



NORTH CENTRAL TEXAS COLLEGE

Instructional Division

NCTC Instructional Master Plan

Providing vision and focus for the Instructional Division of North Central Texas College (NCTC) is the primary benefit of an Instructional Master Plan, which serves as a roadmap to be used by faculty and administration in making decisions impacting the college's future. Having this clearly-defined and well-developed resource available will help ensure that NCTC's role, scope and mission are fulfilled in accordance with the college's values.

The framework upon which the Instructional Master Plan is built is S.I.M.P.L.E., or Strategic Instructional Mission, Purpose, Leadership & Expectations. The use of this particular acronym may seem risky, but it is definitely not intended to imply that the academic rigor at NCTC is simplistic. It is intended to communicate that how we do what we do is indeed relatively straightforward – yet NOT at all easy!

Strategic

In our efforts to be strategic in our thinking and doing, we must incorporate the following concepts into our everyday language:

- Smarter...Not Harder
- By Design...Not Default
- On Purpose...Not Pointless

Instructional

Instruction at NCTC emanates from a cohesive group of professionals using their collective talents, gifts and experiences to accomplish a shared mission and purpose.

Mission

The mission of the instructional division is to grow and graduate students and to enrich their lives by nurturing their potential through meaningful education.

Purpose

The purpose of the instructional division is to create an exemplary and inspiring learning environment that provides students with the education they need and the chance to believe in themselves and their future.

Leadership

As leaders of the instructional division:

- We will work collectively, collaboratively, creatively and collegially.

- We will honor practical, purposeful, and proactive communication and decision making within and between each instructional department.
- We will transform meetings into time that is productive, focused and energizing.

Expectations

- Everyone will purposefully and intentionally communicate among instructional circles to promote awareness of college initiatives and activities.
- Everyone will collaborate within their departments as well as between departments, division and campuses for the overall benefit of our students.
- Everyone will bring their best everyday along with a commitment to being better. Everyone will actively identify areas of needed improvement. Everyone will participate in professional development. Everyone will seek and implement best practices and be willing to make changes as necessary.

With *student learning* as the paramount goal, our single tactic is "*take a class.*" The essence of everything we do is done to get potential students to take a class or current students to take another class. Recruiting, offering dual credit courses, expanding on-line course offerings, scheduling courses, participating in professional develop-

ment, providing student loans and financial aid, applying for grants, offering tutoring services, contracting with businesses for specific training ...everything we do we do to get students to take a class. This tactic is the foundation upon which the Instructional Master Plan is built. Seven strategies support the “take a class” tactic.

- Strategy #1: Build the best team of faculty and staff available in North Texas.
- Strategy #2: Grow eLearning into the college’s 4th campus.
- Strategy #3: Initiate new instructional programs and courses to meet changing expectations of students and service area demands.
- Strategy #4: Adapt existing programs to ensure currency in our offerings and compliance with Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACS) requirements.
- Strategy #5: Ensure collegiate level learning environment in all our classrooms and other educational settings.
- Strategy #6: Provide easier access to courses.
- Strategy #7: Provide learning resources for faculty and students.

Instructional Division Organization

The Instructional Division at NCTC is made up of 4 major instructional areas: Arts & Sciences, Advanced and Applied Technologies, Health Sciences and Lifelong Learning. Also included in the Instructional Division is the Library, eLearning and the Department of Student Success.

Arts & 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 Dean of Arts & Sciences 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 Fine Arts:

- Art
- Dance
- Drama
- Music

Department of Mathematics & Physics

Department of Science:

- Astronomy (Planetarium)
- Biology
- Chemistry

Department of Physical Education/Athletics

Department of Teaching (AAT)

- Education
- Early Childhood Education

Department of Social Science

- Economics
- History
- Government
- Humanities
- Philosophy
- Psychology
- Sociology

Also under the Division of Arts & Sciences is the Department of College Preparatory Studies.

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.

Advanced & Applied Technologies

Associate of Applied Science (AAS) degrees and certifications are offered through the Advanced & Applied Technologies area, under the leadership of the instructional dean and program coordinators. The instructional programs, as listed below, are organized according to major subject areas. Degree plans for these programs are listed starting on page 83.

- Accounting
- Agriculture
- Business Management
- Computer Aided Manufacturing
- Computer Information Systems & Technology
- Computer Science
- Drafting & Design
- Equine Science
- Farm & Ranch Management
- Horticulture
- Oil & Gas Production Technologies
- Precision Machining

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. Degree plans for these programs are listed starting on page 99.

