grade of "C" or higher in all required courses
- Adhere to the program's course of study – including completion of support courses
- Maintain current CPR certification and immunization status.
- Successfully complete the Clinical Math Exams with a grade of 100 or above each semester. Failure to make a 100 will result in a clinical failure and dismissal from the nursing program. Three attempts are given for each Clinical Math Exam.

Students will not be allowed to continue in the Associate Degree in Nursing program without satisfying these criteria. However, when deficiencies are corrected, the student may petition to be readmitted to the appropriate courses. Students will be allowed to continue only with approval of the ADN Program Admission, Progression, and Advisement (APA) Committee.

Grading Policy

Course grades (non-clinical performance) are based on a numerical average with corresponding letter grades. A

grade of “C” or higher is required in all courses in the Associate Degree in Nursing curriculum. Grades will not be rounded.

- 90-100 = A
- 81-89 = B
- 75-80 = C
- 66-74 = D
- 65 or lower = F

Grades for clinical courses are based on performance in the clinical area and other assignments. Failure to successfully complete the Clinical Math exams in each semester will result in clinical failure and immediate dismissal from the nursing program.

About Clinicals

Clinical courses require students to travel to sites off the college campus. Clinical sites include - but are not limited to - hospitals and other health care facilities in Gainesville, Muenster, Sherman, Denton, Decatur, Corinth, Flower Mound, and Lewisville. Students must be prepared to drive to ANY of these locations for clinicals; sites closest to your home may not always be available.

Readmission

Students who have an interruption in the normal progression of their nursing studies—whether by withdrawal from a nursing course or earning a grade lower than a “C” in a nursing course - will no longer be enrolled in the Associate Degree Nursing Program.

- The ADN Admission, Progression, and Advisement (APA) Committee considers appeals for readmission on an individual basis.
- Students may only be readmitted to the ADN program one time.
- Students not successful in completing any course in their first semester are required to reapply to the program and start the process from the beginning. Refer to the NCTC Associate Degree Nursing Student Handbook for more detailed information about this procedure.

Cost Considerations for Associate Degree in Nursing Students

Summary of Costs:

The total per-semester cost for the Associate Degree in Nursing Program at North Central Texas College is the sum of:

- (1) Tuition
- (2) “Combined” student fees (such as malpractice insurance and testing fees)
- (3) Textbooks
- (4) Supplies and incidentals
- (5) Nursing kits
- (6) Laboratory fees

- These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For Associate Degree in Nursing students, a lab fee of \$24 will also be charged for each clinical course. Lab fees for other non-nursing science courses are normally \$24.

- Except for items 4 and 5, charges are calculated the same for all NCTC students.

Due to the special nature of the Associate Degree in Nursing program, expenses in categories 3-5 may be higher than those paid by students in most other majors. Estimated cost for the entire Associate Degree Nursing program is approximately \$10,000. Most of this expense occurs at the beginning of the program. The first semester cost is approximately \$3,500.

Textbooks:

Nursing textbooks are highly specialized medical books and can be expensive — the cost may be as much as \$1,700.00 for books for the program. All books for the ADN program are purchased during the first semester. For students who will be taking general education courses, textbook costs will vary depending on the course.

Supplies & Incidentals:

Students admitted to the ADN program are required to buy

- Uniforms – specific scrubs for class and clinical
- Patches
- Lab coat
- Nursing shoes
- Stethoscope
- Skills kit
- Wristwatch with a second hand
- Students will need normal school supplies

Other costs include

- Major medical insurance
- Physical examination and immunizations
- CPR training
- Graduation fees
- State Board of Nursing fees
- NCLEX-RN testing fees.

*ADN students must have access to a computer with internet access.

Credit Hours

- A 1:1 ratio is used for lecture hours – 1 lecture hour is equivalent to one credit.
- A 2:1 ratio is used to determine lab hours to credit hours – 2 lab hours are equivalent to 1 credit.
- A 3:1 ratio is used to determine clinical hours – 3 clinical hours are equivalent to 1 credit.

See catalog course descriptions for the number of hours, lecture, laboratory, and clinical hours required for each course.

Graduation

Graduates may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which is administered by the Texas Board of Nursing. Graduates become RNs once the NCLEX-RN is passed.

Graduates must pass the state-mandated jurisprudence exam with a minimum grade of 75 before applying for the NCLEX-RN.

NCTC Associate Degree in Nursing graduates are encouraged to continue nursing education toward a bachelor's degree or higher.

Associate Degree in Nursing students completing requirements for their Associate of Applied Science Degree are highly encouraged, as are all graduates, to participate in the College's formal commencement ceremonies.

BSN Pathway

The Associate Degree in Nursing program at NCTC partners with major universities to offer students the opportunity for a smoother transition from Associate Degree in Nursing to Bachelor of Science in Nursing through the Consortium for the Advancement of Baccalaureate Nursing Education in Texas (CABNET) agreement. Since the BSN Pathway curriculum has been standardized, students that graduate with an Associate Degree in Nursing from NCTC, pass the NCLEX-RN, and complete all BSN pre-requisite courses will be able to complete the BSN program with 30 hours of online courses at one of our partner universities.

Associate Degree Nursing

Degree Requirements

Course of Study - Prerequisite Courses

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
-----------	--------------------------------	---

BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
-----------	---------------------------------	---

MATH 1342	ELEMENTARY STATISTICAL METHODS	3
-----------	--------------------------------	---

First Year First Semester

BIOL 2420	MICROBIOLOGY-For Pre-Nursing or Health Science Majors	4
-----------	---	---

RNSG 1219	INTEGRATED NURSING SKILLS I	2
-----------	-----------------------------	---

RNSG 1423	INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS	4
-----------	--	---

RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3
-----------	---------------------------------------	---

RNSG 1261	CLINICAL NURSING I	2
-----------	--------------------	---

First Year Second Semester

PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
-----------	-------------------------------	---

ENGL 1301	COMPOSITION I	3
-----------	---------------	---

RNSG 2404	INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS	4
-----------	--	---

RNSG 1462	CLINICAL NURSING II	4
-----------	---------------------	---

Minimester

RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
-----------	--------------------------------	---

Second Year First Semester

	LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE	3
--	---	---

RNSG 2414	INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS	4
-----------	---	---

RNSG 2461	CLINICAL NURSING III	4
-----------	----------------------	---

Second Year Second Semester

RNSG 2435	INTEGRATED PATIENT CARE MANAGEMENT	4
-----------	------------------------------------	---

RNSG 2462	CLINICAL NURSING IV	4
-----------	---------------------	---

Subtotal: 60

BIOL2420, PSYC2314, ENGL1301, and the Language/Philosophy/Culture or Creative Arts Elective courses may be taken prior to the semester indicated but no later than the semester in which they are listed. All coursework must be completed with a "C" or better.

- The Chemistry course for the BSN Pathway must be either Introduction to Chemistry or General Chemistry.
- Degree Audit Note: Since some courses may not transfer, have all transcripts sent to the Registrar's Office and request a Degree Audit.
- Credit Hour Note: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in the four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit. A 2:1 ratio is used in determining lab hours to credit hours and a 4:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 256 fifty-minute contact hours (240 sixty-minute clock hours) generally results in a clinical course that meets for 16 hours each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours, lecture, laboratory, and clinical hours required for each course.

Total Credit Hours: 60

Transition From Vocational To Professional Nursing

Degree Requirements

Prerequisite Courses

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

First Semester

BIOL 2420	MICROBIOLOGY-For Pre-Nursing or Health Science Majors	4
RNSG 1227	TRANSITION TO PROFESSIONAL NURSING	2
RNSG 1300	HEALTH ASSESSMENT ACROSS THE LIFESPAN	3

Second Semester

PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
ENGL 1301	COMPOSITION I	3
RNSG 2404	INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS	4
RNSG 1262	CLINICAL NURSING FOR TRANSITION STUDENTS	2

Minimester

RNSG 1163	CLINICAL - PSYCHIATRIC NURSING	1
-----------	--------------------------------	---

Second Year First Semester

RNSG 2414	INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS	4
RNSG 2461	CLINICAL NURSING III	4
HUMA	LANGUAGE, PHILOSOPHY AND CULTURE OR CREATIVE ARTS ELECTIVE	3

Second Year Second Semester

RNSG 2435	INTEGRATED PATIENT CARE MANAGEMENT	4
RNSG 2462	CLINICAL NURSING IV	4

Subtotal: 41

Microbiology, Developmental Psychology, Composition I: 2 of these 3 must be completed prior to entering the program. The Language/Philosophy/Culture or Creative Arts elective may be taken prior to the semester indicated but no later than the semester in which it is listed. All coursework must be completed with a "C" or better. Failure to successfully complete the Clinical Math Exams will result in a clinical failure and dismissal from the nursing program. Students must also complete a state mandated jurisprudence exam with a score of 75 in order to take the NCLEX-RN.

Graduation & NCLEX for Licensure

CREDIT HOUR NOTE: You can tell easily how many hours of credit a particular course is worth by looking at the course identification number. The second digit in this four-digit number gives the semester-credit-hour value of the course. For example, the English course ENGL1301 is worth three (3) hours credit, and the Microbiology course BIOL2420 is worth four (4) hours of credit. One lecture hour is equivalent to one credit hour. A 2:1 ratio is used in determining lab hours to credit hours and a 3:1 ratio is used in determining clinical hours. Each credit hour of lecture equals 50 contact minutes per week. A four (4) credit hour clinical course of 256 fifty-minute contact

hours (240 sixty-minute clock hours) generally results in a clinical course that meets for two consecutive eight-hour days each week for 15 weeks during both the fall and spring semesters. See catalog course descriptions for the number of hours of lecture, laboratory, and clinical hours required for each course.

Students with prior vocational nursing experience and training may apply for admission to RNSG1227: Transition to Professional Nursing. Students will also take RNSG1300 Health Assessment Across the Lifespan during their first semester. All Students seeking admission to the transition course are expected to be competent in basic nursing skills.

Students should also understand that they must complete all academic courses required of other ADN students. Completing the majority of all non-nursing courses prior to entrance will be to the student's advantage for acceptance into the program.

After successful completion of this first semester, transition students would then take the Minimester Psychiatric clinical and the Second Year courses as listed on the previous page. Traditional transition students should be able to complete the program in two years. An online/hybrid transition track option begins each Fall. Application deadline is May 1 - May 31. See the nursing website for details.

Admission Process : Transition students must follow the same admission process as beginning students. Documentation of current licensure as a vocational/practical nurse is required.

NOTE: See the Transition link on the nursing web site for additional options.

About Transfer Credit

Admission by Transfer is considered on a space available basis. Applicants must meet all requirements of the nursing program in addition to those of North Central Texas College. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements. A letter grade of "C" (75) or better is required for transfer for all previous nursing courses and academic support courses. Students who have not been academically successful in other nursing programs will not be considered for transfer. Previous nursing courses must be from an accredited program of nursing. A transfer will not be considered if the student has missed a full semester of enrollment in a nursing program. The student must submit:

1. A letter stating the reason for transfer.
2. Course descriptions and/or course syllabi for previous nursing courses.

3. Resume of previous clinical experience to include documentation of skills provided by the faculty of the transferring school.
4. Letter of recommendation from the Department Head of the school from which the applicant is transferring.

Students will be evaluated on an individual basis by the Program Coordinator to determine their level of entry.

Total Credit Hours: 41

Fire Science Program

Beginning the spring of 2015, a minimum of Emergency Medical Technician – Basic (EMT-B) will be a prerequisite for admission to the fire academy

Fire Science Certificate

Basic Firefighter Certificate

Strider Floyd – Emergency Service Programs Coordinator
(940) 498-6254

sfloyd@nctc.edu

The Basic Fire Academy is designed to give the student a well-rounded education for a professional career in the fire service.

Following successful completion of the program, the graduate will be able to:

- Demonstrate the desirable qualities of a basic firefighter that contribute to high professional and ethical standards.
- Function effectively during high stress situations. Such situations may include physical exertion, austere environments, victim extrication, basic or advanced life support patient treatments, victim rescue, and fire suppression.
- Coordinate scene management during hazardous situations.
- Establish rapport with first responders, agencies, patients, victims, and the public.
- Concisely document through written and oral communications, events relative to the provision of emergency care, rescue and fire incidents.

Courses are taught through lecture, written assignments, skills demonstrations, and hands-on training. Clinical

experiences and Internships are completed through local fire departments.

Individuals interested in either the Basic Firefighter Certificate must attend an Advisement Session in order to be considered for admission. Once potential students have attended an Advisement Session, they will be required to complete the PAX test. The top 25 highest scores from the PAX test will be accepted into the program.

Potential students who wish to gain admission to the Basic Firefighter Programs must complete the following:

- Attend an Advisement Session
- Take the PAX Test

Once accepted to the program of their choice, the student must complete the following:

- Submit Application for Admission to NCTC with official transcripts
- Criminal Background Check
- Immunizations
- Drug Screen
- Physical
- Physical Agility Exam Waivers
- CPR Certification (Healthcare Provider only)

Criteria for enrolling into the Fire program:

- Must have a social security number.
- Must be at 18 years old.
- Must be a high school graduate or have a GED.
- Must have medical insurance (can be purchased through agencies that work with NCTC).

The Basic Fire Academy program is provided in both day and night class settings. The Day Class is designed to take 1 semester to complete and the Night Class is designed to take 2 semesters. Both class options are comprised of the following suggested pathway or course of study.

Certificate Requirements

First Semester

FIRS 1103	FIRE FIGHTER AGILITY AND FITNESS PREPARATION	1
FIRS 1301	FIREFIGHTER CERTIFICATION I	3
FIRS 1313	FIREFIGHTER CERTIFICATION III	3

FIRS 1319	FIREFIGHTER CERTIFICATION IV	3
FIRS 1323	FIREFIGHTER CERTIFICATION V	3
FIRS 1329	FIREFIGHTER CERTIFICATION VI	3
FIRT 2188	INTERNSHIP-FIRE PROTECTION AND SAFETY TECHNOLOGY	

Second Semester

EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5

Subtotal: 22

Fire Science Degree

Strider Floyd – Emergency Service Programs Coordinator
(940) 498-6254

sfloyd@nctc.edu

The Associate of Applied Science (A.A.S.) – Fire Science degree is designed for individuals employed in fire service who want to further enhance their career through expanded experience and/or education:

Following successful completion of the program, the graduate will be able to:

- Demonstrate the desirable qualities of a basic firefighter that contribute to high professional and ethical standards.
- Function effectively during high stress situations. Such situations may include physical exertion, austere environments, victim extrication, basic or advanced life support patient treatments, victim rescue, and fire suppression.
- Coordinate scene management during hazardous situations.
- Establish rapport with first responders, agencies, patients, victims, and the public.
- Concisely document through written and oral communications, events relative to the provision of emergency care, rescue and fire incidents.

Courses are taught through lecture, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through local fire departments.

Individuals interested in either the Basic Firefighter Certificate must attend an Advisement Session in order to

be considered for admission. Once potential students have attended an Advisement Session, they will be required to complete the PAX test. The top 25 highest scores from the PAX test will be accepted into the program.

Potential students who wish to gain admission to the Basic Firefighter Programs must complete the following:

- Attend an Advisement Session
- Take the PAX Test

Once accepted to the program of their choice, the student must complete the following:

- Submit Application for Admission to NCTC with official transcripts
- Criminal Background Check
- Immunizations
- Drug Screen
- Physical
- Physical Agility Exam Waivers
- CPR Certification (Healthcare Provider only)

Criteria for enrolling into the Fire program:

- Must have a social security number.
- Must be at 18 years old.
- Must be a high school graduate or have a GED.
- Must have medical insurance (can be purchased through agencies that work with NCTC).

This degree can be completed either completely face-to-face or through a mix of face-to-face classes and online classes.

Degree Requirements

First Year First Semester

FIRS 1103	FIRE FIGHTER AGILITY AND FITNESS PREPARATION	1
FIRS 1301	FIREFIGHTER CERTIFICATION I	3
FIRS 1313	FIREFIGHTER CERTIFICATION III	3

FIRS 1319	FIREFIGHTER CERTIFICATION IV	3
FIRS 1323	FIREFIGHTER CERTIFICATION V	3
FIRS 1329	FIREFIGHTER CERTIFICATION VI	3
FIRT 2188	INTERNSHIP-FIRE PROTECTION AND SAFETY TECHNOLOGY	

First Year Second Semester

ARTS	CREATIVE ARTS ELECTIVE	3
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
FIRT 1319	FIREFIGHTER HEALTH & SAFETY	3

Second Year First Semester

ENGL 1301	COMPOSITION I	3
FIRT 1307	FIRE PREVENTION CODES & INSPECTIONS	3
FIRT 1309	FIRE ADMINISTRATION I	3
MATH 1314	COLLEGE ALGEBRA	3
PSYC 2301	GENERAL PSYCHOLOGY	3

Second Year Second Semester

FIRT 1329	BUILDING CODES & CONSTRUCTION	3
FIRT 1333	FIRE CHEMISTRY	3
FIRT 1338	FIRE PROTECTION SYSTEMS	3
GOVT 2305	FEDERAL GOVERNMENT (Federal constitution & topics)	3
	OR	
GOVT 2306	TEXAS GOVERNMENT (Texas constitution & topics)	3
FIRT 2309	FIREFIGHTING STRATEGIES & TACTICS	3

Subtotal: 40

Emergency Medical Services Program

Corinth Campus

Strider Floyd – Emergency Service Programs Coordinator
(940) 498-6254

sfloyd@nctc.edu

The Emergency Medical Technician (EMT) program at North Central Texas College Our teaches basic life support procedures. EMT is the entry-level certification for EMS. EMTs work alongside paramedics in the delivery of pre-hospital care.

Upon completion of the certificate students will be able to:

Successful completion of this program entitles the student to sit for the National Registry examination and apply for the certification through the Texas Department of State Health Services.

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments. The certificate requirement of Anatomy & Physiology (VNSG1420) can be taught via classroom lecture or online.

Individuals interested in either the EMT-Basic or Paramedic programs must attend an Advisement Session in order to be considered for admission. Once potential EMT-Basic students have attended an Advisement Session, they will be required to complete the PAX test. The top 25 highest scores from the PAX test will be accepted into the Emergency Medical Technology Program. The top 20 highest scores from the PAX test will be accepted into the Paramedic program.

Potential students who wish to gain admission to the EMT-Basic or Paramedic Programs must complete the following:

- Attend an Advisement Session
- Take the PAX Test

Once accepted to the program of their choice, the student must complete the following:

- Submit Application for Admission to NCTC with official transcripts
- Criminal Background Check
- Immunizations
- Drug Screen
- Physical
- CPR Certification (Healthcare Provider only)

Criteria for enrolling into the EMS programs:

- Must have a social security number.
- Must be at 18 years old.
- Must be a high school graduate or have a GED.

- Must have medical insurance (can be purchased through agencies that work with NCTC).

The Emergency Medical Services Program is designed to give the student a well-rounded education for a professional career in emergency medicine. The Department of State Health Services has approved the program. There is one certificate and one-degree track offered to meet the student's desire for certification or licensure. Levels of EMS certification are:

1. Emergency Medical Technician
2. Emergency Medical Technician Paramedic
3. RN to Emergency Medical Technician Paramedic

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments.

Following successful completion of the program, the graduate will be able to:

1. Describe the scope of paramedic practice within local, state and national parameters.
2. Demonstrate the desirable qualities of an EMS provider that contribute to high professional and ethical standards.
3. Recognize, assess and manage medical and traumatic emergencies while establishing priorities under the appropriate medical control. Procedures will include physical assessment, extrication, basic life support, airway control and ventilation, fluid resuscitation, drug therapy, emergency delivery, cardiac monitoring and electrical intervention, psychological support and other forms of basic and advanced life support.
4. Coordinate scene management, patient care, and transportation with other agencies.
5. Establish rapport with first responders, agencies, patient's family members, and staff of receiving hospitals.
6. Concisely document through written and oral communications, events relative to the provision of emergency care.
7. In the event of contingencies, exercise personal judgment that is sound and appropriate for the situation.

Admission Process

Qualifications : To be eligible to enroll in the EMS Program, the applicant must show proof of the following at the time of registration:

1. Be at least 18 years of age to sit for certification.

2. Be a high school graduate or have passed the GED test;
3. Be physically able to handle patients and equipment normally used in EMS;

To Apply : Prospective students should obtain a program information packet from the EMS Program and follow the instructions in the packet for securing admission to the EMS Program or on the NCTC EMS website. The following will be submitted to the EMS Program:

1. Application for Admission to NCTC
2. Application to the EMS Program
3. High school transcripts
4. College transcripts
5. Current state or national EMS certifications and current medically related certificates of completion
6. Complete physical which includes a drug screen and immunizations
7. Carry a current Health Care Provider CPR card or equivalent.
8. Must have current medical insurance

Program Acceptance

At the EMT level, students are accepted on a first come, first serve basis. Due to the large volume of students for limited positions within the EMS Program, a priority acceptance ranking is based upon (1) current enrollment in the EMT program and (2) all other applicants.

Progression

To progress through the EMS Program, the student must maintain a "C" average or above. Any student who has an interruption in the normal progression of his/her EMS training may reapply for readmission to the EMS Program through the department program coordinator. Time limitations are determined by department policy and are available by request. Readmission application does not guarantee applicant will receive acceptance into the program.

Advanced Standing Courses and Transfer Credit

Nationally registered EMTs must petition the Department of State Health Services, EMS Division to transfer their certification to the State of Texas.

Paramedics Seeking an Associate Degree

Texas or nationally certified paramedics trained at a school other than North Central Texas College may apply for the Associate of Applied Science degree. Application procedures, entrance requirements, credit for certifications, and other requirements are available upon request.

RN to Emergency Medical Technician Paramedic (EMSP 2553 and EMSP 2563)

Qualifications : To be eligible to enroll in the RN to Paramedic program, the applicant **must show proof of the following at the time of registration.**

1. Candidate must have a least 36 months of experience in ICU, CCU, or ER.
2. Must have a current ACLS card.
3. Hold a License to practice in the state of Texas (RRT, RN, PA).
4. Completed an Associates or Bachelors Degree.
5. Have a complete physical which includes: drug screen and immunizations.
6. Must have current medical insurance

Students must successfully complete the following by the end of the course to be eligible to test with National Registry on the Paramedic level.

1. Complete an Internship
2. Successfully complete the National Registry EMT exam

During the course, the student will test with the National Registry at the EMT level. This exam must be completed by midterm. At the completion of the course, the student is eligible to test with National Registry at the Paramedic level, provided the student has completed and passed their EMT testing. It is highly recommended for the student to complete an EMT-Basic course before taking the RN Bridge course.

Grading Policy

Grades in the EMS Program are determined by theory, writing assignments, skills performance, Internet assignments, written exams and clinical practice. At the completion of each EMSP course, the student must have a department average and Final Exam Grade of 75% or above to complete course work. Letter grades are assigned based on the following scale:

A = 91-100% • B = 82-90% • C = 75-81%

D = 66-74% • F = 0-65%

Cost Considerations for EMS Students

Summary of Costs : The total per-semester cost of enrolling in the EMS Program at North Central Texas College is the sum of: (1) tuition; (2) "combined student fees"; (3) laboratory fees; (4) textbooks; and (5) supplies and incidentals. Except for item 5, charges are figured just as they are for all other students. However, EMS students should be aware that due to the special nature of the program, expenses in categories 3-5 will probably be considerably higher than those paid by students in most other majors.

Laboratory Fees : These are extra fees charged for all courses requiring a lab (in addition to the classroom lecture). For EMS students, a lab fee of \$24 will be charged for each clinical course and courses with a skills component. Lab fees for other non-EMS science courses are normally \$24.

Textbooks : EMS textbooks are highly specialized and can be expensive, as much as \$300 or more in the first semester of Paramedicine. Keep in mind that the EMS program is an integrated course of study, meaning you will buy most of your EMS books the first semester. Therefore, book costs will be considerably less in the later semesters.

Supplies and Incidentals : Once admitted to the EMS Program, students will need to buy classroom uniforms, clinical uniforms, patches, stethoscope, pen light and trauma shears. A good wristwatch with a second hand is essential. Also, the student will need normal school supplies, and other costs that will include such items as major medical insurance, physical examination (including immunizations), Hepatitis B vaccine, CPR training, Drug Testing, Graduation fees and National Registry Examination fee as well as, the Department of State Health Services State Examination fee. An additional fee for malpractice insurance and National Registry Site fee will be added to the tuition/fees bill. Additional costs may include meals while attending clinicals and Internship. Some of these expenses will not be incurred until the latter part of the program.

NOTE: All tuition rates, fees and other elements of expense for attending North Central Texas College are subject to change by the NCTC Board of Regents.

Graduation

Students are granted an Associate of Applied Science degree or Certificate in Paramedicine after successful completion of the prescribed curriculum within the EMS Program.

Eligible students completing certification or degree coursework will receive a Certificate of Course Completion necessary to take the Texas Department of State Health Services State Examination and the National Registry Examination. EMTs and EMT-Ps will be required to take both examinations to become a certified EMT or a certified / licensed Paramedic in the state of Texas.

Certificate of Completion/Associate of Applied Science Degree

All course work to be applied toward certification or the Associate of Applied Science degree must be completed with a grade of “C” or above. Students should consult a department representative to file a certificate or degree plan.

Students must be a current certified EMT to begin the EMT-P Certificate Program.

Paramedicine (Certificate)

Strider Floyd – Emergency Service Programs Coordinator
(940) 498-6254

sfloyd@nctc.edu

The Paramedic program at North Central Texas College teaches basic and advanced life support. Certified paramedics are the primary care providers in advanced level ambulances and fire departments.

Upon completion of the certificate students will be able to:

- Describe the scope of paramedic practice within local, state and national parameters.
- Demonstrate the desirable qualities of an EMS provider that contribute to high professional and ethical standards.
- Recognize, assess and manage medical and traumatic emergencies while establishing priorities under the appropriate medical control. Procedures will include physical assessment, extrication, basic life support, airway control and ventilation, fluid resuscitation, drug therapy, emergency delivery, cardiac monitoring and electrical intervention, psychological support and other forms of basic and advanced life support.
- Coordinate scene management, patient care, and transportation with other agencies.
- Establish rapport with first responders, agencies, patient’s family members, and staff of receiving hospitals.
- Concisely document through written and oral communications, events relative to the provision of emergency care.
- In the event of contingencies, exercise personal judgment that is sound and appropriate for the situation.

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments. The certificate requirement of Anatomy & Physiology (VNSG1420) can be taught via classroom lecture or online.

Individuals interested in either the EMT-Basic or Paramedic programs must attend an Advisement Session in order to be considered for admission. Once potential EMT-Basic students have attended an Advisement Session, they

will be required to complete the PAX test. The top 25 highest scores from the PAX test will be accepted into the Emergency Medical Technology Program. The top 20 highest scores from the PAX test will be accepted into the Paramedic program.

Potential students who wish to gain admission to the EMT-Basic or Paramedic Programs must complete the following:

- Attend an Advisement Session
- Take the PAX Test

Once accepted to the program of their choice, the student must complete the following:

- Submit Application for Admission to NCTC with official transcripts
- Criminal Background Check
- Immunizations
- Drug Screen
- Physical
- CPR Certification (Healthcare Provider only)

Criteria for enrolling into the EMS programs:

- Must have a social security number.
- Must be at 18 years old.
- Must be a high school graduate or have a GED.
- Must have medical insurance (can be purchased through agencies that work with NCTC).
- Must be currently certified as National Registered EMT or Texas Department of State Health Services (DSHS) EMT

The Paramedic Certificate program is designed to take 3 semesters (1 year) to complete and is comprised of the following suggested pathway or course of study. This degree can be completed either completely face-to-face or through a mix of face-to-face classes and online classes.

Certificate Requirements

First Semester

EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2544	CARDIOLOGY	5

EMSP 2206	EMERGENCY PHARMACOLOGY	2
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4

Second Semester

EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3
EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2434	MEDICAL EMERGENCIES	4

Third Semester

EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
EMSP 2305	EMS OPERATIONS	3

EMSP2563: Capstone Experience

Subtotal: 39

Total Credit Hours: 39

Paramedicine (Degree)

Strider Floyd – Emergency Service Programs Coordinator
(940) 498-6254

sfloyd@nctc.edu

The Paramedic program at North Central Texas College teaches basic and advanced life support. Certified paramedics are the primary care providers in advanced level ambulances and fire departments. The Associate of Applied Science degree has the EMS courses but also includes Academic courses, so the student may pursue their Paramedic Licensure and Associate of Applied Science Degree in Paramedicine. Licensure through the Department of State Health and Human Services of Texas requires Licensed Paramedics to have a degree.

Upon completion of the certificate students will be able to:

- Describe the scope of paramedic practice within local, state and national parameters.
- Demonstrate the desirable qualities of an EMS provider that contribute to high professional and ethical standards.
- Recognize, assess and manage medical and traumatic emergencies while establishing priorities under the appropriate medical control. Procedures will include physical assessment, extrication, basic life support, airway control and ventilation, fluid resuscitation, drug

therapy, emergency delivery, cardiac monitoring and electrical intervention, psychological support and other forms of basic and advanced life support.

- Coordinate scene management, patient care, and transportation with other agencies.
- Establish rapport with first responders, agencies, patient’s family members, and staff of receiving hospitals.
- Concisely document through written and oral communications, events relative to the provision of emergency care.
- In the event of contingencies, exercise personal judgment that is sound and appropriate for the situation.

Courses are taught through lecture, case study skills, written assignments, skills demonstrations, and hands-on training. Clinical experiences and Internships are completed through area hospitals and EMS/fire departments. The certificate requirement of Anatomy & Physiology (VNSG1420) can be taught via classroom lecture or online. Other academic courses may be completed via classroom or online.

Individuals interested in either the EMT-Basic or Paramedic programs must attend an Advisement Session in order to be considered for admission. Once potential EMT-Basic students have attended an Advisement Session, they will be required to complete the PAX test. The top 25 highest scores from the PAX test will be accepted into the Emergency Medical Technology Program. The top 20 highest scores from the PAX test will be accepted into the Paramedic program.

Potential students who wish to gain admission to the EMT-Basic or Paramedic Programs must complete the following:

- Attend an Advisement Session
- Take the PAX Test

Once accepted to the program of their choice, the student must complete the following:

- Submit Application for Admission to NCTC with official transcripts
- Criminal Background Check
- Immunizations
- Drug Screen
- Physical

- CPR Certification (Healthcare Provider only)

Criteria for enrolling into the EMS programs:

- Must have a social security number.
- Must be at 18 years old.
- Must be a high school graduate or have a GED.
- Must have medical insurance (can be purchased through agencies that work with NCTC).
- Must be currently certified as National Registered EMT or Texas Department of State Health Services (DSHS) EMT

The Paramedicine degree is designed to take 4 semesters to complete and is comprised of the following suggested pathway or course of study. This degree can be completed either completely face-to-face or through a mix of face-to-face classes and online classes.

Degree Requirements

First Year First Semester

ENGL 1301	COMPOSITION I	3
EMSP 1160	CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY	1
EMSP 1501	EMERGENCY MEDICAL TECHNICIAN	5
VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4

First Year Second Semester

PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3
EMSP 2261	CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 1338	INTRODUCTION TO ADVANCED PRACTICE	3
EMSP 2206	EMERGENCY PHARMACOLOGY	2
EMSP 2544	CARDIOLOGY	5

Second Year First Semester

	ANY LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE	3
EMSP 2262	CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC	2
EMSP 2434	MEDICAL EMERGENCIES	4

EMSP 1355	TRAUMA MANAGEMENT	3
EMSP 1356	PATIENT ASSESSMENT AND AIRWAY MANAGEMENT	3

Second Year Second Semester

MATH 1314	COLLEGE ALGEBRA	3
SPCH 1315	PUBLIC SPEAKING	3
EMSP 2563	*CLINICAL - EMT-P INTERNSHIP	5
EMSP 2352	EMERGENCY MEDICAL SERVICES RESEARCH	3
EMSP 2305	EMS OPERATIONS	3

EMSP2563: Capstone Experience
 Subtotal: 60

**Capstone experience*

Total Credit Hours: 60

Radiological Technology Program

Melanie Billmeier, MSRS, ARRT, RT(R)
 Radiology Program Coordinator
 (940)668-3392 mbillmeier@nctc.edu

Program Description

The Radiological Technology Program is a two-year, 60 credit hour curriculum leading to the Associate of Applied Science Degree that prepares students to assume the role of a radiological technologist, sometimes called rad techs or x-ray techs. Radiological technologists use x-ray equipment to create images of the internal body to diagnose injury and disease. Their services are performed at the request and under the supervision of a physician.

Programmatic Outcomes

(Program Level Outcomes taken Directly from TracDat)

Gainful Employment (If Applicable)

(Updated report information taken directly from our public report)

Modality of Program

Face-to-face on the Gainesville campus

Suggested Pathway or Course of Study

The Radiological Technology Program will accept students every fall semester. The clinical training begins during the second half of the first semester and the hours will be set by the clinical institution to which the student is assigned. This may include days, evenings,

nights and/or weekend shifts. The student will attend clinical 16 hours a week for five weeks at the end of the first semester. The clinical experience remains 16 hours a week during the entire spring semester and increases to 24 hours a week during the summer and during the last year (fall and spring) of the curriculum.

Students are encouraged to take all the academic support courses prior to entering the program. The program is rigorous, and completing the support courses enables the student to complete the program successfully while maintaining personal responsibilities such as work and family commitments.

The Radiological Technology student will employ cognitive, psychomotor, and affective skills in acquisition of their degree. They will be expected to perform as radiographic technologists who must lift and move patients as well as push, pull, lift, and carry heavy equipment. Additionally, students will be required to stoop, bend, and stand for long periods of time and will be required to move quickly in emergency situations. Interpersonal skills are an integral part of the profession and require that the student be able to function appropriately in highly stressful situations.

A physical examination and proof of immunization must be submitted prior to beginning the program. Students must be certified in cardiopulmonary resuscitation (CPR) at the Health Care Provider level as designated by the American Heart Association. A copy of a current CPR card must be submitted to the student's instructor prior to attending clinical.

Students are required to undergo a criminal background check prior to enrolling in the program and to a drug screen prior to beginning clinical experiences. The criminal background check is conducted once the student has been deemed eligible to enter the program but prior to admission. Therefore, if a student does not pass the criminal background check, the student will not be admitted to the program and will not have incurred the expenses associated with enrollment. The drug screen will be conducted after the student has been accepted to the program. Results of this screen will be reviewed and verification to determine that a student is eligible to attend clinical rotations. The student is responsible for all charges incurred for these screenings and will pay this fee upon registration for the program. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experiences.

Acceptance into the Radiological Technology Program is accomplished by way of a competitive selection process based on an pre-admission assessment exam and a points system composed of:

- grade point average of academic support courses in the curriculum
- number of academic support courses completed

- grade in Anatomy and Physiology I
- grade in Anatomy and Physiology II

All students applying for fall admission are invited to take a pre-admission exam which will determine their admission to the program.

Students will only be admitted to the program during the fall semester of each year.

Admission Requirements to the Radiological Technology Program

Steps:

1. Apply and gain admission to North Central Texas College. Applicant must have earned either a high school diploma or a General Education Development (GED) certificate in addition to complying with the Texas Success Initiative requirements.
2. Attend a Radiological Technology advisory session. Please contact the Radiology Department for a schedule of these information sessions.
3. Complete the four prerequisite courses. These courses include:
 - a. BIOL2401 Anatomy and Physiology I
 - b. BIOL2402 Anatomy and Physiology II
 - c. MATH1314 College Algebra or MATH 1342 Elem Stats
 - d. ENGL1301 Composition I

Admission Points will be awarded as follows:

Points	For GPA in academic support courses in the curriculum:
3	4.0
2	3.5
1	3.0

It is strongly advised that students complete as many co-requisite courses as possible before applying for admission into the Radiological Technology program.

These courses include:

1. PSYC 2301
 2. Humanities/Arts elective
1. Early completion of all academic support courses enhances progression in the radiology program. The academic support courses can be taken at any time prior to admission into the program but must be completed in the semester in which they are listed in the curriculum. Course work completed with a “C” or better prior to admission will result in:

Admission Points as follows:

Points	For completion of:
3	23 hours
2	17 hours
1	8 hours

1. **Admission Points** are awarded for performance in the two biology prerequisite courses.

a. For BIOL2401 Anatomy and Physiology I and BIOL2401 Anatomy and Physiology II, admission points are awarded as follows for each course:

Points	For a grade of:
4	A
3	B
2	C

2. Complete and submit to the Radiological Technology Program Office at the Gainesville Campus a Declaration of Intent to Enroll form — a formal statement of your intention to enroll in the upcoming fall class scheduled to begin at NCTC. A degree audit and copies of transcripts of all courses must be provided at the time the Declaration of Intent is completed.

It must be completed and submitted between: May 1 – June 1

These declaration forms do NOT “carry over”. If for any reason you are not admitted to the Radiological Technology Program after submitting your first declaration form, you must submit a new form in order to be considered again for admission.

All applications who have submitted a Declaration of Intent form will be notified of the scheduled dates to take the pre-admission assessment exam given in late June and/or early July.

Selection Process

Applicants are selected for acceptance according to the following ranking process: Total admission points are added to the cumulative admission assessment exam score. The new total is then used to rank applicants from highest to lowest.

Candidates with the highest combined pre-admission exam scores and priority points will be considered for admission to the Radiological Technology Program. Candidates with the next highest scores will be listed as alternates. If any of those who have been admitted are not able to begin the program for that particular semester, the next highest scoring alternate will be admitted. Anyone wishing to re-apply the following year must go through this admission procedure again in order to be considered for the upcoming semester (including alternates who did not get in). The pre-

admission exam may only be taken twice. Those students accepted for admission to the Radiological Technology Program will be registered in the first semester courses by the program staff.

Radiological Technology (Degree)

Gainesville Campus

Degree Requirements

Prerequisites

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENGL 1301	COMPOSITION I	3
MATH 1314	COLLEGE ALGEBRA	3
	OR	
MATH 1342	ELEMENTARY STATISTICAL METHODS	3

First Year First Semester

RADR 1201	INTRODUCTION TO RADIOGRAPHY	2
RADR 1411	BASIC RADIOGRAPHIC PROCEDURES	4
RADR 1303	PATIENT CARE	3
RADR 1160	CLINICAL I	1

First Year Second Semester

RADR 1313	PRINCIPLES OF RADIOGRAPHIC IMAGING I	3
RADR 2401	INTERMEDIATE RADIOGRAPHY PROCEDURES	4
RADR 2209	RADIOGRAPHIC IMAGING EQUIPMENT	2
RADR 1166	PRACTICUM I	1

First Year Third Semester

RADR 2313	RADIATION BIOLOGY AND PROTECTION	3
RADR 1267	PRACTICUM II	2

Second Year First Semester

PSYC 2301	GENERAL PSYCHOLOGY	3
RADR 2217	RADIOGRAPHIC PATHOLOGY	2
RADR 2205	PRINCIPLES OF IMAGING II	2
RADR 2466	PRACTICUM III	4

Second Year Second Semester

ARTS 1301	ART APPRECIATION	3
	OR	
MUSI 1306	MUSIC APPRECIATION	3
RADR 2333	ADVANCED MEDICAL IMAGING	3
RADR 2335	RADIOLOGIC TECH SEMINAR	3
RADR 2267	PRACTICUM IV	2credit hours

Subtotal: 62

Total Credit Hours: 62

Surgical Technology Program

Corinth Campus

The Surgical Technology program is a one-year certificate program that prepares the student to assume the responsibilities of a Surgical Technologist. Surgical Technologists participate in all aspects of preparing and monitoring instruments and procedures in the sterile operating room environment. The courses are taught in the classroom, the Surgical Technology lab, and at clinical sites throughout the NCTC service area.

The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N, Clearwater, FL 33763

Phone: (727) 210-2350, Fax (727)210-2354 oversight of which is by the Accreditation Review Counsel on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303) 694-9262 Fax: (303) 741-3655 info@arcstsa.org.

Surgical Technologists may obtain professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from a CAAHEP-accredited program and passing a national certification examination. They may then use the designation Certified Surgical Technologist, or CST.

The NCTC Surgical Technology program runs August to August and can only accept 24 students a year. There are no prerequisites. As a certificate program, passing the college entrance exam (TSI) is not required.

There are only 2 Surgical Technology courses that may be taken in advance of the complete curriculum. Medical Terminology (HITT1205) is offered year-round and only online. The other course that may be taken in advance is Anatomy and Physiology. There are two types and the Surgical Technology Program will accept either one. Anatomy and Physiology for Allied Health (VNSG 1420)

is a one semester course and is not transferable for college credit as a science. It only counts toward some certificate programs and regular college entrance tests are not required to take it. The other, A&P (BIOL 2401 and 2402) requires the student to take the TSI Assessment, or be exempt from placement testing, before registration. Whichever A&P course one chooses, it must be completed by the end of the first semester of Surgical Technology classes with a passing grade of at least a “C” or the student will not be allowed to continue in the program.

Criminal background checks and drug screens will be conducted on all students and may disqualify individuals from the program. Titer evidence of immunity to Hepatitis B and communicable diseases according to CDC guidelines is required. American Heart Healthcare Provider CPR certification is required. A physical exam by private physician is required. Documentation of personal health insurance is required. Attendance at class and clinicals is required. NCTC Allied Health programs have a non-tobacco policy.

Program Costs

Cost of the Surgical Technology program is figured the same as degree seeking students. However, the Surgical Technology student can expect to pay additional costs for being in a Health Science Program, such as uniform costs, laboratory fees, physical, immunizations, health insurance, background checks, drug screening and CPR training. Textbooks for the course are purchased in the first semester of study for the entire program, and they are estimated at \$600. Estimated costs for the program is between \$5,500 to \$6,500.

Admission Process

1. Register for and attend a Surgical Technology Program information session. These are held in the spring at a variety of times on the NCTC Corinth Campus. The schedule is on the NCTC website: <http://www.nctc.edu/HealthSciences/SurgicalTechnology.aspx> and registration can be done via e-mail or phone.
2. At the information session, apply to the Surgical Technology program and receive permission to take the admission test. Pay for the test at the NCTC Business Office and take the receipt to the test site on the test date.
3. Complete the admission process into North Central Texas College. The applicant must have earned either a high school diploma or a GED (General Equivalency Diploma). If one has attended college before, official transcripts from each college attended are required. If one has not attended college before, high school transcripts or GED scores are required. Other requirements may apply to international students.

4. Contact the Financial Aid Department and fill out a FAFSA form if needed.
5. Sit for the admission test on the designated date.
6. Admission is offered in rank order of the admission exam composite scores. The program attempts to start with 24 students, but no alternates are admitted after the course begins.
7. The student must be at least 18 years old the first day of class.

The overall program goal is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The curriculum uses the three areas of learning acquisition arranged in a hierarchy of simple to complex

Programmatic Outcomes

Upon successful completion of this course, the student will be able to:

1. Identify the physical, interpersonal, and ethical aspects of the perioperative environment
2. Discuss basic concepts of surgical pharmacology and anesthesia
3. Identify basic concepts of technological sciences
4. Demonstrate patient care concepts

Modality of Program

The Surgical Technology Classes are face to face.

NOTICE: The Surgical Technology Program reserves the right to change the curriculum and program requirements as deemed necessary for maintenance of high quality education.

Surgical Technology Degree

Graduation Requirements: A minimum of 60 semester hours is required for graduation with an Associate of Applied Science Degree.

Students who have completed the NCTC Certificate in Surgical Technology may, with completion of the additional 26 required academic hours, apply to NCTC to be awarded an AAS in Surgical Technology. Academic courses may be taken before, during or after the certificate portion of the program. Degree seeking students must pass all sections of the Texas Success Initiative (TSI).

Degree Requirements

First Year First Semester

BIOL 2401	HUMAN ANATOMY AND PHYSIOLOGY I	4
ENGL 1301	COMPOSITION I	3
BIOL 1322	NUTRITION & DIET THERAPY I	3
	ANY LANGUAGE, PHILOSOPHY AND CULTURE, OR CREATIVE ARTS ELECTIVE	3

First Year Second Semester

BIOL 2402	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENGL 1302	COMPOSITION II	3
MATH 1342	ELEMENTARY STATISTICAL METHODS	3
PSYC 2314	LIFESPAN GROWTH & DEVELOPMENT	3

Second Year First Semester

HITT 1205	MEDICAL TERMINOLOGY	2
SRGT 1261	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY)	2
SRGT 1505	INTRODUCTION TO SURGICAL TECHNOLOGY	5
SRGT 1509	FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES	5

Second Year Second Semester

SRGT 1441	SURGICAL PROCEDURES I	4
SRGT 1442	SURGICAL PROCEDURES II	4
SRGT 1661	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE)	6

Second Year Third Semester

SRGT 1662	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED)	6
-----------	--	---

Subtotal: 60

Total Credit Hours: 60

Surgical Technology (Certificate)

Certificate Requirements

First Semester

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
SRGT 1505	INTRODUCTION TO SURGICAL TECHNOLOGY	5
SRGT 1509	FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES	5
SRGT 1261	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY)	2
HITT 1205	MEDICAL TERMINOLOGY	2

Second Semester

SRGT 1441	SURGICAL PROCEDURES I	4
SRGT 1442	SURGICAL PROCEDURES II	4
SRGT 1661	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE)	6

Third Semester

SRGT 1662	CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED)	6
-----------	--	---

Subtotal: 38

**SRGT1662 Will constitute the capstone experience.*

Total Credit Hours: 38

Vocational (LVN) Nursing Program

Vocational (LVN) Nursing Program

Theresa J Borden, RN Program Coordinator Gainesville Campus room 2411-B

tjborden@nctc.edu 940-668-7731 x 4330

The Vocational Nursing program is fully approved by the Texas Board of Nursing (BON) and is a certificate program. This program is designed to prepare entry-level practitioners to provide direct care to patients of all age groups under the supervision of a registered nurse or licensed physician. Emphasis is placed upon the ability to make sound judgements based on the knowledge of scientific principles and the ability to utilize technical skills in a variety of settings.

Classes are admitted in the fall semester on the Gainesville, Corinth, Bowie and Graham campuses and in the spring semester on Gainesville Campus. The program is 12 months in length. Upon successful completion of the program, the student will be awarded a certificate of completion and is eligible to make application to write the

National Council Licensing Examination - Practical Nurse (NCLEX-PN).

Students admitted to the online e-campus are enrolled in the spring semester. The online curriculum is identical to the one taken by students in the traditional classroom; however, e-campus students will have clinical experiences assigned on weekends. The students accepted to the e-campus will complete the curriculum in 12 months, will be awarded a certificate of completion, and will be eligible to make application to write the NCLEX-PN.

Classroom and online instruction is correlated with clinical practice where students apply the theory and skills of nursing in giving direct care to patients. Active, student-centered learning is the goal. Students will participate in a combination of classroom, hybrid and online learning during the course of the program. Clinical experiences are offered in a variety of settings such as hospitals, long-term care, physician's offices, home health facilities and community venues. Graduates successfully completing the program demonstrate the following program learning outcomes:

- **Provider of Patient-Centered Care**
 - Assist in determining health status/needs
 - Assist in formulating goals/outcomes
 - Implement plan of care within legal and ethical parameters
 - Implement teaching plan for the client and family with common health problems
 - Assist in evaluation of client's responses and outcomes
 - Provide safe, compassionate basic nursing care to assigned multiple clients
 - Use problem-solving approach for decision making in practice
- **Member of a Healthcare Team**
 - Participate as an advocate in activities to promote and improve healthcare to patients and families
 - Communicate patient data using appropriate, available technology
 - Communicate and collaborate in a timely manner with clients and health care team members in all aspects of patient care delivery
 - Participate in identification of client needs for community resources that facilitate continuity of care and maintain confidentiality

- Participate in support of structured health care setting
- Supervise nursing care provided by others for whom the nurse is responsible
- **Member of a Profession**
 - Demonstrate accountability for own nursing practice
 - Participate as advocate for improving the health care team
 - Demonstrate behaviors that promote vocational nursing
 - Function within the nurse's legal scope of practice and in accordance with policies and procedures of the employing healthcare institution
- **Patient Safety Advocate**
 - Demonstrate knowledge of Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as state, federal, and local regulations for accreditation of employment agency
 - Implement measures to promote quality and a safe environment for all
 - Assist in formulating goals and outcomes to reduce patient risks
 - Obtain instruction and supervision as needed when implementing direct patient care
 - Comply with mandatory reporting requirements of the Texas Nursing Practice Act
 - Accept and make assignments that take into consideration patient safety and organization policies

Career Opportunities

- Vocational nurses practice under the direct supervision of registered nursing staff and physicians. They may perform basic nursing duties independently or may assist registered nurses or physicians in more complex nursing situations. The average entry level salary for vocational nurses ranges from \$40,000 to \$49,000. Employment may occur in hospitals, extended care facilities, doctor's offices, home health organizations and a variety of other health care settings.

Licensure of Persons with Mental Illness, Substance Abuse, or Criminal Background Histories

Any student who has a history of mental illness or substance abuse or who has been convicted of a felony must file paperwork with the Board of Nursing (BON) before entering the Vocational Nursing Program. The BON regulations stipulate that a person convicted of a felony may not be permitted to take the state licensing exam. Any student who has been arrested for anything other than a

minor traffic violation will need to submit a Petition for Declaratory Order of Eligibility (DOE) to the BON. The DOE process takes a minimum of three to six months to complete. Contact the program coordinator for more information.

Criminal background checks will be completed on all applicants accepted to the program. The following histories will disqualify an individual from consideration for clinical rotations:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse, etc.)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders

Admission

Students seeking admission to the Vocational Nursing program must first apply for and be accepted for admission to North Central Texas College. Faculty will advise students of special admission requirements for the Vocational Nursing program. The admissions process requires that a student attend an information session, complete an application for admission to NCTC and an application to the Vocational Nursing program. In addition, the student must submit an official high school transcript, notarized home school academic record or documented proof of GED certification. For more information regarding the LVN program contact the Vocational Nursing office at 940-668-4291.

Being granted admission to the College does not guarantee admission to the Vocational Nursing program. Before admission to the program will be considered—on a space-available basis—applicants must attend an information session, take an entrance exam and achieve satisfactory scores. The information sessions are conducted on selected dates during the school year. To view these dates and additional information on how to gain admission to the College and enroll in the program, an applicant can contact the Vocational Nursing office at (940)668-4291 or may access the information on the NCTC web site.

Admission criteria have been established and enrollment is limited. Acceptance is based upon the applicant's performance on pre-admission testing. All students completing the admissions process for the LVN program are notified of their status via email from the office of Vocational Nursing. Students accepted into the program will then complete a urine drug screen and a criminal background check prior to admissions. All International

students must meet with the International Advisor in the Admissions and Registrar's Office.

Advanced Placement

Students who have been enrolled in other nursing programs may be eligible for advanced placement into the second semester of the NCTC Vocational Nursing Program. Students seeking advanced placement must make a formal application to the Vocational Nursing Program, including copies of all transcripts from prior nursing programs, and make an appointment for an interview with the program director.

Progression Criteria

Students must make a "C" or better in all classroom and clinical courses to progress within the Vocational Nursing program. Students not meeting this standard will be unable to continue in the program; however, they may be readmitted one time, if qualified, on a space-available basis.

Readmission : Any student who has an interruption in the normal progression of his/her nursing studies, whether by failure or withdrawal, may apply for readmission to the Vocational Nursing Department Director. In order for an application for readmission to be considered, it must be reviewed by the Vocational Nursing program faculty; therefore, it should be submitted 2-3 months prior to the desired starting date.

A completed application for readmission must include: (1) a new application, (2) a current transcript and (3) a written request identifying the reason(s) the program was interrupted and (4) actions taken to ensure success if readmission is granted. Readmission may include stipulations such as requiring that the student repeat and pass (C or higher) courses and clinicals they had previously taken and passed with a C or higher. When a course is repeated, the most recent grade will determine progression in the Program. Faculty may also require that applicants for readmission follow and complete the admission process in effect for first time applicants.

Grading Policy

Grades in classroom work are based on numerical averages, with corresponding letter grades assigned, providing all required assignments have been satisfactorily completed. Students must make at least a "C" in each theory course, including Anatomy and Physiology courses, and in each clinical practicum in order to progress within the program. The point system used within the Vocational Nursing Program is:

A = 90–100% • B = 80–89% • C = 77–79%

D = 66–76% • F = 0–65%

Program Cost

Basic tuition and fees for nursing students are figured just as they are for all other students; however, due to the special nature of the program, students will have some additional costs that they should be aware of:

Laboratory fees will be charged for all courses requiring a lab (in addition to the classroom lecture). For VN students, a lab fee of \$24 will be charged for each course designed as a “clinical” and for the “skills” course.

Fees in addition to lab fees will be due at the time of course registration for such things as supplies, standardized tests, malpractice insurance. These fees may vary from year to year but specific information can be obtained from the Vocational Nursing Office.

Nursing textbooks are highly specialized medical books and can be expensive.

For students not yet officially admitted to the VN program and who may be taking general education courses, textbook costs will vary according to which particular courses are taken, but, on average, plan to spend about \$300 per semester hour for books. The approximate cost of the Vocational Nursing Program is \$6,200 to \$8,400. The cost of the textbooks are included in the tuition and fees charged at registration for the first semester. Students receive a package of books that can be picked up in the campus bookstore after proof of payment from the Business Office.

Supplies and Incidentals

Once admitted to the Program, VN students will need to buy school clinical uniforms (plus patches), a lab jacket, shoes, and a stethoscope. A good wristwatch with a second hand is also needed. Also, the student will need normal school supplies, the LVN Student skills kit, and other costs will include such items as state board fees. Some of these expenses will not be incurred until the latter part of the program.

Health Insurance

Students will need to show proof of Major Medical Insurance or Accidental Injury Medical Insurance before going to clinical agencies.

Immunizations

Students accepted into the LVN program must show proof of the following immunizations:

One dose of tetanus-diphtheria-pertussis (TDAP) toxoid in the last 10 years

Two doses of measles vaccine, administered since 1968

Two doses of rubella vaccine

Two doses of mumps vaccine

Complete Hepatitis B vaccine. This series takes 6 months to complete

Two doses of varicella (chicken pox) These must be administered at least 8 weeks apart.

A statement from parents or physician that you had chicken pox is NOT sufficient proof.

One influenza vaccine (given seasonally for the flu)

Serologic (blood test) proof of immunity or serologic evidence of infection, is acceptable in lieu of the vaccinations.

All students must have negative results of two Mantoux TB tests or a negative chest x-ray report prior to admission.

Vocational Nursing (Certificate)

Certificate Requirements

SPRING ADMISSION - Summer Semester 10 weeks - Level II

VNSG 1509	NURSING IN HEALTH AND ILLNESS II	5
VNSG 1331	PHARMACOLOGY	3
VNSG 1363	CLINICAL II - SPRING ADMISSION	3

SPRING ADMISSION - Spring Semester 16 weeks - Level I

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
VNSG 1323	BASIC NURSING SKILLS	3

VNSG 1400	NURSING IN HEALTH AND ILLNESS I	4	VNSG 1230	MATERNAL-NEONATAL NURSING	2
VNSG 1227	ESSENTIALS OF MEDICATION ADMINISTRATION	2	VNSG 1234	PEDIATRICS	2
VNSG 1360	CLINICAL I	3	VNSG 2510	NURSING IN HEALTH AND ILLNESS III	5
			VNSG 1219	PROFESSIONAL DEVELOPMENT	2
			VNSG 2460	CLINICAL III - SPRING ADMISSION	4

VNSG1420: may be taken before admission to the program, but no later than the first semester after admission. BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420. Both semesters of Anatomy and Physiology must be taken for credit to be given.

**VNSG2460 will constitute the capstone experience.*

FALL ADMISSION - Summer Semester 10 weeks - Level III

VNSG 2510	NURSING IN HEALTH AND ILLNESS III	5
VNSG 1219	PROFESSIONAL DEVELOPMENT	2
VNSG 2360	CLINICAL III - FALL ADMISSION	3

**VNSG2360 will constitute the capstone experience.*

FALL ADMISSION - Fall Semester 16 weeks - Level I

VNSG 1420	ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH	4
VNSG 1323	BASIC NURSING SKILLS	3
VNSG 1400	NURSING IN HEALTH AND ILLNESS I	4
VNSG 1227	ESSENTIALS OF MEDICATION ADMINISTRATION	2
VNSG 1360	CLINICAL I	3

VNSG1420: may be taken before admission to the program, but no later than the first semester after admission. BIOL2401 and BIOL2402 (Anatomy and Physiology I and II) may be substituted for VNSG1420. Both semesters of Anatomy and Physiology must be taken for credit to be given.

FALL ADMISSION - Spring Semester 16 weeks - Level II

VNSG 1509	NURSING IN HEALTH AND ILLNESS II	5
VNSG 1331	PHARMACOLOGY	3
VNSG 1230	MATERNAL-NEONATAL NURSING	2
VNSG 1234	PEDIATRICS	2
VNSG 1463	CLINICAL II - FALL ADMISSION	4

SPRING ADMISSION - Fall Semester 16 weeks - Level III

COURSES

ACCT - Accounting

ACCT 2301 - PRINCIPLES OF FINANCIAL ACCOUNTING (3 credit hours)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) and applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). 48 lecture hours.

At the conclusion of the course a student will be able to:
Use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment; identify the difference between accrual and cash basis accounting; analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP); prepare adjusting entries and close the general ledger; prepare financial statements in an appropriate U.S. GAAP format, including the following: income statement, balance sheet, statement of cash flows, and statement of shareholders' equity; analyze and interpret financial statements using financial analysis techniques; describe the conceptual differences between International Financial Reporting Standards and U.S. generally accepted accounting principles.

Recommended co-requisite: MATH1324 - Mathematics for Business & Social Sciences

ACCT 2302 - PRINCIPLES OF MANAGERIAL ACCOUNTING (3 credit hours)

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. 48 lecture hours.

At the conclusion of the course a student will be able to:
Upon successful completion of this course, students will: Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision making process of managers; define operational and capital budgeting, and explain its role in planning, control, and decision making; prepare an operating budget, identify its major components, and explain the interrelationships among its various components; explain methods of performance evaluation; use appropriate financial information to make operational decisions; demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

Prerequisite: ACCT2301 PRINCIPLES OF FINANCIAL ACCOUNTING

ACNT - Accounting

ACNT 1303 - INTRODUCTION TO ACCOUNTING I (3 credit hours)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; apply accounting concepts related to cash and payroll; prepare bank reconciliations; and correct accounting errors.

ACNT 1311 - INTRODUCTION TO COMPUTERIZED ACCOUNTING (3 credit hours)

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. 32 lecture hours + 32 laboratory hours

At the conclusion of the course a student will be able to:
Utilize an application software to perform accounting tasks; maintain records; prepare reports; analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software.

AGAH - Farm and Ranch

AGAH 1291 - SPECIAL TOPICS IN ANIMAL SCIENCES, General (2 credit hours)

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. 16 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

AGAH 1372 - AGRICULTURAL SPANISH (3 credit hours)

This is an industry specific Spanish course designed for agricultural students. The scope of this course will include the English to Spanish translation for terminology and phrases associated with production agriculture. The primary goal of this course is to provide students some basic communication skills so that they will be able to interact with Spanish speaking employees in different work environments and under different situations within their specific agricultural fields. NOTE: This is not a University Transfer course. This course does not fulfill any core curriculum requirements at NCTC. 48 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Demonstrate proficiency in Spanish terminology that may be needed in a farm or ranch workplace safety or emergency situation; Demonstrate recollection and pronunciation of common colors, numbers, mathematical units, weights and measures; Demonstrate ability to provide mock employees work details in Spanish related to farm, ranch and equine workplace situations; Demonstrate the ability to discuss wages and employment terms with farm and ranch employees.

AGAH 1443 - ANIMAL HEALTH (4 credit hours)

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Summarize the importance of livestock diseases and animal health; diagnose symptoms and identify causes of various animal diseases; and implement preventative and treatment methods for various animal diseases.

AGAH 1453 - BEEF CATTLE PRODUCTION (4 credit hours)

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Summarize the importance of the beef cattle industry and its role in food production; identify beef cattle breeds, classes, and products; and implement managerial practices designed to increase the efficiency of beef cattle production.

AGAH 2270 - ARTIFICIAL INSEMINATION (2 credit hours)

A course to train persons to inseminate cattle. In addition to spending many hours learning the inseminating technique, various management practices to insure a successful overall program will be presented. These subjects include handling of frozen semen and equipment, reproductive problems and diseases, heat detection, cycle control, nutrition and methods of bull evaluation for maximum genetics and conformation progress.

16 lecture hours + 32 laboratory hours

At the conclusion of this course a student will be able to: Discover the value of artificial insemination in livestock breeding and reproduction; Examine the anatomy and physiology of reproduction; Identify the importance of nutrition to reproduction; Identify reproductive problems and diseases; Show the economic advantages of artificial insemination; Handle frozen semen and equipment; Use artificial insemination to improve the quality of beef and dairy herds; Discover methods of bull evaluation for maximum genetics and conformation progress; Utilize technology in agriculture using the Ag Network Satellite program.

AGAH 2271 - CATTLE REPRODUCTION (2 credit hours)

This is a training course in the reproductive management and artificial insemination of cattle. Students will become familiar with and learn the anatomy of the cow reproductive tract. This course is designed to acquaint students with the techniques of artificial insemination and pregnancy diagnosis in the cow, and to familiarize students with the collection, evaluation, processing, and handling of semen. The class will also participate in a mock embryo transfer in order to acquaint students with estrus synchronization, drug protocols, and the mechanics of uterine flushing.

16 lecture hours + 32 laboratory hours

At the conclusion of this course a student will be able to: Demonstrate knowledge of animal physiology and management considerations for an artificial insemination and/or rectal palpation; Describe changes in the uterus and uterine horns in relation to the different stages of

pregnancy; Demonstrate basic skills required to successfully perform artificial insemination in cattle and/or demonstrate basic skills in using rectal palpation method of determining cattle pregnancy; Demonstrate proper semen handling technique from the storage tank up to being placed in the cow.

AGAH 2313 - PRINCIPLES OF FEEDS AND FEEDING (3 credit hours)

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimen. 48 lecture hours + 16 hours.

At the conclusion of the course a student will be able to: Outline the roles and functions of feed nutrients and non-nutritive feed additives; describe and compare digestion, absorption, and metabolism; compute dietary feeding regimens; and identify nutritional problems as related to digestive systems.

AGCR - Farm and Ranch Management

AGCR 1371 - SUSTAINABLE AGRICULTURE (3 credit hours)

Introduction to history, principles, and practices of sustainable agriculture as applied to local and global agriculture. A comparison and evaluation of sustainability of conventional agricultural practices will be made from the environmental, economic, and social perspectives ("planet, profit, and people"). Case studies and other tools will be used to relate principles of sustainable agriculture to basic farming practices. 32 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Describe and demonstrate various techniques and management practices used to optimize agriculture from an environmental, social, and financial perspective; Identify environmental, social and financial factors which are important in both sustainable and conventional; Express and discuss the importance of sustainable agriculture as it compares to conventional agriculture; Utilize computer programs and agriculture related programs associated with this course and various aspects of the agriculture related industry; Demonstrate the implementation of planning, establishing, and maintaining agricultural operations under sustainable practices.

AGCR 1441 - FORAGE AND PASTURE MANAGEMENT (4 credit hours)

Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Develop techniques and management practices to optimize pasture and forage production; determine forage nutritive quality in relation to livestock production; and identify forage and pasture plants and weed species.

AGCR 2405 - ENTOMOLOGY (4 credit hours)

Study of the morphology, physiology, and classification of the common insect orders and related arthropods with emphasis on species of economic or biological importance. Emphasis on integrated pest management concepts and proper use of pesticides. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Describe basic insect morphology and physiology; classify insects to the order level; identify common insect and arthropod pest and beneficial species; interpret pesticide labels and state and federal laws; explain pesticide application procedures; and apply integrated pest management techniques to specific pest situations.

AGEQ - Equine Science

AGEQ 1205 - EQUINE ENTERPRISE MANAGEMENT (2 credit hours)

Course is designed as a business survey of the equine industry as a whole. Topics will include all areas involved directly and indirectly with the equine industry and the applied management techniques that are involved with these areas. Lecture will be supplemented with guest speakers and field trips to area farms and businesses. 16 lecture hours and 32 laboratory hours.

At the conclusion of the course a student will be able to: Define the various equine industry segments and explain their economic significance; and identify employment opportunities in the equine industry.

AGEQ 1291 - CATTLE REPRODUCTION (2 credit hours)

This is a training course in the reproductive management and artificial insemination of cattle. Students will become familiar with and learn the anatomy of the cow reproductive tract. This course is designed to acquaint students with the techniques of artificial insemination and pregnancy diagnosis in the cow, and to familiarize student with the collection, evaluation, processing, and handling of semen. The class will also participate in a mock embryo transfer in order to acquaint students with estrus synchronization, drug protocols, and the mechanics of uterine flushing. 16 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to:
Learning outcomes/objectives are determined by local occupational need and business and industry trends.

AGEQ 1300 - ENGLISH EQUITATION I (3 credit hours)

Course in basic equitation skills, including handling, saddling, bridling, mounting, riding, grooming, safety, and basic health care. Topics will include correct riding position, leg strengthening exercises, and balance exercises. 32 lecture + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify and employ basic handling and riding safety practices; identify and care for equipment and tack; and demonstrate proper leg, seat, and hand positions as they relate to riding techniques.

AGEQ 1315 - HORSE EVALUATION I (3 credit hours)

Instruction in evaluation and selection of horses based on breed and performance criteria. Topics include basic anatomy and its relation to function, breed type, and characteristics. Emphasis will be given to breed standards and rules of judging performance horses. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Relate conformation to equine functions; prioritize and utilize criteria as related to evaluation and selection; and employ appropriate terminology used in discussing evaluation and selection processes.

AGEQ 1319 - HORSEMANSHIP I (3 credit hours)

Instruction in basic horsemanship skills including handling, saddling, safety, proper riding techniques, and basic health care will be discussed. Emphasis will be given to use of aids and cues; and proper leg, seat, and hand position. 32 lecture + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Recognize and employ basic handling and riding safety practices; identify and care for equipment and tack; and demonstrate proper leg, seat, and hand positions as they relate to riding techniques.

Prerequisite: AGEQ 1315 or AGEQ 1300.

AGEQ 1322 - FUNDAMENTALS OF RIDING INSTRUCTION (3 credit hours)

Students will develop basic skills needed to become an effective riding instructor. Through classroom and arena exercises students will gain skills in organization, development of lesson plans, and a variety of teaching techniques. Students will be working with first year

students. Course requires approval of instructor. 48 lecture hours.

At the conclusion of the course a student will be able to:
Develop teaching techniques in riding instruction; implement safe practices; evaluate risk management factors; and demonstrate effective communication skills.

AGEQ 1350 - EQUINE REPRODUCTION (3 credit hours)

Reproductive anatomy, physiological functions, and common management practices related to equine reproductive facilities. Lecture portion of this course is conducted in the first 6 weeks of the semester with emphasis on anatomy and physiology of the mare and stallion as it relates to management for maximum reproductive efficiency. Basic principles of artificial insemination, embryonic development, parturition, and care of the pregnant mare and newborn will be discussed. Semen collection, evaluation, and shipping will also be discussed. The lab portion is the remainder of the semester, and consists of students working on well-respected breeding farms in the area. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to:
Identify equine reproductive organs and functions; relate endocrinology to the reproductive process; and implement managerial practices designed to improve reproductive efficiency.

Prerequisite: AGAH 1443, AGEQ 2311.

AGEQ 1370 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING I (3 credit hours)

Instruction in the basic principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, basic health care, basic rope handling, basic cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 64 laboratory hours.

At the conclusion of this course a student will be able to:
Recognize and employ basic handling and riding safety practices; Identify and care for equipment and tack; Demonstrate proper leg, seat, and hand positions as they relate to basic principles of Ranch Horse riding; Identify core areas of focus for training the versatile ranch horse; and Generalize rules and procedures related to Ranch Horse competitions.

AGEQ 1371 - LOCAL NEEDS - PRINCIPLES OF RANCH HORSE RIDING II (3 credit hours)

Introduction to the advanced principles of Ranch Horse riding. To include, but not limited to handling, saddling, bridling, mounting, riding, grooming, safety, health care, advanced rope handling, advanced cow handling and tactics for competing in Ranch Horse events. 32 lecture hours + 64 laboratory hours.

At the conclusion of this course a student will be able to:
Assess and rate individual horses based upon their performance and abilities as a versatile ranch horse; Interpret horse reaction to various headgear/bit selections and further use this information in selecting the best headgear/bit for each individual horse; Propose and implement a conditioning and training schedule for their own horse; Demonstrate proper and safe rope handling from horseback; Exhibit proper use of the mechanical cow for training purposes; and Employ tactics facilitated in the course during the working of live cattle.

AGEQ 1391 - SPECIAL TOPICS III (3 credit hours)

This course will address recently identified current events, skills, knowledge, and behaviors pertinent to the equine industry and relevant to the professional development of the student. 16 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to:
Learning outcomes/objectives are determined by local occupational need and business and industry trends.

AGEQ 1401 - EQUINE BEHAVIOR AND TRAINING I (4 credit hours)

Instruction in basic equine behavior and training methods will be discussed. Topics will include safety, behavior, health care and management, and training methods. Students will use a systematic approach to training a weanling horse while learning proper safety and training techniques used in the industry. 16 lecture hours + 144 laboratory hours.

At the conclusion of the course a student will be able to:
Recognize behavioral patterns as they relate to training methods and desired results; implement appropriate training strategies; and evaluate progress and adapt training method(s) accordingly.

AGEQ 1411 - EQUINE SCIENCE I (HORSE PRODUCTION AND MANAGEMENT) (4 credit hours)

Provides the student with an introduction to the horse industry. Topics will include history, breeds, selection, identification, anatomy (health,) and basic management

techniques and theories related to horses and horse facilities. Laboratory exercises will supplement lecture presentations. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Explain the historical significance of the horse to society; identify horse breeds; identify basic anatomy and physiological functions; and outline managerial practices relevant to the horse industry.

AGEQ 2310 - EQUINE BUSINESS MANAGEMENT (3 credit hours)

Instruction in the management of the equine business will be discussed. Topics will include record keeping, insurance and liability, promotion and sales, as well as employer relationships. Lectures will be supplemented with industry speakers and students will complete an in-depth business plan of their choice. 48 lecture hours.

At the conclusion of the course a student will be able to:
Initiate equine business records; explain insurance and liability needs; outline and demonstrate the proper procedures for show management; summarize equine marketing; and identify the socioeconomic factors involved in the equine industry.

Prerequisite: AGEQ 1305 or approval by instructor.

AGEQ 2311 - EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT) (3 credit hours)

Prerequisite: AGEQ 1305 or approval by instructor.

AGEQ 2311 - EQUINE SCIENCE II (ADVANCED HORSE PRODUCTION AND MANAGEMENT) (3 credit hours)

Course will present advanced concepts in horse production and management. Topics include advanced anatomy, physiology and nutrition of the horse as it relates to exercise and fitness. Discussion will focus on techniques and theories related to management of the horse for athletic events. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify and assess needs in the production/management of horses; employ critical thinking skills in management decisions; and implement management practices.

Prerequisite: AGEQ 1411 or approval by instructor.

AGEQ 2315 - HORSE EVALUATION II (3 credit hours)

A study of the advanced concepts in evaluation and selection of horses. Students in this course will be part of the horse judging team and participate in judging contests on a state and national level. Students will also learn how to organize a judging contest, perfect oral reason

presentation and learn to judge other's oral reasons. Students must be enrolled in this course to travel with the judging team. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Evaluate conformation as it applies to equine functions; evaluate western and English performance classes; and organize, apply, and defend criteria as related to the evaluation and selection of horses.

Prerequisite: AGEQ 1315.

AGEQ 2339 - HORSEMANSHIP II (3 credit hours)

Instruction in advanced horsemanship skills including cues, lead changes, head-set, side-pass, and pivots will be given. Emphasis will be given to proper use of cues, legs, and seat during maneuvers; as well as proper training concepts and methods of working horses for specific performance areas. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate a balanced seat and posture in all natural gaits; maintain correct leads; and develop and utilize proper cues.

AGEQ 2359 - ENGLISH EQUITATION II (3 credit hours)

Advanced equitation skills in English equitation. Topics will include suppling exercises for the horse and rider, ground pole exercises to gain Strength and stability, in addition to exercises in stride length and rhythm. 32 lecture hours + 32 Laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate a balanced seat and posture in all natural gaits; maintain correct leads; and develop and utilize proper cues.

AGEQ 2370 - LOCAL NEEDS - REINING (3 credit hours)

Fundamentals of selecting, training, working and showing reining horses will be taught. Topics include history, development, rules, judging, conditioning, training and showing reining horses. Showing in at least on competition is required. Student must provide their own horse for training and or competition 32 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Describe the kind of horse that is most likely to succeed in reining competition; Recognize which families of horses are most likely to succeed as reining horses based on past success in show ring; Demonstrate industry recognized training methods; Explain and develop proper riding techniques; Exhibit basic reining maneuvers and patterns; Evaluate effective training equipment;

Distinguish the proper use and function of bits; Develop proper showmanship and sportsmanship.

AGEQ 2371 - LOCAL NEEDS - ADVANCED RANCH HORSE RIDING (3 credit hours)

Instruction in advanced Ranch Horse skills focusing on the use of the horse to assist in the management of cattle as commonly utilized for cow/horse competitions. Skills taught will include reading cattle, roping, sorting, control of an individual cow and the training methods used on the horse to achieve these skills. 32 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Demonstrate industry recognized training methods for finishing horses in the area of cow work; Exhibit the ability to rope live cattle and properly handle cattle in a manner which is safe for both horse and rider; Summarize the fundamentals to be employed when reading cattle for handling purposes; Show the ability to handle and manipulate the movement of an individual cow; Identify and appraise the characteristics of individual horses and their abilities when performing cow work; and Demonstrate progressive ability in completing a competitive cow horse pattern.

AGEQ 2372 - LOCAL NEEDS-ADVANCED REINING (3 credit hours)

Advanced principles in training, working and showing reining horses will be taught. Topics include rules, judging, conditioning, and advanced showmanship. Students will also learn methods for keeping their horses healthy and in competitive condition during the rigors of traveling to and from shows. Showing in at least two competitions is required. Student must provide their own horse for training and or competition. 32 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Calculate correct drug dosage for frequently used equine pharmaceuticals; Design a vaccination protocol for different types of equine operations; Interpret clinical pathology results; and Explain proper restraint methods of an equine patient for various veterinary procedures.

AGEQ 2373 - INTRODUCTION TO EQUINE VETERINARY TECHNOLOGY (3 credit hours)

Basic concepts of equine veterinary care will be taught. The course will be a survey of equine veterinary medicine from the physical exam to medical terminology, preventive medicine and pharmacology as well as basic principles of alternative therapies, diagnostic imagery, medical records and client communication. 32 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Calculate correct drug dosage for frequently used

equine pharmaceuticals; Design a vaccination protocol for different types of equine operations; Interpret clinical pathology results; and Explain proper restraint methods of an equine patient for various veterinary procedures.

AGEQ 2374 - BASICS OF DRESSAGE (3 credit hours)

The fundamental principles of dressage will be addressed. Basic riding exercises and dressage movements will be introduced emphasizing horse and rider fitness, and the development of the equine athlete through the classical and sequential training scale of rhythm, relaxation, connection, impulsion, straightness, and finally collection. Western Dressage principles will also be discussed and use of a western, hunt seat, or traditional dressage saddle will be acceptable. 32 lecture hours + 32 laboratory hours

At the conclusion of this course the student will be able to: Demonstrate progressive ability to ride a horse forward with rhythm, relaxation, and connection, with the goal of achieving impulsion, straightness and finally collection through a variety of basic dressage movements. (USDF Pyramid of Training adapted from the German training scale); Understand and demonstrate elements of a balanced riding position and the coordination and timing of the aids (Circle of the Aids); Exhibit ability to successfully complete an appropriate level Classical or Western Dressage test.

AGEQ 2386 - INTERNSHIP - EQUINE SCIENCE (3 credit hours)

Meets 8 weeks during the summer. Departmental approval required for registration in this course. Each student will be placed in the horse industry under the supervision of a prominent person who specializes in the student's main areas of interest. The student's industry training will be supervised by the instructor as well as their immediate supervisor on the job. This course serves as the external or capstone experience. 0 lecture hours + 288 practicum hours.

At the conclusion of the course a student will be able to: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

AGEQ 2401 - EQUINE BEHAVIOR AND TRAINING II (4 credit hours)

A study of advanced concepts in equine behavioral patterns that is relevant to specific performance training strategies. Emphasis will be given to safety, and different training methods involved with working a young horse. Students will use a systematic approach to training a two-

year old horse from the ground to working specified maneuvers and patterns. 16 lecture hours + 144 laboratory hours.

At the conclusion of the course a student will be able to: Identify appropriate equine training methods for specific results; identify equine behavioral patterns; and implement appropriate equine training procedures for desired results.

AGME - Farm and Ranch Management

AGME 1307 - AGRICULTURE EQUIPMENT AND TOOLS (3 credit hours)

Introduction to hand tool and shop equipment skills and safety. 32 lecture hours + 64 lab hours

At the conclusion of this course a student will be able to: Identify hand tools and shop equipment; and demonstrate their applications, maintenance, and safe operational procedures.

AGME 1315 - FARM AND RANCH SHOP SKILLS (3 credit hours)

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete. 32 lecture hours + 64 laboratory hours

At the conclusion of the course a student will be able to: Demonstrate oxyacetylene cutting procedures; demonstrate arc welding; identify shop tools; utilize shop plans; and describe construction processes.

AGME 1415 - FARM AND RANCH SHOP SKILLS I (4 credit hours)

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate oxyacetylene cutting procedures; demonstrate arc welding; identify shop tools; utilize shop plans; and describe construction processes.

AGME 1449 - FARM AND RANCH EQUIPMENT (4 credit hours)

Planning and application of farm and ranch maintenance equipment. Includes basic repair and adjustment to tractors and other agricultural equipment and design and use of maintenance records. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Summarize maintenance of farm and ranch equipment; and demonstrate repair and adjustment of equipment.

AGMG - Farm and Ranch Management

**AGMG 2280 - COOPERATIVE EDUCATION-
AGRICULTURAL BUSINESS AND MANAGEMENT,
GENERAL (4 credit hours)**

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.

At the conclusion of the course a student will be able to: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

AGMG 2301 - LIVESTOCK BUSINESS MANAGEMENT (3 credit hours)

Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles. 48 lecture hours.

At the conclusion of the course a student will be able to: Discuss contract terms related to livestock and real estate; explain laws and regulations pertaining to the livestock industry; illustrate the importance of estate planning; and compare the personnel and management techniques employed in the livestock industry.

**AGMG 2480 - COOPERATIVE EDUCATION-
AGRICULTURAL BUSINESS AND MANAGEMENT,
GENERAL (4 credit hours)**

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. 16 lecture hours + 336 practicum hours.

At the conclusion of the course a student will be able to:
As outlined in the learning plan, apply the theory,

concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

AGRI - Agriculture

AGRI 1131 - THE AGRICULTURE INDUSTRY (1 credit hour)

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. 16 lecture hours.

At the conclusion of the course a student will be able to: Identify the principles of food science related to food production, quality, safety, nutrition, and distribution; Describe common and emerging technologies in food science; Explain how engineering, microbiology, and chemistry are applied in food production and processing systems; Describe food safety procedures in U.S. production systems; Demonstrate appropriate food handling/food safety procedures; Explain nutrient composition and the link between nutrition and health; Examine the dynamics of global food supply.

AGRI 1309 - COMPUTERS IN AGRICULTURE (3 credit hours)

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate a basic understanding and use of word processing, spreadsheet, presentation, and communication software in agriculture; identify common uses of computers in agriculture; demonstrate appropriate use of the internet for agricultural purposes.

AGRI 1325 - MARKETING OF AGRICULTURE PRODUCTS (3 credit hours)

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. 48 lecture hours.

At the conclusion of the course a student will be able to: Explain the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing; apply economic principles to the marketing of agricultural products; identify alternatives in marketing of agricultural commodities/products; examine the structure of agricultural markets.