- Associate Degree Nursing
- Cosmetology
- Esthetician
- Nail Tech
- Emergency Medical Technology
- Law Enforcement
- Licensed Vocational Nursing
- Radiological Technology
- Surgical Technology

Lifelong Learning

Under the leadership of the Dean of Lifelong Learning, continuing education programs are available for personal enrichment and professional development, as listed below:

- Adult & Community Education
- Customized & Workforce Training

Please refer to page 17 for a complete description of the Lifelong Learning Division.

Department of Student Success

The Department of Student Success provides a Math Lab, a Writing Center, Individual Tutoring, and Study/Tutor Groups accessible for use by all NCTC students. The Math Lab, located in Room 114 on the Gainesville Campus and Room 182 on the Corinth Campus, is a drop-in lab. Tutors circulate among students and answer questions as

students work through various algebraic or mathematical problems. The Writing Center, located in Room 111 on the Gainesville Campus and Room 188 on the Corinth Campus, is an appointment only center. Students make an appointment to meet one-on-one 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 receive individual tutoring, students must complete a Request for Individual Tutoring form. Students will find this form in Room 114 on the Gainesville Campus or Room 184 on the Corinth Campus. ASC personnel will make every effort to meet students' tutoring requests. Chemistry and Anatomy & Physiology Study/Tutor Groups are provided, and students may sign up for the groups in Room 114 (Gainesville) or Room 184 (Corinth). To find out more about the services listed above and to view the ASC hours of operation, please go to: http://www.nctc.edu/Student_Services/Access/AcademicSupportCenter.htm

To learn more about Tutoring Services at NCTC, please contact:

Jennifer Knoles, B.S.

Learning Resources Specialist
1500 N. Corinth Street, Room 184
Corinth, TX 76208
(940) 498-6412 • jdilley@nctc.edu

Mary Martinson, M.A.

Student Success Coordinator
1525 W. California Street, Room 111
Gainesville, TX 76240
(940)668-7731, ext. 4377 • mmartinson@nctc.edu

Student Success Center

The Department of Student Success also provides a Student Success Center for students. The Student Success Center staff creates activities and programs specifically targeted to help students reach their academic goals. Services include a live Orientation Program, live and online THEA Preparation Modules, Tutoring, Supplemental Instruction, Career Exploration, an Early Alert Program, and various student-focused Workshops. The Student Success Center in Gainesville is located in Room 114 and the Student Success Center in Corinth is located in 160.

For more information, please contact:

Tara Lawrence, M.A.

Student Success Center Coordinator
Corinth Campus, Room 170
(940) 498-6411 • tlawrence@nctc.edu

Tracey Fleniken, M.A., LPC

Student Success Counselor
Gainesville Campus, Room 114
(940) 668-4209 • tfleniken@nctc.edu

Desiré DeMange, M.Ed., LPCI

Student Success Counselor
Corinth Campus, Room 186
(940) 498-6290 • ddemange@nctc.edu

Maria Camacho, B.A.

Bilingual Retention Specialist
Corinth Campus, Room 160
(940) 498-6415 • mcamacho@nctc.edu

http://www.nctc.edu/Student_Services/Access/StudentSuccessCenter.htm

THEA Preparation Modules

Students who would like to prepare for the THEA test may do so online by reviewing the “Pass the THEA” Instructional Modules. These Modules provide sample tests, essay tests, test taking strategies, and tips for reading, writing and math. To learn how to access these modules, or to learn more about live, interactive THEA Prep Workshops, please go to: http://www.nctc.edu/Student_Services/Access/THEAPREP.htm

ACCESS Program

The Department of Student Success also provides support services for students with disabilities. North Central Texas College is committed to making its degree and certificate programs accessible to all qualified persons in accordance with the Americans With Disabilities Act of 1990 (ADA). To afford each of our students every reasonable opportunity for success, the ACCESS Department offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit the individual needs of the student and may include the following: sign language interpreting, note-taking, tutoring, mobility assistance, audio taping, large print materials, readers, scribes, and other reasonable accommodations.

As a resource for the ADA, as well as other legislation regarding disability-related issues, the ACCESS staff serves as liaison among students, faculty, and college staff to help determine appropriate accommodations in the College environment. If you have a learning, physical or mental disability, and would like accommodations, please contact the ACCESS Department staff to determine if you qualify for services. A student with a disability is NOT required to disclose this to college officials if she/he is NOT requesting accommodations.

Disclosure of Disability – In accordance with the ADA, NCTC is committed to making reasonable accommodations for any student who provides appropriate documentation verifying her/his disability. Appropriate documentation is current and includes a diagnosis made by a certified health professional in education, medicine, psychology or other related area. Additionally, documentation should indicate the presence of a learning, physical or mental impairment which substantially limits one or more major life activities. For more information or to disclose a disability, contact information for the ACCESS Department is listed below.