AGRI 1407 - AGRONOMY (4 credit hours)

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. 48 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Summarize the role of climate and geography in present and past crop production; Explain the growth and development of crops; Analyze the impact of climate on crops; Assess the interactions of soils, water, and fertility on crop production; Contrast methods of pest management in crop production; Differentiate production methods based on geography and crop selection; Apply scientific reasoning to investigate questions and utilize scientific and agronomic tools to collect and analyze data and demonstrate methods; Use critical thinking and scientific problem-solving to make informed decisions; Communicate effectively the results of scientific investigations; Summarize the role of climate and geography in present and past crop production; Explain the growth and development of crops; Analyze the impact of climate on crops; Assess the interactions of soils, water, and fertility on crop production; Contrast methods of pest management in crop production; Differentiate production methods based on geography and crop selection.

AGRI 1419 - INTRODUCTORY ANIMAL SCIENCE (4 credit hours)

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Explain the role of animal agriculture in providing benefits for mankind; Identify common livestock breeds and classes; Define terminology specific to animal science disciplines; Demonstrate understanding of fundamental animal science principles including selection, reproduction, nutrition, and health; Apply animal science principles by solving common problem; Identify animal issues of interest to society, and related responsibilities. Apply scientific reasoning to investigate questions and utilize animal science tools to collect and analyze data and demonstrate methods; Use critical thinking and scientific

problem-solving to make informed decisions; Communicate effectively the results of scientific investigations; Explain the role of animal agriculture in providing benefits for mankind; Identify common livestock breeds and classes; Define terminology specific to animal science disciplines; Demonstrate understanding of fundamental animal science principles including selection, reproduction, nutrition, and health; Apply animal science principles by solving common problems; Identify animal issues of interest to society, and related responsibilities.

AGRI 2301 - AGRICULTURAL POWER UNITS (3 credit hours)

AGRI 2301 - AGRICULTURAL POWER UNITS (3 credit hours)

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. 32 lecture hours + 32 laboratory hours.

At the conclusion of this course a student will be able to: Recount the operating fundamentals of both four-stroke and two-stroke internal combustion engines; Demonstrate ability to disassemble and reassemble small single cylinder gasoline engine; Identify important points in maintenance of an internal combustion engine; and Discuss considerations when selecting a lubricating fluid or grease.

AGRI 2303 - AGRICULTURAL CONSTRUCTION I (3 credit hours)

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate proper safety procedures in an agricultural construction laboratory; determine the proper usage of common hand and power tools; demonstrate principles of project layout (e.g. measurements, squaring, leveling); demonstrate proper use of metal cutting and welding equipment; apply basic wiring and plumbing techniques. Illustrate the principles of surveying and concrete layout.

AGRI 2317 - INTRODUCTION TO AGRICULTURAL ECONOMICS (3 credit hours)

Fundamental economic principles and their applications to the problems of the industry of agriculture. 48 lecture hours.

At the conclusion of the course a student will be able to: Describe fundamental macro- and micro-economic

principles; apply economic principles to agricultural production, marketing and consumption; describe the different agricultural economics fields (e.g. food industry, demand theory, supply theory, competitive environments).

AGRI 2321 - LIVESTOCK EVALUATION I (3 credit hours)

Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. 32 lecture hours + 48 laboratory hours.

At the conclusion of the course a student will be able to: Accurately evaluate and grade meat animals (cattle, sheep, and goats), their carcasses, and wholesale cuts according to USDA and industry standards; determine market value for meat animals, carcasses, and whole cuts; evaluate and select breeding animals based upon their economic potential in common production scenarios; apply knowledge of both subjective and objective techniques, tools, and information in order to make evaluation, grading, and selection decisions in practical production scenarios.

ANTH - Anthropology

ANTH 2302 - INTRODUCTION TO ARCHEOLOGY (3 credit hours)

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline.

Learning Outcomes

Upon successful completion of this course, students will:

1. Describe key concepts and theories in archeology.
2. Explain the key techniques and methods used in archeology.
3. Demonstrate an understanding of long-term cultural change from an archeological perspective.

ANTH 2346 - GENERAL ANTHROPOLOGY (3 credit hours)

The study of human beings, their antecedents and related primates, and their cultural behaviors and institutions. Introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics, their applications, and ethics in the discipline.

Meets NCTC Core Curriculum Requirements

Learning Outcomes

Upon successful completion of this course, students will:

1. Describe the key concepts and methods of anthropology.
2. Compare and contrast the sub-fields of anthropology, including but not limited to physical anthropology, cultural anthropology, and archaeology.
3. Demonstrate an understanding of anthropological approaches to human diversity.

ANTH 2351 - CULTURAL ANTHROPOLOGY (3 credit hours)

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

Meets NCTC Core Curriculum Requirement

ARTC - Computer Information Systems & Technology

ARTC 1302 - DIGITAL IMAGING I (PHOTOSHOP) (3 credit hours)

Digital Imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify terminology, advantages and limitations of image editing software; distinguish bit-mapped resolutions for image acquisitions and output devices; use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web; specify appropriate file formats.

ARTC 1325 - INTRODUCTION TO COMPUTER GRAPHICS (3 credit hours)

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector based graphics, and interactive multimedia. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Define computer terminology; identify peripherals; and demonstrate page layout, multimedia, and peripherals software use.

ARTS - Art

ARTS 1301 - ART APPRECIATION (3 credit hours)

A course open to all students directed toward understanding the elements and principles of art as applied

to the visual arts: painting, sculpture and architecture as well as printmaking, ceramics, metal work and weaving. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

ARTS 1303 - ART HISTORY I (Prehistoric to the 14th century) (3 credit hours)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. 48 lecture hours.

ARTS 1304 - ART HISTORY II (century to the present) (3 credit hours)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. 48 lecture hours.

ARTS 1311 - DESIGN I (2dimensional) (3 credit hours)

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. 32 lecture hours + 64 laboratory hours.

ARTS 1312 - DESIGN II (3-dimensional) (3 credit hours)

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. 32 lecture hours + 64 laboratory hours.

ARTS 1316 - DRAWING I (3 credit hours)

A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. 32 lecture hours + 64 laboratory hours.

ARTS 1317 - DRAWING II (3 credit hours)

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. 32 lecture hours + 64 laboratory hours.

BCIS - Computer Science

BCIS 1305 - BUSINESS COMPUTER APPLICATIONS (3 credit hours)

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. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems; explain the guiding principles of professional behavior in computing; demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment; use business productivity software to manipulate data and find solutions to business problems; explain the concepts and terminology used in the operation of application systems in a business environment; identify emerging technologies for use in business applications; complete projects that integrate business software applications.

BIOL - Biology

BIOL 1322 - NUTRITION & DIET THERAPY I (3 credit hours)

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

BIOL 1406 - BIOLOGY FOR SCIENCE MAJORS I (4 credit hours)

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

This laboratory-based course accompanies Biology 1306, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

BIOL 1407 - BIOLOGY FOR SCIENCE MAJORS II (4 credit hours)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Lab required.

This laboratory-based course accompanies Biology 1307, Biology for Science Majors II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Prerequisite: BIOL 1406.

BIOL 1408 - BIOLOGY FOR NON-SCIENCE MAJORS I (4 credit hours)

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. 48 lecture hours + 48 laboratory hours.

This laboratory-based course accompanies BIOL 1308, Biology for Non-Science Majors I. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction

BIOL 1411 - GENERAL BOTANY (4 credit hours)

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. (This course is intended for science majors.)

This laboratory-based course accompanies Biology 1311, General Botany. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi.

BIOL 1413 - GENERAL ZOOLOGY (4 credit hours)

Fundamental biological concepts relevant to animals, including systemics, evolution, structure, and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology (This course is intended for science majors.).

This laboratory-based course accompanies Biology 1313, General Zoology. Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology.

BIOL 2401 - HUMAN ANATOMY AND PHYSIOLOGY I (4 credit hours)

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular,

nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

BIOL 2402 - HUMAN ANATOMY AND PHYSIOLOGY II (4 credit hours)

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Prerequisite: BIOL2401.

BIOL 2406 - ENVIRONMENTAL BIOLOGY (4 credit hours)

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. 48 lecture hours + 32 laboratory hours.

This laboratory-based course accompanies Biology 2306, Environmental Biology. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

BIOL 2420 - MICROBIOLOGY-For Pre-Nursing or Health Science Majors (4 credit hours)

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial

structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health.

BMGT - Business & Business Management

BMGT 1327 - PRINCIPLES OF MANAGEMENT (3 credit hours)

Concepts, terminology, principles, theories, and issues in the field of management. 48 lecture hours.

At the conclusion of the course a student will be able to: Explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

BMGT 2309 - LEADERSHIP (3 credit hours)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. 48 lecture hours.

At the conclusion of the course a student will be able to: Determine individual leadership styles; distinguish differences between leadership and management; explain the effects of leadership style in various organizational environments; and apply principles of leadership.

BUSG - Business & Business Management

BUSG 1301 - INTRODUCTION TO BUSINESS (3 credit hours)

Fundamental business principles including structure, functions, resources, and operational processes. 48 lecture hours.

At the conclusion of the course a student will be able to: Identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.

BUSG 1304 - INTRODUCTION TO FINANCIAL AID/ADVISOR (3 credit hours)

A study of the financial problems encountered by financial advisers when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. 48 lecture hours.

At the conclusion of the course a student will be able to: Identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of securities; identify the options for insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.

BUSG 2305 - BUSINESS LAW/CONTRACTS (3 credit hours)

Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. 48 lecture hours.

At the conclusion of the course a student will be able to: Define fundamental legal terminology regarding contracts, torts, property, and wills; differentiate between business ethics and legal issues; and explain required elements of torts, requirements of contracts, and various consumer laws as applied to business and individuals.

BUSG 2380 - COOPERATIVE EDUCATION - BUSINESS, GENERAL (3 credit hours)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be related if topics and learning outcomes vary. 16 lecture hours + 224 external learning experience.

At the conclusion of the course a student will be able to: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

CETT - Petroleum Technology

CETT 1302 - ELECTRICITY PRINCIPLES (3 credit hours)

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Identify basic principles of electricity (A/C and D/C), voltage, current, and circuitry; apply Ohm's law to electrical calculations; use test equipment to measure continuity, voltage, and current values; and use electrical safety practices.

CHEM - Chemistry

CHEM 1406 - INTRODUCTORY CHEMISTRY (4 credit hours)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. 48 Lecture hours + 48 Laboratory hours.

CHEM 1411 - GENERAL CHEMISTRY I (4 credit hours)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: MATH 1314 (College Algebra) or equivalent academic preparation. High school chemistry is also strongly recommended.

CHEM 1412 - GENERAL CHEMISTRY II (4 credit hours)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. A continuation of CHEM1411.

Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and

preparation of laboratory reports.

Prerequisite: Prerequisite CHEM1411.

CHEM 2423 - ORGANIC CHEMISTRY I (4 credit hours)

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

This laboratory-based course accompanies CHEM 2323, Organic Chemistry I. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined.

Prerequisite: CHEM 1412 General Chemistry II .

CHEM 2425 - ORGANIC CHEMISTRY II (4 credit hours)

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

This laboratory-based course accompanies CHEM 2325, Organic Chemistry II. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules.

Prerequisite: CHEM 2423.

CJCR - Law Enforcement

CJCR 1304 - PROBATION AND PAROLE (3 credit hours)

A survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines. 48 lecture hours.

At the conclusion of the course a student will be able to:
Describe the professional qualifications for employment as a probation or parole practitioner; demonstrate skills in management and treatment practices; and create and develop community relations strategies.

CJSA - Law Enforcement

CJSA 1317 - JUVENILE JUSTICE SYSTEM (3 credit hours)

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. 48 lecture hours.

At the conclusion of the course a student will be able to:
Describe the juvenile law and the role of juvenile courts; explain the roles of police and correctional agencies concerning delinquency; and review and contrast the theories of delinquent conduct.

CJSA 1325 - CRIMINOLOGY (3 credit hours)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. 48 lecture hours.

At the conclusion of the course a student will be able to:
Identify and explain the various theories of causation of criminal behavior; identify and appraise the avenue of prevention; outline the various research methods/methodology used in criminological research; and identify the categories and sources of criminological data utilized in interpreting crime trends.

CJSA 1330 - CYBER CRIMES (3 credit hours)

An introduction to cybercrime. Topics include specific laws, investigative techniques, and criminological theories applicable to computer crime. 48 contact hours.

At the conclusion of the course a student will be able to:
Identify and describe the major types of internet crimes and their elements; list the trends involving digital crime; outline the investigative process in cybercrimes; apply existing laws to actions and events in computer crime

investigations; and identify future areas of legal concern in computer crime cases.

CJSA 1342 - CRIMINAL INVESTIGATION (3 credit hours)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. 48 lecture hours.

At the conclusion of the course a student will be able to:
Define the goals and objectives of criminal investigation; demonstrate ability to conduct proper crime scene investigations; illustrate the use of forensic science for various statutory offenses; and organize the criminal case including field notes, reports, crime scene activities, and mandatory documentation of statutory warning.

CJSA 1348 - ETHICS IN CRIMINAL JUSTICE (3 credit hours)

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. 48 lecture hours.

At the conclusion of the course a student will be able to:
Explain the foundation of ethics; compare and contrast theories of ethics with personal and professional practices; and interpret and apply ethical considerations in policing, the courts, and corrections.

CJSA 1351 - USE OF FORCE (3 credit hours)

Study of the use of force including introduction to and statutory authority for the use of force, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. This course was designed to be repeated multiple times to improve student proficiency. 48 contact hours.

At the conclusion of the course a student will be able to:
Identify the status pertaining to use of force; explain the use of force continuum; and describe key elements of major court cases involving use of force issues.

CJSA 2331 - CHILD ABUSE: PREVENTION AND INVESTIGATION (3 credit hours)

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. 48 contact hours.

At the conclusion of the course a student will be able to:
Identify forms of abuse and neglect; compare and contrast

characteristics of typical abusers; and outline investigative strategies.

CJSA 2334 - CONTEMPORARY ISSUES IN CRIMINAL JUSTICE (3 credit hours)

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. 48 lecture hours.

At the conclusion of the course a student will be able to:
Explore an assigned contemporary topic in criminal justice; list specific problems within the topic and suggest solutions.

CJSA 2388 - INTERNSHIP (3 credit hours)

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. 144 practicum hours.

At the conclusion of the course a student will be able to:
As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

CNBT - Petroleum Technology

CNBT 1311 - CONSTRUCTION METHODS & MATERIALS (3 credit hours)

Introduction to construction materials and methods and their applications. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify construction materials; list their applications; and describe the various methods of construction. Explain the development and use of new materials being introduced to the construction industry under sustainable building standards.

COSC - Computer Science

COSC 1436 - PROGRAMMING FUNDAMENTALS I (4 credit hours)

This course introduces the fundamental concepts of structured programming, and provides a comprehensive

introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging.. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Describe how data are represented, manipulated, and stored in a computer; categorize different programming languages and their uses; understand and use the fundamental concepts of data types, structured programming, algorithmic design, and user interface design; demonstrate a fundamental understanding of software development methodologies, including modular design, pseudo code, flowcharting, structure charts, data types, control structures, functions, and arrays; develop projects that utilize logical algorithms from specifications and requirements statements; demonstrate appropriate design, coding, testing, and documenting of computer programs that implement project specifications and requirements; apply computer programming concepts to new problems or situations.

COSC 1437 - PROGRAMMING FUNDAMENTALS II (4 credit hours)

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.). 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify and explain a programming development lifecycle, including planning, analysis, design, development, and maintenance; demonstrate a basic understanding of object-oriented programming by using structs and classes in software projects; use object-oriented programming techniques to develop executable programs that include elements such as inheritance and polymorphism; document and format code in a consistent manner; apply basic searching and sorting algorithms in software design; apply single- and multi-dimensional arrays in software; use a symbolic debugger to find and fix runtime and logical errors in software; demonstrate a basic understanding of programming methodologies, including object-oriented, structured, and procedural programming; describe the phases of program translation from source code to

Prerequisite: COSC 1436.

COSC 2425 - COMPUTER ORGANIZATION (4 credit hours)

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
 Explain contemporary computer system organization. Describe data representation in digital computers. Explain the concepts of memory hierarchy, interrupt processing, and input/output mechanisms. Measure the performance of a computer system. Design and develop assembly language applications. Explain the interfaces between software and hardware components. Explain the design of instruction set architectures. Develop a single-cycle processor. Explain the concept of virtual memory and how it is realized in hardware and software. Explain the concepts of operating system virtualization.

Prerequisite: COSC1436.

COSC 2436 - PROGRAMMING FUNDAMENTALS III (4 credit hours)

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.). 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
 Design and develop programs that implement basic data structures, including stacks, queues, linked lists, hash tables, trees, and graphs; apply recursive techniques and algorithms to solve problems; implement searching and sorting algorithms; understand algorithm efficiency, Big-O notation, and why it should be considered in programming; analyze and select appropriate data structures to implement a solution to a problem; design and implement data structures using classes and incorporating object-oriented concepts; demonstrate best practices of software development including testing, validation, and documentation.

Prerequisite: COSC1437.

CRIJ - Law Enforcement

CRIJ 1301 - INTRODUCTION TO CRIMINAL JUSTICE (3 credit hours)

This course provides a historical and philosophical overview of the American criminal justice system,

including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. 48 lecture hours.

At the conclusion of the course a student will be able to:
 Describe the history and philosophy of the American criminal justice system; explain the nature and extent of crime in America; analyze the impact and consequences of crime; evaluate the development, concepts, and functions of law in the criminal justice system; describe the structure of contemporary federal, state, and local justice agencies and processes.

CRIJ 1306 - COURT SYSTEMS & PRACTICES (3 credit hours)

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. 48 lecture hours.

At the conclusion of the course a student will be able to:
 Describe the American judicial systems (civil, criminal, and juvenile), their jurisdiction, development and structure; analyze the function and dynamics of the courtroom work group; identify judicial processes from pretrial to appeal; describe the significant Constitutional Amendments, doctrines, and other sources of law in the American judicial system.

CRIJ 1310 - FUNDAMENTALS OF CRIMINAL LAW (3 credit hours)

This course is the study of criminal law including application of definitions, statutory elements, defenses, and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. 48 lecture hours.

At the conclusion of the course a student will be able to:
 Identify the elements of crimes and defenses under Texas statutes, Model Penal Code, and case law; classify offenses and articulate penalties for various crimes; compare culpable mental states when assigning criminal responsibility; assess the impact of history and philosophy on current criminal laws; evaluate the application of criminal law to other areas of criminal justice such as law enforcement and corrections.

CRIJ 2313 - CORRECTIONAL SYSTEMS & PRACTICES (3 credit hours)

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. 48 lecture hours.

At the conclusion of the course a student will be able to:

Describe the organization and operation of correctional systems and alternatives to institutionalization; describe treatment and rehabilitative programs; differentiate between the short-term incarceration and long-term institutional environments; evaluate current and future correctional issues; identify the Constitutional rights applicable to the correctional setting.

CRIJ 2328 - POLICE SYSTEMS & PRACTICES (3 credit hours)

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. 48 lecture hours.

At the conclusion of the course a student will be able to:

Describe the types of police agencies and explain the role of police in America within the context of a democratic society. Describe means and methods utilized to ensure police accountability. Explain the historical development of policing. Describe the selection process for police officers. Compare and contrast organizational structures, policies, strategies and tactics employed to ensure police effectiveness, efficiency and equity.

CSME - Cosmetology

CSME 1248 - PRINCIPLES OF SKIN CARE (2 credit hours)

An introduction of the theory and practice of skin care. 16 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to:

Define terminology related to skin care treatments; demonstrate skin care procedures; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care.

CSME 1401 - ORIENTATION TO COSMETOLOGY (4 credit hours)

An overview of the skills and knowledge necessary for the field of cosmetology. 32 lecture hours + 128 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state.

CSME 1405 - FUNDAMENTALS OF COSMETOLOGY (4 credit hours)

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo,

haircut, wet styling, and comb out. 32 lecture hours + 128 laboratory hours.

At the conclusion of the course a student will be able to: Identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); demonstrate basic required skills by TDLR standards.

CSME 1410 - INTRODUCTION TO HAIRCUTTING AND RELATED THEORY (4 credit hours)

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. 32 lecture hours + 128 laboratory hours.

At the conclusion of the course a student will be able to:

Define terminology; practice basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements, sectioning, haircutting, and finishing skills.

CSME 1420 - ORIENTATION TO FACIAL SPECIALIST (4 credit hours)

An overview of the skills and knowledge necessary for the field of facials and skin care. 32 lecture hours + 96 laboratory hours.

At the conclusion of the course a student will be able to:

Demonstrate facial and skin care skills; practice safety and sanitation according to the rules of the state licensing agency; and practice professional ethics.

CSME 1421 - PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY I (4 credit hours)

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory and related skills of facial and skin care technology. 48 lecture hours + 32 laboratory hours

At the conclusion of the course a student will be able to:

Explain the basic anatomy and physiology of the skin and demonstrate the related skills of skin care and cosmetics.

CSME 1443 - MANICURING AND RELATED THEORY (4 credit hours)

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. 32 lecture hours + 96 laboratory hours.

At the conclusion of the course a student will be able to:

Define terminology related to nail services; demonstrate the basic procedures of nail services; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in nail services.

CSME 1447 - PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY (4 credit hours)

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

32 lecture hours + 128 laboratory hours

At the conclusion of the course a student will be able

to: Define terminology related to the skin, products, and treatments; demonstrate applications related to skin care and cosmetics; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care and cosmetics.

CSME 1453 - CHEMICAL REFORMATION AND RELATED THEORY (4 credit hours)

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. 32 lecture hours + 128 laboratory hours.

At the conclusion of the course a student will be able

to: Define terminology related to chemical reformation; follow safety and sanitation laws and rules according to the state licensing agency; and exhibit workplace competencies related to chemical reformation.

CSME 1534 - COSMETOLOGY INSTRUCTOR I (5 credit hours)

The fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

At the conclusion of the course a student will be able

to: Demonstrate classroom/clinic management; differentiate teaching methodologies; identify different learning styles; and assess lesson plans.

CSME 1535 - ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (5 credit hours)

An overview of the skills and knowledge necessary for the instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

At the conclusion of the course a student will be able

to: Identify teaching methodologies; observe lesson plan implementation; and monitor various learning settings.

CSME 1545 - PRINCIPLES OF FACIAL AND SKIN CARE TECHNOLOGY II (5 credit hours)

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

32 lecture hours + 144 laboratory hours

At the conclusion of the course a student will be able

to: Demonstrate the use of facial machines; explain the chemical composition of products; practice advanced

applications of skin care and cosmetics; and remove superfluous hair.

CSME 2237 - ADVANCED COSMETOLOGY TECHNIQUES (2 credit hours)

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. 16 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able

to: Utilize a variety of hair techniques; perform professional cosmetology services; and demonstrate workplace competencies.

CSME 2343 - SALON DEVELOPMENT (3 credit hours)

Procedures necessary for salon development. Topics include professional ethics, goal setting, salon operation, and record keeping. 32 lecture hours + 64 laboratory hours

At the conclusion of the course a student will be able

to: Create a salon portfolio or business plan. Demonstrate organizational skills related to salon operation and management.

CSME 2410 - ADVANCED HAIRCUTTING AND RELATED THEORY (4 credit hours)

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. 16 lecture hours + 128 laboratory hours.

At the conclusion of the course a student will be able

to: Utilize correct terminology related to advanced haircutting techniques; and demonstrate work place competencies related to advanced haircutting techniques.

CSME 2431 - PRINCIPLES OF FACIALS AND SKIN CARE TECHNOLOGY III (4 credit hours)

Advanced concepts and principles of skin care and other related technologies. 32 lecture hours + 96 laboratory hours

Upon completion of the course a student will be able

to: Demonstrate professional ethics; design salon management; perform advanced skin care services; and exhibit related skills in preparation for the state licensing examination.

CSME 2441 - PREPARATION FOR TEXAS DEPARTMENT OF LICENSING AND REGULATIONS (4 credit hours)

Preparation for the state licensing examination. 32 lecture hours + 128 laboratory hours.

At the conclusion of the course a student will be able

to: Review for the written state licensing exam; prepare for the practical state licensing exam; and practice safety and sanitation according to the laws and rules of the state licensing agency.

CSME 2501 - THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY (5 credit hours)

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. 32 lecture hours + 144 laboratory hours.

At the conclusion of the course a student will be able to: Define terminology; demonstrate hair color application; practice safety and sanitation according to the laws and rules of the state licensing agency; and practice workplace competencies related to hair color.

CSME 2514 - COSMETOLOGY INSTRUCTOR II (5 credit hours)

A continuation of the fundamentals of instruction of cosmetology students. 32 lecture hours + 144 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate effective classroom/clinic management; implement teaching methodologies; and develop lesson plans.

DANC - Dance**DANC 2303 - DANCE APPRECIATION I (3 credit hours)**

Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

Meets NCTC Core Curriculum Requirement

DFTG - Engineering Technology**DFTG 1305 - TECHNICAL DRAFTING (3 credit hours)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, dimension drawings, and apply lettering techniques.

DFTG 1309 - BASIC COMPUTER-AIDED DRAFTING (3 credit hours)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify terminology and basic functions used with CAD

software; use CAD hardware and software to create, organize, display, and plot/print working drawings; and use file management techniques.

DFTG 1317 - ARCHITECTURAL DRAFTING/RESIDENTIAL (3 credit hours)

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Utilize architectural terms, symbols, residential construction materials, and processes to produce a set of residential construction drawings including site plan, floor plan, elevations, wall sections, schedules, details, and foundation plan using reference materials.

DFTG 1333 - MECHANICAL DRAFTING (3 credit hours)

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Develop a set of working drawings including assembly, detail, and pictorial.

Prerequisite: DFTG1305.

DFTG 1358 - ELECTRICAL/ELECTRONIC DRAFTING (3 credit hours)

Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Layout components and symbols, both electronic and electrical; apply basic math and the theory of electricity; utilize component identification including schematics, block, wiring, and logic; and perform diagram construction and drafting.

DFTG 1391 - SPECIAL TOPICS IN DRAFTING AND DESIGN TECHNOLOGY (3 credit hours)

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. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Learning outcomes/objectives are determined by local occupational need and business and industry trends.

DFTG 2300 - INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL (3 credit hours)

Continued application of principles and practices used in residential construction. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Define the principles of design and implementation of advanced residential construction; incorporate site and environmental considerations in planning a residential development; select materials; apply codes and standards in the creation of construction drawings; and write specifications.

Prerequisite: DFTG 1317.

DFTG 2302 - MACHINE DRAFTING (3 credit hours)

Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Interpret terms used in tolerancing; identify dimensions of two mating parts; draw spur and/or bevel gears; draw details and assemblies; identify interference and clearance fits; identify types of threads forms; and interpret thread notes.

Prerequisite: DFTG1333.

DFTG 2306 - MACHINE DESIGN (3 credit hours)

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Utilize the steps used in the design process, terminology, mechanical processes to produce drawings.

Prerequisite: DFTG2302.

DFTG 2317 - DESCRIPTIVE GEOMETRY (3 credit hours)

Graphical solutions to problems involving points, lines, and planes in space. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Describe spatial relationships; use sequential thinking; and create views necessary to show object's true size and shape/development using points, lines, and planes in space.

DFTG 2319 - INTERMEDIATE COMPUTER-AIDED DRAFTING (3 credit hours)

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Produce 2D and 3D drawings, pictorial drawings; use external referencing of multiple drawings to construct a composite drawing; and import and extract data utilizing attributes.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2323 - PIPE DRAFTING (3 credit hours)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Create drawings of foundations, structural supports, and process equipment; identify symbols and research specifications; generate a bill of material list; use charts and standards; generate isometric drawings; and calculate measurements for pipe fittings.

DFTG 2328 - ARCHITECTURAL DRAFTING - COMMERCIAL (3 credit hours)

Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Apply commercial construction materials and processes; produce a set of commercial construction drawings including a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details.

DFTG 2330 - CIVIL DRAFTING (3 credit hours)

An in-depth study of drafting methods and principles used in civil engineering. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Interpret field notes; develop documents for a civil project; analyze and layout drainage and utilities infrastructure; and perform related calculations.

DFTG 2332 - ADVANCED COMPUTER-AIDED DRAFTING (3 credit hours)

Application of advanced CAD techniques. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Use a customized CAD system to create documents and/or solid models; and use OLE with external software.

Prerequisite: DFTG1305, DFTG1309, DFTG2319.

DFTG 2338 - FINAL PROJECT-ADVANCED DRAFTING (3 credit hours)

A drafting course in which students participate in a comprehensive project from conception to conclusion. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Conceptualize, design and present a complete project in a prescribed discipline. Integrate problem solving and related technologies to identify solutions; use discipline specific industry standards, and produce documentation.

*This course is the program capstone course and should be taken the last semester of the program.

DFTG 2340 - SOLID MODELING/DESIGN (3 credit hours)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Create three-dimensional solid model objects; and generate pictorial and orthographic drawings.

DFTG 2358 - ADVANCED MACHINE DESIGN (3 credit hours)

Design process skills for the production of complete design package, including jig and fixture design, extrusion dies, and injection mold design. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Analyze design problems and prepare solutions to complete a set of drawings.

DRAM - Drama

DRAM 1120 - THEATER PRACTICUM I (1 credit hour)

The course provides the student an opportunity to apply classroom theory in a practical situation and environment through mounting a theatrical production. The student will gain familiarity with one or more of the following areas: acting, directing, costuming, scenery construction, properties, lighting, sound and stage management. Open to all students. 48 lecture hours.

DRAM 1121 - THEATER PRACTICUM II (1 credit hour)

Continuation of DRAM1120. 48 lecture hours.

DRAM 1310 - INTRODUCTION TO THEATER (3 credit hours)

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

DRAM 1330 - STAGECRAFT I (3 credit hours)

Study and application of the methods and components of theatrical production which may include one or more of the following; theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

DRAM 1351 - ACTING I (3 credit hours)

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. 48 lecture hours.

DRAM 1352 - ACTING II (3 credit hours)

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. 48 lecture hours.

DRAM 2120 - THEATER PRACTICUM III (1 credit hour)

Continuation of DRAM1120 and DRAM1121. 48 lecture hours.

DRAM 2121 - THEATER PRACTICUM IV (1 credit hour)

Continuation of DRAM1120, DRAM1121 and DRAM2120. 48 lecture hours.

DRAM 2331 - STAGECRAFT II (3 credit hours)

Course is a continuation of DRAM1330, but it allows the individual student the opportunity to specialize in a particular area of technical theater. 48 lecture hours.

DRAM 2366 - INTRODUCTION TO CINEMA (3 credit hours)

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. . 48 lecture hours.

Meets NCTC Core Curriculum Requirement

ECON - Economics

ECON 2301 - PRINCIPLES OF MACROECONOMICS (3 credit hours)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

ECON 2302 - PRINCIPLES OF MICROECONOMICS (3 credit hours)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

EDUC - Education

EDUC 1300 - LEARNING FRAMEWORK (3 credit hours)

A study of: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of the 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. (Cross-listed as PSYC1300)

Meets NCTC Core Curriculum Requirement

EDUC 1301 - INTRODUCTION TO THE TEACHING PROFESSION (3 credit hours)

An enriched, integrated pre-service course and content experience that:

- 1)provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields;
- 2)provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse students populations;
- 3)provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms;

4)course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and

5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

48 lecture hours + 16 hour lab.

EDUC 2301 - INTRODUCTION SPECIAL POPULATIONS (3 credit hours)

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 provides students with opportunities to participate in early field observations of P- 12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

48 lecture hours + 16 hour lab.

Prerequisite: EDUC 1301.

EECT - Computer Information Systems & Technology

EECT 1300 - TECHNICAL CUSTOMER SERVICE (3 credit hours)

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills. 48 lecture hours.

At the conclusion of the course a student will be able to:
Discuss internal/external customer relationships; respond to customer questions and complaints in a polite and thorough manner; update customers on work progress to maintain customer satisfaction and public relations; communicate technical information in a clear, precise and logical manner; and identify verbal and non-verbal communications skills.

ELPT

ELPT 1319 - FUNDAMENTALS OF ELECTRICITY I (3 credit hours)

An introduction to basic direct current (DC) theory including electron theory and direct current applications. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Explain atomic structure and basic electrical values such as voltage, current, resistance, and power; calculate electrical values for series, parallel, and combination circuits; calculate voltage drop based on conductor length, type of material, and size; summarize the principles of magnetism; and utilize electrical measuring instruments.

ELPT 1325 - NATIONAL ELECTRICAL CODE I (3 credit hours)

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations. 48 lecture hours.

At the conclusion of the course a student will be able to:
Locate and interpret the sections in the NEC that pertain to electrical installations; calculate the size of conductors, boxes, raceways, and overcurrent protective devices for branch circuits supplying electrical equipment; calculate conductors, overcurrent protection, and service equipment as applied to building services; and compute the size of branch circuits, feeders, and equipment for motors.

ELPT 1341 - MOTOR CONTROL (3 credit hours)

Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify practical applications of jogging and plugging; describe the types of motor braking and their operating principles; explain different starting methods for large motors; and demonstrate proper troubleshooting methods on circuits using wiring and schematic diagrams.

ELPT 2305 - MOTORS AND TRANSFORMERS (3 credit hours)

Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Match the type of single-phase motor with its principles of operation; compare the operating characteristics of the three types of three-phase motors; explain the advantages of Wye and Delta connections in motor and transit applications; size overcurrent, short circuit, and ground fault protective devices; and utilize nameplate information.

ELPT 2319 - PROGRAMMABLE LOGIC CONTROLLERS I (3 credit hours)

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify and describe digital logic circuits and explain numbering systems; explain the operation of programmable logic controllers; convert ladder diagrams into programs; incorporate timers and counters utilizing programmable logic controllers; and execute and evaluate programs.

EMSP - Emergency Medical Services

EMSP 1160 - CLINICAL - EMERGENCY MEDICAL TECHNICIAN/TECHNOLOGY (1 credit hour)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 48 clinical hours.

Corequisite: EMSP 1501.

EMSP 1338 - INTRODUCTION TO ADVANCED PRACTICE (3 credit hours)

At the completion of this module, the student will understand the roles and responsibilities of a paramedic within the EMS system; apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients; be able to properly administer medications; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. 32 lecture + 32 laboratory hours.

EMSP 1355 - TRAUMA MANAGEMENT (3 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. 32 lecture + 32 laboratory hours.

EMSP 1356 - PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3 credit hours)

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. 32 lecture + 32 laboratory hours.

EMSP 1501 - EMERGENCY MEDICAL TECHNICIAN (5 credit hours)

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide

emergency medical care at a basic life support level with an ambulance service or other specialized services. 32 lecture + 96 laboratory hours.

Prerequisite: Current AHA Health Care Provider CPR or equivalent. Corequisite: EMSP 1160.

EMSP 2206 - EMERGENCY PHARMACOLOGY (2 credit hours)

Utilization of medications in treating emergency situations.

2 Credit hours

EMSP 2261 - CLINICAL I - EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC (2 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

EMSP 2262 - CLINICAL II - EMERGENCY MEDICAL TECHNICIAN/ PARAMEDIC (2 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 96 clinical hours.

EMSP 2305 - EMS OPERATIONS (3 credit hours)

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

EMSP 2338 - EMERGENCY MEDICAL OPERATIONS (3 credit hours)

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. 16 lecture hours + 32 laboratory hours.

EMSP 2352 - EMERGENCY MEDICAL SERVICES RESEARCH (3 credit hours)

Primary and/or secondary research in current and emerging issues in EMS. Basic research principles, scientific inquiry, and interpretation of professional literature are emphasized. Students will demonstrate computer competencies during this course. Students will be required to present research data utilizing the internet. Data presentation shall include, but not be limited to PowerPoint, Excel or other Windows platforms. 48 lecture.

EMSP 2434 - MEDICAL EMERGENCIES (4 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. 64 lecture + 32 laboratory hours.

EMSP 2544 - CARDIOLOGY (5 credit hours)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. 64 lecture hours + 32 laboratory hours.

Corequisite: EMSP 2135.

EMSP 2553 - EMERGENCY MEDICAL SERVICES CERTIFICATION FOR THE REGISTERED NURSE/PHYSICIAN'S ASSISTANT/REGISTERED RESPIRATORY THERAPIST/LICENSED NURSE PRACTITIONER (5 credit hours)

Preparation of the R.N., R.R.T., L.P.N., or P.A. (Licensed to Practice in Texas) for Emergency Medical Services (EMS) certification. In addition to completing this course, students must also successfully complete an EMS internship. Students that meet all the listed requirements are eligible to apply for certification as an Emergency Medical Technician-Paramedic. 64 lecture hours + 32 skills hours.

Prerequisite: Currently licensed RN/PA/RRT/LNP with 36 months work experience and a college degree. Corequisite: EMSP 2563.

EMSP 2563 - *CLINICAL - EMT-P INTERNSHIP (5 credit hours)

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 256 clinical hours.

ENGL - English- College Preparatory Studies

ENGL 0300 - FUNDAMENTALS OF ENGLISH I (3 credit hours)

In this course, students will learn to write clear, well-developed paragraphs. Students will also learn to identify and correct major sentence errors, including fragments, comma splices, and run-ons. Other topics include subject-verb agreement, pronoun usage, and basic punctuation. This course does not count toward graduation at NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300 must be completed at passing of ENGL0300.

ENGL 0305 - FUNDAMENTALS OF ENGLISH II (3 credit hours)

In this course, students will learn to compose unified, well-developed essays with an introduction, a body, and a conclusion. The thesis statement and topic sentences will be emphasized. Students will also review and practice the basic grammar skills taught in ENGL 0300 and then move to more advanced topics, including modifiers and parallelism. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: Satisfactory placement score OR passed ENGL 0300 with a C or better.

ENGL - English

ENGL 1301 - COMPOSITION I (3 credit hours)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually 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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: Satisfactory placement test score or passing grade in ENGL 0305.

ENGL 1302 - COMPOSITION II (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: ENGL 1301.

ENGL 2307 - CREATIVE WRITING (3 credit hours)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. 48 lecture hours.

ENGL 2311 - TECHNICAL & BUSINESS WRITING (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

ENGL 2322 - BRITISH LITERATURE I (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: ENGL1301.

ENGL 2323 - BRITISH LITERATURE II (3 credit hours)

A survey of the development 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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: ENGL1301.

ENGL 2327 - AMERICAN LITERATURE I (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: ENGL1301.

ENGL 2328 - AMERICAN LITERATURE II (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: ENGL1301.

ENGL 2332 - WORLD LITERATURE I (3 credit hours)

A study of world literature from the ancient world through the sixteenth century. 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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: ENGL1301.

ENGL 2333 - WORLD LITERATURE II (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: ENGL1301.

FIRS

FIRS 1103 - FIRE FIGHTER AGILITY AND FITNESS PREPARATION (1 credit hour)

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

FIRS 1301 - FIREFIGHTER CERTIFICATION I (3 credit hours)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP).

FIRS 1313 - FIREFIGHTER CERTIFICATION III (3 credit hours)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP).

FIRS 1319 - FIREFIGHTER CERTIFICATION IV (3 credit hours)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY

THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1323 - FIREFIGHTER CERTIFICATION V (3 credit hours)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1329 - FIREFIGHTER CERTIFICATION VI (3 credit hours)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1333 - FIREFIGHTER CERTIFICATION VII (3 credit hours)

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. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRS 1407 - FIREFIGHTER CERTIFICATION II (4 credit hours)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP)***

FIRT

FIRT 1301 - FUNDAMENTALS OF FIRE PROTECTION (3 credit hours)

Orientation to the fire service, career opportunities, and related fields.

FIRT 1307 - FIRE PREVENTION CODES & INSPECTIONS (3 credit hours)

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. This course meets Fire and Emergency Services Higher Education(FESHE) Model Curriculum core requirements.

FIRT 1309 - FIRE ADMINISTRATION I (3 credit hours)

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.

FIRT 1315 - HAZARDOUS MATERIAL I (3 credit hours)

The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1319 - FIREFIGHTER HEALTH & SAFETY (3 credit hours)

Course Description: Firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1329 - BUILDING CODES & CONSTRUCTION (3 credit hours)

Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1333 - FIRE CHEMISTRY (3 credit hours)

Chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education(FESHE)Model Curriculum core requirements.

FIRT 1338 - FIRE PROTECTION SYSTEMS (3 credit hours)

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 2188 - INTERNSHIP-FIRE PROTECTION AND SAFETY TECHNOLOGY

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. This may be a paid or unpaid experience.

FIRT 2309 - FIREFIGHTING STRATEGIES & TACTICS (3 credit hours)

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.

FMKT - Horticulture Management

FMKT 1301 - FLORAL DESIGN (3 credit hours)

Principles and elements of floral art with an emphasis on commercial design. Topics include basic design styles and color harmonies; identification, use, and care of processing of cut flowers and foliages; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care. History of floral art in society. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Apply principles and elements of design; identify floral design styles; identify cut flowers and foliages; explain the care and processing methods for extended vase life; select containers and mechanical aids; and create basic floral arrangements.

FMKT 2331 - ADVANCED FLORAL DESIGN (3 credit hours)

An in-depth coverage of advanced floral design practices for the retail floral industry. Topics include contemporary floral arrangement styles and trends. Advanced study of floral design as an art form in contrast to a commercial florist operation; interpretive expression of design principles and color stressed along with international design styles. 32 lecture hours + 32 laboratory hours.

Create contemporary floral designs; identify specialty flowers and foliages used in retail flower shops; determine care and processing techniques; select mechanical aids; and calculate price by various methods.

FREN - French

FREN 1411 - BEGINNING FRENCH I (4 credit hours)

Emphasis on the development of elementary listening, speaking, reading, and writing skills applied to present situations and events relevant to students' lives and to the understanding of French-speaking communities. 48 lecture hours + 32 laboratory hours.

FREN 1412 - BEGINNING FRENCH II (4 credit hours)

Continuation of FREN 1411 with emphasis on elementary listening, speaking, reading and writing skills. Includes

basic vocabulary, grammatical structures, and culture. 48 lecture hours + 32 laboratory hours.

Prerequisite: FREN 1411 or one year of high school French.

FREN 2311 - INTERMEDIATE FRENCH I (3 credit hours)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 1412 or two years of high school French.

FREN 2312 - INTERMEDIATE FRENCH II (3 credit hours)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. 48 lecture hours.

Prerequisite: FREN 2311 or two years of high school French.

GAME - Computer Information Systems and Technology

GAME 1303 - INTRO TO GAME DESIGN AND DEVELOPMENT (3 credit hours)

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Describe the history and evolution of video and computer games and game genres; identify the phases and processes involved in developing a computer game; design a simple computer game from initial concept to final design document; and describe current trends in the game industry with regards to hiring practices, working conditions, etc.

Prerequisite: None

GAME 1306 - DESIGN AND CREATION OF GAMES (3 credit hours)

Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Summarize the evolution of the electronic game industry;

explain essential game and simulation elements; evaluate the strengths and limitations of game and simulation systems; identify programmatic and graphical elements of a development system; and develop a concept document and simple game.

Prerequisite: None

GAME 1309 - INTRODUCTION TO ANIMATION PROGRAMMING (3 credit hours)

Mathematical elements and algorithms involved in basic animation. Includes generating graphics, viewing 3D environments such as visible line detection and 3D surfaces, image processing techniques, and special effects. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Develop programs that apply the basic character animation techniques, build and pose animated characters, and implement proper timing within animations.

Prerequisite: Prerequisite: ITSE 2321.

GAME 1328 - VIDEO GAME DESIGN (3 credit hours)

Characters, environments, architecture, static objects, user interface, and storyboards for games. Emphasizes applying 2D design concepts. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Solve design problems; demonstrate refinement and enhancement of preliminary design concepts; and demonstrate techniques for communicating complex design criteria and inspiration to artists and non-artists.

Prerequisite: None

GAME 1343 - GAME AND SIMULATION PROGRAMMING I (3 credit hours)

Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

Prerequisite: Prerequisite: ITSE 2321.

GAME 2308 - PORTFOLIO FOR GAME DEVELOPMENT (3 credit hours)

Design and management of an industry standard portfolio. Includes techniques in self-promotion, resume writing, portfolio distribution systems, and interviewing.

At the conclusion of the course a student will be able to: Design a professional portfolio for various delivery systems; and create resume, business card, web page, demo reel, and hardcopy.

Note: Department Chair approval required unless student is in last semester of their Application Development degree.

GAME 2342 - GAME DEVELOPMENT USING C++ (3 credit hours)

Skill development in C++ programming for games and simulations. Examines real-work C++ development issues. 32 lecture hours + 32 lab hours.

At the conclusion of the course a student will be able to: Utilize standard game libraries; examine interfaces, exceptions, file access, and random numbers; and create basic game or simulation frameworks building upon C++ knowledge.

Prerequisite: Prerequisite: ITSE 2321.

GOVT - Government

GOVT 2305 - FEDERAL GOVERNMENT (Federal constitution & topics) (3 credit hours)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

GOVT 2306 - TEXAS GOVERNMENT (Texas constitution & topics) (3 credit hours)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. 48 lecture hours.

Meets Core Curriculum Requirement

HALT - Horticulture Management

HALT 1303 - HERBACEOUS PLANTS (3 credit hours)

A study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance, and utilization of herbaceous plants in the horticulture industry. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify herbaceous plants at various growth stages; explain methods used to propagate herbaceous plants; and describe the cultural requirements for care and use of herbaceous plants.

HALT 1309 - INTERIOR PLANTS (3 credit hours)

Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify interior plants; select care methods for specific plants; and identify production methods of interior plants

HALT 1325 - LANDSCAPE PLANT MATERIAL (3 credit hours)

Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify plants; select plants for various landscape situations; list characteristics of plants; and describe cultural requirements of plants.

HALT 1331 - WOODY PLANTS (3 credit hours)

Study of woody plant materials used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify woody plants in various growth stages; describe morphological, anatomical, or other botanical features; and explain cultural requirements of woody plants.

HALT 1333 - LANDSCAPE IRRIGATION (3 credit hours)

Coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and small business applications, troubleshooting, repair, and technological advances in irrigation systems. 32 lecture hours + 32 lab hours.

At the conclusion of the course a student will be able to: Describe the basic installation techniques used to install an irrigation system; discuss the separation of zones for turf areas, shrubs, groundcovers, and other plant groups; and prepare a design for an irrigation system.

HALT 1353 - LANDSCAPE COMPUTER DESIGN (3 credit hours)

A course in computer-aided landscape design. Emphasis on the application of design concepts and techniques using

software. Prerequisite: HALT1422 (Landscape Design). 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Design landscape plans using computer software programs; and print a report of all hardscape and softscape materials used in the design.

HALT 1372 - NATURALISTIC HORTICULTURE (3 credit hours)

An organic approach to plant production, pest management, soil fertility, and plant health. Emphasis on sustainability, xeriscaping and landscaping using native plants as well as creating wildlife landscapes. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Demonstrate and apply sustainable horticulture techniques and principles; Explain the benefits of biodiversity in the garden; Identify various Texas hardy plants; Create living soils by identifying and cultivating microbial activity; and Design wildscapes to attract desired wildlife.

HALT 1422 - LANDSCAPE DESIGN (4 credit hours)

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Demonstrate procedures utilized in the development of a landscape plan; develop a landscape design; and perform a site analysis and incorporate the information into the final design.

HALT 2280 - COOPERATIVE EDUCATION (2 credit hours)

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.. 16 lecture hours + 160 practicum hours.

At the conclusion of the course a student will be able to:
As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal

communication skills using the terminology of the occupation and the business/industry.

HALT 2302 - GREENHOUSE CROP PRODUCTION (3 credit hours)

Production of crops within the greenhouse environment. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Produce crops within a greenhouse; explain various cultural requirements for greenhouse crops; implement marketing and sales; and modify crop growth and development.

HALT 2307 - FOOD CROPS (3 credit hours)

A study of commercial and home cultivated food crops including various vegetables, fruits, and nuts. Topics address planting, maintenance, harvest, and storage of the various crops. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Demonstrate the ability to plan, design, and plant a vegetable garden or small fruit orchard and properly cultivate, fertilize, water, and harvest the garden or orchard; and discuss various types of gardens and their applications in both commercial and residential settings.

HALT 2308 - GREENHOUSE MANAGEMENT (3 credit hours)

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post-harvest handling, marketing, and business management. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Compare and select architectural styles and materials for greenhouse construction; calculate heating, cooling, and light requirements and select appropriate equipment; and determine cultural and business methods necessary for crop production.

HALT 2321 - SMALL FARMING (3 credit hours)

Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruits, nut, and vegetable crops. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify major physical and biological factors that affect crops; utilize innovative production techniques for a small farming operation; demonstrate creative marketing

techniques for small farming operations; and design productive and profitable small farming operations.

HART

HART 1256 - EPA RECOVERY CERTIFICATION (2 credit hours)

Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. 32 lecture hours.

At the conclusion of the course a student will be able to: Define refrigerant recovery, recycle, and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recovery, Recycle, and Reclaim.

HART 1301 - BASIC ELECTRICITY FOR HVAC (3 credit hours)

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety.

HART 1307 - REFRIGERATION PRINCIPLES (3 credit hours)

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

HART 1341 - RESIDENTIAL AIR CONDITIONING (3 credit hours)

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify various types of system applications; perform

charging, recovery, and evacuation procedures of an installed system; perform component and part diagnostics and replacement; and perform system maintenance.

HART 2301 - AIR CONDITIONING AND REFRIGERATION CODES (3 credit hours)

HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. 48 lecture hours.

At the conclusion of the course a student will be able to: Demonstrate the ability to locate and identify information in code books and reference materials applicable to installation procedures governed by Texas Department of Licensing and Regulation (TDLR).

HART 2342 - COMMERCIAL REFRIGERATION (3 credit hours)

Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to: Explain and apply medium and low temperature systems operation; explain and apply ice machine and packaged refrigeration system operation; explain application and conversion procedures of refrigerants related to specific systems.

HART 2358 - TESTING, ADJUSTING, AND BALANCING HVAC SYSTEMS (3 credit hours)

A study in the process of checking and adjusting all the building environmental systems to produce the design objectives. Emphasis on efficiency and energy savings. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Interpret HVAC design specifications and plans; measure air flow, water flow, and system pressure with instruments; perform calculations for fan and pump laws including psychometrics; adjust and align mechanical equipment; diagnose malfunctioning equipment and create a punch list; and test air quality, humidity, noise, and temperature

HART 2380 - COOPERATIVE EDUCATION (3 credit hours)

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 learning with work experience. Includes lecture component. 16 lecture hours + 224 practicum hours.

At the conclusion of the course a student will be able to:
As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

HART 2445 - RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN (4 credit hours)

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. 32 lecture hours + 64 lecture hours.

At the conclusion of the course a student will be able to:
Calculate heat loss and heat gain; size heating and cooling equipment to the structure; read and interpret detailed HVAC design plans; perform a load calculation using industry standards; and design a complete air distribution system including ventilating requirements and indoor air quality.

HIST - History

HIST 1301 - UNITED STATES HISTORY I (3 credit hours)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 1302 - U.S. HISTORY FROM 1865 (3 credit hours)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in the United States History II include: American culture, religion, civil and

human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 2301 - TEXAS HISTORY (3 credit hours)

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 2321 - WORLD CIVILIZATIONS I (3 credit hours)

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HIST 2322 - WORLD CIVILIZATIONS II (3 credit hours)

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

Meets NCTC Core Curriculum Requirement

HITT-Medical Terminology

HITT 1205 - MEDICAL TERMINOLOGY (2 credit hours)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HORT - Horticulture Management

HORT 1401 - HORTICULTURE (4 credit hour)

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. 48 lecture hours + 32 laboratory hours.

At the conclusion of this course the student will be able to: Identify the various horticultural industries and their roles in our society; Describe the fundamentals of plant science; Assess the interactions of soils, water, and fertility in plant science; Contrast the methods of plant reproduction and propagation; Explain the impacts of production methods and technologies on plant science; Contrast methods of pest management in plant science; Investigate methods of environmental manipulation (e.g. greenhouse controls, frost management methods, hot caps). Apply scientific reasoning to investigate questions and utilize scientific and horticultural tools to collect and analyze data and demonstrate methods. Use critical thinking and scientific problem-solving to make informed decisions; Communicate effectively the results of scientific investigations; Identify the various horticultural industries and their roles in our society.

HRPS

HRPS 1201 - INTRODUCTION TO HEALTH PROFESSIONS (2 credit hours)

An overview of roles of various members of the health care system, education requirements, and issues affecting the delivery of health care.

HRPS 1304 - BASIC SKILLS I (3 credit hours)

Study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

HRPS 1391 - (SPECIAL TOPICS) INSTRUMENTS I (3 credit hours)

The primary focus of this course is the anesthesia machine. However, all ancillary equipment, including but not limited to gas cylinders, hospital supply lines, ventilators, and absorbers will also be covered. The setup, calibration, operation, basic troubleshooting, maintenance and safety checks for each is taught.

HRPS 1392 - (SPECIAL TOPICS) INSTRUMENTS II (3 credit hours)

This course is a continuation of Anesthesia Technology Instrumentation I and expands upon the scope of anesthesia instrumentation. Various pieces of instrumentation such as cell savers, patient warmers, fluid warmers, ACT machines, pulse oximeters will be discussed.

HRPS 1563 - CLINICAL I (5 credit hours)

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.

HRPS 2300 - PHARMACOLOGY (3 credit hours)

Categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indicates contraindications and adverse effects.

HRPS 2310 - BASIC SKILLS II (3 credit hours)

Builds on previously acquired knowledge and skills relevant to the professional development of the student. Lecture and simulated laboratory experiences prepare the student to perform patient care utilizing critical thinking and advanced clinical skills.

HRPS 2331 - HEALTH PROFESSIONS MANAGEMENT (3 credit hours)

Exploration and application of management concepts necessary for effective health profession operations.

HRPS 2563 - CLINICAL II (5 credit hours)

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.

HRPO - Business & Business Management

HRPO 2301 - HUMAN RESOURCE MANAGEMENT (3 credit hours)

Behavioral and legal approaches to the management of human resources in organizations. 48 lecture hours.

At the conclusion of the course a student will be able to: Explain the development of human resources management; explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation; describe management's ethical, social, and legal responsibilities; explain methods of compensation and benefits planning; and describe the role of strategic human resources planning.

HRPO 2307 - ORGANIZATIONAL BEHAVIOR (3 credit hours)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences. 48 lecture hours.

At the conclusion of the course a student will be able to: Explain organizational theory as it relates to management practices, employee relations, and structure of the organization to fits its environment and operation; analyze leadership styles and determine their effectiveness in

employee situations; identify methods in resolving organizational problems; describe the impact of corporate culture on employee behavior; and analyze team dynamics, team building strategies, and cultural diversity.

HUMA - Humanities

HUMA 1301 - INTRODUCTION TO THE HUMANITIES I (3 credit hours)

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to recreate. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

HYDR

HYDR 1345 - HYDRAULICS AND PNEUMATICS (3 credit hours)

Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate the operation of basic hydraulic and pneumatic systems including associated instruments; interpret schematics; troubleshoot systems; and design a schematic drawing of a working system.

IBUS - Business & Business Management

IBUS 1305 - INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE (3 credit hours)

The course is designed for the business student to explore the techniques for entering the international marketplace. Emphasis will be placed on the impact and dynamics of socio-cultural, 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. 48 lecture hours.

At the conclusion of the course a student will be able to: Explain terms used in the international business environment; and discuss internal and external factors influencing the conduct of international business.

IMED - Computer Information Systems & Technology

IMED 1316 - WEB PAGE DESIGN I (3 credit hours)

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; design, create, test, and maintain a web site.

IMED 1345 - INTERACTIVE DIGITAL MEDIA (3 credit hours)

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Develop an interactive digital media presentation integrating different types of media; design a navigation scheme; and demonstrate animation techniques.

Prerequisite: ITSE 2321 – OBJECT ORIENTED PROGRAMMING

INEW-Computer Information Systems & Technology

INEW 2334 - ADVANCED WEB PROGRAMMING (3 credit hours)

Web programming using industry-standard languages and data stores. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Design, code, and implement a dynamic website; and develop connectivity between data store and website.

Prerequisite: ITSE 2321 – OBJECT ORIENTED PROGRAMMING

INMT

INMT 1305 - INTRODUCTION TO INDUSTRIAL MAINTENANCE (3 credit hours)

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules

common in industry, including lock-out/tag-out. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify various types of fasteners common to industrial maintenance; utilize various hand and power tools; utilize precision measuring instruments; and demonstrate proper lock-out/tag-out procedures.

INMT 2303 - PUMPS, COMPRESSORS & MECHANICAL DRIVES (3 credit hours)

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives. 32 lecture hours + 32 laboratory hours

At the conclusion of the course a student will be able to: Identify the principles involved in the operation of centrifugal and positive displacement pumps and compressors; explain the function of various components in pumps and compressors, disassemble and reassemble pumps, compressors and mechanical drives, and troubleshoot pumps, compressors and mechanical drives.

INMT 2345 - INDUSTRIAL TROUBLESHOOTING (3 credit hours)

An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures. 32 lecture hours + 32 laboratory hours

At the conclusion of the course a student will be able to: Demonstrate various troubleshooting techniques; troubleshoot hydraulic, pneumatic, electrical mechanical drive systems using schematics and diagrams.

INMT 2380 - COOPERATIVE EDUCATION-MANUFACTURING TECHNOLOGY (3 credit hours)

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. 16 lecture hours + 224 practicum hours

At the conclusion of the course a student will be able to: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal

communication skills using the terminology of the occupation and the business/industry.

INRW-Integrated Reading and Writing

INRW 0405 - INTEGRATED READING AND WRITING (4 credit hours)

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 the 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. The course fulfills TSI requirements for reading and writing. This class does not count toward graduation at NCTC.

Prerequisite: Pass READ 0300/ ENGL 0300 with a "C" or better, or earn satisfactory TSI Assessment placement score, or earn satisfactory placement score on other approved assessment.

ITCC - Computer Information Systems & Technology

ITCC 1414 - CCNA 1: INTRODUCTION TO NETWORKS (4 credit hours)

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Build simple LANs; perform basic configuration on routers and switches; implement IP addressing schemes.

Certification Agency: Cisco

ITCC 1440 - CCNA 2: ROUTING AND SWITCHING ESSENTIALS (4 credit hours)

Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Configure and maintain routers and switches; resolve common issues with routing protocols, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Prerequisite: ITCC1401

Certification Agency: Cisco

ITCC 2412 - CCNA 3: SCALING NETWORKS (4 credit hours)

CCNA R&S: Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches using advanced protocols

At the conclusion of the course a student will be able to:

Configure advanced routing and switching; Resolve common issues with OSPF, EIGRP, and STP in IP networks; Implement a WLAN in a small-to-medium network.

Certification Agency: Cisco

ITCC 2413 - CCNA 4: CONNECTING NETWORKS (4 credit hours)

WAN technologies and network services required by converged applications in a complex network; enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Configure and troubleshoot network devices Resolve common issues with data link protocols; resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks; implement virtual private network (VPN) operations in a complex network; implement security best practices.

Prerequisite: ITCC2412

Certification Agency: Cisco

ITNW - Computer Information Systems & Technology

ITNW 1308 - IMPLEMENTING AND SUPPORTING CLIENT SYSTEMS (3 credit hours)

The fundamentals of managing and configuring network clients. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Install and configure network clients; setup users, groups, policies, and profiles; configure hardware components and applications; setup and maintain logon security and security for files and printers; configure and optimize clients in multiple environments.

ITNW 1313 - COMPUTER VIRTUALIZATION (3 credit hours)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Install and configure virtual machine managers; create and network virtual machines and set priorities for accessing resources; move and clone virtual machines; ensure high availability for applications within virtual machines.

ITNW 1313 - COMPUTER VIRTUALIZATION (3 credit hours)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Install and configure virtual machine managers; create and network virtual machines and set priorities for accessing resources; move and clone virtual machines; ensure high availability for applications within virtual machines.

ITNW 1335 - INFORMATION STORAGE AND MANAGEMENT (3 credit hours)

An introduction to data storage-related technologies. Topics include data storage for cloud, Big Data, mobile, social media, and software-defined data centers. Provides a strong understanding of storage technologies and prepares students for advanced concepts, technologies, and processes. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able

to: Differentiate storage architectures and key data center elements; explain the components of storage infrastructure including subsystems, RAID and intelligent storage systems; demonstrate network technologies used in storage systems; outline the benefits and components of Storage Area Networks (SANs); adapt contingency plans for backup, replication and archiving; evaluate information security requirements and recommend solutions; and list SAN management issues and requirements.

Prerequisite: ITSE1346

ITNW 1353 - SUPPORTING NETWORK SERVER INFRASTRUCTURE (3 credit hours)

Installing, configuring, managing, and supporting a network infrastructure. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Install and configure DHCP, DNS, remote access, network security using public key infrastructure; integrate network services; and deploy operating systems using remote installation services.

Prerequisites: ITNW 1308 AND either ITCC 1414 or ITNW 1358

ITNW 1354 - IMPLEMENTING AND SUPPORTING SERVER ENVIRONMENT (3 credit hours)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems.

Prerequisites: ITNW 1353 AND either ITCC 1414 or ITNW 1358

ITNW 1358 - NETWORK+ (3 credit hours)

Identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify and define terminology, hardware, and software components of computer networks; utilize equipment, protocols, and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software.

ITNW 2280 - COOPERATIVE EDUCATION-COMPUTER SYSTEMS NETWORKING (2 credit hours)

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. 16 lecture hours + 128 practicum hours.

At the conclusion of the course a student will be able to:
As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Prerequisite: Departmental Chair approval required unless student is in last semester of the Networking Degree.

ITSC - Computer Information Systems & Technology

ITSC 1316 - LINUX INSTALLATION AND CONFIGURATION (3 credit hours)

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Install, administer, and manage a Linux system; demonstrate proficiency with Linux utilities, commands, and applications; identify and resolve security-based issues; and integrate a Linux system into an existing network.

ITSC 1325 - PERSONAL COMPUTER HARDWARE (3 credit hours)

A study of current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Assemble/setup and upgrade personal computer systems; diagnose and isolate faulty components; optimize system performance; and install/connect peripherals.

ITSE - Computer Information Systems & Technology

ITSE 1302 - COMPUTER PROGRAMMING (3 credit hours)

An introduction to computer programming including design, development, testing, implementation, and documentation. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Design, write, test, and document computer programs.

Prerequisite: ITSE 2321 OBJECT ORIENTED PROGRAMMING

ITSE 1303 - INTRODUCTION TO MySQL (3 credit hours)

Introduction to fundamentals of SQL and relational databases. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify database terminology and concepts; plan, define, and design a database; design and generate tables; devise and process queries; install and start the MySQL server; and troubleshoot syntax.

ITSE 1303 - INTRODUCTION TO MySQL (3 credit hours)

Introduction to fundamentals of SQL and relational databases. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify database terminology and concepts; plan, define, and design a database; design and generate tables; devise and process queries; install and start the MySQL server; and troubleshoot syntax.

Suggested Prerequisite: ITSW 1307 AND ITSE 2321

ITSE 1311 - BEGINNING WEB PROGRAMMING (3 credit hours)

Skills development in web programming including mark-up and scripting languages. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate the use of markup and scripting languages; and create interactive web pages.

ITSE 1333 - MOBILE APPLICATIONS DEVELOPMENT (3 credit hours)

An overview of different mobile platforms and their development environments. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Design, write, and test small interactive programs for mobile platforms.

ITSE 1345 - INTRODUCTION TO ORACLE SQL (3 credit hours)

An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Write Structured Query Language (SQL) statements using Oracle; select and sort data; and produce reports with SQL*Plus; create and manage tables which include constraints; create Views and other database objects.

Prerequisite: ITSE 2321 OBJECT ORIENTED PROGRAMMING

ITSE 1346 - DATABASE THEORY AND DESIGN (3 credit hours)

Introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Organize data into normalized tables by applying the four normal forms of database design; create Entity-Relationship models and diagrams to graphically represent their database design; design database tables with One-to-Many and Many-to-Many relationships; create tables using the SQL "create" and "insert" statements; retrieve data from tables using SQL "select" statement; maintain data in tables using the SQL "update" and "delete" statements; implement stored procedures, triggers, and constraints using SQL statements.

ITSE 2302 - INTERMEDIATE WEB PROGRAMMING (3 credit hours)

Techniques for Web development. Includes server-side and client-side scripting. 32 lecture hours + laboratory hours.

At the conclusion of the course a student will be able to: Create and use client-side and server-side scripts to design and implement dynamic websites.

Prerequisite: IMED 1316 Web Design

ITSE 2310 - iOS APPLICATION PROGRAMMING (3 credit hours)

Course explores developing applications for iOS devices. Will include Objective-C programming, use of the iOS SDK environment, and current programming issues in the iOS environment. 32 lecture hours + laboratory hours.

At the conclusion of the course a student will be able to: Implement the procedures to become a registered Apple iOS developer. Design interfaces for iOS applications. Produce concept documentation. Create iOS in native SDK. Execute deployment procedures for various iOS devices.

ITSE 2317 - JAVA PROGRAMMING (3 credit hours)

Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Design and write documented Java applications and applets.

Prerequisite: ITSE 2321 OBJECT ORIENTED PROGRAMMING

ITSE 2321 - OBJECT-ORIENTED PROGRAMMING (3 credit hours)

Introduction to object-oriented programming. Emphasis on the fundamentals of design with classes, including development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects.

End-of-Course Outcomes: Develop executable programs; create appropriate documentation; and create programs using classes and objects using object-oriented programming techniques.

32 lecture hours + 32 laboratory hours, 3 credit hours

ITSE 2333 - IMPLEMENTING A DATABASE ON MICROSOFT SQL SERVER (3 credit hours)

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system. 32 lecture hours + 32 laboratory hours

At the conclusion of the course a student will be able to: Describe the elements of Microsoft SQL Server and its operational environments; describe the elements of the Transact-SQL language; demonstrate and configure the data storage architecture of SQL server; write, maintain, and tune advanced queries; manage locking options and transactions to ensure data concurrency and recoverability; 'create views of data; design and 'create stored procedures; design and 'create triggers; and use distributed data.

Prerequisite: ITSE1303

ITSE 2343 - ADVANCED MOBILE PROGRAMMING (3 credit hours)

Programming for mobile devices including file access methods, data structures, modular programming, program testing and documentation. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Design, write, and document mobile programs.

Prerequisites: ITSE 1333 AND ITSE 2321

ITSE 2354 - ADVANCED ORACLE PL/SQL (3 credit hours)

A continuation of Oracle SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. 32 lecture hours and 32 laboratory hours.

At the conclusion of the course a student will be able to: Retrieve data including SET operators, correlated subqueries, and hierarchical queries; write SQL scripts that execute remote procedure calls; create a package to group together variables, cursors, exceptions, procedures, and functions; and invoke a package constraint.

Prerequisite: *Suggested Prerequisite:* ITSE 1345 Introduction to Oracle SQL

ITSE 2356 - ORACLE DATABASE ADMINISTRATION I (3 credit hours)

Fundamentals of the tasks and functions required of a database administrator using Oracle. 32 lecture hours and 32 laboratory hours.

At the conclusion of the course a student will be able to: Create an operational database using Oracle; create, delete, and modify associated files, tablespaces, segments, extents, and blocks; start up and shut down an Oracle instance and database; add, delete, and modify users, privileges, and resources; and demonstrate use of National Language and Support (NLS) features.

Prerequisite: *Suggested Prerequisite:* ITSE 2354 Advanced Oracle PL/SQL and ITSW 2337 Advanced Database

ITSE 2358 - ORACLE DATABASE ADMINISTRATION II (3 credit hours)

A continuation of Oracle Database Administration I. Topics include the recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughout will be discussed. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: List the Oracle backup and recovery components; formulate a backup and recovery strategy; practice backup and recovery operations; use Oracle tools to diagnose

performance problems; and optimize and troubleshoot Oracle database performance.

Suggested Prerequisite: ITSE 2356 Oracle Database Administration I

ITSE 2380 - COOPERATIVE EDUCATION-COMPUTER PROGRAMMER (3 credit hours)

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 employer, the student combines classroom learning with work experience. Includes a lecture component. 16 lecture hours + 224 practicum hours.

At the conclusion of the course a student will be able to:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Prerequisite: Departmental Chair approval required unless student is in last semester of the Computer Information Degree

ITSW - Computer Information Systems & Technology

ITSW 1307 - INTRODUCTION TO DATABASE (3 credit hours)

Introduction to database theory and the practical applications of a database. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.

ITSW 2337 - ADVANCED DATABASE (3 credit hours)

Advanced concepts of database design and functionality. 32 lecture hours + 32 lab hours.

At the conclusion of the course a student will be able to:

Explain relational database theory; collect and distribute data; analyze data; and perform complex queries, data validation and table relationships.

Suggested Prerequisites: ITSW 1307 Introduction to Database and ITSE 1346 Database Theory and Design

ITSY - Computer Information Systems & Technology

ITSY 1342 - INFORMATION TECHNOLOGY SECURITY (3 credit hours)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

National Institute of Standards and Technology (NIST) Guidelines and other best practices; develop backup procedures to provide for data security; use network operating system features to implement network security; identify computer and network threats and vulnerabilities and methods to prevent their effects; use tools to enhance network security; and use encryption techniques to protect network data.

Prerequisite: ITNW1358 Network+

ITSY 2300 - OPERATING SYSTEM SECURITY (3 credit hours)

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Identify network security risks, security design, and monitoring solutions; identify sources of computer threats, evaluate potential practices, tools, and technologies to protect individual network systems; establish and sustain an operating system security plan utilizing systems and application security tools; implement procedures to secure and monitor audit logs and set system administrator alerts; and develop an organizational operating system security plan that provides for periodic reviews of security policies, procedures, authorized users list, and software update patches.

Suggested Prerequisites: ITSY1342 AND ITSY1442

ITSY 2301 - FIREWALL AND NETWORK SECURITY (3 credit hours)

Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Demonstrate system security skills through firewall implementation and testing; use system tools, practices, and relevant technologies to implement a security plan;

evaluate practices, tools, and technologies to identify security breaches, sources of attacks, and protect mission critical systems; establish an appropriate level of security based on an analysis of security logs; and use relevant tools to secure a network, respond to and follow up on various types of attacks.

Prerequisite: ITSY1342.

ITSY 2330 - INTRUSION DETECTION (3 credit hours)

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Build IDS sensors and attach them to the network (hardware and software); install and manage a secure communication link between all sensors and the monitor; install and manage event database(s); analyze an event and trends; install, manage, and interpret syslog servers and system logs; identify legal and policy issues associated with system and network monitoring; and deploy, implement, and test IDS security plan.

Suggested Prerequisites: ITSY 2300/ITSY 2400 (Operating System Security) AND ITSY2301/ITSY 2401 (Firewalls & Network Security)

ITSY 2342 - INCIDENT RESPONSE & HANDLING (3 credit hours)

-depth coverage of incident response and incident handling, including identifying courses of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Identify sources of attacks; restore the system to normal operation; identify and prevent security threats; perform a postmortem analysis; and identify computer investigation issues; and identify the roles and responsibility of the incident response team.

Suggested Prerequisite: ITSY 2301/ ITSY 2401 AND ITSY2300 / ITSY 2400

ITSY 2343 - COMPUTER SYSTEM FORENSICS (3 credit hours)

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach. 32 lecture hours and 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify computer investigation issues; identify legal issues associated with computer investigations; collect and document evidence; evaluate network traffic, and evaluate recovered remnant or residual data.

Prerequisite: ITSY2300 Operating Systems Security

ITSY 2359 - Security Assessment and Auditing (3 credit hours)

Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure appropriate levels of protection are in place to assure regulatory compliance. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Appraise security plan to ensure appropriate level of protection; assess network security design; audit network system based on security design; use relevant tools to assure security requirements; and review security policies and procedures on a regular basis.

Prerequisite: ITSY1342, ITSY1442

ITSY 2382 - COOPERATIVE EDUCATION COMP & INFO SYS SEC (3 credit hours)

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. 16 lecture hours + 224 practicum hours.

At the conclusion of the course a student will be able to:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Prerequisite: Departmental Chair approval required unless student is in last semester of the CyberSecurity Degree.

ITSY 2445 - NETWORK DEFENSE AND COUNTERMEASURES (4 credit hours)

This is a practical application and comprehensive course that includes the planning, design, and construction of a complex network that will sustain an attack, document events, and mitigate the effects of the attack. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Assemble network defense tools; identify network traffic to determine differences between authorized and unauthorized activity on a network; respond to a breach in security through the use of countermeasures designed to minimize the impact of the breach on the network; document network events; and present an analysis of network breach and plan for remediation.

Prerequisite: Prerequisite: ITNW 1358.

MATH-Mathematics-College Preparatory Studies

MATH 0303 - PRE-ALGEBRA (3 credit hours)

This introductory course includes a general overview of basic arithmetic: fractions, decimals, and percent. Other topics include algebraic concepts, integers, solving equations, linear equations, graphing and polynomials. Simple geometric concepts are also discussed. This course is designed for those students with little or no algebra background. This course does not count toward graduation at NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300.

MATH 0305 - BEGINNING ALGEBRA (3 credit hours)

This course includes basic algebraic concepts and notations; algebraic expressions and equations, factoring polynomials and graphing. Some algebra is required. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: MATH 0303 passed with a C or better or satisfactory.

MATH 0310 - INTERMEDIATE ALGEBRA (3 credit hours)

A study of relations and functions, inequalities, factoring, polynomials, rational expressions, and quadratics with an introduction to complex numbers, exponential and logarithmic functions, determinants and matrices, and sequences and series. 48 Lecture hours.

Prerequisite: MATH 0305 passed with a C or better or satisfactory.

NCBM 0100 - NON-COURSED BASED OPTION FOR MATH

This course is a developmental education intervention and supports topics in MATH1332, MATH1342, or MATH1314. Course may include basic study skills such as note-taking, time management, learning styles and math anxiety, and test-taking strategies. Must be taken concurrently with a credit math course. This course does not count toward graduation at NCTC.

Prerequisite: MATH0305 passed with a C or better or satisfactory placement score. Corequisite: MATH1332, MATH1342, or MATH1314.

NCBM 0200 - DEVELOPMENTAL MATHEMATICS (BASE) (NCBO)

This course is a BASE developmental education intervention and supports foundational topics in mathematics such as fractions, integers, decimals, percent, algebraic concepts, solving equations, graphing, and polynomials. This course is designed for those students with little algebra background, and must be taken concurrently with MATH0305. Course may include basic study skills, note-taking, time management, learning styles, math anxiety, and test-taking strategies. This course does not count toward graduation at NCTC. 32 lecture hours.

Corequisite: MATH0305 and SCORE PLACEMENT IN TSI ABE levels 3-4.

MATH - Mathematics (College level)

MATH 1314 - COLLEGE ALGEBRA (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 0310 or meet TSI college-readiness standard for Mathematics.

MATH 1316 - PLANE TRIGONOMETRY (3 credit hours)

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.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 1314 or ACT, SAT, or placement test scores required by NCTC Math Department.

MATH 1324 - MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH0310 or Meet TSI college-readiness standard for Mathematics.

MATH 1325 - CALCULUS FOR BUSINESS & SOCIAL SCIENCES (3 credit hours)

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 MATH2413, Calculus I. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 1314, or MATH 1324, or ACT, SAT, or placement test score required by NCTC Math Department.

MATH 1332 - CONTEMPORARY MATHEMATICS I (3 credit hours)

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

Meets NCTC Core Curriculum Requirements

Prerequisite: MATH 0310 or meet TSI college-readiness standard for Mathematics.

MATH 1342 - ELEMENTARY STATISTICAL METHODS (3 credit hours)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 0310 or meet TSI college-readiness standard for Mathematics.

MATH 1350 - FUNDAMENTALS OF MATHEMATICS I (3 credit hours)

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

48 lecture hours.

Prerequisite: MATH 1314 or ACT, SAT, or placement test score required by NCTC Math Department.

MATH 1351 - FUNDAMENTALS OF MATHEMATICS II (3 credit hours)

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement,

probability, and statistics with an emphasis on problem solving and critical thinking. 48 lecture hours.

Prerequisite: MATH1350 and MATH1314 with a C or better, or ACT, SAT, or placement test score required by NCTC Math Department.

MATH 2318 - LINEAR ALGEBRA (3 credit hours)

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Pre-requisite: MATH 2414—Calculus II

MATH 2320 - DIFFERENTIAL EQUATIONS (3 credit hours)

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. 64 lecture hours.

Prerequisite: MATH 2414-Calculus II.

MATH 2412 - PRE-CALCULUS MATH (4 credit hours)

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. 80 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH1314 or ACT, SAT, or placement test score required by NCTC Math Department.

MATH 2413 - CALCULUS I (4 credit hours)

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. 64 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 2412, or both MATH1314 AND math1316, or placement test score required by NCTC Math Department.

MATH 2414 - CALCULUS II (4 credit hours)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. 64 lecture hours.

Prerequisite: MATH 2413-Calculus I.

MATH 2415 - CALCULUS III (4 credit hours)

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. 64 lecture hours.

Prerequisite: MATH 2414-Calculus II.

MCHN-Machining Technology**MCHN 1302 - PRINT READING FOR MACHINING TRADES (3 credit hours)**

A study of blueprints for machining trades with emphasis on machine drawings. 48 lecture hours

At the conclusion of the course a student will be able to: Identify the elements of machine drawings; interpret dimensions, tolerances, and geometric aspects of blueprints; and explain Geometric Dimensioning and Tolerancing (GD&T) symbols and their meanings.

MCHN 1320 - PRECISION TOOLS AND MEASUREMENT (3 credit hours)

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Describe common methods of measurement conversion; determine the degree of precision measurement required; identify various types of precision instruments and their applications; list maintenance procedures on various types of measuring instruments; interpret and confirm blueprint requirements; convert between English and metric units; compute total tolerances of parts; calibrate various types of precision measuring instruments to a standard; and select and use precision measurement tools.

MCHN 1343 - MACHINE SHOP MATHEMATICS (3 credit hours)

Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses. 48 lecture hours.

At the conclusion of the course a student will be able to: Identify conversion methods of numbering systems; convert fractions to decimals and back; and use formulas to solve measurement problems.

MCHN 1438 - BASIC MACHINE SHOP I (4 credit hours)

A course that introduces the student to machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate set-up and use of the lathe, milling machine, drill press, power saw, and bench grinder applying good housekeeping, proper safety, and preventative maintenance. Use precision instruments to perform bench work including part layout, drilling, reaming, tapping, press fitting, location of hole centers and surfaces; set up power saws for cutoff operation; demonstrate tooling maintenance, and hazardous material handling. Perform preventative maintenance. Interpret blueprints.

MCHN 2303 - FUNDAMENTALS OF COMPUTER NUMERICAL (CNC) CONTROLLED MACHINE CONTROLS (3 credit hours)

Programming and operation of Computer Numerical Controlled (CNC) machine shop equipment. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to: Demonstrate operations of CNC machine controls; compare and contrast the differences between conventional and CNC machines; utilize CNC machine applications for machining operations.

MCHN 2380 - COOPERATIVE EDUCATION-MACHINE TOOL TECHNOLOGY/MACHINIST (3 credit hours)

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. 16 lecture hours + 224 practicum hours.

At the conclusion of the course a student will be able to: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

MCHN 2434 - OPERATION OF CNC MACHINING CENTERS (4 credit hours)

A study of CNC operations with an emphasis on vertical machining centers. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to:

Set up and operate CNC machining centers; set machine and tool offsets for machining operations; and edit the program as required.

MCHN 2435 - ADVANCED CNC MACHINING (4 credit hours)

The study of advanced CNC operation with an emphasis on programming and operations of machining and turning centers. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to:

Set up and operate CNC machining centers and CNC turning centers; select proper tooling with correct speeds and feeds; and produce a part to specific tolerances.

METL-Metallurgical Technology

METL 1301 - INTRODUCTION TO METALLURGY (3 credit hours)

A study of refining, mechanical, and physical properties of ferrous and non-ferrous materials including the theory of alloys, heat treatment, and testing. 48 lecture hours.

At the conclusion of the course a student will be able to:

Define the physical and mechanical properties of ferrous and non-ferrous metals; describe the steel making process; name and describe methods of destructive and nondestructive testing; explain the effects of hot working, cold working, welding, machining, and heat treating on metal properties; perform tests to pinpoint failures; define metallurgical terms and processes; and recognize defects and their causes.

MRKG - Business & Business Management

MRKG 1301 - CUSTOMER RELATIONS (3 credit hours)

General principles of customer service including skills, knowledge, attitudes, and behaviors. Topics will include teamwork in an organization, internal and external customer relationships; communication in clear and professional manner and conflict resolution. 48 lecture hours.

At the conclusion of the course a student will be able to:

Examine internal and external customer relationship management (CRM) strategies.

MRKG 1311 - PRINCIPLES OF MARKETING (3 credit hours)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. 48 lecture hours.