Robin Truhe, M.A.

ACCESS Program Coordinator
Corinth Campus, Room 170
(940) 498-6207 • 940-498-6214
rtruhe@nctc.edu

Mary Martinson, M.A.

Student Success Coordinator
Gainesville Campus, ASC Building, Room 111
Gainesville, TX 76240
(940)668-7731, ext. 4377 • mmartinson@nctc.edu

Please refer to the ACCESS Website for more information: http://www.nctc.edu/Student_Services/Access/ACCESSProgram.htm

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, supplemental grant aid, 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:

Jessica DeRoche, M.Ed., LPCI, NCC
 TRIO Coordinator
 Corinth Campus, Room 170
 (940) 498-6214 • (940) 498-6212
 jderoche@nctc.edu

Janie Grimes, M.Ed., LPC, NCC
 TRIO Counselor
 Corinth Campus, Room 181
 (940) 498-6214 • jgrimes@nctc.edu

Shana Southard-Dobbs, M.S., LPCI
 TRIO Counselor/Transfer Specialist
 Gainesville Campus, Room 112
 (940) 668-7731 ext. 4905

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 Mary Martinson (940) 668-7731, ext.4377 or Robin Truhe (940) 498-6207.

Learning Resources/Library Services

Please refer to page 19 for information regarding Learning Resources/Library Services.

For information concerning NCTC Instructional Division:

Dr. Lee Ann Nutt
 Vice President of Instruction
 lnutt@nctc.edu

Gainesville Campus
 Room 102 – Administration Building
 (940) 668-4234 (office)
 (940) 668-4258 (fax)

Corinth Campus
 Suite 301
 (940) 498-6220 (office)
 (940) 498-6253 (fax)

North Central Texas College Core Curriculum

Coordinating Board approval pending

To complete the 43 – 45 hour Core Curriculum, a student must earn the required number of semester credit hours according to the parameters described below.

COMPONENT AREA	REQUIRED SEMESTER CREDIT HRS.	TO BE SELECTED FROM
Communication (English rhetoric/composition)	6	ENGL 1301 & 1302
Oral Communication	3	SPCH 1311, 1315, 1318 or 1321
Mathematics (Logic, college-level algebra equivalent or above)	3 – 4	MATH 1314, 1316, 1324, 1325, 1332, 2342, 2412, 2413, 2414
Natural Sciences *	8	BIOL 1408, 1411, 1413, 2401, 2402, 2406, 2420; HORT 1401; CHEM 1411, 1412, 1413, 2423, 2425; PHYS 1401, 1402, 1412, 1415, 2425, 2426
Humanities & Visual/Performing Arts Must include ONE Visual & Performing Arts course for 3 hours and ONE literature, philosophy, modern or classical language/literature and cultural studies course	6	Visual & Performing Arts: ARTS 1301, 1303, 1304, 1311, 1316, 2316, 2326, 2341, 2346; DANC1147, 1148, 1151, 1152, 2151, 2152, 2303, 2304; DRAM 1310, 1330, 1351, 1352, 2331, 2366, HUMA 1371; MUSI 1301, 1306, 1310, 1311; MUEN 1131, 1141, 1154, or 1171 Literature, Philosophy, Language/Literature or Cultural: ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2342; PHIL 1301
Social & Behavioral Sciences Must include TWO American history courses for 6 hours, TWO political science courses for 6 hours, and ONE other social science course	15	History: HIST 1301 & 1302; Political Science: GOVT 2305 & 2306; Social/Behavior Science: ANTH 2351, for 6 hours, and ONE ECON 2301, 2302, HIST 2301, 2321, 2322, PSYC 2301, 2306, 2314, 2315, 2319, SOCI 1301, 1306, 2301, or 2319
Institutionally Designated Option Choose one of the following options	2 – 3	SPAN 2311 or 2312, or BIOL 1322 or PHED 1338 or physical activity course

NCTC Degree Requirements in Addition to the Core Curriculum

To earn a degree, you must complete the 43 – 45 hour Core Curriculum requirements and complete an additional 18 semester credit hours as listed below.

COMPONENT AREA	REQUIRED SEMESTER CREDIT HRS.	TO BE SELECTED FROM
Proficiency with Computers	3	BCIS 1305 or pass departmental exam (An additional 3 hours of electives will be required if select and pass departmental exam.)
Electives *	12	Transfer or Recommended electives according to specific degree requirements for chosen major.
Associate of Arts (AA) OR Associate of Science (AS)	3	AA - Select one additional sophomore literature course AS – Select one additional college level mathematics course
Total Minimum Required Hours for an Associate of Arts or Associate of Science Degree	61	* Elective selection 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.