At the conclusion of the course a student will be able to:

Identify the marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decision-making processes; and outline a marketing plan.

MUEN - Music

MUEN 1131 - WIND ENSEMBLE (1 credit hour)

May be repeated for credit. Study and performance of a wide range of wind instrument repertoire (woodwind, brass, and percussion) from the Renaissance through the Twentieth Century. Open to all students (audition required). 48 laboratory hours.

MUEN 1135 - GUITAR ENSEMBLE (1 credit hour)

May be repeated for credit. Study and performance of a wide range of guitar repertoire from the Renaissance through the Twentieth Century. Open to all students (audition required). 48 lecture hours.

MUEN 1151 - COLLEGE ENSEMBLE (1 credit hour)

May be repeated for credit. Entrance by audition only from College Singers. This group will perform in connection with public relations activities and recruitment for the College. Travel in the service area will be required. 48 laboratory hours.

MUEN 1154 - COLLEGE SINGERS (1 credit hour)

May be repeated for credit. Entrance by audition only. Study and performance of a broad range of music from Renaissance motets and madrigals to pop and show. This group will be involved in public relations activities for the college. 48 laboratory hours.

MUEN 1171 - JAZZ BAND (1 credit hour)

May be repeated for credit. Consisting of 16-21 instrumentalists, the band performs both traditional and contemporary jazz literature. A number of performances are given both on and off campus (including some travel). Open to all students (audition required). 48 laboratory hours.

MUSI - Music

MUSI 1116 - SIGHT SINGING AND EAR TRAINING I (1 credit hour)

Reinforcement of theoretical concepts presented in MUSI1311 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1311 and MUSI1174 or 1274.

MUSI 1117 - SIGHT SINGING AND EAR TRAINING II (1 credit hour)

Reinforcement of theoretical concepts presented in MUSI1312 via singing, ear training, keyboard skills, and conducting experiences. 32 lecture hours.

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1312 and MUSI1174 or 1274.

MUSI 1181 - BEGINNING CLASS PIANO (1 credit hour)

Notation, clefs, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on piano ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1182 - ADVANCED CLASS PIANO (1 credit hour)

Interpretation and a larger music vocabulary; opportunity to increase repertoire of piano ensemble literature to the student. 32 lecture hours.

MUSI 1192 - BEGINNING CLASS GUITAR (1 credit hour)

Notation, key signatures, scales, time signatures, meter and rhythm, major and minor chords. Emphasis is placed on guitar ensemble and solo literature of the simple type for the student's own pleasure. Open to all students and designed to meet the individual needs of the student. 32 lecture hours.

MUSI 1300 - METHODS AND MATERIALS OF MUSIC (3 credit hours)

A study of the child's voice, music reading, rhythmic development, creative music for children and some of the standard music literature and material that might be used by the elementary teacher in the classroom. 48 lecture hours.

Prerequisite: MUSI 1301.

MUSI 1301 - FUNDAMENTALS OF MUSIC I (3 credit hours)

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree). 48 lecture hours.

MUSI 1306 - MUSIC APPRECIATION (3 credit hours)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) 48 lecture hours.

Meets NCTC Core Curriculum Requirement

MUSI 1309 - MUSIC LITERATURE II (3 credit hours)

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers 48 lecture hours.

MUSI 1310 - AMERICAN MUSIC (3 credit hours)

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

MUSI 1311 - MUSIC THEORY I (3 credit hours)

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. 48 lecture hours.

Prerequisite: MUSI 1301 or satisfactory score on placement exam. Corequisite: Must be taken concurrently with MUSI 1116 and MUSI1174 or 1274.

MUSI 1312 - MUSIC THEORY II (3 credit hours)

Continuation of MUSI 1311. 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. 48 lecture hours.

Prerequisite: MUSI 1311 and MUSI 1116. Corequisite: Must be taken concurrently with MUSI 1117 and MUSI1174 or 1274.

MUSI 2116 - SIGHT SINGING & EAR TRAINING III (1 credit hour)

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. 16 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2311 and MUSI1174 or 1274.

MUSI 2117 - SIGHT-SINGING & EAR TRAINING IV (1 credit hour)

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. 16 lecture hours.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2312 and MUSI1174 or 1274.

MUSI 2311 - MUSIC THEORY III (3 credit hours)

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. 48 lecture hours.

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: Must be taken concurrently with MUSI 2116 and MUSI1174 or 1274.

MUSI 2312 - MUSIC THEORY IV (2 credit hours)

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. 48 lecture hours.

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: Must be taken concurrently with MUSI 2117 and MUSI1174 or 1274.

FIRST YEAR EXPERIENCE

FIRST YEAR EXPERIENCE-FYE

NCTC 1001 - First Year Experience

The First Year Experience Course is a one credit, 8 week course designed to provide students with the tools needed to persist and succeed at North Central Texas College. Topics covered in the course include: learning styles, study techniques, note-taking, test-taking, personal wellness and finance, time management, career and educational planning, and interpersonal skill development. First time college students (excluding dual credit) are required to pass NCTC 1001. The course does not satisfy requirements for any degree plan at NCTC, has no prerequisites, and is non-transferable.

OSHT-Occupational Safety and Health Technology

OSHT 1320 - ENERGY INDUSTRIAL SAFETY (3 credit hours)

An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash, and other work related subjects. 48 lecture hours.

At the conclusion of the course a student will be able to: Describe the basic components of safety, health, and environmental systems as defined by the Occupational Safety and Health Administration; describe Hazardous Waste Operator (HAZWOPER) standards; locate Material Safety Data Sheets (MSDS) and interpret the data; select and don Personal Protective Equipment (PPE); perform lock out/tag out procedures; complete a confined space and hot work permit; select and employ fall protection equipment; and fill out a Job Hazard Analysis (JHA).

PHED - Physical Education & Recreation

PHED PHED 1108 - BOWLING I (1 credit hour)

This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

PHED PHED 1109 - BOWLING II (1 credit hour)

This course is designed to introduce the student to basic bowling skills, etiquette, safety procedures, and scoring.

PHED 1110 - GOLF I (1 credit hour)

This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

PHED 1111 - GOLF II (1 credit hour)

This course is designed to introduce the student to basic golf skills, etiquette, safety procedures, and swing.

PHED 1114 - VARSITY SPORTS I (1 credit hour)

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1115 - VARSITY SPORTS II (1 credit hour)

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1116 - VARSITY CONDITIONING I (1 credit hour)

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1117 - VARSITY CONDITIONING II (1 credit hour)

This course is designed to support the institutional mission to provide competitive athletic opportunities for student/athletes to pursue academic success, physical and emotional well-being and social development.

Varsity athletes only.

PHED 1118 - JOGGING/WALKING I* (1 credit hour)

This course is designed to improve or maintains the student's cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student's age, gender, height and weight.

PHED 1119 - JOGGING/WALKING II* (1 credit hour)

This course is designed to improve or maintain the student's cardiovascular endurance and knowledge of cardiovascular fitness such as heart rates, body mass index and body fat percentage according to the student's age, gender, height and weight.

Prerequisite: PHED1118.

PHED 1120 - AEROBIC WORKOUT I (1 credit hour)

This course is designed to improve the student's maximum muscular and cardiovascular endurance.

PHED 1121 - AEROBIC WORKOUT II (1 credit hour)

This course is designed to improve the student's maximum muscular and cardiovascular endurance.

PHED 1124 - WEIGHT TRAINING I/JOGGING (1 credit hour)

This course is designed to improve the student's muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

PHED 1125 - WEIGHT TRAINING II/JOGGING (1 credit hour)

This course is designed to improve the student's muscular strength, endurance, and cardiovascular endurance and introduce the student to the basic muscular groups.

PHED 1126 - MARTIAL ARTS I (1 credit hour)

This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.

PHED 1127 - MARTIAL ARTS II (1 credit hour)

This course is designed to instill confidence and abilities in the student for both physical and mental challenges. This course will also cover conditioning and self defense techniques.

PHED 1134 - BASKETBALL I (1 credit hour)

This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

PHED 1135 - BASKETBALL II (1 credit hour)

This course is designed to teach the student the rules, skills, and fundamentals necessary to play the game and is designed to improve the student's physical fitness.

PHED 1140 - CARDIO FITNESS I (1 credit hour)

This course is designed to improve the student's maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and making healthy food choices and how they all work together for overall cardio fitness.

PHED 1141 - CARDIO FITNESS II (1 credit hour)

This course is designed to improve the student's maximum muscular and cardio vascular endurance through a variety of exercises and help teach the basics of the muscles used during physical activity in cardio and weight lifting and making healthy food choices and how they all work together for overall cardio fitness.

PHED 1146 - YOGA I (1 credit hour)

This course is designed to improve the student's body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

PHED 1147 - YOGA II (1 credit hour)

This course is designed to improve the student's body flexibility, muscular strength and endurance, breath capacity, posture, balance and concentration.

PHED 1148 - PILATES I (1 credit hour)

This course is designed to improve the student's knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

PHED 1149 - PILATES II (1 credit hour)

This course is designed to improve the student's knowledge of the basic principles of biomechanical body awareness, breath capacity, muscular endurance and stamina in accordance to the Pilates Principles.

PHED 1301 - INTRODUCTION TO PHYSICAL FITNESS & SPORT (3 credit hours)

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. 48 lecture hours. 48 lecture hours

PHED 1308 - SPORTS OFFICIATING (3 credit hours)

Instruction in rules, interpretation, and mechanics of officiating selected sports. 48 lecture hours

PHED 1321 - COACHING/SPORTS/ATHLETICS (3 credit hours)

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

PHED 1338 - CONCEPTS OF PHYSICAL FITNESS (3 credit hours)

Concepts and use of selected physiological variable of fitness, individual testing and consultation, and the organization of sports and fitness programs. 48 lecture hours.

PHED 2101 - RACQUETBALL

This course is designed to instruct the student in rules, terminology, court dimensions and the playing of singles, doubles, cut-throat, and tournament formatting.

PHED 2356 - CARE AND PREVENTION OF ATHLETIC INJURIES (3 credit hours)

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. 48 lecture hours.

PHIL - Philosophy**PHIL 1301 - INTRODUCTION TO PHILOSOPHY (3 credit hours)**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

PHIL 2303 - INTRODUCTION TO FORMAL LOGIC (3 credit hours)

The purpose of the course is to introduce the student symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. 48 lecture hours.

PHIL 2306 - INTRODUCTION TO ETHICS (3 credit hours)

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

PHYS - Physics**PHYS 1401 - COLLEGE PHYSICS I (4 credit hours)**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces with emphasis on problem solving.

48 Lecture hours + 48 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH1314 and MATH1316, or MATH2412, or placement test score required by NCTC Math Department.

PHYS 1402 - COLLEGE PHYSICS II (4 credit hours)

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. 48 lecture hours + 48 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: PHYS 1401.

PHYS 1415 - PHYSICAL SCIENCE (4 credit hours)

Course, is designed for non-science majors. Surveys topics from physics, chemistry, geology, astronomy, and meteorology. 48 lecture hours + 32 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH0305 or TSI eligible for MATH0310 or higher.

PHYS 2425 - UNIVERSITY PHYSICS I (4 credit hours)

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours + 48 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: MATH 2413 (or concurrent enrollment in MATH 2413).

PHYS 2426 - UNIVERSITY PHYSICS II (4 credit hours)

A continuation of PHYS2425. Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves,

sound, light, and optics. Laboratory experiments supporting theoretical principles presented in the lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light and optics; experimental design, data collection and analysis, and preparation of laboratory reports. 48 lecture hours; 48 laboratory hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: PHYS 2425 and MATH 2414 or concurrent enrollment in MATH2414.

POFI - Office Systems Technology

POFI 1349 - SPREADSHEETS (3 credit hours)

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Identify spreadsheet terminology and concepts; calculate data using formulas and functions; create and modify workbooks; insert graphics; generate charts and reports; and create and use special functions.

POFI 2301 - WORD PROCESSING (3 credit hours)

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Apply basic and advanced formatting skills and special functions to produce documents.

POFI 2331 - DESKTOP PUBLISHING FOR THE OFFICE (3 credit hours)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Define desktop publishing terminology; manipulate text and graphics to create a balanced and focused layout; and create fliers, brochures, and multiple page documents.

POFT - Office Systems Technology

POFT 1220 - JOB SEARCH SKILLS (2 credit hours)

Skills to seek and obtain employment in business and industry. 32 lecture hours + 16 lab hours.

At the conclusion of the course a student will be able to: Assess career aptitudes; describe job search procedures; prepare employment documents; and create a professional portfolio.

POFT 1309 - ADMINISTRATIVE OFFICE PROCEDURES I (3 credit hours)

Study of current office procedures, duties, and responsibilities applicable to an office environment. 48 lecture hours.

At the conclusion of the course a student will be able to: Develop time management techniques; demonstrate communication skills; and identify the basic skills of an office professional.

POFT 1319 - RECORDS AND INFORMATION MANAGEMENT I (3 credit hours)

Introduction to basic records information management systems including manual and electronic filing. 48 lecture hours.

At the conclusion of the course a student will be able to: Identify the stages in the life cycle of a record; file and retrieve records using filing systems; and differentiate between manual and electronic filing.

POFT 1325 - BUSINESS MATH AND MACHINE APPLICATIONS (3 credit hours)

Skill development in business math problem-solving using electronic technology. 48 lecture hours.

At the conclusion of the course a student will be able to: Solve business math application problems using technology.

POFT 1328 - BUSINESS PRESENTATIONS (3 credit hours)

Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills. This course is designed to be repeated multiple times to improve student proficiency. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Deliver business presentations; develop visual aids using presentation software; analyze audiences; and use active listening and feedback skills.

POFT 1329 - BEGINNING KEYBOARDING (3 credit hours)

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. 48 lecture hours.

At the conclusion of the course a student will be able to:
Demonstrate keyboarding techniques; apply proofreading and editing skills; and create basic business documents.

POFT 1331 - NUMERIC KEYPAD APPLICATIONS (3 credit hours)

Skill development in the operation of numeric keypad. Emphasis on the development of skills in using electronic calculators and other office machines. 32 lecture hours; 32 laboratory hours.

At the conclusion of the course a student will be able to:
Demonstrate competency in the operation of a numeric keypad; and develop speed and accuracy.

POFT 2312 - BUSINESS CORRESPONDENCE AND COMMUNICATION (3 credit hours)

Development of writing and presentation skills to produce effective business communications. 48 lecture hours.

At the conclusion of the course a student will be able to:
Create effective business documents; evaluate business documents; and apply ethical communication practices.

POFT 2331 - ADMINISTRATIVE PROJECT SOLUTIONS (3 credit hours)

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills. 32 lecture hours + 32 laboratory hours

At the conclusion of the course a student will be able to: Manage business projects using technology, critical thinking, and problem-solving skills.

POFT 2380 - COOPERATIVE EDUCATION - ADMINISTRATIVE ASSISTANT AND SECRETARIAL SCIENCE (3 credit hours)

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. 16 lecture hours + 320 practicum hours.

PSYC - Psychology

PSYC 1300 - LEARNING FRAMEWORK (3 credit hours)

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 the 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. This course is cross-listed as EDUC1300. The student may register for either EDUC1300 or PSYC1300 but may receive credit for only one of the two. 48 lecture hours.

PSYC 2301 - GENERAL PSYCHOLOGY (3 credit hours)

General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

PSYC 2314 - LIFESPAN GROWTH & DEVELOPMENT (3 credit hours)

Lifespan Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

PSYC 2315 - PSYCHOLOGY OF ADJUSTMENT (3 credit hours)

Study of the processes involved in adjustment of individuals to their personal and social environments. 48 lecture hours.

PSYC 2316 - PSYCHOLOGY OF PERSONALITY (3 credit hours)

Study of various approaches to determinants, development, and assessment of personality. 48 lecture hours.

PSYC 2319 - SOCIAL PSYCHOLOGY (3 credit hours)

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. 48 lecture hours.

Cross-listed as (SOCI 2326)

PTRT - Oil and Gas Production Technology

PTRT 1301 - INTRODUCTION TO PETROLEUM INDUSTRY (3 credit hours)

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries. 48 lecture hours.

At the conclusion of the course a student will be able to: Identify the concepts of exploration, production, refining, marketing, and transportation; and describe the terms and phrases associated with the petroleum industry.

PTRT 1303 - DRILLING (3 credit hours)

A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing, and proper procedures to successfully drill a well are discussed. 48 lecture hours.

At the conclusion of the course a student will be able to: Describe fundamentals operations in the drilling industry; identify the five major systems and equipment of a drilling rig; Describe specific downhole problems; and explain solutions.

PTRT 1307 - RECOVERY AND PRODUCTION METHODS (3 credit hours)

Petroleum recovery and production methods. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Describe natural reservoir drive mechanisms, and artificial lift methods; identify the components of surface systems, identify factors used to select and describe basic life and recovery methods.

PTRT 1313 - INDUSTRIAL SAFETY (3 credit hours)

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Describe the basic components of safety, health, and environmental systems as applied to oil and gas operations.

PTRT 1317 - NATURAL GAS PROCESSING I (3 credit hours)

An overview of natural gas processing operations. Topics include fundamentals of gas processing, the scientific principles and how they apply to the process, processing

equipment, and procedures. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Describe the basic components of processing equipment; and explain various gas plant operational procedures.

PTRT 1321 - OIL FIELD HYDRAULICS (3 credit hours)

Presents hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Calculate and determine the pressure loss inside a tubular system; and discuss the advantages and disadvantages of the different hydraulic systems used in oil field applications.

PTRT 1324 - PETROLEUM INSTRUMENTATION (3 credit hours)

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to: Describe the oil field instrumentation; identify the basic instruments used with temperature, pressure, level, flow, and analytical field applications; and describe the basic components of a control loop.

PTRT 1391 - SPECIAL TOPICS IN PETROLEUM-SCADA (3 credit hours)

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. 48 lecture hours.

At the conclusion of the course a student will be able to: Learning outcomes/objectives are determined by local occupational need and business and industry trends.

PTRT 2323 - NATURAL GAS PRODUCTION (3 credit hours)

An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Describe gas well and casing head testing and metering systems; calculate gas volumes; describe the basic principles of hydrocarbon production; and identify the basic components of field processing equipment.

Ptrt 2331 - WELL COMPLETIONS (3 credit hours)

Drilling and wellbore analysis data to develop a well completion plan. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Analyze production and completion data; and develop a plan of action for completing a well.

Ptrt 2380 - COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN (3 credit hours)

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. 16 lecture hours + 224 practicum hours.

At the conclusion of the course a student will be able to:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

RBPT - HVAC

RBPT 1300 - FUNDAMENTALS OF RESIDENTIAL BUILDING SCIENCE (3 credit hours)

A study of the house as a complex interrelated system of people, building technologies, and the environment. Emphasizes residential building techniques and how they affect the needs for energy, water, and materials while providing a safe, healthy, and comfortable home. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:

Discuss the whole house approach to home construction using basic strategies to build energy-efficient, safe, and healthy homes with a variety of materials; explain the movement in different climates of heat, moisture, and air through the building enclosure; and identify methods homeowners and building professionals use to contribute to the construction of resource-efficient, safe, healthy, and comfortable homes while minimizing the impact on the environment.

RADR - Radiological Technology

RADR 1160 - CLINICAL I (1 credit hour)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 80 clinical hours.

RADR 1166 - PRACTICUM I (1 credit hours)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1267 - PRACTICUM II (2 credit hours)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1201 - INTRODUCTION TO RADIOGRAPHY (2 credit hours)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system. 32 lecture hours.

RADR 1303 - PATIENT CARE (3 credit hours)

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology. 32 lecture hours + 32 laboratory hours.

RADR 1411 - BASIC RADIOGRAPHIC PROCEDURES (4 credit hours)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. 48 lecture hours + 64 laboratory hours.

RADR 1313 - PRINCIPLES OF RADIOGRAPHIC IMAGING I (3 credit hours)

Radiographic image quality and the effects of exposure variables. 48 lecture hours.

RADR 2205 - PRINCIPLES OF IMAGING II (2 credit hours)

A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. 48 lecture hours.

RADR 2209 - RADIOGRAPHIC IMAGING EQUIPMENT (2 credit hours)

A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process. 48 lecture hours.

RADR 2217 - RADIOGRAPHIC PATHOLOGY (2 credit hours)

A presentation of the disease process and common diseases and their appearance on medical images. 32 lecture hours.

RADR 2401 - INTERMEDIATE RADIOGRAPHY PROCEDURES (4 credit hours)

A continuation of study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. 32 lecture hours + 64 laboratory hours.

RADR 2313 - RADIATION BIOLOGY AND PROTECTION (3 credit hours)

A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. 48 lecture hours.

RADR 2333 - ADVANCED MEDICAL IMAGING (3 credit hours)

An exploration of specialized imaging modalities. 48 lecture hours.

RADR 2335 - RADIOLOGIC TECH SEMINAR (3 credit hours)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. 48 lecture hours.

RADR 2466 - PRACTICUM III (4 credit hours)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2267 - PRACTICUM IV (2credit hours)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

READ - Reading-College Preparatory Studies

READ 0300 - READING TECHNIQUES I (3 credit hours)

A course designed to enable college students to become more aware of themselves as readers and to develop strategies and skills to meet the demands of college reading. Emphasis is placed on comprehension. Specific strategies covered include vocabulary development, active reading strategies, outlining skills (including identifying

the main idea, supporting details and patterns of organizations). This course does not count toward graduation of NCTC. 48 lecture hours.

Corequisite: EDUC 1300 or PSYC 1300 must be completed at passing of READ0300.

READ 0305 - READING TECHNIQUES II (3 credit hours)

A course intended to continue the improvement of reading skills with particular emphasis on critical and analytical reading strategies. The course begins with a review of active reading strategies for informational texts and ends with an emphasis on critical reading of persuasive texts. Critical reading skills covered include identifying an author's purpose, tone, bias, and logic. This course does not count toward graduation at NCTC. 48 Lecture hours.

Prerequisite: READ 0300 passed with a C or better or satisfactory placement score. Corequisite: EDUC1300 or PSYC1300 must be completed at passing of READ0300.

RNSG - Nursing

RNSG 1163 - CLINICAL - PSYCHIATRIC NURSING (1 credit hour)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on nursing skills essential for the care of patients along the mental health/mental illness continuum. 48 clinical hours.

RNSG 1219 - INTEGRATED NURSING SKILLS I (2 credit hours)

Study of the concepts and principles necessary to perform basic nursing skills for care of diverse patients across the life span; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

2 credit hours

RNSG 1227 - TRANSITION TO PROFESSIONAL NURSING (2 credit hours)

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills, and systematic problem solving process, pharmacology, interdisciplinary teamwork communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. 32 lecture hours.

2 credit hours

Prerequisite: Must be a currently licensed vocational/practical nurse and must have been accepted into the Associate Degree Nursing program.

RNSG 1261 - CLINICAL NURSING I (2 credit hours)

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. 144 clinical hours.

RNSG 1262 - CLINICAL NURSING FOR TRANSITION STUDENTS (2 credit hours)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis is on preparation for transition from vocational to professional nursing. 128 clinical hours.

Prerequisite: Must be a currently licensed vocational/practical nurse or certified paramedic and must have been accepted into the Associate Degree Nursing program.

RNSG 1300 - HEALTH ASSESSMENT ACROSS THE LIFESPAN (3 credit hours)

Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan: pediatric, adult, and geriatric. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. 16 lecture hours; 48 laboratory hours.

RNSG 1423 - INTRODUCTION TO PROFESSIONAL NURSING FOR INTEGRATED PROGRAMS (4 credit hours)

Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse patients across the lifespan; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 48 lecture hours; 16 lab hours.

Prerequisite: Admission of the Professional Nursing Program.

RNSG 1462 - CLINICAL NURSING II (4 credit hours)

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. 256 clinical hours.

RNSG 2404 - INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (4 credit hours)

Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2414 - INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS (4 credit hours)

Application of a systematic problem solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2435 - INTEGRATED PATIENT CARE MANAGEMENT (4 credit hours)

Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. 64 lecture hours; 32 laboratory hours.

RNSG 2461 - CLINICAL NURSING III (4 credit hours)

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. 256 clinical hours.

RNSG 2462 - CLINICAL NURSING IV (4 credit hours)

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. 256 clinical hours.

SOCI - Sociology

SOCI 1301 - INTRODUCTION TO SOCIOLOGY (3 credit hours)

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SOCI 1306 - SOCIAL PROBLEMS (3 credit hours)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SOCI 2301 - MARRIAGE & THE FAMILY (3 credit hours)

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. 48 lecture hours.

SOCI 2319 - MINORITY STUDIES (3 credit hours)

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

Learning Outcomes

Upon successful completion of this course, students will:

1. Explain how the concept of social inequality pertains to minority group status defined in terms of identities that may include social class, race/ethnicity, gender, sexual orientation, age, disability, or religion.

2. Differentiate between important concepts and theories of prejudice and discrimination including the effects of prejudice and discrimination on the everyday lives of minority group members in the context of social institutions.

3. Analyze the history of culture, experiences of inequality, and current life opportunities of various minority groups in the United States with contrasting reference to other countries.

4. Analyze minority group interactions in the United States focusing on immigration and migration patterns, assimilation processes, and adjustments to American life.

SOCI SOCIAL PSYCHOLOGY - SOCI-2326 (3 credit hours)

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. 48 lecture hours.

(Cross-listed as PSYC 2319)

SOCI 2340 - DRUG USE & ABUSE (3 credit hours)

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. 48 lecture hours

SPAN - Spanish

SPAN 1411 - BEGINNING SPANISH I (4 credit hours)

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. 48 lecture hours + 32 laboratory hours.

SPAN 1412 - BEGINNING SPANISH II (4 credit hours)

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. 48 lecture hours + 32 laboratory hours.

Prerequisite: SPAN 1411 or one year of high school Spanish.

SPAN 2311 - INTERMEDIATE SPANISH I (3 credit hours)

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening,

speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

Prerequisite: SPAN 1412 or two years of high school Spanish.

SPAN 2312 - INTERMEDIATE SPANISH II (3 credit hours)

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. 48 lecture hours.

Prerequisite: SPAN 2311 or three years of high school Spanish.

SPCH - Speech

SPCH 1315 - PUBLIC SPEAKING (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SPCH 1318 - INTERPERSONAL COMMUNICATION (3 credit hours)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SPCH 1321 - BUSINESS AND PROFESSIONAL COMMUNICATION (3 credit hours)

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. 48 lecture hours.

Meets NCTC Core Curriculum Requirement

SRGT - Surgical Technology

SRGT HITT 1205 - MEDICAL TERMINOLOGY (2 credit hours)

Study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary

required for employment in the allied health care field. 2 lecture hours.

SRGT 1261 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTRODUCTORY) (2 credit hours)

A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 96 clinical hours.

SRGT 1441 - SURGICAL PROCEDURES I (4 credit hours)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

SRGT 1442 - SURGICAL PROCEDURES II (4 credit hours)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. 48 lecture hours + 32 laboratory hours.

SRGT 1505 - INTRODUCTION TO SURGICAL TECHNOLOGY (5 credit hours)

Orientation to surgical technology theory, surgical pharmacology and anesthesia technological sciences, and patient care concepts. 64 lecture hours + 32 laboratory hours.

SRGT 1509 - FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES (5 credit hours)

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. 64 lecture hours + 32 laboratory hours.

SRGT 1661 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (INTERMEDIATE) (6 credit hours)

An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

SRGT 1662 - CLINICAL - SURGICAL/OPERATING ROOM TECHNICIAN (ADVANCED) (6 credit hours)

An advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. 288 clinical hours.

TECA - Education

TECA 1303 - FAMILY, SCHOOL, AND COMMUNITY (3 credit hours)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues.

Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

TECA 1311 - EDUCATING YOUNG CHILDREN (3 credit hours)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

TECA 1318 - WELLNESS OF THE YOUNG CHILD (3 credit hours)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with

the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECA 1354 - CHILD GROWTH & DEVELOPMENT (3 credit hours)

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. 48 lecture hours.

TECM-Applied Mathematics

TECM 1301 - INDUSTRIAL MATHEMATICS (3 credit hours)

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications. 48 lecture hours.

At the conclusion of the course a student will be able to: Convert between decimals and fractions; use measuring tools; calculate ratios and proportions in a technical application; transpose linear equations to solve for unknowns.

VNSG - Vocational Nursing

VNSG 1219 - PROFESSIONAL DEVELOPMENT (2 credit hours)

Study of the importance of professional growth. Topics include the role of the LVN in the multidisciplinary healthcare team, professional organizations, continuing education, delegating authority, resume writing, and job interviewing. 32 lecture hours.

Prerequisite: Successful completion of all courses in Level I and Level II.

VNSG 1227 - ESSENTIALS OF MEDICATION ADMINISTRATION (2 credit hours)

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. 32 lecture hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1230 - MATERNAL-NEONATAL NURSING (2 credit hours)

Utilization of the nursing process in the assessment and management of the 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. 32 lecture hours.

Prerequisite: Successful completion of all courses in Level I for fall admission. Successful completion of all courses in Level I and Level II for spring admission.

VNSG 1234 - PEDIATRICS (2 credit hours)

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. 32 lecture hours.

VNSG 1323 - BASIC NURSING SKILLS (3 credit hours)

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. Related aspects of nutrition, pharmacology, and medical terminology included. 80 lecture hours + 32 laboratory hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1331 - PHARMACOLOGY (3 credit hours)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions associated with the various pharmacotherapeutic agents. 48 lecture hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1360 - CLINICAL I (3 credit hours)

This course provides clinical experience in fundamental nursing skills. The nursing process is applied to provide individualized care designed to meet a client's particular needs. The geriatric client is the focus of care. 240 clinical hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1363 - CLINICAL II - SPRING ADMISSION (3 credit hours)

This course is offered in the summer semester for the January admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 240 clinical hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1400 - NURSING IN HEALTH AND ILLNESS I (4 credit hours)

Introduction to general principles of growth and development, primary health care needs of the client across

the life span, and therapeutic nursing interventions. 80 lecture hours.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1420 - ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH (4 credit hours)

Introduction to the normal structure and function of the body, including an understanding of body systems in maintaining homeostasis. Principles of microbiology also included. 64 lecture hours.

VNSG 1463 - CLINICAL II - FALL ADMISSION (4 credit hours)

This course is offered in the spring semester for the August admission class. It provides a continuation of Clinical I with the emphasis on utilizing the nursing process in providing individualized care of the client in all stages of development. The principles of safety in medication administration and other care are closely monitored. 336 clinical hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 1509 - NURSING IN HEALTH AND ILLNESS II (5 credit hours)

Introduction to common health problems requiring medical and surgical interventions. 80 lecture hours.

Prerequisite: Successful completion of all courses in Level I.

VNSG 2360 - CLINICAL III - FALL ADMISSION (3 credit hours)

This course is offered in the summer semester for the August admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 240 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2460 - CLINICAL III - SPRING ADMISSION (4 credit hours)

This course is offered in the fall semester for the January admission class. It assists the student in the continued development of their knowledge and skill in the role and functions of the vocational nurse. It provides learning experiences in the clinical setting focusing on further refinement of the nursing process in caring for clients exhibiting health-illness continuum through the life span. 336 clinical hours.

Prerequisite: Successful completion of all Level I and Level II courses.

VNSG 2510 - NURSING IN HEALTH AND ILLNESS III (5 credit hours)

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client. 80 lecture hours.

Prerequisite: Successful completion of all Level I and Level II courses.

WLDG -Welding Technology

WLDG 1407 - INTRODUCTION TO WELDING USING MULTIPLE PROCESSES (4 credit hours)

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW). 32 lecture hours + 96 laboratory hours.

At the conclusion of the course a student will be able to:
Demonstrate machine set-up and complete welds and cutting operations; demonstrate basic shop safety; identify types of electrodes used in welding processes; identify various welding and cutting standards; and demonstrate proper joint preparation techniques.

WLDG 1413 - INTRODUCTION TO BLUEPRINT READING FOR WELDERS (4 credit hours)

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. 64 lecture hours.

At the conclusion of the course a student will be able to:
Define terms and abbreviations; and identify and explain object views, lines, and dimensions. Identify, explain, and interpret weld symbols; identify structural shapes; demonstrate the proper use of measuring devices; read and interpret blueprints; read welding detail drawings; and calculate dimensions and material.

WLDG 1427 - WELDING CODES (4 credit hours)

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. 64 lecture hours.

At the conclusion of the course a student will be able to:
Categorize major codes; identify welding procedures; identify welding and NDT symbols; list responsibilities of

inspectors; evaluate postweld heat treatments and destructive testing; list alloys/phases of metals; state the effects of heating and cooling; apply preweld, in-process, and shop inspection standards; develop welding procedures; calculate preheat and postweld heat treatments; and identify NDT test methods and welding discontinuities.

WLDG 1428 - INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW) (4 credit hours)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Select electrodes and amperage settings for various thicknesses of materials and welding positions; define principles of arc welding; explain electrode classifications; perform SMAW operations in various positions using selected electrodes and different joint designs.

WLDG 1435 - INTRODUCTION TO PIPE WELDING (4 credit hours)

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to:
Describe equipment and required pipe preparation and perform 1G and 2G welds using various electrodes

WLDG 1457 - INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (4 credit hours)

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. 32 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Identify principles of arc welding; describe arc welding operations of fillet and groove joints; explain heat treatments of low alloy steels; and explain weld size and profiles; prepare test plates; perform fillet welds in the overhead position; perform air carbon arc weld removal; perform bevel groove welds with backing plates in various positions; and demonstrate use of tools and equipment.

WLDG 2352 - ADVANCED FLUX CORED ARC WELDING (3 credit hours)

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding. 48 lecture hours + 32 laboratory hours.

At the conclusion of the course a student will be able to:
Perform safety inspections of equipment and accessories; and perform multi-pass fillet and v-groove welds in various positions.

WLDG 2380 - COOPERATIVE EDUCATION-WELDING TECHNOLOGY (3 credit hours)

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. 16 lecture hours + 224 practicum hours.

At the conclusion of the course a student will be able to:
As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

WLDG 2413 - INTERMEDIATE WELDING USE MULTIPLE PROCESSES (4 credit hours)

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. 32 lecture hours + 96 laboratory hours.

At the conclusion of the course a student will be able to:
Identify proper safety equipment and tools and identify and select the proper welding process for a given application. Demonstrate skills training using more than one approved welding process; demonstrate ability to analyze situations and make decisions using skills as taught concerning safety and electrode selections; and select the most economic and practical welding process for the given task.

WLDG 2447 - ADVANCED GAS METAL ARC WELDING (GMAW) (4 credit hours)

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions. 32 lecture hours + 64 laboratory hours.

At the conclusion of the course a student will be able to:
Demonstrate proficiency in various welding positions; describe safety rules and equipment use; and describe the

effects of welding parameters in GMAW; weld various joint designs and diagnose welding problems and perform visual inspection.

NORTH CENTRAL TEXAS COLLEGE STUDENT HANDBOOK

Important Notice

References in brackets and/or parentheses—such as [FFDAD (Local)]—are to the official North Central Texas College Board of Regents Policy Manual. This manual can be accessed through the NCTC website at www.nctc.edu.

Students should consult this manual for additional information regarding policies relating to students, conduct and rights and responsibilities.

Equal Opportunity

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships and job opportunities; with respect to the employment and promotion of teaching and non-teaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, it is the policy of North Central Texas College not to discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. With regard to both students and staff, North Central Texas College will take positive actions to ensure that all persons are given an opportunity to share in the educational, employment and business activities of the College.

The NCTC Student Handbook reflects policies aligned with all students, whether enrolled in credit or non-credit courses.

Campus Security Statistics

The United States Department of Education Office of Post-Secondary Education Campus Security Statistics website provides a direct link to reported criminal offenses for over 6,000 colleges and universities throughout the United States. North Central Texas College complies with the 1998 amendments to the Higher Education Act of 1965 by reporting campus and local community crime data for the Cooke, Denton, and Montague county campuses through this website. The information contained in this website is updated each year during the months of October and November and is available for review by the public at any time. Visit the Campus Security Statistics website at www.ope.ed.gov/security/Search.asp for information regarding campus and local community crime statistics for all North Central Texas College campuses. Contact a Senior Campus Director, Room 101, 1525 West California Street, Gainesville, Texas, 76240, for additional information regarding campus and local community crime statistics.

Registered Sex Offenders

Information concerning registered sex offenders attending North Central Texas College can be found by going to the

Student Services web site:

<http://www.nctc.edu/StudentServices.aspx>.

Title IX Coordinator

The Board approves the appointment of a Title IX Coordinator in compliance with Title IX of the Education Amendments of 1972, as amended. Any related Title IX issues or complaints should be directed to Rod Lipscomb in the Dean of Student's Office. Selected policies related to Title IX can be found in the FA(Legal), and FLB(Local) sections of Board Policy.

The Dean of Student's Office

1500 N Corinth St.

Corinth, TX 76208

Room 170

(940) 498-6445

(940) 498-6404 (fax)

rlipscomb@nctc.edu

Section I

Generally Speaking...

The material contained in this Student Handbook supplements the material in the North Central Texas College's current general Catalog and the official Board of Regents Policy Manual. Answers to questions most frequently asked by students are included; however, students with questions not specifically addressed here or who seek more detailed information should refer to the official source publications.

Academic Advising

Academic advising is an essential element of NCTC's commitment to ensuring that students take the proper courses, in the proper sequence, in order to meet their educational and career goals. NCTC advisors and counselors provide academic advising services to all new, returning, and potential students.

The following students are required to meet with an advisor or counselor in order to register for courses:

- First-time college students (including students who were previously Dual Credit students but are now at NCTC full or part-time) or continuing students who have earned 30 credit hours

- Students who are not TSI (Texas Success Initiative) complete in one or more areas (see next section for description of TSI requirements)
- Students who are enrolled in a Certificate program
- Students who need to have transfer credits applied from another institution
- Students on Academic or Financial Aid Suspension (if appeal has been submitted and approved)

Students who qualify for on-line course registration are not required to see an advisor or counselor; however, it is highly recommended for students who have questions or need information about important issues such as course sequencing, pre-requisites, choosing or changing a major, transferability of courses or degrees, etc. Please contact the Counseling and Testing Office at your preferred campus in order to speak with an advisor or counselor at any time before or during the semester:

Center	Corinth Counseling and Testing (940) 498-6410
Center	Gainesville Counseling and Testing (940) 668-4216
Center	Flower Mound Counseling and Testing (972) 899-8411
Center	Bowie Counseling and Testing (940) 872-4002, ext. 5212
Center	Graham Counseling and Testing (940) 521-7101

Accidents and Thefts

All thefts, accidents and offenses that occur should be reported immediately to the NCTC Police Department.

Alcohol and Controlled Substance Abuse

North Central Texas College specifically prohibits the use, possession, sale or distribution of alcoholic beverages and illegal drugs/narcotics/controlled substances on campus. Violators are subject to the following action(s):

- Adverse disciplinary action as determined by NCTC within accepted policy.
- Prosecution as provided by state statutes.

The risks of psychological and physiological damage associated with the use of illicit drugs and abuse of alcohol are great and include emotional disorders, impaired learning ability, severe physical pain, permanent brain damage and death. Information and confidential assistance in obtaining counseling, treatment, or rehabilitation is available to all students through the Counseling Center.

Students with alcohol or drug abuse problems are encouraged to take advantage of this referral service.

[See FLB (Local) of the Board Policy Manual for additional information.]

Athletics

North Central Texas College encourages the physical, social and emotional development of its students by sponsoring a program of intramural athletics to meet the desires and interests of the student body. A wide variety of intramural sports are offered for both men and women.

NCTC participates in the following intercollegiate athletics: women's tennis, women's volleyball, men's baseball and women's softball. The College is a member of the National Junior College Athletic Association (competing in the Northern Texas Junior College Athletic Conference). See Athletics in the NCTC Catalog for additional information.

Bookstore

NCTC bookstores are operated by Follett Higher Education Group. All campuses (Gainesville, Corinth, Flower Mound, Bowie and Graham) are serviced online by the eFollett.com virtual store site. On-site bookstores are located on the Gainesville, Corinth and Flower Mound campuses. Please check the NCTC website at www.nctc.edu and www.efollett.com for hours of operation and other pertinent information.

Campus Law Enforcement

Police Officers and Security Officers can be reached for each campus by calling the number below and selecting the appropriate number from the automated system. For medical emergencies always dial 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the North Central Texas College Police Department in a timely manner.