Associate of Arts in Teaching (AAT) specific degree requirements are listed on page 77-79.

Planning to transfer? Do it the SMART way!

If you're thinking of transferring from NCTC to a university, here are two great tips on how to do it the really SMART way:

1 Don't be in too big a hurry—stay at NCTC and complete your Core Curriculum. Completion of these 43 semester credit hours of Core courses is a requirement at all public colleges and universities in Texas, so if you don't do it at NCTC, you'll have to do it after transferring. The smart thing to do is complete your Core courses here where it's much less costly, where classes are smaller, where you'll get more individual attention from professors and so on.

Keep in mind that this Core transfers as a block ONLY if you complete it, but the good news is that if you complete it at NCTC, it *transfers entirely* to any other public university in Texas (UNT, A&M, UT, you

name it) no questions asked. Check the current NCTC Catalog or talk to your advisor or a counselor to learn more about NCTC's Core Curriculum courses.

2 Stay at NCTC and complete your Associate of Arts or Associate of Science degree! So many students (to their great regret later) transfer lacking only a few courses to complete degree requirements. Yes, your goal is a Bachelor's Degree (or higher), but what if something happens to delay or prevent your attaining that 4-year degree?

In today's workplace, an Associate Degree is valuable. Completing that degree says something important about you to potential employers. And consider this—if you'll be working while seeking your 4-year degree, that AA or AS can help you land a much better job. Be smart—complete your Associate Degree at North Central Texas College before transferring.

Individual Academic Transfer Programs Suggested Curricula Guide by Major Field of Study

Before selecting electives students should request a degree plan of their chosen Major Field of Study from the university they wish to transfer to.

IMPORTANT: Suggested Transfer Electives generally fulfill basic university elective requirements for a given Major Field of Study. Recommended Electives generally transfer, but they may not meet university elective requirements for a given Major Field of Study. Either Transfer or Recommended electives meet NCTC elective requirements for degree completion.

Major Field of Study	Credit Hours
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Agriculture

Minimum Required	62
AA Core Curriculum & Requirements.....	45-49
Recommended Electives (may not meet university major requirements):	
AGRI 1131, 1309, 1325, 1327, 1407, 1419, 2317 • HORT 1401.....	25

Art

Minimum Required	62
AA Core Curriculum & Requirements.....	45- 49
Transfer Electives (generally meet university major requirements):	
ARTS 1311, 1312, 1316, 1317.....	12
Recommended Electives (may not meet university major requirements):	
ARTS 1303, 1304, 2316, 2317, 2326, 2327, 2346, 2347, 2323, 2324, 2366, 2341, 2342 ...	39

Biology

Minimum Required	62
AS Core Curriculum & Requirements	45-49
Transfer Electives (generally meet university major requirements):	
BIOL 2406, 2420 • CHEM 1411, 1412	16
Recommended Electives (may not meet university major requirements):	
MATH 1572 & 2413.....	6

Business – Accounting/Economics/Finance/Management/Marketing

Minimum Required	62
AS Core Curriculum & Requirements	45-49
Transfer Electives (generally meet university major requirements):	
ACCT 2301, 2302 • ECON 2301, 2302	12
Recommended Electives (may not meet university major requirements):	
MATH 1324 & 1325.....	6

Chemistry

Minimum Required	62
AS Core Curriculum & Requirements	45-49
Transfer Electives (generally meet university major requirements):	
CHEM 2423, 2425 • MATH 2413, 2414 • PHYS2425, 2426	12

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Computer Science

Minimum Required 62
 AS Core Curriculum & Requirements 45-49
 Transfer Electives (generally meet university major requirements):
 COSC 1420, 2425 8
 Recommended Electives (may not meet university major requirements):
 COSC 1430 3

Drama

Minimum Required 62
 AA Core Curriculum & Requirements 45-49
 Transfer Electives (generally meet university major requirements):
 DRAM 1310, 1351, 1352 9
 Recommended Electives (may not meet university major requirements):
 DRAM 2336, 2351, 2352, 1120, 1121, 2120, 2121, 1330, 2331 19

English

Minimum Required 62
 AA Core Curriculum & Requirements 45-49
 Transfer Electives (generally meet university major requirements):
 ENGL 2322, 2323, 2332, 2333 12
 Recommended Electives (may not meet university major requirements):
 Intermediate Foreign Language 6

Kinesiology – Physical Education

Minimum Required 62
 AA Core Curriculum & Requirements 45-49
 Recommended Electives (may not meet university major requirements):
 BIOL 1322, 2401, 2402 • PHED 1301 14

Social Sciences – Geography/Government/History/Pre-Law

Minimum Required 62
 AA Core Curriculum & Requirements 45-49
 Transfer Electives (generally meet university major requirements):
 HIST 2321, 2322 6
 Recommended Electives (may not meet university major requirements):
 PHIL1301 • Intermediate Foreign Language 9

Mathematics

Minimum Required 62
 AS Core Curriculum & Requirements 45-49
 Transfer Electives (generally meet university major requirements)
 MATH 2413, 2414, 2415 • PHYS2425, 2426 20

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Music

Minimum Required 62
 AA Core Curriculum & Requirements..... 45-49
 Transfer Electives (generally meet university major requirements):
 MUSI 1311, 1312, 2311, 2312 12
 Recommended Electives (may not meet university major requirements):
 MUSI 1116, 1117, 1159, 1262, 1300, 1301, 1306, 1308, 1309, 2116, 2117, 2262 36

Physics

Minimum Required 62
 AS Core Curriculum & Requirements 45-51
 Transfer Electives (generally meet university major requirements):
 MATH 2413, 2414, 2415 • PHYS 2425, 2426 20

Pre-Architecture

Minimum Required 62
 AS Core Curriculum & Requirements 45-51
 Transfer Electives (generally meet university major requirements):
 MATH 2413, 2414, 2415 • PHYS 1401, 1402 20

Pre-Engineering

Minimum Required 62
 AS Core Curriculum & Requirements 45-51
 Transfer Electives (generally meet university major requirements):
 Mechanical/Technology Engineering: MATH 2413, 2414, 2415 • PHYS 2425, 2426 20
 Computer Science Engineering: MATH 2413, 2414, 2415 12

Pre-Medical/Pre-Dental/Pre-Veterinarian

Minimum Required 62
 AS Core Curriculum & Requirements 45-49
 Transfer Electives (generally meet university major requirements):
 BIOL 2401, 2402, 2420 • CHEM 1411, 1412, 2423, 2425 • MATH 2413
 PHYS 1401, 1402 40

Pre-Pharmacy

Minimum Required 62
 AS Core Curriculum & Requirements 45-49
 Transfer Electives (generally meet university major requirements):
 BIOL 2420 • CHEM 1411, 1412, 2423, 2425 • MATH 2413 • PHYS 1401, 1402..... 32

Psychology

Minimum Required 62
 AA Core Curriculum & Requirements..... 45-49
 Transfer Electives (generally meet university major requirements):
 PSYC 2301, 2314 6
 Recommended Electives (may not meet university major requirements):
 PSYC 2306, 2315, 2371 • Intermediate Foreign Language 15

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Secondary Education

Minimum Required62
 Core Curriculum 43-45
 Transfer Electives
 EDUC1301 and EDUC2301.....6
 Recommended Electives
 SPAN2311 and SPAN23126

NOTE: Students who wish to teach high school: Math, Social Studies, English, or Science need to major in the discipline they wish to teach. In addition, students need to follow a degree plan that includes teacher certification.

***Core classes are specific to the major and university in which the student seeks transfer.**

Students seeking advisement for this degree plan should bring a transfer guide from the university where they intend to graduate.

Sociology

Minimum Required 62
 AA Core Curriculum & Requirements..... 45-49
 Transfer Electives (generally meet university major requirements):
 SOC1 1301, 1306..... 6
 Recommended Electives (may not meet university major requirements):
 SOC1 2301, 2340, 2371 • Intermediate Foreign Language 12

Speech

Minimum Required 62
 AA Core Curriculum & Requirements..... 45-49
 Recommended Electives (may not meet university major requirements):
 SPCH 1315, 1318, 1321 • Intermediate Foreign Language..... 18



NORTH CENTRAL TEXAS COLLEGE

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. The degree will cover Early Childhood—Grade 8 and is fully transferable to any Texas public university. North Central Texas College has particular transfer agreements for this degree program with the University of North Texas, Texas Woman's University and Midwestern State University. Early Childhood—Grade 4 degree program is designed to help teacher aides who must earn college credit hours to comply with the *No Child Left Behind Act*. The Early Childhood—Grade 4 degree program can also be used by 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. For more information go to: www.thecb.state.tx.us/CTC/AAT/

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.

Note: Most university teacher education programs require a 2.75 overall GPA and a 3.0 or higher in field of study courses. Each school also specifies a required minimum THEA score for entrance to the college of education.

Complete the core requirements on pages 68-69. In addition to the core, students seeking this associates degree need to complete the following field of study and additional math's and science. All of these courses lead to initial teacher certification programs at the four year university. Students are strongly encouraged to seek advisement in this program.

*See **Early Childhood to Grade 4 (EC - 4), Grades 4 - 8, and Secondary field of study options on following pages.***

Complete the core requirements on pages 68-69. In addition to the core, students seeking this associates degree need to complete the following field of study and additional math and science.