To report a crime or an emergency at any North Central Texas College campus, dial extension 4270 from any North Central Texas College phone, or dial (940) 668 - 4270 from any phone outside the college system. Officers are available at this telephone number twenty-four hours a day to answer all calls. If assistance is required from another Police Department, North Central Texas College Police Officers will contact the appropriate agency. If a sexual assault or domestic violence situation should occur, officers on the scene will offer the victim a variety of services.

Additional information can be found at the Police Department website, www.nctc.edu/Police.aspx.

Call

Send SMS

Call from mobile

Add to Skype

You'll need Skype CreditFree via Skype

Campus Security Information: Reporting Crimes and Emergencies

Security personnel, night administrators, and the custodial staff maintain the security of the buildings by securing the locks and reporting any defective locks to the maintenance department for repair. Night administrators routinely check the buildings and the parking lots for defective lighting and report defects to the maintenance department. Defective equipment or other situations which affect security and safety are given high priority and are responded to immediately for the making of necessary repairs.

CARES/Behavioral Intervention Team

The NCTC Behavioral Intervention Team or CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful, or may pose a threat to the health and/or safety of the NCTC community. These behaviors include: stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-injurious behavior. Students have the ability to report concerning behavior by clicking the NCTC CARES Team logo posted on MyNCTC, completing the CARES Reporting/Referral Form or by sending an e-mail to CARESTeam@nctc.edu. If a student is in immediate danger concerned parties should call 911 as soon as soon as possible.

Change of Address

Any student whose home or local address is changed during a semester should correct his/her records in the Office of Admission and Registrar within seven days after the change. Official college notices sent to the student's address as listed in the Office of Admission and Registrar.

International students should contact the International Student Advisor on the Gainesville campus to report a change of address. Failure to do so will result in the student falling out-of-status with U.S.C.I.S.

Change of Name

A student whose name is legally changed due to marriage or other reasons should correct records immediately in the Registrar's Office.

Check Cashing

Tuition and fees may be paid by personal check for the exact amount due. Checks for larger amounts, the difference to be paid in cash to the student, cannot be handled. Students should establish credit or make arrangements with a local bank to cash their checks. This can be done by opening a checking account or by communication between the hometown bank and the local banks. A check of \$20 or less may be cashed at the Business Office. Proper identification is required. Student ID, driver's license or other photo identification and date of birth will be requested on all checks.

Childcare Reimbursement Program

The Childcare Reimbursement Program, funded through the Perkins Basic Grant Program, provides childcare support services for NCTC students pursuing a career in a technical field of study to help them complete their career plans.

Students who wish to become eligible for Childcare Assistance need to:

- Declare technical degree
- Establish financial need
 - Ex: Pell Grant recipient, SNAP recipient, W2, etc
- Complete a CRP Application and provide all necessary documentation
For additional information please contact (940) 668-3300 or (940) 498-6207.

Class Day

Class Day commonly refers to the number of calendar days NCTC normally meets for classes in any given semester, not the number of days a particular class meets.

College Debts

Students who have any form of indebtedness to NCTC (housing, Library fines, etc.) will have a hold placed on their accounts when they withdraw completely from classes. Because of the hold, they will not be able to receive an official transcript nor register for subsequent semesters until such indebtedness has been satisfied. Seriously delinquent accounts are turned over to an attorney for collection of all funds owed the college. Students whose past due accounts are forwarded for collection will also be responsible for legal fees and related

costs. Refer to the NCTC Catalog for additional information.

College Preparatory Courses (Developmental Studies)

North Central Texas College offers a number of courses in reading, writing and mathematics that are designed to help students acquire the skills necessary for success in college-level courses. These courses are widely offered in Texas community colleges. The policy statewide is that these courses will not transfer as college-level courses, nor will they count toward graduation at accredited Texas colleges and universities. It is important for all students to understand that such courses are designed to provide assistance increasing academic proficiency. Attendance in College Preparatory Studies is mandatory when a student has not passed the TSI Assessment or previous placement exam. After one week of absenteeism, a student may be warned by the College Prep instructor. After two weeks of absenteeism, a student will receive a final warning regarding attendance from the College Prep instructor. After missing a third week of class, a student may be dropped from his/her College Preparatory class. If the student is dropped from a required College Preparatory class twice for non-attendance, a hold will be placed on the student so that the student cannot enroll in any other courses except the required remediation. Students must complete all required courses in a College Preparatory area with a "C or better" before proceeding to college-level course work in that area.

Computer Access/Accounts

Students are provided computer/network accounts each semester. Accounts are created during the week before classes begin. It is recommended that any files a student wants to retain should be saved to a flash/USB drive before the end of each semester.

Students are responsible for all activity on their accounts. User accounts may not be shared under any circumstances. Sharing accounts or sharing network login information is not allowed and will result in suspension of computer privileges for the remainder of the current semester. Student accounts are for personal use only. Use of college facilities for illegal activities is strictly prohibited.

Social Networks

Students should refrain from posting physical threats or derogatory comments about students, coaches, faculty, staff or the NCTC administration. Threats of physical violence are a violation of NCTC board policy FLB-Student Conduct. Violators may be reported to the police. Students found to be in violation of the policy or face disciplinary action.

Concurrent Enrollment and Lifelong Learning

NCTC offers students wanting to earn continuing education units (CEUs), rather than regular college credit, the option of enrolling for a selection of credit options for selected technical courses. The course content, schedule, instructor and completion requirements are exactly the same for CE students and semester-hour credit students. However, rather than earning a letter grade, the CE student will earn CEUs if the course is completed satisfactorily.

Credit by Examination

NCTC awards credit on the basis of local and national examinations, prior military experience, and professional certifications, subject to general limitations. A maximum of 18 semester hours of credit earned by examination—College Board Advanced Placement Program (AP), College Level Examination Program (CLEP) Subject Examinations, USAFI, DANTES, NCTC departmental exams, and professional certifications—may be applied toward the award of a degree or certificate at NCTC.

Courses completed in the Armed Forces, USAFI and DANTES will be evaluated and credit will be awarded based on the recommendation in ACE (American Council on Education) Guide to Evaluation of Educational Experiences in the Armed Services. See the institutional catalog for more in-depth information.

Awarding Experiential Credit

North Central Texas College offers credit for experiential learning towards Level I and Level II Certificates and Associate of Applied Science career/technical degree. Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Military personnel, veterans, and adult learners may also be eligible to receive experiential credit based upon appropriate documentation and institutional guidelines. All credit granted for experience must be supported by official and verifiable documentation.

Procedures/Requests for Advanced Placement and Credit by Examination/Experience

Refer to the NCTC Catalog sections regarding AP, CLEP, and IB scores required for awarding course credit, or see the following section for additional information on earning experiential credit.

Crime Awareness Programs

Students

NCTC students are informed about campus policies and procedures during the First Year Experience course

(NCTC 1101) or Transfer Orientation. Additionally, students residing on campus in the dorms receive orientation sessions on the Gainesville Campus at the beginning of each semester.

Periodically during the year information bulletins regarding safety are distributed on campus and in the residence hall. Students and staff are encouraged to watch for suspicious activity and to contact the NCTC Police Department when such activities are noted. The following suggestions are provided in the spirit of crime prevention:

- Always lock your vehicle and place all valuable items in the trunk and out of sight.
- Engrave your personal identification number or drivers license number on all valuables. Record serial numbers and complete descriptions of your property and keep in a safe place.
- Always lock your residence hall room door, if you live on campus.
- Never keep large sums of money or valuable jewelry in your residence hall room. Keep all items of value out of sight.
- Never leave books or other items unattended.

Course Identification Number

A four-digit number designates courses at NCTC. The first digit indicates the level at which the course is taught: 1 = freshman level, 2 = sophomore level. The second number indicates the semester hour value of the course. The third and fourth digits are the distinguishing numbers of the course as delineated by the Texas Higher Education Coordinating Board.

Course Load

A course load refers to the number of semester hours for which a student is officially registered and enrolled. At North Central Texas College, a full-time student is defined as one who is enrolled for a minimum of 12 semester credit hours in Fall, Spring, or combined Summer semesters.

Curriculum

A stated list of courses that are required for completing a certificate, diploma or degree is the curriculum for a particular major.

Dropping/Withdrawing Courses

Dropping a class is done on or before the official date of record each semester. Please note a drop after the official date of record it is no longer considered a drop but a withdrawal. The official date of record is cited in NCTC's Academic Calendar.

To drop a course a student can:

- Go to MyNCTC and drop the course
- Visit the Admissions/Registrar's Office in person to fill out a drop form
- Meet with an advisor and fill out a drop form

Remedial courses cannot be dropped online. A student must come to the Admissions/Registrar's Office in person to drop a remedial course.

If a student receives financial aid, they should contact that department before withdrawing.

All withdrawals must be processed online, in person, faxed and/or postmarked on or before the official date of record. Requests should include student ID number, full name, course information (please include course ID and section number-example ENGL1301 123), and a signature. If the request is not signed or does not include all information, it may not be processed.

Online Requests

If the Admissions/Registrar's Office should receive the form via e-mail, the form will be processed within 24 hours and the student should receive an email confirmation that the withdrawal has been processed. If the student does not receive an email, it is the student's responsibility to contact the Admission's office for confirmation. The student is responsible for verifying that the email was received by the Admissions/Registrar's Office prior to the last day to withdrawal.

It is the **student's responsibility** to officially withdraw from any class they do not wish to attend. Students who stop attending classes and who do not officially withdraw may be assigned a final grade of "F".

Dual Credit Students

Dual Credit students must fill out the Petition to Withdraw for Dual Credit students form and submit it to the Admissions office.

6 Drop Limit-S.B. 1231 Legislation

Section 51.907 of the Texas Education Code applies to first-time freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in the North central Texas College Dual Credit and Early Enrollment program are waived from this requirement until they graduate from high school.

Based on this law, any Texas Public institution of higher education may not permit students to withdraw more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All college-level courses withdrawn after the official date of record are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless the student demonstrates to an

appropriate college official that one of the following events occurred to the student during the semester or summer session:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause.
4. The active duty service as a member of the Texas National Guard or the armed forces of the United State of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause.
5. The change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.
6. Other good cause as determined by the college official.

Medical Withdrawal

The Registrar (or designated representative) may grant medical withdrawals to students who must withdraw for medical reasons from all courses for which they are registered at NCTC. It is expected that the appeal will be filed as soon as possible, no later than a week prior to final exam. Students who receive medical withdrawals after the last day to withdraw without receiving a grade will receive either an I or a W in each course for which they were registered.

Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at NCTC shall, as soon as possible, request medical withdrawals in writing from the Registrar, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests. The documentation will be sent to the appropriate deans of the subject areas involved within the appeal. If the appeal involves multiple disciplines, then the request will be sent to the deans to discuss collaboratively providing a recommendation to the Office of Admissions and Registrar. The Deans will be responsible for the validation of documentation. The Registrar will inform the student and instructor of the decision in writing if the request is approved

Complete Withdrawal

If a student withdraws completely from NCTC prior to the course withdraw deadline, a final grade of "W" will be recorded for each course in which the student is enrolled. It is the student's responsibility to officially withdraw from any classes they do not wish to attend or cannot, for any reason, complete. This requires the completion of a form available in the Admission Office at Gainesville, Corinth, Flower Mound, Graham, and/or Bowie campus.

Return of Federal Title IV Funds

North Central Texas College refunds unearned funds received from Federal student assistance programs in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and the rules of the college's Board of Regents.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the term. Liability for the return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes prior to completing 60% of the semester, a prorated portion of the federal aid received must be returned to the federal aid programs based on the amount of time the student attended.
3. If the student does not officially withdraw from classes but quits attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal programs. If the college is unable to document the last date of attendance, the school will assume the student only attended to the 50% mark of the semester and this date will be used to determine how much aid must be returned.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. The student will be notified and will be allowed 45 days from the date of determination to return their share to the program accounts. If the student does not return the amount owed within 45 days, the amount of the overpayment will be

reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Contact Financial Aid for questions and examples of this policy. See the Return of Title IV Aid Policy in the NCTC Catalog for additional information.

Early Alert

The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Instructors may refer students to this program if they are missing assignments, failing tests, excessively absent, or have personal circumstances impacting academic performance. If submitted as an Early Alert, the student will be notified via your NCTC e-mail address and then contacted by a Counseling and Testing advisor or counselor to discuss possible strategies for completing the course successfully.

Elective

An elective course is one that is not specifically designated as a part of a curriculum. The course normally complements the major course of study in a specific discipline and is chosen by the student from among a number of such courses available in consultation with a faculty advisor. The number of electives in a program varies according to the specific major.

Email

Email is the official form of communication between NCTC and students. Email accounts are provided by NCTC. A student's email address is their Network Account @ student.nctc.edu and password is their Student ID number. If a student is unable to activate your email account by the first day of classes, contact the Help Desk at 940-668-4284. Students are encouraged to check their email box on a regular basis for important information. Examples of notices sent to the student email are the location to access 1098Ts, academic standing, and financial aid status.

Ex-Students Association

Former NCTC students (including non-graduates) are encouraged to join the Ex-Students Association to stay in contact with former classmates, provide input in the future direction of the college and to stay informed about college programs, activities, students and personnel. Contact the NCTC Ex-Students Association Office at 940-668-4213, or go to www.nctc.edu/StudentPages/AlumniFriends.aspx.

Financial Aid

North Central Texas College recognizes that many students may not have the financial resources available to pay the cost of higher education. The NCTC Financial Aid Office

is available to assist students in applying for various federal, state, and institutional funding sources. All students wishing to be considered for financial assistance must complete a Free Application for Federal Student Aid or FAFSA at the website www.fafsa.ed.gov. The FAFSA application is used to determine a student's eligibility for all need-based programs, including Federal Title IV grants, Federal Work-Study, Federal Student Loan Program, as well as state grants and some institutional scholarships.

Some sources of Financial Aid are limited and will be distributed to students based on a first-come-first-service basis. Therefore the NCTC Financial Aid Office encourages students to apply early. The FAFSA application is available to students beginning in January of each year. In some cases, a student may be required to verify eligibility for aid by submitting supporting documents, such as tax returns. FAFSA applications will not be considered complete until all required supporting documentation is in the student's financial aid file. Late or incomplete FAFSA applications will be processed as time allows.

Students who require Financial Aid to pay enrollment expenses at the time of registration must have a completed FAFSA application no later than June 1st for fall, November 1st for spring, and April 1st for summer. Students with late or incomplete FAFSA applications will be expected to pay cash for tuition, fees, and books at the time of registration.

North Central Texas College Foundation Office offers a wide variety of scholarships each year to eligible students. An NCTC Scholarship Application can be completed online at http://www.nctc.edu/Student_Services/FinAid/scholarships.html. Paper applications can be obtained by calling the NCTC Financial Aid Office or the NCTC Foundation Office. Deadlines for scholarship applications are: April 15th for fall awards and October 15th for Spring Awards. For more information call 940-668-4213.

Refer to Financial Aid in the Student Services section of the NCTC Catalog for more information or you may contact the Gainesville Campus Financial Aid Office at 940-668-4242. Students may also contact the Corinth Campus Financial Aid Office at 940-498-6294, or the Flower Mound Financial Aid Office at 972-899-8422.

Food Services

Great Western Dining Services, Inc., a private company, operates the College food service program on the Gainesville campus. The cafeteria and snack bar are operated Monday through Friday. All residence hall students are required to be on a meal plan. (For more information refer to the college Catalog or the NCTC Residence Life Handbook.)

Full-Time Student and Part-Time

A full-time student is enrolled for 12 or more semester hours during a regular long semester (fall or spring) or during a combination of summer semesters.

A student enrolled for fewer than 12 semester hours during a regular long-term (fall or spring) or summer semester is considered to be a part-time student.

Grades and Reports

Grades are reported and made a part of the official record (filed in the Registrar's Office) at the end of each semester. Students may view their grades online by accessing the NCTC Student Portal through MyNCTC.

System of Grading

The standing of a student in each course is expressed by the following grades which are assigned for class work, examinations and general classroom performance according to criteria set by the instructor. Interpretations of these grades are:

A–Excellent	B–Good	C–Average
D–Poor	F–Failure	I–Incomplete
W–Withdraw		P–Pass

Disclaimer: Some departments and programs do not accept a grade of "D" as a passing grade.

Incomplete Grades

A grade of "I" signifies incomplete course work. The intent of an "I" is to allow a student to complete a course when unforeseen circumstances hinder the student from being able to complete the course during the regular semester. The student must follow the following procedures:

1. To receive an "I" in any course, a student must be in good standing in the course through the last day to drop.
2. The student must petition the instructor in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Incomplete Grade form to the final grade roll.
3. It is the student's responsibility to comply prior to the end of the next long semester, or the grade will revert to "F".
4. Instructors who wish to issue a grade of "I" must submit the Incomplete Grade form with the appropriate documentation to the Department Chair or Program Coordinator for approval. Once an incomplete is

finished, the instructor must submit a Petition of Change of Grade form for final approval.

Pass/Fail Option

North Central Texas College permits enrollment in selected courses on a pass/fail option basis. In courses where this option is available to the student, the instructor will provide the necessary forms for selecting the pass/fail option during the first week of class. These forms must be completed by the student and instructor and returned to the Registrar's Office by the second Tuesday of the second week of the current semester. The pass/fail option will not be extended beyond this date. Once the pass/fail option is processed, no changes will be permitted to the student's academic record. It is not recommended to select the pass/fail option if the course in which the option is applied should be included as a part of the college major and expected to transfer that course to a senior college or university.

This is not meant to be an audit course. Performance requirements on the part of the student are the same regardless of the pass/fail option or the traditional A, B, C, D, F system. Courses taken on a pass/fail basis do not earn grade points; however, failing grades will be counted in the student's grade point average.

Grade Points

Letter grades are assigned numerical values, or "grade points", as follows per semester hour:

A = 4 grade points	B = 3 grade points
C = 2 grade points	D = 1 grade point
F = 0 grade points	

Courses with a grade of "P", "W", or "I" are not assigned grade point values and are not considered in computing grade point average (GPA). When a course is repeated, the higher grade earned is included in the computation of the GPA.

A student's GPA is determined by dividing the total grade points earned by the total number of hours attempted. To illustrate, a student who has attempted 30 semester hours, earning 60 grade points, would have a GPA of 2.0.

Minimum Grades for Good Standing

All students enrolled in credit courses at North Central Texas College, whether on a full-time or part-time basis, must maintain a minimum cumulative grade point average of 2.0 to remain in good standing.

Academic Probation

A student whose cumulative GPA is less than 2.0 at the end of a Fall, Spring, or Summer semester for which the student is enrolled will be placed on Academic Probation.

A student on Probation is notified of this status through NCTC e-mail, and a notation on the transcript.

A student who is placed on Academic Probation status, and whose cumulative GPA remains below 2.0 at the end of the next Fall, Spring, or Summer semester in which the student is enrolled, but whose term GPA for that Fall, Spring, or Summer is at least 2.0, will remain on Probation status. In this case, that student will not progress to Suspension status as long as he/she is achieving a Fall, Spring, or Summer term GPA of at least 2.0, therefore showing satisfactory academic progress towards improving the cumulative GPA. Students be advised, a cumulative GPA of at least 2.0 is required for graduation from NCTC.

A student on Suspension from another college or university (as noted on the student's official transcript), will be required to submit an Appeal to the Admissions office of NCTC in order to be eligible for enrollment. If approved for enrollment, this student will automatically be placed on Academic Probation status at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester at NCTC in order to avoid moving to Suspension status.

Academic Suspension

A student who is already on Academic Probation status will move to Suspension status if his/her cumulative GPA remains below 2.0 at the end of the next Fall, Spring, or Summer semester in which the student is enrolled, AND his/her term GPA for that Fall, Spring, or Summer semester is also below 2.0. A student on Suspension is notified of this status through a mailed letter, NCTC and CANVAS e-mail, and a notation on the transcript. A student placed on Academic Suspension is required to sit out the next semester in which he/she intended to enroll at NCTC, unless the student completes the Appeal process AND is approved for enrollment. Students approved for an Academic Suspension Appeal will be assigned an academic advisor, will be limited to the number of hours in which they can enroll, and will also have other obligations to meet during their appeal semester, such as attending College Success seminars.

A student placed on Academic Suspension status whose Appeal has been denied or who does NOT Appeal but rather sits out the next semester(s) (i.e. sits out Summer and/or Fall if placed on Suspension after Spring, or sits out Spring if placed on Suspension after Fall), will have a Registration Hold placed on his/her account and MUST meet with an Academic Advisor in order to re-enroll for the next eligible semester. Also, this student will automatically be placed on Academic Probation status when he/she does re-enroll at NCTC, and therefore MUST earn a term GPA of at least 2.0 in the first semester back at NCTC in order to avoid returning to Suspension status.

Academic Suspension - Permanent Suspension

NCTC does not permanently suspend students for poor academic performance.

Student Grade Appeal

Any student wishing to appeal the final grade received in any course may do so according to the following procedure:

1. Collect all tests, assignments, class notes and other relevant materials and request a conference in writing with the instructor of the course in question. The same materials collected must be presented at each stage of the appeal process, with no addition or omission of items.
2. Present the case for grade appeal directly to the instructor.
3. If not satisfied with the decision of the instructor, the student has 10 calendar days to appeal in writing to the instructor's Department Chair or Program Coordinator (see listing in College Personnel section of the Catalog). All tests, assignments, class notes and other relevant materials must be presented to the Department Chair or Program Coordinator.
4. If not satisfied with the decision of the Department Chair or Program Coordinator, the student has 10 calendar days to appeal in writing to the appropriate Dean of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the instructional Dean.
5. If not satisfied with the decision of the Dean of Instruction, the student has 10 calendar days to appeal in writing to the Vice President of Instruction. All tests, assignments, class notes and other relevant materials must be presented to the Vice President of Instruction and Student Services.
6. If not satisfied with the decision of the Vice President of Instruction and Student Services, the student has 15 calendar days to appeal in writing to the President of the College. All tests, assignments, class notes and other relevant materials must be presented to the President.

Grade appeals may only be considered if the procedure has been followed explicitly in the order outlined. The grade appeal process must be initiated and completed by the end of the next long semester. Grade appeals after the deadline will not be considered. For more information students can consult Board Policy FLD(Local).

Graduate Guarantee Program

Transfer Credit

NCTC guarantees to its Associate of Arts and Associate of Science students who have met the requirements for the degree, beginning May, 1992 and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at North Central Texas College.

1. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
2. Transferability refers to courses in a written transfer/degree plan filed in a student's file at North Central Texas College.
3. Only college-level courses with Community College Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction at North Central Texas College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, North Central Texas College will allow the student to take, within a one-year period from granting of a degree at North Central Texas College, tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

Guarantee for Job Competency

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours or additional skill training by North Central Texas College under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning May, 1992 or thereafter in a technical,

vocational or occupational program identified in the college's General Catalog.

2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the North Central Texas College system, with a minimum 75 percent of credits earned at North Central Texas College, and must have completed the degree or certificate within a five-year span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate Department Chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by North Central Texas College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Department Chair, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours or additional skill training related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against North Central Texas College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the appropriate Department Chair within 90 days of the graduate's initial employment.

Graduation/Degree Requirements

A student must have a cumulative GPA of at least 2.0 in the work presented for any degree. To be a candidate for graduation from North Central Texas College, a student must complete a minimum of 18 semester hours in residence for any degree or certificate. (Refer to NCTC Catalog for specific requirements for degrees and certificates).

Reverse Transfer

A student can finish an associate degree at NCTC after transferring to an university. Credits earned at a four-year college or university is evaluated to determine if the credits taken will fulfill requirements for an associate degree.

Application for Graduation

To ensure consideration as a candidate for a degree or certificate, a student should submit an application for graduation at the beginning of the semester of degree or certificate, or be identified as expected to graduate by the Office of Admissions and Registrar. Students identified by this process will be notified by mail or email regarding their award. The application may be obtained from and should be returned to the Office of Admissions and Registrar.

Deadlines for submitting graduation applications are: May graduation – March 15; December graduation – October 15. All graduating students are encouraged to submit a graduation application, regardless of intent to participate in the ceremony to ensure the desired name is printed on the diploma as well as the correct address of mailing the diploma. Graduation applications received after the deadline will be processed, but the student's name will not be published in the graduation program.

An evaluation of course work submitted to fulfill degree requirements must be completed before candidacy for graduation is approved. Any student within 12 hours of finishing a credential may participate in May commencement. Those applying for May graduation must fulfill all requirements by the end of the second summer session following the semester they applied. Diplomas are granted only after all requirements are met.

Commencement

North Central Texas College certifies graduates three times a year; in the fall, spring and summer semesters. North Central Texas College holds formal commencement ceremonies twice each year—in May and December. Students are encouraged to participate in spring or fall commencement ceremonies after applying to graduate. Degrees are officially conferred when the Registrar's Office certifies that all requirements have been met; therefore, participation in the graduation ceremony does not confer on a student any rights to a degree. NCTC makes a special effort to give graduates and their families a beautiful and memorable ceremony to mark this important milestone in their lives.

There is no fee to participate in the commencement exercises; however, the student must purchase the required cap and gown from the NCTC campus bookstore in order to participate in the ceremony.

North Central Texas College reserves the right to post degrees and/or certificates for current or former students who have met completion requirements but have not

applied for graduation. Diplomas will be automatically issued and sent to the mailing address on file.

Graduation Honors

Graduation honors will be awarded for students with the following cumulative grade point averages earned by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony. A minimum of 29 hours (earned at NCTC by the end of the Fall semester prior to the May graduation ceremony and by the end of the summer session prior to the December graduation ceremony) will be required in order to be considered for graduation honors.

4.0 GPA	Summa cum laude
3 .90-3.99 GPA	Magna cum laude

Catalog Restrictions

Students may graduate under any approved degree plan from: (1) the catalog in effect at the time of first enrollment at North Central Texas College, (2) the current catalog, or (3) a subsequent catalog in effect during enrollment as long as the program of study is still offered. In addition to this, the catalog may not be more than 5 years old and enrollment must have occurred during that year and earned college credit for work completed. The options above only apply provided the student meets the requirements not later than five years from the date of the catalog selected.

Housing (On-Campus)

For all policies regarding student housing on campus, students are asked to consult the current Residence Life Handbook and the current NCTC Catalog. Questions about student housing may also be directed to the Office of the Dean of Students. Housing for students is available only on the Gainesville Campus.

International Students

See Admissions section of the catalog for more information.

Or contact:

International Admissions
North Central Texas College
1525 W. California St., Gainesville, TX 76240
international@nctc.edu

Library

The primary library for North Central Texas College (NCTC) is the Mary Josephine Cox Library on the Gainesville campus. Additional campus libraries currently

operate on the Bowie, Corinth, and Flower Mound campuses. Students attending the Graham campus are serviced by the Bowie Campus Library.

Hours of operation may vary by campus and between semesters. Students should consult the current hours posted at the library entrance at each campus and on the Library website.

All students can access many of NCTC Libraries' resources online through the MyNCTC portal. In addition to periodical databases (containing magazines, newspapers, journals, etc.), the libraries also provide access to electronic books, maps, legal forms, and other electronic information. For information on accessing resources remotely, students should contact their campus library.

All students have access to a variety of services and resources through NCTC Libraries:

- Over 45,000 materials (both print and media) available across four campus libraries
- 24/7 access to electronic information sources
- Intra-campus loan service, allowing borrowing across campuses via courier
- General Access Computer Labs available through each campus library*
- Special collections such as Graphic Novels and the Genealogical collection.
- Interlibrary Loan and TexShare Card program
- Ask-a-Librarian service
- Research assistance from professional librarians
- Citation help both online and in-person
- Online subject guides
- Photocopiers and DVD players and monitors are available to students for In-Library Use Only within the campus libraries.

For assistance or questions with any of these services, students should contact their campus library.

*On the Corinth campus, the computer lab is located outside the library in Room 366; the computer lab on the Graham campus is separate from and not maintained by the NCTC Libraries.

Hours of Operation

Hours may vary by campus and between semesters. Students should consult the current hours posted at the entrance to each of the campus libraries and on the NCTC Library website.

General Access Computer Labs are available on each campus; the hours are posted on the NCTC Library website. Students may be requested to present identification to use the Lab and must present their student I.D. to check out library materials.

Lost and Found Services

Lost and found services are located in the Admissions Office of each campus.

Orientation Policy

First Year Experience (NCTC 1101), previously known as College 101/New Student Orientation, is required of all first-time NCTC students, including former Dual Credit and Early Admission students. The goal of the First Year Experience course is to equip new students with information about college-level expectations and knowledge of the NCTC resources which can help them have a more successful college experience. First-time college students are required to enroll in and complete NCTC 1101 during their first year of enrollment (prior to completing 15 credit hours).

Transfer students are required to complete an online Transfer Orientation through the MyNCTC student portal prior to their first semester of enrollment at NCTC.

Parking Regulations

1. Vehicles parked in spaces designated for "Disabled Parking" must display proper markings (window decals, cards, etc.).
2. Students may park in any parking space EXCEPT those marked for "College Vehicles," "Fire Lane," "Disabled" "Reserved" and "Staff".
3. Vehicles parked outside of designated parking spaces and blocking driving lanes or otherwise creating hazards will be reported to the North Central Texas College Police Department and may be ticketed and towed away at the student owner's expense. All NCTC campuses are subject to all city traffic laws; therefore speeding, reckless driving, etc. on campus also will be reported.
4. Students in violation of these parking regulations are subject to disciplinary action.

Payments for Tuition and Fees

Payment for tuition and fees may be made in person using cash, personal check, MasterCard, or Visa. Payment may

also be made using MasterCard or Visa by accessing the College's on-line registration system at www.nctc.edu.

Picture Identification

NCTC provides photo student ID cards through the Business. Please visit the Business Office on each campus to obtain your photo student ID card.

Picture identification is required for all testing in the Testing Centers. Acceptable picture identification is a driver's license, military ID card, NCTC picture ID, passport or Texas Department of Public Safety ID. Some testing requires a driver's license or other official card, which includes date of birth. All students MUST present an official and current NCTC ID Card when accessing Library and Computer Lab services and the DCTA transportation service on the Corinth Campus. There is a \$20.00 replacement fee for all lost or stolen photo ID cards.

Project REV

Project REV was created through a federal grant-funded program that provide resources for victims of the following crimes: dating or domestic violence, sexual assault and stalking. Even though the grant funding has ended, NCTC continues to assist students in need of these services. Although NCTC is one of the safest college campuses, it is important for students to be informed about these issues, which college-age women are at a disproportionately high risk of facing. Below are definitions and more information can be found at www.nctc.edu/StudentServices/ProjectRev.aspx.

Dating/Domestic Violence (Also referred to as Family Violence): A pattern of abusive behavior where one person in the relationship uses abusive tactics to maintain power and control over the other person. Abusive tactics can be physical, verbal/emotional/psychological, sexual and financial.

Sexual Assault: Any sexual act or contact that occurs without explicit consent from both parties. Consent is a freely given and clearly communicated choice that can only be given by a legal adult over the age of 17, and by a person(s) that is not under the influence of drugs or alcohol, nor are they under force, duress, or threat.

Stalking: Repeated harassing or threatening behavior that causes a reasonable person to feel fear.

Career Services

North Central Texas College provides career-related services to students at all campuses. These services are delivered through several departments and persons as outlined below:

Technical Program Faculty

Students enrolled in technical education programs (criminal justice, nursing, cosmetology, drafting, surgical technology, office systems technology, equine science, business management, computer information technology, agricultural science, radiology technology, petroleum technology, emergency medical services) may network with department faculty to receive advising related to potential careers. Faculty members are also available to assist students in contacting prospective employers for internship and employment opportunities.

Counseling Center

The counselors and advisors of this office provide the academic advising students need in order to formalize education and/or vocational objectives, understand the college admissions process, research college majors and transferability of coursework, and assist with resolving personal problems which are impacting a student's academic performance.

As its name implies, this office also serves as the center for administering tests, including the American College TEST (ACT), the College Level Examination Program (CLEP) tests for course credit, high school equivalency tests of the General Education Development (GED) program, the statewide TSI Assessment to determine placement in college courses, and makeup tests or proctored exams required for online courses.

Personal counseling is available to students on a limited basis with referral to community and private resources when appropriate.

Job Search Resources

Job postings can be viewed online under the "Student Employment" link located on the Employment section of the NCTC website. Resume and cover letter assistance are also available to job-seeking students through online resources such as Career Cruising and Grade Results, and also through NCTC's Writing Center. Contact a counselor or advisor for more information about resources to assist you with your job search.

Prerequisite

A course that must be satisfied prior to taking a higher level course is a prerequisite.

Scholarships

The North Central Texas College Foundation awards more than 350 scholarships per semester. These scholarships are made possible by generous contributions of individuals, corporations and private foundations to assist students in reaching their educational goals. The Foundation's scholarships are generally awarded on the basis of academic achievement, financial need, community involvement and leadership. Each scholarship has different award criteria based on the terms identified by the donor, thus opening the door for scholarships for a wide variety of students. Additional scholarships are also available through various college departments, student organizations, faculty association, and other sources.

Students may complete an on-line scholarship application located on the college webpage at www.nctc.edu. To complete your application you must print and sign the certificate statement and send with your transcript to the NCTC Foundation Office, 1525 W. California St., Gainesville, Texas 76240. Students may also request a scholarship application form from the NCTC Foundation Office or Financial Aid Office on the Gainesville Campus; the Financial Aid Office on the Corinth Campus; or the Counseling Office at the Bowie Campus. Application deadlines are April 15 for the Fall semester and October 15 for the Spring semester.

Students must reapply each year for the NCTC Foundation Scholarships. For more information please call the Foundation Office at (940)668-4213.

Semester Credit Hour

A semester credit hour is determined by the number of hours a class is taught during a regular week. (Example: ENGL 1301 meets three hours per week and is a three-semester credit hour class). Lab hours are calculated on a ratio basis. (Example: PHED 1118 meets three hours per week and receives one semester credit hour.

Sexual Harassment

NCTC forbids conduct constituting sexual harassment. Further, NCTC forbids any student, employee or third party from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student, College District employee or third party.

To ensure compliance with Title IX regulations and other laws, rules, regulations applicable to sexual harassment, gender-based harassment and any form of sexual misconduct and retaliation, NCTC has enacted rules, policies and/or procedures.

Definition

Statement of Non-discrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Prohibited Conduct

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

- Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

- Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Complaint Procedure

A student who believes he or she has been or is being subjected to any form of sexual discrimination, sexual harassment or retaliation should report the matter to:

TITLE IX COORDINATOR

Robbie Baugh

Vice President of Administrative Affairs
1525 W. California Street
Gainesville, Texas 76240
(940) 668-7731
RBAugh@nctc.edu

For more information and current rules and procedures, contact the Title IX Coordinator or see FFDB(Local) in Board Policy.

To ensure compliance with Title IX regulations and other laws, rules, regulations applicable to sexual harassment, gender-based harassment and any form of sexual misconduct, including retaliation and complicity, NCTC may enact temporary rules, policies and/or procedures.

Special Accommodations (Office for Students with Disabilities)

The Office for Students with Disabilities (OSD) office provides support services and academic advising for students with disabilities and students who are classified as special populations (i.e. single parents). Your path to academic success at NCTC may hold some unexpected challenges. The OSD will serve you if you qualify for disability accommodations as defined by the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008.

Support services for students with disabilities include academic advising, assistance with class registration, and may include appropriate and reasonable accommodations, personal counseling, academic advising, and career counseling. Furthermore, OSD advisors work with students to encourage self-advocacy and promote empowerment. The advisors also provides resource information, disability-related information, and adaptive technology for students who qualify.

To obtain disability support services, students must:

- be accepted for admission to NCTC;
- meet with an OSD Advisor for an intake session;
- provide documentation from a certified professional in the medical field, psychological field, or educational field, indicating the presence of a physical or mental impairment, which substantially limits one or more major life activities.

Types of Accommodations:

After assessing your documentation, an OSD Advisor will determine the most appropriate accommodations for you.

Accommodations might include:

- Sign Language Interpreters

- Readers and Scribes for Tests
- Extra Time on Tests
- Alternate Testing Environment
- Electronic Tests/Texts
- Notetaker Services
- Registration Assistance
- Adaptive Technology Services

Networks Program:

This program facilitates access to technical education and training and provides support services for students pursuing technical areas of study. Services include:

- Career Assessment: Students will be assessed to determine their abilities and interest to assist them in selecting their career choice.
- Tutors: Educational tutors may be available to assist students who need additional help comprehending concepts in their area of study or who need help with study skills.
- Referrals: The OSD Counselors will work with other NCTC support services and community organizations to refer participants to the appropriate programs or services.
- Childcare Assistance: Supplemental monetary assistance is available to students who qualify.

Inter-Agency Cooperation

The OSD department also assists students in networking with local and state agencies that provide information resources and services to persons with a wide array of challenges. These departments include, but are not limited to, the Texas Department of Assistive and Rehabilitative Services (DARS) offices. Contact an OSD counselor for referral to these and other agencies.

OSD Department Contacts

The OSD Coordinator for the Corinth and Flower Mound campuses is located on the Corinth Campus in Room 170 and can be reached at 940-498-6207.

The OSD Advisor for Bowie, Gainesville and Graham campuses is located on the Gainesville Campus in Room 110 and can be reached at 940-668-4321.

Service Animals

Service Animals

According to the Americans with Disabilities Act, a service animal is defined as "dogs that are trained to do work or perform tasks for people with disabilities."

Texas law parallels the Americans with Disabilities Act with rights and protections for service animals. Texas law provides that service animals must be trained by organizations that generally are recognized as reputable and competent by agencies involved in the rehabilitation of people with disabilities.

Requirements for service animals and their owners at North Central Texas College include:

1. Dogs must be licensed in accordance with city regulations and wear a valid vaccination tag.
2. Any other animals that are trained for service to a person with a disability must have vaccinations appropriate for that type of animal.
3. Animals must be in good health.
4. Any service animals occupying NCTC housing must have an annual clean bill of health from a licensed veterinarian.
5. Animals must be on a leash at all times.
6. The owner of the service animal must be in full control of the animal at all times.
7. The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.

The service animal owner is responsible for the appropriate management of his or her animal in all NCTC facilities. Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from NCTC facilities.

Service with Service/Assistance Animals

Students with disabilities desiring to use a service animal on campus must contact the Office for Students with Disabilities (OSD) to register as a student requesting to use a service animal. OSD will assist the student in determining any additional accommodations appropriate to the functional limitations of his or her disability, if needed.

A student with a disability who uses a service animal and who resides in campus-owned housing is required to alert Residential Life of the animal's status.

Etiquette with Service/Assistance Animals

- Allow a service animal to accompany the owner at all times and everywhere on campus except where service animals specifically are prohibited.
- Do not pet a service animal: petting a service animal when the animal is working distracts the animal from the task at hand. Service dogs typically wear a leather harness, scarf or sign to indicate they are working animals.
- Do not feed a service animal. The service animal may have specific dietary requirements. Unusual food or

food at an unexpected time may cause the animal to become ill.

- Do not deliberately startle a service animal.
- Do not separate or attempt to separate an owner/handler from her or his service animal.

Companion/Therapy Animals

A pet can be considered a companion or therapy animal. A therapy animal does not assist an individual with a disability in the activities of daily living. The therapy animal does not accompany a person with a disability all the time, unlike a trained service animal that is always with its owner. Thus, a therapy animal is not covered by laws protecting service animals and giving rights to service animals.

Contact OSD for more information about service and assistance animals.

Student Activities

The Office of Student Life team is responsible for providing student activities which fosters a positive collegiate environment for NCTC students on all campuses.

The overall collegiate learning experience, involves much more than just what happens in the classroom. Social interaction is an important part of that experience. At NCTC, we are working hard to provide an array of opportunities to all students on all campuses which includes Bowie, Corinth, Flower Mound, Gainesville and Graham and to come together in a social setting with their classmates and other members of the college community. These opportunities range from student organizations to special events and everything in between. It's all aimed at making #LifeatNCTC enjoyable, memorable and beneficial to all students.

The College administration welcomes input from students regarding its student activities programs. NCTC strives to be responsive to practical suggestions for expansion of existing programs or implementation of new ones within the framework of budgetary limitations, available staff and physical facilities.

For additional information please contact the Student Life Office at (940) 668-3330 or (940) 498-6246.

Student Organizations

Student clubs and organizations are sanctioned by the college administration according to the belief that each renders a particular service to the college and to the student body.

All student group-sponsored activities on the college campus are to be sponsored by one of the recognized clubs or organizations and its advisors. New student clubs must

submit a petition for approval and recognition through the Student Life Office.