All of these courses lead to initial teacher certification programs at the four year university.

Students are strongly encouraged to seek advisement in this program.

Early Childhood to Grade 4 (EC-4)		
Component Area	Required Semester Credit Hours	To Be Selected From
Early Childhood Field of Study	12	Select EACH of the following: TECA 1303, 1311, 1318, 1354
Fundamentals of Math I and II	6	Select EACH of the following: MATH 1350, 1351 Prerequisites: requires a minimum of a C in MATH1314
Additional Lab Science	4	One class cannot be completed to fulfill two areas. BIOL 1408, 1411, 1413, 2401, 2402, 2406, 2420 CHEM 1411, 1412 , 1413, 2423, 2425 PHYS 1415, 2425, 2426 BIOL1408, BIOL2406, PHYS1415 are preferred courses by area universities
Total Hours Field of Study	22	
Total Hours with Core	62-66	
In Addition these courses may be completed for transfer	6	EDUC 1301, EDUC2301
Hours allowed to transfer	72	

This degree is appropriate for students who seek teacher certification in the following areas:

EC-Grade 4 Certification Areas, EC-4 Generalist, EC-4 Bilingual Generalist, EC-4 ESL Generalist, and EC-4 other content area teaching fields/academic disciplines/interdisciplinary majors.

In addition, students need to be aware that TECA1303, TECA1311, and TECA1318 require passing a criminal background check and completing 16 observation hours in a classroom setting. Details are given the first week of class.

Complete the core requirements on pages 68-69. In addition to the core, students seeking this associates degree need to complete the following field of study and additional math and science. All of these courses lead to initial teacher certification programs at the four year university. Students are strongly encouraged to seek advisement in this program.

Grades 4-8		
Component Area	Required Semester Credit Hours	To Be Selected From
Education Field of Study	6	Select EACH of the following: EDUC 1301, 2301 Prerequisite: ENGL1301
Fundamentals of Math I and II	6	Select EACH of the following: MATH 1350, 1351. Prerequisites: requires a minimum of a C in MATH1314
Additional Lab Science	4	One class cannot be completed to fulfill two areas. BIOL 1408, 1411, 1413, 2401, 2402, 2406, 2420 CHEM 1411, 1412 , 1413, 2423, 2425 PHYS 1415, 2425, 2426 BIOL1408, BIOL2406, PHYS1415 are preferred courses by area universities
Total Hours Field of Study	16	Students must complete a minimum of 60 hours to graduate with this degree
Total Hours with Core	60-66	
In Addition these courses may be completed for transfer	6	TECA1354 and Electives selected from academic discipline
Hours allowed to transfer	72	

This degree is appropriate for students who seek teacher certification in the following areas:

Grades 4-8 Certification Areas, Grades 4-8 Generalist, 4-8 Bilingual Generalist, 4-8 ESL Generalist, 4-8 English Language Arts, 4-8 English Language Arts and Reading, 4-8 English Language Arts, and Reading and Social Studies, 4-8 Mathematics, 4-8 Science, 4-8 Mathematics and Science, 4-8 Social Studies and 4-8 other content area teaching fields/academic disciplines/interdisciplinary majors.

In addition, students need to be aware that EDUC1301 and EDUC2301 require passing a criminal background check and completing 16 observation hours in a classroom setting and 16 hours in a lab setting. Details are given the first week of class.

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Complete the core requirements on pages 68-69. In addition to the core, students seeking this associates degree need to complete the following field of study and additional math and science.

All of these courses lead to initial teacher certification programs at the four year university.

Students are strongly encouraged to seek advisement in this program.

Secondary		
Component Area	Required Semester Credit Hours	To Be Selected From
Education Field of Study	6	Select EACH of the following: EDUC 1301, 2301 Prerequisite: ENGL1301
Additional Lab Science	4	BIOL 1408, 1411, 1413, 2401, 2402, 2406, 2420 CHEM 1411, 1412 , 1413, 2423, 2425 PHYS 1415, 2425, 2426 BIOL1408, BIOL2406, PHYS1415 are preferred courses by area universities. *No single course may be used to satisfy the requirements in more than one area.
Total Hours Field of Study	10	Students must complete a minimum of 60 hours to graduate with this degree.
Total Hours with Core	53	Must take at minimum of 7 hours from the courses listed below.
Mathematics Teachers AAT.MATH.8-12	12	Select 12 hours from the following: Math 1316, 1342, 1348, 2412, 2413, 2414,2415
Foreign Language AAT.FL.8-12	6	Select EACH of the following: SPAN 2311, 2312
Science Teachers AAT.SCI.8-12	12	BIOL 1408, 1411, 1413, 2401, 2402, 2406, 2420; CHEM 1411, 1412 , 1413, 2423, 2425 PHYS 1415, 2425, 2426 *No course may be used to satisfy more than one area.
History Teachers AAT.HIST.8-12	9	Select 9 hours from the following: HIST2301, 2321, 2322
Electives		If a student needs hours to complete the degree, please consider the following electives: (please check with the receiving institution) HIST2301 Texas History and/or PSYC2314 Developmental Psychology
Total minimum required hours to graduate	61	Need between 60-66 total credit hours Allowed to transfer 72 hours