Club promotions, fund-raisers and activities involving the public must be cleared through the Student Life Office.

For inquiries or additional information, please contact the Student Life Office at (940) 668-7731 (ext. 3330) or (940) 498-6246.

Student Right-to-Know and Campus Security Acts, Public Law 102-542

This Act requires an institution to collect certain statistics concerning the occurrence on campus of the following criminal offenses that have been reported to the Vice President of Instruction and Student Services and/or NCTC Police Department.

North Central Texas College's annual campus security reports are posted on the NCTC Police Department website www.nctc.edu/Police.aspx and are available for the general public to review. It can also be accessed at <http://ope.ed.gov/security/Search.asp>

Registered Sex Offenders Notification

In accordance with the Campus Sex Crime Prevention Act (Section 1601 of Public Law 106-386), which is a Federal Law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education or working on college campuses, the North Central Texas College in providing the following website available to the college community to search by name and location:

https://records.txdps.state.tx.us/dps_web/Portal/index.aspx.

This information is also accessible from the NCTC Police Department website www.nctc.edu/Police.aspx.

Student Role and Participation in Institutional Decision Making

The governing board and administration of North Central Texas College value the opinions and input of students in regard to a wide variety of college-related issues, and they believe strongly in empowering students by giving them a meaningful voice in the institutional decision-making process. This is done in a variety of ways, which include but are not limited to voting membership on representational groups, employee search/selection committees, and many committees of the college.

In addition, student input is actively encouraged and sought on a system-wide basis from such student organizations as the Student Government, Student Nursing Association and others. Members of Student Advisory Committees provide input on issues of specific interest and importance to both students and the administrative leadership.

Finally, students may—either individually or collectively—bring issues before the Instructional Council, President's Cabinet, or other administrative bodies of the college at any time by complying with the appropriate process for requesting that they be placed on the agenda.

Suicide Threat Response Policy

Policy Statement

Suicide is a leading cause of death among college-aged students (Center for Disease Control ("CDC"), 2016; Suicide Prevention Resource Center, 2014). Hence, the North Central Texas College District ("College") is committed to the welfare and safety of its students, college community, and the integrity of the learning environment, while balancing the needs and rights of the student.

The purpose of this policy is to protect and support the emotional and behavioral health and well-being of students by establishing procedures, programs, training, and education to prevent, assess the risk of, intervene in, and respond to self-harming and suicidal behavior.

Definitions

Re-enrollment. Refers to a student that has voluntarily or involuntarily withdrawn from the College (and all classes) due a medical or mental health emergency (e.g., suicide attempt or hospitalization for suicidal or self-harming behaviors), and seeks to re-enroll at the College in the upcoming or subsequent semester.

Re-entry. Refers to a student that is currently enrolled in classes but has been unable to attend classes for a temporary period of time due to a medical or mental health emergency (e.g., suicide attempt or hospitalization for suicidal or self-harming behaviors), and seeks to return to current semester classes after the medical or mental health emergency.

Self-harm. Self-harm is an intentional or deliberate behavior causing injury or attempted injury to oneself, but non-suicidal.

Suicide. Suicide is deliberately terminating one's own life or death caused by self-directed injurious behavior with an intent to die as a result of the behavior (CDC, 2016).

Suicide Attempt. A suicide attempt is a failure in attempting to deliberately take one's own life or a non-fatal self-directed potentially injurious behavior with an intent to die as a result of the behavior (CDC, 2016).

Suicidal Behaviors. Suicidal Behaviors are behaviors which include thoughts of ending one's own life (ideation), plans and formulation of specific methods or strategies for suicide, and attempts to engage in taking one's own life.

Suicidal Ideation. Suicidal Ideation is fantasizing, thinking about, considering, or planning a deliberate behavior or action with the intent to end one's own life.

Reporting Responsibility of Employees

College employees observing any behavior or obtaining information regarding a student's expressions, threats, plans or attempts related to suicide or self-harming behaviors are expected to immediately report the matter to Campus Police or contact 911.

If the employee observes or receives first-hand information (directly from a student exhibiting suicidal or self-harming behaviors) the employee must immediately call 911 and share the student's name, description, details of the matter, and the student's location and/or destination (if known) with law enforcement personnel. If possible, College employees should attempt to maintain visual contact with the student until law enforcement arrives.

All suicidal expressions, threats, and/or attempts should be taken seriously. No attempt to independently evaluate the validity or imminence of the suicidal ideation should be made, except by law enforcement or a designated official from the NCTC Counseling and Testing Services Office.

Reporting Responsibility of Students

Students observing or obtaining information regarding a student's expressions, threats, plans or attempts related to suicide or self-harming behaviors should immediately report the matter to Campus Police or contact 911, and also obtain assistance from the nearest College employee.

If a student observes or receives first-hand information regarding a student exhibiting suicidal or self-harming behaviors, the individual should immediately call 911 and share the student's name, description, details of the matter, and the student's location and/or destination (if known).

Reporting to and Communications with Others

The College Chief of Police, in consultation with the appropriate College officials, will determine the appropriate College official responsible for any and all communications regarding the incident to other faculty, staff, students or other parties.

To the extent permitted by law, the College will make every effort to respect the privacy of its students, employees, and third parties.

Employees seeking personal or emotional support due to the incident should contact the Director of Human Resources for assistance.

Students seeking personal or emotional support due to the incident should contact a campus counselor through NCTC Counseling and Testing Services.

Parental Notification

In situations where a student is assessed at-risk for suicide or self-harming behaviors, the student's parent, guardian and/or emergency contact listed with the College may be informed, as provided by law, by campus police or

appropriate College official, given there is no further risk of harm due to parental or guardian notification.

Consultation with Outside Agencies

When appropriate, campus police and appropriate College officials may communicate and collaborate with outside law enforcement agencies, medical facilities and/or mental health professionals during any stage of risk assessments.

Procedures

Upon receipt of notification of a credible report of suicidal behavior, campus police will take immediate action to assess the risk of suicide, and take the appropriate preventative actions as determined by campus police, which may include, but are not limited to:

1. Involving and consulting with a College counselor;
2. Involuntary or voluntary transport and admittance of the student to a mental health facility for evaluation and assessment;
3. Requesting a counselor be present for faculty, staff and students affected by the incident for mental and emotional support; and/or
4. Referring the incident to the Behavioral Intervention Team to:
 - a. Review all reports, documents, and pertinent information;
 - b. Interview and consult with pertinent parties;
 - c. Assess immediate and on-going risks;
 - d. If applicable, deploy counselors to provide emotional support for faculty, staff and students affected by the incident;
 - e. Determine on-going assessments, support services, class reductions, enrollment status, involuntary or voluntary withdrawals, and/or conditions for re-entry (continued enrollment) or re-enrollment.

Re-entry After Suicide Attempt or Hospitalization

For students seeking re-entry to the College after a suicide attempt, or hospitalization due to suicidal or self-harming behaviors, the Behavioral Intervention Team or appropriate College counselor will meet with the student to discuss a return to classes and the student's ability to succeed in the college environment.

The student may be required to provide an assessment or release to return to College upon discharge from a licensed mental health professional or private practitioner with appropriate credentials. If, after reviewing the documentation provided by the student's mental health professional or private practitioner, the College requires additional information regarding the:

1. Student's ability to return to the College and successfully participate in the educational environment;
2. Student's risk of causing danger to themselves or others; and
3. Support services and/or on-going assessments for the student's success,

The College may ask the student to sign an authorization allowing the Behavioral Intervention Team to communicate with the student's mental health professional or private practitioner for purposes of making an individualized and objective assessment of the student's ability to participate in the educational program.

The College's individualized and objective assessment will take into account the nature, duration, and severity of the risk of a student's direct threat to the health and safety of self or others; the probability that the potentially threatening injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk of a student's direct threat to the health and safety of self or others. If the Behavioral Intervention Team determines there is a direct threat to the health and safety of self or others, the College will determine whether the student is currently qualified for the educational program and may deny re-entry to the College on this basis.

Withdrawal from College

A student may decide to voluntarily withdraw from the College if the withdrawal is in the best interest of the student's well-being and safety; however, an assessment or release from a licensed mental health professional or private practitioner with appropriate credentials may be required prior to the student's re-enrollment.

The student can obtain an assessment or release from a licensed mental health professional or private practitioner with appropriate credentials at his or her own expense.

Standards of Self-welfare and Conditions for Re-entry or Reenrollment

The Behavioral Intervention Team, after consultation with the appropriate College officials, licensed mental health professional or practitioner, and/or parents or guardians, may:

1. Deny re-entry or re-enrollment, specifying the period of denial, the reason for the denial, and conditions for review of reenrollment after the denial period expiration;
2. Approve re-entry or re-enrollment without conditions; or
3. Approve re-entry or re-enrollment, and set forth standards of self-welfare and conditions for re-entry or re-enrollment, including, but not limited to:

- a. Ongoing assessments with a College counselor;
- b. Ongoing assessments with an outside mental health professional or practitioner at the student's own expense;
- c. Participation in educational and prevention workshops or seminars, on or off campus;
- d. Agreement to consistently take any medications as prescribed by a mental/medical professional or practitioner; and/or
- e. Other support and prevention programs as determined by the Behavioral Intervention Team, appropriate College counselor, or private practitioner

Failure or refusal to adhere to the standards of self-welfare and conditions for re-entry or re-enrollment may result in an immediate involuntary withdrawal from the college.

Appeal

A student who is dissatisfied with the decision of the Behavioral Intervention Team has five calendar days to appeal, in writing, to the College President or designee. Any subsequent decision of the College President or designee is final.

Refunds and Academic Encumbrances

Refunds and academic encumbrances shall be handled in accordance with College policies governing exemptions and waivers due to an approved hardship or other good cause.

Confidentiality and Records Maintenance

All records associated with reported incidents are maintained in accordance with College Policies and do not appear as part of the student's academic record unless otherwise provided by law.

Any records associated with assessments may be protected by federal and state laws regarding confidentiality.

Education, Awareness Programs and Training

The College President or designee shall appoint a committee to develop educational, intervention and awareness programs as well establish training for faculty, staff and students in the detection, prevention, awareness, understanding and reporting of suicidal and self-harming behaviors. This committee shall also review applicable college policies and procedures to ensure they meet the needs of the students and college community on annual basis.

Texas Success Initiative (TSI)

The Texas Education Code, Section 51.403(e), authorizes the Texas Higher Education Coordinating Board to establish guidelines and reporting requirements. The purpose of Chapter 4, Subchapter C, is to implement the Texas Success Initiative for Texas public institutions of higher education. This includes assessing the academic skills of each entering undergraduate student prior to enrollment of the student. Students must be deemed “college ready” before proceeding to college-level course work.

It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under these rules to improve individualized programs to ensure the success of students in higher education.

The following students are exempt from TSI:

- Students who have graduated with an Associate’s degree or higher from an accredited institution within the U.S.
- Students who earned a degree outside the U.S. must submit transcripts accompanied by a general evaluation completed by an accredited service. The evaluation must verify their degree to be the equivalent of an associate degree or higher earned at an accredited institution within the U.S. A list of accredited evaluation services may be found at the following link - www.naces.org/members.htm.
- Any student wishing to enroll in a certificate program. Such "Level One" certificates are programs of one year or less that require at least 15 but no more than 42 semester credit hours.
- Students who are serving on active duty as a member of the U.S. armed forces, or serve as a member of a reserve component of the U.S. armed forces, or National Guard for at least three years preceding enrollment. All TSI rules apply when the student is discharged from the military.
- Students who were honorably discharged, released or retired from active duty as a member of the U.S. armed forces, the Texas National Guard, on or after August 1, 1990.
- Students who transfer from private or out-of-state institutions may use transferred

courses for which college credit is earned in the areas of Reading, Mathematics, and Writing. List of equivalent NCTC courses are listed in the Transfer section.

- Students with the following scores: (Partial Exemptions available on tests taken on or after April 2004)

ACT – Composite score of 23; at least 19 on both English and/or Math portions. Note that scores must have been earned in one sitting within the past five years.

SAT – New SAT: 530 on Math and 480 on EBRW (Evidenced Based Reading and Writing), no composite score. Old SAT: composite score of 1070 and at least 500 on critical reading and/or 500 on math for tests taken after April 1995. Note that scores must have been earned in one sitting. Other scores apply to SAT tests taken before April 1995.

TAKS - For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards of the Eleventh grade Texas Assessment of Knowledge and Skills (TAKS) may be exempted for the corresponding section: minimum scale score of 2200 on the mathematics section, minimum scale score of 2200 on the English Language Arts section with a writing subsection score of 3.

STAAR End-Of-Course (EOC): (End of Course Exam) English III – taken during 11th grade year, score of 2000 on Reading and 2000 on Writing, or 4000 if score is combined; EOC Algebra II – taken during 11th grade year, scores of 4000.

*These rules are subject to change by the Texas Legislature.

An accepted TSI placement test is also required of all dual credit/early admission students from area high schools unless they are exempt.

Testing Services

For students who miss classroom tests, or who need to schedule on-campus exam per the requirements of an online or VCT (Virtual College of Texas) course, makeup exams are administered by the Counseling and Testing

Center on an appointment basis only. It is the student's responsibility to schedule a testing appointment in advance and to notify their instructor of the date, time, and campus at which they plan to test. A student should contact the Counseling and Testing Center in order to make an appointment and to verify that the instructor has provided a copy of the exam to the Testing Center. Students must present a valid photo ID in order to test at any NCTC campus.

Current and former NCTC students that require an exam to be proctored for another program or college are welcome to contact the Counseling and Testing Office at the Gainesville Campus (940-668-4216) to determine if they qualify for this service or to receive referrals to other testing facilities. NCTC does not proctor or facilitate exams for non-NCTC students.

Placement Testing

The NCTC Counseling and Testing Office offers the statewide TSI Assessment test for those students who are not TSI exempt and are required to have placement testing. An appointment to take the TSI Assessment must be made by contacting the Counseling and Testing Office at your preferred campus. An application with NCTC must be on file as well as completion of the required Pre-Assessment Activity (PAA) prior to scheduling a TSI test at NCTC. Current TSI Assessment testing fees are \$25 for all sections, or \$10 per section. The statewide TSI Assessment is computer based, untimed, and results will be available immediately upon completion of all required sections.

Students who do not pass/meet minimum standards/passing scores in one or more sections of the TSI Assessment test will be prohibited from enrolling in the following courses:

READING: passing score required to enroll in HIST 1301, HIST 1302, HIST 2301, GOVT 2305, GOVT 2306, PHIL 1301, PHIL 2303, PHIL 2306, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 1306, and any sophomore level Literature course.

WRITING: passing score required to enroll in ENGL 1301, ENGL 1302, or any sophomore level Literature course.

MATH: NCTC minimum passing score required to enroll in ANY eligible college-level Math.

Additionally, any student who is already TSI Complete/College Ready in Math based on exemptions, completion of coursework, or placement test scores is eligible to take the Accuplacer College Math Test (CMT) at any of our NCTC Testing Centers on an appointment

basis (testing fees may apply). Students who are TSI Complete/College Ready in Math may take the Accuplacer College Math Test to determine if they can proceed directly into one or more of the courses listed below, and therefore be exempted from a pre-requisite. The ACT and SAT Math scores outlined below may also exempt students from pre-requisite coursework for the specified courses.

-With an ACT Math score of 28 or higher, an SAT Math score of 640 or higher, or an Accuplacer College Math Test score of 80 or higher, Math TSI Complete/College Ready students can enroll directly into:

- CHEM 1411 (General Chemistry I)
- MATH 1316 (Trigonometry)
- MATH 1325 (Business Calculus)
- MATH 2412 (Pre-Calculus)

-With an Accuplacer College Math Test score of 96 or higher, Math TSI Complete/College Ready students can enroll directly into:

- MATH 2413 (Calculus I)
- PHYS 1401 (General Physics I)
- PHYS 2425 (University/Engineering Physics I)-*with concurrent enrollment in MATH 2413*

Students meeting one or more of the above listed exemptions must meet with an advisor in order to enroll in any of these courses; ACT, SAT, or Accuplacer College Math Test scores must be on file with the NCTC Admissions Office for advisors to verify eligibility and assist with enrollment. Students who have taken the Accuplacer College Math Test at another institution must submit their scores either on an official transcript or in a sealed envelope.

TRIO Student Support Services

TRIO Student Support Services is designed to provide students an equal opportunity to develop their talents and to achieve their academic and career goals. Funded through United States Department of Education grant, TRIO Student Support Services programs are available for students on Bowie, Corinth, Flower Mound, Gainesville and Graham campuses who meet specific eligibility requirements. To be accepted into the program, students must have an academic need and meet at least one of the following criteria:

- the student is economically disadvantaged (as determined by federal guidelines).
- the student is a First Generation college student (neither parent has a 4-year college degree).
- the student has a documented disability.

The Student Support Services staff supports students as they increase academic proficiency and work towards credentials and/or transfer. This program works closely with student service offices at NCTC to provide comprehensive support for TRIO students through tutoring, academic advising, class registration, career counseling, personal counseling, financial literacy support, and cultural enrichment activities

Students may request an application by contacting TRIO Student Support Services:

Nancy Zamora

Program Coordinator

Corinth Campus, Room 170

(940) 498-6214 • (940) 498-6212

nzamora@nctc.edu

Camilia Dunn

TRIO Coach/Advisor

Corinth and Flower Mound Campuses

(940) 498-6214 • cdunn@nctc.edu

Scott Pulte

TRIO Coach/Advisor

Gainesville Campus, Room 112

(940) 668-7731, ext. 4905 • spulte@nctc.edu

Terrie J. Moss

TRIO Coach/Advisor

Bowie and Graham Campuses

(940) 872-4002 • tmoss@nctc.edu

Tobacco Policy

North Central Texas College is committed to providing a safe and healthy environment for its employees, students, and visitors. NCTC recognizes the health hazards of tobacco use and of exposure to secondhand smoke. NCTC restricts the use of any and all tobacco products and is aware that tobacco use influences underage students, accumulates unsightly tobacco litter and interferes with assuring clean air for all who come to the college. More information can be found at www.nctc.edu/TobaccoFree.aspx.

Tutoring

Tutoring is available to students who need assistance with their coursework. Please contact any campus Student Success Center for more information.

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to free tutoring that includes a Writing Center as well as a Math Lab. NCTC offers online tutoring for students who are not able to attend offices during posted hours or on NCTC campuses.

Veteran Services

NCTC, in conjunction with the U.S. Department of Education and Veteran's Administration, provides an Office of Veteran Services. Staffing the office are personnel trained in VA law, regulations and procedures to help each qualified veteran or eligible dependent with questions and/or claims related to eligibility, educational benefits, and tutorial assistance. Veteran Services is housed in the Financial Aid Office on both the Gainesville and Corinth Campus; contact the Director of Financial Aid at 940-668-4242 or Financial Aid Office in Corinth at 940-498-6294 for more information. Refer to the NCTC Catalog for additional information.

Vocational Rehabilitation

The Texas Department of Assistive and Rehabilitative (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS counselor. Examples of such conditions are physical limitations, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services also are available to assist the handicapped or disabled student to become employable. Application for such service should be made to: Texas Department of Assistive Rehabilitative - (DARS). For more information, contact 1-800-687-6544.

Voter Registration

Voter registration cards are made available at the start of each semester through the Vice President of Instruction and Student Services office and the Admissions Offices. NCTC students are encouraged to vote as part of their civic duty.

Section II

Related Policy References

Students should consult the official NCTC Board Policy Manual (which can be accessed on the NCTC website or at <http://pol.tasb.org/Home/Index/335>) for additional information regarding policies relating to students, conduct and rights and responsibilities. Official policies are

frequently revised and updated; therefore, the wording of some of the policies cited below may not correspond precisely with that found in the most current edition of the NCTC Board Policy Manual. They are included here as a guide and for informational purposes only and should not be considered “official.”

Transportation Management

[See **CJ (Local)**]

Modes of Transportation

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

Driver Requirements

A driver who is transporting students in College District-owned or leased - vehicles must:

1. Be an employee or currently enrolled student of the College District who has been approved by the Director or Dean of Administrative Services or the President to operate College District vehicles based upon the employer or enrolled student having an acceptable driving record.
2. Hold a current, valid driver’s license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver’s license.

Safety Standards

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

Driver Fatigue

A driver shall not drive for more than three consecutive hours without taking a fifteen-minute break or relief from driving by changing drivers.

Solicitations

[See **FI (Local)**]

All fund-raising activities by College-sanctioned student clubs and organizations must be cleared and approved in advance through the Student Life Office.

Departments and NCTC non-student organizations must schedule activities through the appropriate campus director.

Generally, solicitation of monetary contributions among students, faculty, administration, or staff is strictly forbidden on campus.

Security and Retention Of Student Records

[See **FJ (Local)**]

The Director of Admissions and Registrar is designated as primary custodian of student records and is responsible for the security of all student records.

Student grade transcripts shall be maintained in a secure vault area with access limited to authorized personnel only. Duplicate copies of grade transcripts shall be made on a regular basis and stored in an off-site facility.

The retention and disposal of related student records shall be consistent with the approved record retention schedule on file in the Office of Admissions and Registrar. The record retention schedule shall be reviewed periodically and updated to accommodate local needs and changing governmental requirements.

Types and Locations of Records

Each record custodian shall be responsible for the education records of the District. These records may include:

- Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
- All achievement records, as determined by tests, recorded grades, and teacher evaluations.
- Attendance record.
- Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
- Disciplinary records, including scholastic disciplinary actions.
- Copies of correspondence with parents and others concerned with the student.
- Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
- Records pertaining to participation in student activities including academic awards or recognition by the College District.
- Information relating to student participation in special programs.
- Records of tuition and fees paid and outstanding.
- Financial aid records.
- Job placement records.
- Scholarships or other financial awards.
- Records pertaining to student complaints.
- Other records that may contribute to understanding of the student.

Directory Information

Directory information may be released to the general public without the written consent of the student. A student may request that all of any of the general information be withheld from the public by making a written request to the Office of Admissions and Registrar during the first twelve days of the fall or spring semester, or the first four class days of a summer session. This request to withhold information shall apply only to the current enrollment period. The following is considered to be directory information:

1. Name, address, telephone number;
2. Student email
3. Date and place of birth;
4. Participation in officially recognized activities and sports;
5. Major field of study;
6. Weight and height of athletes;
7. Enrollment status (full-, part-time, etc.);
8. Degrees and awards received;
9. Dates of attendance;
10. Previous high school and college attended;
11. Grade level.

Directory information shall be released to any individual or organization that files a written request with the Director of Admissions and Registrar or designee.

Access by School Officials

For the purposes of this policy, “school officials” shall mean any employees, trustees, or agents of the District, as well as attorneys, consultants, and independent contractors who are retained by the District. “School Officials” are deemed to have a “legitimate educational interest” in a student’s records when they are working with the student; considering disciplinary or academic actions or the student’s case; compiling statistical data; or investigating or evaluating programs.

Custodians of Records

The custodians of records are as follows:

1. Academic Records:
 - a. Admissions records and documents, transcripts and permanent records of grades earned, hours completed - Director of Admissions and Registrar.
 - b. Adult vocational and avocation (non-credit) program records, community records - Dean of Lifelong Learning.

2. Student Affairs Records - Vice-President of Student Services, Associate Dean of Student Services (Corinth), and Director of Counseling/Testing.
3. Financial Records – Vice-President of Financial Services and Director of Student Financial Aid.

Address for the custodians of records shall be included in the Annual Notice of Students Rights under 20 U.S.C. 1232g.

Records Not Accessible to Students

The following information is not accessible to students:

1. Financial information submitted by their parents.
2. Confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their right of inspection and review.
3. Educational records containing information about more than one student, in which case the institution shall permit access only to that part of the record, which pertains to the inquiring student.
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and used only for the purposes for which they were collected.

Review of Record

Any student who desires to review his record may do so upon request to the appropriate office immediately responsible for the record. A student may be required to complete a “Request for Review of Student Record” form.

Procedure to Amend Records

Any student who desires to challenge the accuracy of his/her record should follow the procedure outlined below:

1. Information Review: Follow the procedure as outlined for REVIEW OF RECORD. The custodian of the record shall summarize action taken on “Request for Review of Student Record” form and shall sign and date the form. Within 15 school days of the record custodian’s receipt of a request to amend records, the District shall notify in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received.
2. Formal Review: If the informal review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Vice President of Instruction shall chair and appoint a committee to hear challenges concerning academic records. The Vice-President of Student Services shall chair and appoint a

committee to hear challenges concerning non-academic records.

The student shall be notified in advance of the date, time, and place of the hearing. The chairman, a person who is not responsible for the contested records, shall conduct the hearing. Members of the hearing committee shall not have a direct interest in the outcome of the hearing. The student shall be given a full and fair opportunity to present evidence and may be assisted or represented at the hearing, at his own expense. The student shall be notified of the decision in writing within fifteen school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If after the hearing the request is refused, the student shall be given a copy of this policy and the opportunity to within thirty school days, place in the record a statement commenting on the information and/or setting forth any reason for disagreeing with the District's decision.

Student Activities

[See FK (Local)]

Off-Campus Speakers/Entertainers

Inviting a speaker or outside entertainer to NCTC requires prior approval from the appropriate office below:

NCTC students, and student clubs and organizations

Student Life Office: (940) 668-7731 (ext. 3330)

All other parties

Office of Administrative Affairs: (940) 668-7731 ext. (4201)

Campus Visitors Rules

Visitors are welcome on the campus. However, when undesirable behavior on the part of the campus guest hinders or threatens the normal function of the campus, he/she will be asked to leave the campus, and, if this is not done, he/she will be escorted off campus premise by local law enforcement officials. Violators may be prosecuted under Texas law. The following acts are considered violation of College policy or state and local law.

1. Destroying or defacing property.
2. Disrupting classes or campus activities.
3. Posting or carrying unauthorized signs, posters, leaflets, etc.

4. Disturbing the peace (inside or outside of buildings).
5. Blocking a public passageway.
6. Possessing or being under the influence of any illegal drug or intoxicating beverage.
7. Driving recklessly or in any way endangering the health and well being of others.
8. Loitering (on campus for no apparent purpose or reason).
9. Speaking or behaving in any way that might be considered abusive or indecent.
10. Attempting to organize or promote any unauthorized organizations or activities.
11. Violating any NCTC regulations.

Scheduling Events

A student activities calendar of student life events and activities is maintained in the Office of Student Life. It is necessary that all events and activities of the various campus student organizations/ clubs be approved and cleared in advance to prevent any conflict in activities or in the use of facilities.

Activities that are planned for the college facilities should be scheduled at least two weeks in advance. Students must remember that all functions on campus are subject to applicable laws and regulations prohibiting alcoholic beverages, drugs, firearms, and so on. Students should remember also that all such functions and events must terminate by midnight, with any variations to be approved in writing by the Provost or designee.

Admission Fees

When any student organization sponsors a campus function for which an admission fee shall be charged, the proposed fee must be cleared in advance by the Provost or designee. An NCTC college administrator or faculty/staff advisor must be present at such functions to oversee the collection of admission fees.

Student Activities: Student Publications

[See FKA (Local)]

Posters/Announcements

Students must obtain prior approval to post notices, posters, and other approved materials through the Student Life Office (Gainesville and Corinth Campuses) or appropriate campus director's office at the Bowie, Flower Mound, and Graham campuses. In addition, materials are subject to the following restrictions:

1. Persons desiring to post an announcement, poster, and the like, must have it initialed "approved" and dated in

the office of the by the appropriate campus office listed above.

2. Announcements, flyers, and the like shall not exceed a size of 8-1/2" x 11", and posters may not exceed 24" x 36".
3. Such materials may be posted only in approved locations in each building on campus. No announcement or poster is to be placed on any general glass, window or wall space; however, with approval of the responsible faculty or staff member, they may be placed inside office windows or on doors (such as the bookstore.)
4. Posters, announcements, flyers, notices, and the like may remain up for various periods of time in advance of the event they concern (usually a week to 10 days). All shall be removed immediately after the event by an organizational representative. Repeated failure to remove them may jeopardize the organization's right to post any future notices.

Student Publications

All college-published and financed student publications are required to conform explicitly to the canons of responsible journalism (such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo).

The College reserves the right to insure free and responsible media through the educational process.

Petitions, Handbills and Literature

Each student petition, handbill, or piece of literature shall identify the person or organization distributing it. No person or organization may publicly distribute on District property one or more petitions, handbills, or pieces of literature that are obscene or libelous, or that contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities. No person or organization may distribute literature by accosting individuals, or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

It is the policy of North Central Texas College not to participate in, directly or indirectly, (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. In the absence of recognition, organizations may not reserve College facilities.

While recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate, no organization or individual may:

1. Use College facilities to raise funds through admissions, fees, contributions, donations, or sale materials or services to benefit a political party, campaign, or candidate.
2. Use College facilities for planning or participating in the operational process of a political campaign.
3. Use organization or College funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use organization or College funds to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, for candidates for public office.

Signs

For the purposes of this policy, "sign" shall be defined as billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for non-permissible signs, as defined herein, a student or registered student organization may publicly post a sign on District property in areas or location designated by the College President or designee. No object other than a sign may be posted on District property.

Before publicly posting a sign, a student or registered student organization must:

1. Provide the Dean of Students Office a copy, photograph, or description of the sign to be posted.
2. Give notice to the Dean of Students containing the following information:
 - a. The name of the student or organization; and, if an organization, the name of its advisor.
 - b. The proposed general location for posting the sign.
 - c. The length of time the sign shall be posted.
 - d. The signature of the student; or, if an organization, the signature of its authorized representative and the signature of its advisor.
3. Place the date of posting on each sign posted.

A sign may not be attached to:

1. A shrub or plant.
2. A tree, except by string to its trunk.
3. A permanent sign installed for another purpose.
4. A fence or chain or its supporting structure.
5. A brick, concrete, or masonry structure.
6. A statue, monument, or similar structure.

A sign may not be posted:

1. On or adjacent to a fire hydrant.
2. On or between a curb and sidewalk.

3. In a College building except on a bulletin board.

A student or organization shall remove each of its signs not later than 14 days after posting or attaching or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, the student or organization shall clean the area around which the sign was posted. No person may remove a sign posted or attached in accordance with this section without permission from the appropriate college administrator, the student, or the registered student organization.

Non-Permissible Signs

No student or registered student organization may post or carry a sign that:

1. Involves non-permissible solicitation.
2. Contains material that is obscene or libelous.
3. Is larger than 22 inches by 28 inches, unless authorized by the Provost or designee.

Student Activities: Registered Student Organizations

[See FKC (Local)]

An organization in which membership is limited to students, staff, and faculty may become a registered student organization by complying with the registration procedures established by the Provost or designee.

Registration Required

A group composed of seven or more students is entitled to register as a student organization through the Office of Student Life. Approval for registration of an organization on any one campus or center is effective College-wide.

At the beginning of each semester, registered student organizations are required to provide the Student Life Office a complete list of officers or other representatives of the organization who are authorized to receive official notices, directives, or information from the College on behalf of the organization. The list shall be kept current and accurate by the organization.

No registered student organization or group may have any person as a member who is not either a student or a member of the faculty or staff of the institution.

The College may require payment for use of District facilities in accordance with Board policy. (See GF)

Each registered student organization has the responsibility to abide by the policies and procedures of the College and local, state and federal laws. Registration does not imply approval of the College of the activities of the registered organization.

Eligibility

A group shall be eligible for registration if:

1. Its membership consists of seven or more students.
2. It does not deny membership to anyone on the basis of sex, handicap, race, nationality, or religion.
3. It has an advisor who is a member of the faculty or staff.
4. It is not under disciplinary penalty prohibiting registration.
5. It conducts its affairs in accordance with College policies, procedure, rules, and regulations, and with local state, and federal laws.
6. Its membership is limited only to students, staff, and faculty of the District.

Application

A group shall apply for recognition as a registered student organization on an official College form. The completed form shall include:

1. The name and mailing address of the proposed organization.
2. The names and signatures of its officers, members, and its advisor.
3. A general description of its purposes.
4. Tentative plans of procedure.
5. Financial structure, dues, if any, and the like.
6. Method of initiation (shall be approved in advance through the Office of Student Life).
7. Proposed constitution, bylaws, or equivalent general outline of the organization's structure, purposes, or operation.

The College reserves the right to deny an application.

Rejection of Application

Denial of an application to registered a student club can request a review of the decision by the Dean of Students.

The Dean of Students may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Advise the student to file a formal appeal through the Student Complaint process; see Board Policy FLD (Local).

Rights and Duties

A registered organization shall be entitled to sponsor or present a public performance on College property in accordance with the rules and regulations governing such use.

A registered organization may not advertise or promote events or activities or other functions in a manner that violates the policy on use of College facilities and/or the policy on student discipline and penalties.

Loss of Registration

A registered student organization may have its registered status cancelled if it:

1. No longer meets the eligibility requirements.
2. Violates the rights/duties of organizations.
3. Violates the Student Code of Conduct or other college policy.

A student organization whose registered status has been cancelled may appeal to the Dean of Students, who may take one of the following actions:

1. Affirm the decision.
2. Reverse the decision.
3. Advise the student to file a formal appeal through the Student Complaint process; see Board Policy FLD (Local).

A registered student organization whose registered status has been cancelled may apply for re-registration not less than four months following the date of such cancellation.

Violations

Student clubs and organizations violating the Student Code of Conduct, student club rules and/or college policy shall be subject disciplinary action and sanctions, up to and including revocation of registration as a student organization.

Organization Officers

Each organization shall submit a list of officers and members to the Office of the Vice-President of Student Services at the beginning of each academic year.

Use of College Name

The name of North Central Texas College may be used by student organizations for any event on or off campus ONLY when:

1. The event has been cleared and approved in advance by the Provost or designee.
2. The organization's faculty/staff sponsors have full knowledge and approval of the event.

Faculty/Staff Sponsors

All student organizations/clubs must have active faculty-staff sponsors who serve as advisors and facilitators to help the organization achieve its purposes.

Student Rights and Responsibilities: Student Conduct

[See FLB (Local)]

Definitions

Definitions to be used in this policy shall be as follows:

1. An "accused student" shall mean any student or student organization formally charged with an alleged violation of the Student Code of Conduct and/or College District policies.
2. An "adviser" shall mean any person the accused student or victim/complainant chooses to assist him or her throughout the student conduct process. The adviser shall not represent or speak on behalf of the accused student or victim/complainant.
3. An "appellate body" shall mean any person, persons, or committee authorized by the vice president of student services or designee or as provided for in College District policy to conduct a review of hearing proceedings or to make decisions regarding such proceedings as prescribed in this policy.
4. A "charge" shall mean an allegation of a violation of the Student Code of Conduct or College District policies that occurs once the vice president of student services or designee determines there is sufficient information to hold a hearing to determine whether the student has violated the Student Code of Conduct or College District policies.
5. The "College District" shall mean North Central Texas College, including all campuses and properties owned, leased, or controlled by the College District. [See AB(LOCAL)]
6. The "College District Community" shall mean any student, faculty member, staff, visitor, volunteer, or other person employed by the College District.
7. A "College District-Sponsored Activity" shall mean any activity, event, function, program, or service on or off College District properties that is organized, sponsored, supervised, or directly initiated by the College District, including its employees on behalf of the College District or registered student organizations.
8. A "complainant" shall mean any person submitting information indicating that a student allegedly violated the Student Code of Conduct or College District policies where the incident is covered under Title IX regulations or involves an alleged act of violence or harassment, including, but not limited to, sexual

misconduct, harassment, endangerment, stalking, or hazing.

9. A “faculty member” shall mean any person employed by the College District, full time, part time or contractually, to conduct classroom, laboratory, or clinical instruction.
10. A “hearing” shall mean an informal or formal conduct proceeding conducted by a hearing body pursuant to the Student Code of Conduct.
11. A “hearing body” shall mean any person, persons, or committee authorized by the vice president of student services or designee, or as provided for in College District policy, to conduct hearings, make decisions regarding whether a student has violated the Student Code of Conduct, and render sanctions as prescribed in this code. [See FMA]
12. “On campus” and “premises” shall mean any and all campuses, buildings, facilities, land, grounds, parking lots, and adjacent sidewalks and streets that are owned, leased, or controlled by the College District.
13. A “policy” shall mean any written statement governing the operations of the College District that has been approved and adopted by the Board or as found in the course catalog, student handbook, college housing rules, and other written requirements of departments, student organizations, and clubs.
14. A “student” shall mean any person currently enrolled in or taking any course in the College District, including non-credit bearing, certificate, professional, life-long learning, or distance education courses. “Student” also includes and encompasses student organizations. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the premises of any component institution or any person not enrolled in the College District but continues to have a relationship with the College District if the student has not completed the course or program in which the student was enrolled.
15. A “student organization” shall mean a student club, society, group, or sports team approved, registered, or recognized or going through the process to be recognized through student life, an academic unit, or other administrative department. The term “student” shall also include student organizations.
16. A “victim” shall mean any person submitting information indicating a student allegedly violated the Student Code of Conduct or College District policies where the incident is covered under Title IX regulations or involves an alleged act of violence or harassment, including, but not limited to, sexual misconduct, harassment, endangerment, stalking, and/or hazing.

Responsibility

The Board shall have the overall authority, governance, and responsibility for providing a Student Code of Conduct and student conduct system in the interest, welfare, and safety of the College District community.

The College President shall be responsible for implementing procedures for maintaining student discipline and investigating alleged conduct violations. The College President may delegate this responsibility to the vice president for student services or designee.

Hearing bodies shall be authorized by the vice president of student services or designee to conduct informal and formal disciplinary proceedings.

Appellate bodies shall be authorized by the College President or designee to conduct appeal reviews.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Specific Conduct Regulations/Restrictions

Violations of the Student Code of Conduct shall include aiding, abetting, conspiring, soliciting, inciting of, or attempting to commit the following:

1. **Academic Dishonesty:**
 - a. **Cheating:**

- (1) Copying from or reviewing another student's examination prior to or during the examination.
- (2) Copying from another student's paper, laboratory report, presentation, computer program, or other assignment.
- (3) Using or possessing unauthorized notes, books, test materials, electronic devices, or other aids in any academic exercise or activity.
- (4) Submitting the same paper, report, or other assignment for more than one course without the expressed permission of the faculty member.
- (5) Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- (6) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a paper, another assignment, or test, whether it has been administered or not.
- (7) The unauthorized transporting or removal, in whole or in part, of the contents of a test, whether it has been administered or not.
- (8) Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- (9) Bribing another person to obtain a test or information about a test, whether it has been administered or not.

b. Plagiarism:

- (1) Appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it into one's own written work.
- (2) Copying or using the ideas, writings, paraphrases, data, reports, graphic designs, or computer codes of published or unpublished work of another person without appropriate citation or acknowledgments.
- (3) Reproducing or using the ideas, materials, works, paraphrases, data, reports, graphic designs, or computer codes prepared by another person or agency without authorization, permission or acknowledgment.

c. Collusion: Unauthorized collaboration with another person in preparing written work for fulfillment of course requirements including a presentation, laboratory report, quiz, homework, take-home examination, project, or other work

expected to be completed as an individual or independently.

d. Academic Falsification:

- (1) Providing false, altered, or fabricated information or documentation in the context of an academic assignment, examination, or obligation, such as creating a false source for an assignment or citing a source one did not use.
- (2) Altering grades on an assignment, examination, laboratory report, quiz, or other academic work and submitting such to a faculty member or College District employee.
- (3) Using false or altered information, data, or identification in the context of an academic obligation.

e. Intellectual Property Dishonesty:

- (1) Altering, removing, or defacing College District library or educational materials.
- (2) Selling, electronically posting, publishing, or distributing course lecture notes, handouts, recordings, or other materials or information from the faculty member of the course without the expressed permission of the faculty member.
- (3) Removing or intentionally damaging the academic property of a faculty member or another student, including projects, books, papers, notes, laboratory assignments, clinical forms, or electronic hardware or software.
- (4) Obtaining or using the password of a faculty member or another student to access course hardware or software.
- (5) Taking credit on a group assignment when one did not contribute toward completion of the assignment.
- (6) Violating the ethical standards of practices in professional programs (i.e., health sciences, nursing, emergency medical assistance, and the like).

f. Academic Dishonesty Facilitation:

Assisting any person in the commission of academic misconduct, including but not limited to:

- (1) Aiding, abetting, or attempting to commit an academic misconduct violation.
- (2) Allowing another student to copy or use one's answers during an examination or in the completion of an assignment.