This degree is appropriate for students who seek teacher certification in the following areas:
Grades 8-12, Math, Science, Foreign Language, Speech, ESL, and Bilingual.

In addition, students need to be aware that in order to successfully complete EDUC1301 and EDUC2301 they will be required to pass a criminal background check and complete 16 observation hours in a classroom setting and 16 hours in a lab setting. Details are given the first week of class.



NORTH CENTRAL TEXAS COLLEGE

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 will be 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. By following the recommended

degree plan, it is possible to complete an associate degree or an associate of applied science degree in two years. We offer four degree options, Associate of Applied Science in Business Management, Associate of Arts in Teaching, Associate of Arts and Associate of Science.

Students must commit to going to class each weekend. 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. Library services and open computer labs are available to weekend students.

TWO-YEAR PLAN/CYCLE FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS MANAGEMENT

The Business Management Associate of Applied Science degree is designed to articulate with four-year baccalaureate programs who offer a Bachelor of Applied Arts and Science (BAAS) degree.

A minimum of 63 semester hours is required for graduation with an Associate of Applied Science, Business Management Degree. Equivalent courses may be substituted with permission from the program faculty or designate. BUSG2380 Cooperative Education - Business General is a capstone experience and may not be substituted. It should be taken the last semester before graduation.

*Indicates online courses; Classes meet on Saturday morning from 9:00 to 11:50 AM and on Saturday afternoon from 1:00 to 3:50 PM for

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NORTH CENTRAL TEXAS COLLEGE

Spring and Fall semesters. Summer session classes meet on Saturday mornings from 8:00 AM until 12:50 PM and Saturday afternoons from 1:30 to 6:20 PM.

FIRST YEAR

Fall Semester	Credit Hours
<i>(6 Credit Hours on Saturday plus Online courses)</i>	
BMGT1307 High Performance Work Teams	3
MRKG1301 Customer Relations	3
BUSG1301 Introduction to Business*	3
ENGL1301 Composition I*	3
Total Hours	12

Spring Semester	Credit Hours
<i>(6 Credit Hours on Saturday plus Online courses)</i>	
MATH1342 Elementary Statistics	3
IBUS1305* Introduction to International Business and Trade	3
BCIS1305 Business Computer Application ...	3
ENGL1302 Composition II*	3
BMGT2309 Leadership*	3
Total Hours	15

8 Week Summer Semester	Credit Hours
<i>(Online courses only)</i>	
ARTS1301 Art Appreciation*	3
BMGT1327 Principles of Management*	3
Total Hours	6

SECOND YEAR

Fall Semester	Credit Hours
<i>(6 Credit Hours on Saturday plus Online courses)</i>	
ACCT2301*Principles of Accounting I	3
BUSG1304*Personal Finance	3
MRKG1311 Principles of Marketing*	3
SPCH1315 Public Speaking*	3
Total Hours	12

Spring Semester	Credit Hours
<i>(6 Credit Hours on Saturday plus Online courses)</i>	
ACCT2302*Principles of Accounting II	3
BMGT1345 Communication Skills for Managers	3
ECON2301 Principles of Economics*	3
BUSG2305 Business Law/Contracts*	3
Total Hours	12

8-Week Summer	Credit Hours
<i>(6 hours online)</i>	
BUSG2380** Cooperative Education – Business, General	3
HRPO2301 Human Resource Management* ..	.3
Total Hours	6
GRAND TOTAL HOURS 63	

***BUSG2380 constitutes the capstone experience.*

TWO-YEAR PLAN/CYCLE FOR THE ASSOCIATE OF ARTS IN TEACHING (Early Childhood – Grade 4)

Associate of Arts in Teaching degree is designed to articulate with four-year baccalaureate programs at Midwestern State University, the University of North Texas and Texas Woman’s University.

*Indicates online courses; Classes meet on Saturday morning from 9:00 to 11:50 a.m. and on Saturday afternoon from 1:00 to 3:50 p.m. for Spring and Fall semesters. Classes meet on Saturday mornings from 8:00 a.m. to 12:50 p.m. and Saturday afternoons from 1:30 to 6:20 p.m. during the Summer semester.