- (3) Taking, completing, or attempting to take an examination or complete assignment for another student.
- (4) Listing another student on a group assignment when the student did not contribute in any manner toward completion of the assignment.

2. Nonacademic Misconduct:

a. Alcohol:

- (1) Intent to or the actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, in classroom buildings, residence halls, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, parking lots, or any other College District property or premises.
- (2) Intent to or the actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, at any College District-sponsored activity, on or off campus.
- (3) Public intoxication or being under the influence of alcohol or intoxicating beverages, or appearing in a state of intoxication.
- (4) Possession, display, sale, or use of alcohol paraphernalia or devices designed for the excessive consumption of alcohol such as funnels, beer bongs, vaporizers, and the like.
- (5) Violation of other College District policy while under the influence of alcohol.
- (6) Other violations of any College District alcohol and drug policies.

b. Conduct Unbecoming: Behavior or actions, on or off campus, that demonstrate indecency, contempt for the generally accepted values, or disrespect for the normal standards of the College District and its community.

c. Discrimination: Unfair or unlawful treatment of another person or group on the basis of race, color, religion, gender, age, national origin, disability, sex or any other basis prohibited by law that adversely affects the student, including but not limited to, a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; the intent to substantially or unreasonably interfere with the student's academic performance; or adversely affects the student's educational or co-curricular opportunities.

d. Disruptive Behavior:

- (1) Behavior of a boisterous, disorderly, lewd, indecent, or tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- (2) Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- (3) Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting.
- (4) Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- (5) Behavior that disrupts, disturbs, impairs, obstructs, or impedes the orderly processes, business, or functions of the College District or members of its community, including the role of an employee carrying out the normal or orderly processes and functions of his or her job.
- (6) Behavior that disrupts, disturbs, impairs, obstructs, or impedes the orderly processes, business, or functions of the classroom, laboratory, clinical site, educational lab, or other academic setting.
- (7) Behavior that impedes or interferes with the role of a faculty member to carry out the normal or orderly processes and functions of his or her job in an educational setting.
- (8) Unauthorized campus demonstrations or participation in a campus demonstration that disrupts the normal operations of the College District.
- (9) Engaging in any conduct that College District officials reasonably believe will substantially disrupt the College District program or incite violence.

e. Drugs:

- (1) The use or possession of an illegal drug or controlled substance as defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBE, unless under the direction of a physician.
- (2) The use or possession of prescription drugs or medications belonging to another person.

- (3) The misuse or abuse of prescription drugs or medications.
- (4) Being under the influence of an illegal drug, controlled substance, or other prohibited substances described in FLBE(LOCAL).
- (5) The manufacture, transmission, or sale of an illegal drug, controlled substance, prescription drug or medication, or other prohibited substances described in FLBE(LOCAL).
- (6) The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any illegal drug.

f. Endangerment:

- (1) Physical harm to or forceful behavior toward another person or group.
- (2) Threatening another person.
- (3) Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- (4) Behavior that endangers or threatens the welfare, safety, well-being, or physical or mental health of another person or group.
- (5) Interference with the ability of another person or group to move about in a manner free from harm and considered lawful or reasonable within the College District community.
- (6) Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- (7) Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

g. Failure to Comply:

- (1) Failure to comply with a request or directive of any law enforcement official or College District personnel in the performance of his or her duties.
- (2) Failure to comply with a notice, request, directive, or sanction from a student conduct hearing or appellate body.

- (3) Failure to comply with College District rules and procedures for the registration and recognition of student organizations, use of College District facilities or space, and public assembly.
- (4) Failure to provide identification when requested to do so by College District personnel.

h. Falsification/Fraud/Misrepresentation:

- (1) Providing false, fraudulent, or misleading information, documents, or materials to any law enforcement official, hearing, or appellate body, or College District employee.
- (2) Reproduction, alteration, forgery, or inappropriate use of another person, group of College District documents, keys, codes, electronic access devices, or property.
- (3) Misrepresentation of another person's identity including misuse of another person's identification. This also includes allowing another person to use one's identification information.
- (4) Acting on or pretending to act on behalf of another person, group, or the College District without expressed consent or authorization.
- (5) Any other acts of falsification, misrepresentation, fraud, or false testimony.

i. Fire and Safety:

- (1) Setting an unauthorized fire on College District property or premises.
- (2) Making false accusations or reporting, or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
- (3) Unlawfully removing, damaging, tampering, or using fire safety or emergency equipment.
- (4) Unlawful or inappropriate activation of fire safety or emergency equipment.
- (5) Failure to evacuate a College District facility or building following a fire alarm sound or notification.
- (6) Use or possession of fireworks, incendiary devices, or explosives on College District property or premises.

j. Gambling:

- (1) Raffles where a person or group has paid, including donations, with a promise or communication to win or receive an item of value for such purchase or donation.

(2) Hosting, coordinating, advertising, or participating in casino nights or sporting event bracket pools.

(3) Other activities that violate College District policy, or federal, state, or local laws regarding gambling.

k. Harassment/Bullying (nonsexual misconduct):

(1) Behavior, not of a sexual nature, whether verbal, non-verbal, physical, written, or electronic that places another person or group in reasonable fear of physical or mental harm or creates an intimidating, hostile or threatening environment, or prevents another person or group from normal participation in work, academic, co-curricular programs, living or other activities, including but not limited to, stalking, bullying, cyber-stalking, cyber-bullying, and harassment.

(2) Aiding, abetting, assisting with, attempting, or supporting of, whether passive or active, the action of harassment or bullying.

l. Hazing:

Any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

(1) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

(2) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

(3) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

(4) Any activity that intimidates or threatens the student with ostracism; subjects the student to extreme mental stress, shame, or humiliation;

adversely affects the mental health or dignity of the student; discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.

(5) Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of federal, state, or local laws; rules; or regulations.

m. Pets and Animals: Bringing any animal into or on any College District property or premise, including parking lots, except for an authorized service animal being used pursuant to College District policy and federal, state, or local laws, or as explicitly authorized by the vice president of student services or designee. “Service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

n. Recreational Mobility and Transportation:

(1) Operation or use of skateboards, skates, bicycles, or motorized vehicles inside of any College District buildings, including residence halls.

(2) Operation or use of motorized vehicles on walkways, sidewalks, lawns, or grass.

o. Postings/Promotions/Solicitation:

(1) Solicitation (i.e., passing or handing out flyers/promotional material, and the like) on College District premises without prior approval from the appropriate College District official. This includes, but is not limited to, the disbursement of any forms of promotional or informational material on College District premises or objects (e.g., motor vehicles) on such premises.

(2) Posting of flyers, posters, banners, cards, or any promotional/informational material on College District property, including but not limited to, the exterior and interior of College District housing facilities, buildings, trees, walls, sidewalks, vehicles, windows, stairwells, stairs, display cases, vending machines, doors, classrooms, departmental and unauthorized bulletin boards, railings, elevators, bathrooms, and art/sculptures.

(3) Use of chalk or powder-like substance on the sidewalks, grass, exterior or interior of any College District facility or any public area.

(4) Use of “A” signs or free standing signs in public areas, sidewalks, grass, or the exterior of any College District building without prior approval from the appropriate College District official.

p. Property Misuse:

(1) Intentionally, knowingly, or negligently defacing, damaging or destroying College District property or property owned by others, including acts of vandalism.

(2) Gaining access or attempting to gain entry to College District facilities or property without authorization.

(3) Possession, use, or duplication of College District keys, access cards, or other material used to gain access to College District facilities without authorization.

(4) Propping open exterior or interior doors to the residence halls or other College District facility or room for the purpose of unauthorized entry or that may allow unauthorized entry.

(5) Use of College District property for activities prohibited by federal, state, or local laws.

q. Retaliation:

(1) Retaliation against another person or group as a result of filing a complaint or involvement in the alleged misconduct.

(2) Retaliation against a hearing body or appellate body that is of disciplinary proceedings.

r. Sexual Misconduct:

(1) Any unwarranted or unwelcome sexual act that occurs against another person or group.

(2) Any sexual act that occurs against another person or group that is unable to give consent due to but not limited to being: under the influence of alcohol, drugs, prescribed medications or other substance; unconscious or incapacitated; underage; or impaired due to mental, developmental, or physical disability.

(3) Behavior that is lewd, obscene, or indecent, including but not limited to, the display or depiction of sexual organs or acts that would reasonably be offensive to others. This also includes any form of electronic communications.

(4) Behaviors of a sexual nature that create a hostile, intimidating, or offensive environment for another person or group including unwanted, unwelcome, inappropriate sexual or gender-based behaviors, actions, pictures, photos, or comments. This also includes any form of electronic communications.

(5) Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that occurs when submission to or rejection of such behavior results in adverse educational, cocurricular, or employment action.

(6) Any violation of College District Policies regarding sexual misconduct and/or Title IX regulations or federal, state, or local laws.

s. Smoking and Tobacco: Use, sale, or distribution of tobacco products, including chewing tobacco, vapors, or other smokeless products on College District premises.

t. Technology Misuse:

(1) Allowing another person to use one’s College District username and password.

(2) Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.

(3) Attempting to alter, destroy, or disable College District technology resources, including but not limited to, computers and related equipment, College District data, the data of others, or other networks connected to the College District’s system.

(4) Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.

(5) Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

(6) Using e-mail or websites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.

(7) Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

(8) Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.

(9) Unauthorized copying or distribution of computer software or data.

(10) Unauthorized use of College District computer resources for commercial purposes or personal financial or other gain. This includes, but is not limited to, advertising a product or service on personal web pages, spam, unsolicited electronic communications, fundraising or advertising on behalf of unsanctioned non-College District organizations, publicizing of unsanctioned non-College District activities, the reselling of College District resources to any non-College District individuals or organizations, and the unauthorized use of the College District's name or logos.

(11) Use of the College District's network for any of these purposes, even if the user is using his or her own personal computer, constitutes an offense.

(12) Unauthorized distribution of copyrighted materials, including but not limited to, unauthorized peer-to-peer file sharing. Unauthorized distribution is a violation whether the user is using his or her own personal computer or the College District's information technology system for the unauthorized distributions.

(13) Any other violation of policies, rules, or agreements signed by the student regarding the use of technology resources.

u. Theft:

(1) Removal of property from another person, group or the College District without expressed consent or permission.

(2) Possession or sale of stolen property.

v. Weapons:

(1) Use, possession, or sale of any gun as prohibited by federal, state, and local laws, rules, and regulations.

(2) Use, possession, or sale of any other weapon, including but not limited to, incendiary devices, razors, chains, unlawful knives, martial arts throwing stars, or instruments designed to expel a projectile with the use of pressurized air, such as a BB gun.

(3) Use of any object, including school or College District supplies, used in a way that threatens or inflicts bodily injury on another person or group.

w. Shared Responsibility and Guests:

(1) Aiding, abetting, conspiring, soliciting, inciting of, or attempting to commit any violation of the Student Code of Conduct, College District policies, or federal, state, or local laws.

(2) Students shall be responsible, where applicable, for any behavior of their guests violating any College District policy or Student Code of Conduct rule.

(3) Children shall not be allowed in classrooms while classrooms are in session.

(4) Children shall not be allowed in or at high-risk areas, including but not limited to, laboratories, clinical sites, or construction sites.

(5) Children shall not be left unattended while the parent or guardian is attending class or conducting any business on College District premises.

3. Other Violations:

a. Violation of any College District policy or written rules governing student behavior, including but not limited to, academic/administrative units, residence halls, athletic teams, and student organizations.

b. Violation of any federal, state, or local laws, ordinances, rules, or regulations.

Discipline

A student shall be subject to disciplinary action, up to and including suspension, in accordance with the Student Code of Conduct, if the student is found responsible for violating this policy:

- While on College District premises;
- While attending a College District activity; or
- While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Student Conduct: Alcohol and Drug Use

[See FLBE (Local)]

The use of intoxicating beverages shall be prohibited on campus. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

The possession of alcoholic beverages or drugs is sufficient cause for denying any person entrance to a College function. It is also sufficient cause for the removal of any person from a College function.

A person under the influence of an alcoholic beverage or drug is not to be admitted to a College function. If one is inadvertently admitted, he/she is to be removed when his/her condition is observed.

This policy is to be enforced by properly deputized law enforcement officers and/or authorized College personnel.

Prohibitions

No student shall possess, use, transmit, or attempt to possess, or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action.

NOTICE: Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Student Complaints: Sexual Harassment

[See FFD (LOCAL)]

Sexual Harassment

What is the College District policy concerning sexual misconduct?

The College District forbids conduct constituting sexual violence (rape, acquaintance rape, interpersonal violence)

or sexual harassment (unwanted and unwelcome behaviors of a sexual nature).

To ensure compliance with Title IX regulations and other laws, rules, regulations applicable to sexual harassment, gender-based harassment and any form of sexual misconduct, including retaliation and complicity, the College District may enact temporary rules, policies and/or procedures, pending College District Board of Regents approval.

For more information and current rules and procedures, contact the College District **Title IX Coordinator**:

Robbie Baugh

Vice President of Administrative Affairs
1525 W. California Street
Gainesville, Texas 76240
(940) 668-7731
RBAugh@nctc.edu

What is sexual harassment?

Sexual harassment includes any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexual oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a students to engage in sexual behavior in exchange for grades or other school-related benefit.

What laws address sexual harassment of students?

Sexual harassment may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

What will the College District do when it learns of sexual harassment of a student?

When a college administrator receives a report that a student is being sexually harassed or abused, he or she will immediately report the matter to the Title IX Coordinator. The Title IX Coordinator will take prompt action to address the complaint and remedy the situation.

What do I do if I have been sexually assaulted, sexually harassed or aware of someone else being harassed?

A student who has a complaint alleging sexual harassment by another student, employee or third party should immediately report the matter to the:

TITLE IX COORDINATOR

Robbie Baugh

Vice President of Administrative Affairs
 1525 W. California Street
 Gainesville, Texas 76240
 (940) 668-7731
 RBAugh@nctc.edu

If a student has been a victim of sexual assault or sexual violence, the student should contact 911 immediately and report the matter to the Title IX Coordinator as soon as reasonably possible.

What is the role of the Title IX Coordinator?

The Title IX coordinator is a College employee who has the responsibility to assure College District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The College District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the appropriate administrator or Title IX coordinator.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied with the College District's resolution of my complaint?

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
 Office of Civil Rights, Region VI
 1999 Bryan Street, Suite 2600
 Dallas, Texas 75201
 Telephone: (214) 880-2459(214) 880-2459
 Fax: (214) 880-3082 • TDD: (214) 880-2456(214) 880-2456

Call

Send SMS

Call from mobile

Add to Skype

You'll need Skype CreditFree via Skype

Student Conduct: Weapons

[See FLBF (Local)]

A student shall not intentionally, knowingly, or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of state law, Board policy, Texas Education Code or District. Penal Code 46.03 (a)

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made and adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), except as purusant to state law, Texas Education Code, Board policy. Penal Code 46.03 (s), 46.01 (3)
2. An illegal knife (hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear). Penal Code 46.03 (a), 46.01 (6)
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such as loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). Penal Code 46.01 (2)
4. A machine-gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01 (9)
5. A short-barrel firearm (rifle with a barrel less than 16 inches or a shotgun with a barrel of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Penal Code 46.01 (10)
6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force). Penal Code 46.01 (11)
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). Penal Code 46.01 (8)
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01 (12)
9. A chemical-dispensing device (other than a small chemical dispenser sold commercially for personal protection), that is designed, made or adapted for the purpose of causing an adverse psychological or

physiological effect on a human being. Penal Code 46.01 (4)

10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smoothbore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Penal Code 46.01 (16)
11. A club (an instrument specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk). Penal Code 46.01 (1), Penal Code 46.05 (a)

Student Rights and Responsibilities: Student Complaints

[FLD (Local)]

Exclusions

Student complaints regarding student discipline (FMA and FLDA), ADA compliance (FFDA) and sexual harassment (FFDB) are covered by separate (FFDB) Board policies.

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

Representation

The student may be represented at any level of the complaint.

Discussion of Complaint

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

A student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

The College District shall inform students of this policy through appropriate College District publications.

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

Complaint forms and appeal notices may be filed by hand-delivery, electronic communication, including e-mail and fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the appropriate administrator or designee by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student’s absence.

At Levels One, Two, Three, and Four “response” shall mean a written communication to the student from the appropriate administrator or designee. Responses may be hand-delivered, sent by electronic communication to the student’s e-mail address of record, or sent by U.S. Mail to the student’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”

“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Each party shall pay its own costs incurred in the course of the complaint.

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the

decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem. In cases involving academic or educational matters (i.e., classroom, course, lab, clinical, and the like), the student must file the complaint with the faculty member prior to filing a complaint form with the lowest level administrator, except under circumstances where the allegation involves harassment, retaliation, discrimination, or other forms of misconduct where the student may be more comfortable filing a complaint with the first level administrator, or as protected by federal, state, or local law.

In most circumstances, students shall file Level One complaints with the department chairperson or student services supervisor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the academic dean or dean of students to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the

Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level Two record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the vice president of instruction, the vice president of student services, or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Three record shall include:

1. The Level One record.

2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

LEVEL FOUR

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the College President or designee.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.

The Level Three administrator shall provide the Level Four administrator the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Four record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

The Level Four administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Three, except that if at the Level Four conference the administration intends to rely on evidence

not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the conference. The Level Four administrator may set reasonable time limits for the conference.

The Level Four administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Four administrator shall consider the Level One, Two, and Three record, information provided at the Level Four conference, and any other relevant documents or information the Level Four administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, Level Three, and Level Four conferences, if any, shall be maintained with the Level One, Level Two, Level Three, and Level Four records.

Discipline and Penalties

[FM (Local)]

Disciplinary Actions

Following are the types of disciplinary actions which may be invoked against students who are considered to be in violation of any of the College policies or regulations:

ACADEMIC MISCONDUCT PENALTIES

The vice president of instruction or designee shall have the authority to invoke one or more of the following penalties for incidents involving academic misconduct:

1. Academic Reprimand – A verbal or written notice warning to the student that academic misconduct has occurred.
2. Academic Penalty – Academic penalties, which may include:
3. Requiring the student to resubmit the assignment(s) in question;
4. Reducing or lowering the grade or score on the specified assignments, projects, papers, programs, labs), or examinations;
5. Assigning a failing grade (no credit) on the specified assignments, projects, papers, programs, labs, or examinations;
6. Reducing or lowering the grade or score for the course;
7. Assigning a failing grade (no credit) for the course and possible removal of the student from the course/class as determined by the faculty member or other academic official; and
8. Applying other academic penalties as outlined in the instructor's syllabus.

Academic misconduct violations, which may warrant nonacademic or disciplinary sanctions, including but not limited to, removal from the course/class, probation, service hours, suspension, or other disciplinary sanctions listed in the Student Code of Conduct shall be forwarded to the vice president of student services or designee for disciplinary action through the appropriate student conduct process.

All violations involving academic misconduct, regardless of severity, shall be forwarded to the vice president of student services or designee for College District recordkeeping and reporting purposes.

In cases involving academic misconduct, the hearing body shall consult with the appropriate faculty member or academic official during the sanctioning phase to determine the appropriate sanctions for the student.

NON-ACADEMIC DISCIPLINARY SANCTIONS

The vice president of student services or designee shall have the authority to impose the following nonacademic disciplinary sanctions, or combination of sanctions (with or without appropriate modifications) for incidents where there is a violation of the Student Code of Conduct, applicable College District policies or regulations, and/or violation of federal, state, and local laws, rules, regulations, and ordinances:

1. Reprimand – A verbal or written warning to the student following the commission of a minor rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Service Hours – Completion of tasks under the supervision of a College District department or outside agency.
3. Educational Activities – Attendance at educational programs, including but not limited to, interviews with appropriate officials, essays, a letter of apology, work assignments, plagiarism workshop, academic integrity seminar, planning and implementing educational programs, or other educational activities.
4. Counseling Assessment – Referral for assessment through a counselor or at a professional counseling center for alcohol or drug dependence, general mental health, or other counseling issues.
5. Loss of Privileges – Denial of specified privileges for a specified period of time.
6. Restitution – Compensation for loss, damages, or injury. This may take the form of appropriate service, monetary remuneration, or material replacement.
7. Stop Order – Withholding of diplomas, transcripts, or other records for a definite period of time or until specified conditions are met. A stop order shall be placed on a student who has unfinished business with a College District official or department. A stop order

prohibits a student from the following: obtaining transcripts, obtaining a diploma, receiving funds, registering for classes, and attending classes. The stop order shall only be lifted if the student corrects or rectifies the matter that initiated the stop order to begin with.

8. Contact Restrictions – Restrictions regarding contact with a specified person or group.
9. College Housing Relocation – Change or reassignment of room or residence hall.
10. College Housing Exclusion – Temporary or permanent forced withdrawal from the College District residence halls.
11. Probation – A period of time during which any further violation of the Student Code of Conduct may result in more serious sanctions being imposed, including suspension or expulsion from the College District. Such probation may include social and behavioral restrictions including, but not limited to, removal from academic courses, participation in student activities, representation of the College District on athletic teams or other student leadership positions, entrance into residence halls or other areas of the campus, or contact with another specified person.
12. Suspension – Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met, after which the student is eligible to return. Conditions for readmission may be specified and suspension may exceed the one semester minimum. During the period of suspension, the student shall not be permitted on College District property without the prior written approval of the vice president of student services or designee.
13. Expulsion – Permanent forced withdrawal from the College District. The student shall not be permitted on College District property without the prior written approval of the vice president of student services or designee. A student receiving disciplinary expulsion shall have the action noted in his or her permanent record.

The nonacademic disciplinary actions listed above shall be considered as separate entities. No progression from one level to another is either intended or implied. Repeated infractions or misconduct of a minor nature may lead to more severe disciplinary actions. Certain disciplinary sanctions may result in a financial cost to the student.

If a student fails to complete a nonacademic disciplinary sanction by the required deadline, a hold may be placed on the student's record.

Immediate Disciplinary Action

The Vice President of Instruction and Student Services or designee may take immediate disciplinary action, including

suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

An information session and hearing must be scheduled and conducted in accordance with the normal hearing procedures.

Suspended or Expelled Students

No former student who has been suspended or expelled for disciplinary reasons from the College shall be permitted on any campus or other facilities of the College during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

Students who are suspended or expelled may be asked to vacate the campus premises immediately, particularly in cases where a duly authorized administrative official can show due cause to believe that such action is necessary to protect life, health and/or property or to maintain reasonable order.

Disciplinary Record

The College District shall maintain for every student who has been charged with misconduct at the College District, a written disciplinary record that reflects the nature of the charge, the disposition of the charge, the penalty assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential. The contents of such record shall not be revealed except upon request of the student or in accordance with applicable federal or state laws.

A student's disciplinary record shall normally be retained for five years following the student's graduation or withdrawal from the College District.

A student may submit a request to expunge or remove a disciplinary record upon graduation for minor violations prior to the five- year record retention requirement. Disciplinary records involving sanctions of suspension, or expulsion shall not be considered for expungement or removal prior to the retention date.

Discipline and Penalties: Discipline Hearing Procedure

FILING A REPORT OF ALLEGED MISCONDUCT

Any member of the College District community or law enforcement agency may file a report alleging violation of College District policies, including the rules for student conduct [see FLB], committed by a student to the vice

president of student services or designee within a reasonable time following an alleged incident. Complainants are encouraged to file as soon as possible after the date of the alleged violation. Failure to do so may impact the investigation.

For nonacademic incidents, which may result in nonacademic sanctions, the allegations must be submitted to the vice president of student services or designee through:

1. The College District Campus Police Department;
2. A written and signed statement;
3. A Student Incident Report form;
4. A verifiable electronic source; or
5. Another law enforcement agency.

For academic dishonesty cases, the incident must be submitted in writing on the College District's Academic Dishonesty Report form.

INVESTIGATION OF ALLEGED VIOLATIONS

Within ten College District business days from receipt of the written report of the allegations, the Vice President of Instruction and Student Services or designee shall investigate the matter, as necessary, and determine whether the allegations warrant disciplinary action.

If an allegation is insufficient for formal charges, the vice president of student services or designee shall dismiss the allegation and shall provide the appropriate parties with written notice that the allegation of misconduct made against the student was unsubstantiated and the reason for this determination.

If the allegation is deemed to have merit, the vice president of student services or designee may take disciplinary action by providing a notice of the charges to the accused student.

NOTICE OF CHARGE

If the Vice President of Instruction and Student Services or designee determines the allegation warrants disciplinary action, he or she shall provide the accused student a written charge notice. The notice shall include:

1. The alleged violation or violations;
2. The source of the information for the alleged violation;
3. A summary of the alleged incident;
4. A specific charge from the College District's Student Conduct Code; and
5. An invitation to an information session.

INFORMATION SESSION

The information session shall be held within five College District business days following the date of the charge

notice. If the accused student fails to attend the information session, a hearing may be scheduled in the student's absence.

At the information session, the vice president of student services or designee shall provide the student with his or her rights and responsibilities under the Student Conduct Code, and if applicable, schedule a time for a hearing no sooner than five College District business days after completion of the information session.

The rights and responsibilities of a student include the following:

1. Accept responsibility for the alleged violations as is, waive the right to a formal hearing, and opt for an informal hearing (summary resolution) and immediate decision at the time of the information session; or
2. Not accept responsibility, and thus, choose a formal hearing.

BURDEN OF PROOF

The burden of proof in determining whether the accused student is responsible or not responsible for violation of the Student Conduct Code rests with the College District in proving such violation occurred by the accused student.

The standard of proof used in determining responsibility is a preponderance of the evidence. Thus, for a student to be found responsible for a violation, the evidence must indicate it is more likely than not that the violation occurred.

INFORMAL HEARING (SUMMARY RESOLUTION)

If the student chooses an informal hearing, the hearing body may dispose of the matter through a summary resolution of mutual consent of the parties involved, if applicable, and issue the appropriate sanctions as outlined in the student code of conduct. Informal hearings shall not be recorded, and the written decision of the hearing body stands as the official record of the hearing. In this circumstance, the accused student can only appeal in cases where it is believed the sanctions are disproportionate to the violation.

FORMAL HEARING

If the student chooses a formal hearing, the Vice President of Instruction or Student Services or designee shall:

1. Schedule a formal hearing with the accused student no sooner than five College District business days after completion of the information session. The student may waive this right, and submit a written request to have an earlier hearing date; and
2. Provide the accused student notice of the hearing date at least five College District business days prior to the date of the hearing. Failure of the accused student to be present at the hearing without prior notification shall

result in the hearing being held in the accused student's absence.

Formal hearings shall be audio recorded, and the recording shall serve as the official record of the hearing.

When possible, the formal hearing shall be presented in the following order:

1. Hearing body presents the formal charges, alleged violations, and summary of the incident resulting in the charges.
2. Opening statement by the hearing body.
3. Opening statement by the accused student. This may be waived by the accused student.
4. Questions directed to the accused student by the hearing body.
5. Hearing body presents evidence and witnesses (separately), followed by questioning of those witnesses by the hearing body and accused student. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
6. Accused student presents evidence and witnesses (separately), followed by questioning of those witnesses by the accused student and hearing body. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
7. Follow-up questions directed to the accused student by the hearing body.
8. Hearing body provides closing statement.
9. Accused student provides closing statement. This may be waived by the accused student.
10. Hearing body closes hearing.
11. Accused student and any parties except the hearing body shall be dismissed.
12. Hearing body deliberates and makes decision. In cases involving academic misconduct, the hearing body shall consult with the appropriate faculty member or academic official during the sanctioning phase to determine the appropriate sanctions for the student.

The hearing body shall provide the student with a final decision, in writing, within five College District business days from the date of the hearing. The hearing body reserves the right to extend the deadline if further deliberation is necessary due to the complexity of the case or other factors which unavoidably delay the decision. The accused student must be notified of the extension.

STUDENT RIGHTS

A student charged with an alleged violation of the Student Conduct Code shall have the right to the following:

1. Receive written notice of the specific charges, violations, and the allegations upon which the charges are being filed by the hearing body;
2. Receive a fair and impartial hearing;
3. Seek assistance and support from an adviser at one's own choice and expense. The adviser shall be permitted to accompany the accused to the hearing, but shall not speak for or on behalf of the accused;
4. Review all relevant information regarding the charges against the accused student;
5. Present supporting evidence and witnesses on his or her own behalf. A witness shall only be allowed to speak to the incident in question. The accused student shall be responsible for arranging for any witnesses to speak on his or her behalf;
6. Question witnesses in accordance with the formal hearing procedures;
7. Refrain from providing self-incriminating testimony. This right shall not be afforded to a student organization;
8. If found responsible, request a copy of the impact statement submitted by the victim or complainant, as applicable;
9. Receive a copy of the final decision in writing; and
10. Appeal the decision within the specified criteria for appeal.

VICTIM OR COMPLAINANT RIGHTS

Alleged victim or complainant rights apply to cases of violence or harassment, including, but not limited to, sexual misconduct, harassment, endangerment, stalking, or hazing. The victim or complainant shall have the right to the following:

1. Attend an information session to review the charges against the accused student, relevant information related to the case, and obtain information regarding the conduct process;
2. Request that his or her name not be disclosed to the accused student or that no investigation or disciplinary action be pursued to address sexual violence. The vice president of student services or designee may move forward with an investigation and hearing if it is determined that doing so meets the College District's Title IX obligation;
3. Be informed of the available hearing options under the Student Conduct Code;
4. Seek assistance and support from an adviser at one's own choice and expense. The adviser shall be

permitted to accompany the victim or complainant, but shall not be permitted to speak for or on behalf of the victim or complainant;

5. Have his or her unrelated past behavior excluded from the hearing as determined by the hearing body so long as fundamental due process rights of the accused student are upheld;
6. Request to testify in a separate room from the accused student so long as fundamental due process rights of the accused student are upheld;
7. Request to be present throughout the entirety of the hearing, or portions thereof. The hearing body reserves the right to make the final decision on this request;
8. Question the accused student and witnesses through the process of posing the questions through the hearing body as intermediate;
9. Submit a written impact statement to the hearing body, which shall only be used during the sanctioning phase, if applicable. The accused student has the right to request a copy of the impact statement, if found responsible;
10. Receive notification of the hearing outcome and final decision so long as the notification does not violate the rights of the accused student; and
11. Appeal the decision of the hearing body under the same criteria as the accused student.

The Vice President of Instruction and Student Services or designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

An information session and hearing must be scheduled and conducted in accordance with the normal hearing procedures.

APPEALS

The accused student and victim or complainant (if applicable) shall have the right to file a request for an appeal of the first-level decision to the vice president of student services or designee. In cases where the vice president of student services presided over the first level hearing, the appeal request may be filed with the College District President or designee.

An appeal shall not be a rehearing of the case, but rather a review of the official record, evidence, and documents used by the first-level hearing body, except in cases where new evidence is made available.

The burden of proof rests with the accused to prove that an appeal is warranted.

The request for appeal must be filed within ten College District business days from the date of the decision letter. Failure to submit an appeal request by the deadline shall result in forfeiture of the right to appeal, and the first-level decision shall stand as the final decision.

Once an appeal request has been filed, the sanctions, except in the case of an interim suspension, shall be temporarily postponed pending the final outcome of the appeal process.

GROUND FOR APPEAL

The grounds for filing an appeal shall be limited to the following:

1. Due process rights were violated, which substantially impacted the decision of the first-level hearing body;
2. New evidence not available at the time of the hearing has been discovered that could have altered the decision by the first-level hearing body;
3. The decision reached was NOT based on a preponderance of the evidence that it was more likely than not that there was violation of the Student Conduct Code; or
4. The sanctions imposed were disproportionate or not appropriate for the violation.

APPEAL REQUEST REVIEW

Upon receipt of an appeal request, the vice president of student services or designee shall determine whether there is sufficient cause to grant the appeal solely based on the written appeal request and official record of the first-level hearing.

If the appellate body determines that there are insufficient grounds for an appeal, it shall deny the appeal request, thus upholding the first-level decision and sanctions. The final written decision must be sent to the accused within ten College District business days of receipt of the appeal request.

If the appellate body determines that there is sufficient cause for an appeal, it shall grant an appeal, and, if applicable, schedule an appeal hearing with the accused student and witnesses within seven College District business days of receipt of the written appeal request. If a hearing is scheduled, the appeal hearing shall be conducted in a fair and impartial manner and audio recorded. The accused student and victim or complainant (if applicable) shall have the opportunity to bring an adviser.

APPELLATE DECISION

If the appellate body determines that there are sufficient grounds for an appeal, it may decide, with rationale, one of the following:

1. Modify the first-level decision or sanctions, including, but not limited to, the reduction, removal, or reversal of specific violations, charges, or sanctions;
2. Reverse the first-level decision; or
3. In cases where new evidence has become available or due process rights were substantially violated, remand the decision back to the original hearing body for review, given the new evidence or due process violation correction.

The appellate body must provide a copy of the final appeal decision in writing to the accused student within ten College District business days of its decision.

In cases involving suspension, the vice president of student services or designee shall provide the College District President with a notice of the suspension or expulsion. This decision shall be final.

EXPULSION REVIEW BY COLLEGE DISTRICT ADMINISTRATION

Within ten College District business days of receiving notice from the appellate body, a student expelled from the College District shall have the right to submit a written petition for the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the appellate body shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President may hold a conference within ten College District business days after the expulsion review request is filed if he or she determines that there is sufficient cause for review.

At the conference, if applicable, the student may provide information concerning any documents or information relied on by the appellate body. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the appellate body's chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the appellate body.

The College President reserves the right to extend the time frame for any portion of the expulsion review process due to the complexity of the case or other factors that unavoidably delay the decision.

The decision of the College President shall be final.

Notice

NOTICE OF CHARGE

If the vice president of student services or designee determines the allegation warrants disciplinary action, he or she shall provide the accused student a written charge notice. The notice shall include:

1. The alleged violation or violations;
2. The source of the information for the alleged violation;
3. A summary of the alleged incident;
4. A specific charge from the College District's Student Conduct Code; and
5. An invitation to an information session.

INFORMATION SESSION

The information session shall be held within five College District business days following the date of the charge notice. If the accused student fails to attend the information session, a hearing may be scheduled in the student's absence.

At the information session, the vice president of student services or designee shall provide the student with his or her rights and responsibilities under the Student Conduct Code, and if applicable, schedule a time for a hearing no sooner than five College District business days after completion of the information session.

The rights and responsibilities of a student include the following:

1. Accept responsibility for the alleged violations as is, waive the right to a formal hearing, and opt for an informal hearing (summary resolution) and immediate decision at the time of the information session; or
2. Not accept responsibility, and thus, choose a formal hearing.

Hearing Forums and Formats

INFORMAL HEARING (SUMMARY RESOLUTION)

If the student chooses an informal hearing, the hearing body may dispose of the matter through a summary resolution of mutual consent of the parties involved, if applicable, and issue the appropriate sanctions as outlined in the student code of conduct. Informal hearings shall not be recorded, and the written decision of the hearing body stands as the official record of the hearing. In this circumstance, the accused student can only appeal in cases where it is believed the sanctions are disproportionate to the violation.

FORMAL HEARING

If the student chooses a formal hearing, the vice president of student services or designee shall:

1. Schedule a formal hearing with the accused student no sooner than five College District business days after completion of the information session. The student may waive this right, and submit a written request to have an earlier hearing date; and
2. Provide the accused student notice of the hearing date at least five College District business days prior to the date of the hearing. Failure of the accused student to be present at the hearing without prior notification shall result in the hearing being held in the accused student's absence.

Formal hearings shall be audio recorded, and the recording shall serve as the official record of the hearing.

When possible, the formal hearing shall be presented in the following order:

1. Hearing body presents the formal charges, alleged violations, and summary of the incident resulting in the charges.
2. Opening statement by the hearing body.
3. Opening statement by the accused student. This may be waived by the accused student.
4. Questions directed to the accused student by the hearing body.
5. Hearing body presents evidence and witnesses (separately), followed by questioning of those witnesses by the hearing body and accused student. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
6. Accused student presents evidence and witnesses (separately), followed by questioning of those witnesses by the accused student and hearing body. Witnesses shall be dismissed. The hearing body reserves the right to determine the process for witness cross-examination to ensure efficacy of the hearing.
7. Follow-up questions directed to the accused student by the hearing body.
8. Hearing body provides closing statement.
9. Accused student provides closing statement. This may be waived by the accused student.
10. Hearing body closes hearing.
11. Accused student and any parties except the hearing body shall be dismissed.
12. Hearing body deliberates and makes decision. In cases involving academic misconduct, the hearing body shall consult with the appropriate faculty member or

academic official during the sanctioning phase to determine the appropriate sanctions for the student.

The hearing body shall provide the student with a final decision, in writing, within five College District business days from the date of the hearing. The hearing body reserves the right to extend the deadline if further deliberation is necessary due to the complexity of the case or other factors which unavoidably delay the decision. The accused student must be notified of the extension.

1.

Decision

The hearing body shall provide the student with a final decision, in writing, within five College District business days from the date of the hearing. The hearing body reserves the right to extend the deadline if further deliberation is necessary due to the complexity of the case or other factors which unavoidably delay the decision. The accused student must be notified of the extension.

Appeal

APPEALS

The accused student and victim or complainant (if applicable) shall have the right to file a request for an appeal of the first-level decision to the vice president of student services or designee. In cases where the vice president of student services presided over the first level hearing, the appeal request may be filed with the College District President or designee.

An appeal shall not be a rehearing of the case, but rather a review of the official record, evidence, and documents used by the first-level hearing body, except in cases where new evidence is made available.

The burden of proof rests with the accused to prove that an appeal is warranted.

The request for appeal must be filed within ten College District business days from the date of the decision letter. Failure to submit an appeal request by the deadline shall result in forfeiture of the right to appeal, and the first-level decision shall stand as the final decision.

Once an appeal request has been filed, the sanctions, except in the case of an interim suspension, shall be temporarily postponed pending the final outcome of the appeal process.

GROUND FOR APPEAL

The grounds for filing an appeal shall be limited to the following:

1. Due process rights were violated, which substantially impacted the decision of the first-level hearing body;

2. New evidence not available at the time of the hearing has been discovered that could have altered the decision by the first-level hearing body;
3. The decision reached was NOT based on a preponderance of the evidence that it was more likely than not that there was violation of the Student Conduct Code; or
4. The sanctions imposed were disproportionate or not appropriate for the violation.

APPEAL REQUEST REVIEW

Upon receipt of an appeal request, the vice president of student services or designee shall determine whether there is sufficient cause to grant the appeal solely based on the written appeal request and official record of the first-level hearing.

If the appellate body determines that there are insufficient grounds for an appeal, it shall deny the appeal request, thus upholding the first-level decision and sanctions. The final written decision must be sent to the accused within ten College District business days of receipt of the appeal request.

If the appellate body determines that there is sufficient cause for an appeal, it shall grant an appeal, and, if applicable, schedule an appeal hearing with the accused student and witnesses within seven College District business days of receipt of the written appeal request. If a hearing is scheduled, the appeal hearing shall be conducted in a fair and impartial manner and audio recorded. The accused student and victim or complainant (if applicable) shall have the opportunity to bring an adviser.

APPELLATE DECISION

If the appellate body determines that there are sufficient grounds for an appeal, it may decide, with rationale, one of the following:

1. Modify the first-level decision or sanctions, including, but not limited to, the reduction, removal, or reversal of specific violations, charges, or sanctions;
2. Reverse the first-level decision; or
3. In cases where new evidence has become available or due process rights were substantially violated, remand the decision back to the original hearing body for review, given the new evidence or due process violation correction.

The appellate body must provide a copy of the final appeal decision in writing to the accused student within ten College District business days of its decision.

In cases involving suspension, the vice president of student services or designee shall provide the College District President with a notice of the suspension or expulsion. This decision shall be final.

Exhibit A

ALCOHOL

Consumption or possession by a minor. (Sec. 106.04 and 106.05)

Purchasing for or furnishing alcohol to a minor. (Sec. 106.06)

Public intoxication. (Texas Penal Code, Sec. 42.02)

OTHER DRUGS

Drug possession

CRIME & PENALTY

Misdemeanor 1st violation: \$25 to \$200 fine.
2nd offense: Not less than \$500.

Misdemeanor: \$100 to \$500 fine.

Class C Misdemeanor: Up to \$500 fine.

CRIME & PENALTY

Varies according to placement of the drug on schedules and in possession: Up to \$10,000 fine and 5 to 99 years in jail.

Penalties for drug possession are governed by the Texas Health & Safety Code, Subtitle C. Specific penalties may vary depending on the type of drug and amount.

Index