*Biology Hybrid course labs are TBA.

**Indicates the course requires 16 classroom observation hours in the public school classrooms.

FIRST YEAR

Fall Semester	Credit Hours
<i>(3 Credit Hours on Saturday plus Online courses)</i>	
MATH1314 College Algebra*	3
TECA1303***Family and Community	3
PHED1338 Concepts of Physical Education* ..	3
ENGL1301 Composition I*	3
ARTS1301 Art Appreciation*	3
Total Hours	15

Spring Semester	Credit Hours
<i>(6 Credit Hours on Saturday plus Online courses)</i>	
TECA1311***Introduction to Early Childhood Education	3
SPCH1315 Public Speaking	3
ENGL1302 Composition II*	3
BIOL1408 General Biology*	4
Total Hours	13

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8-Week Summer	Credit Hours
<i>(3 Credit Hours on Saturday plus Online courses)</i>	
TECA1318* Nutrition, Health, and Safety of Young Children*	3
SOCI2371 Cultural Diversity	3
Total Hours	6

SECOND YEAR

Fall Semester	Credit Hours
<i>(4 Credit Hours on Saturday plus Online courses)</i>	
GOVT2305 American National Government*	3
MATH1350 Fundamentals of Math I	3
HIST1301 U.S. History to 1865*	3
PHYS1415 Physical Science	4
TECA1318***Health Safety and Nutrition for Young Children	3
Total Hours	16

Spring Semester	Credit Hours
<i>(4 Credit Hours on Saturday plus Online courses)</i>	
MATH1351 Fundamental of Math II	3
GOVT2306 American State Local Government*	3
BIOL2406 Environmental Biology	4
HIST1302 U.S. History from 1865*	3
Total Hours	13

8-Week Summer	Credit Hours
<i>(3 Credit Hours on Saturday)</i>	
TECA1354* Human Growth and Development of Children and Adolescents	3
Total Hours	3

GRAND TOTAL HOURS 66

**Indicates online courses*

***Indicates the course requires 16 classroom observation hours in the public school classrooms.*

**TWO-YEAR PLAN/CYCLE FOR THE
ASSOCIATE OF ARTS OR
ASSOCIATE OF SCIENCE DEGREE**

The Associate of Arts degree and the Associates of Science degree are designed to transfer to four-year universities across the state of Texas.

*Indicates online courses; Classes meet on Saturday morning from 9:00 to 11:50 a.m. and on Saturday afternoon from 1:00 p.m. to 3:50 p.m. for Spring and Fall semesters. Classes meet on Saturday mornings from 8:00 a.m. to 12:50 p.m. and on Saturday afternoons from 1:30 to 6:20 p.m. during the Summer semester.

FIRST YEAR

Fall Semester	Credit Hours
<i>(3 Credit Hours on Saturday plus Online courses)</i>	
MATH1314* College Algebra	3
HIST1301* U.S. History to 1865	3
ENGL1301* Composition I	3
BIOL1408* General Biology	3
Total Hours	13

Spring Semester	Credit Hours
<i>(3 Credit Hours on Saturday plus Online courses)</i>	
BIOL2406 Environmental Biology	4
HIST1302* U.S. History from 1865	3
ENGL1302* Composition II	3
ARTS1301* Art Appreciation	3
PHED1118* Jogging/Walking I	1
Total Hours	14

8-Week Summer	Credit Hours
COSC1400 Intro to Computers	4
PHED1119* Jogging/Walking II	1
Total Hours	5

SECOND YEAR

Fall Semester	Credit Hours
<i>(3 Credit Hours on Saturday plus online courses)</i>	
Elective	3
<i>(For Business Majors ACCT2301 Principles of Accounting I)</i>	
Elective	3
<i>(For Business Majors: ECON2301 Principles of Macroeconomics)</i>	
GOVT2305* American National Government	3
PSYC2301* Introduction to Psychology	3
Total Hours	12

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NORTH CENTRAL TEXAS COLLEGE

Curricula – Technical

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. Eighteen of the semester hours required for completion of the degree/certification must be taken at NCTC. Refer to each individual program section in the following pages for requirements specific to those programs. For additional information, contact the Department Chair, Program Coordinator, or the Dean of Advanced and Applied Technologies.

Award of Tech-Prep Credit

Technical graduates from area high schools may be eligible for college credit. For information, contact the Tech-Prep office at 940-668-7731, ext. 4384.

BUSINESS MANAGEMENT (Degree)

This program 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.

All students are to conduct themselves in a manner appropriate to a professionally oriented learning atmosphere. Each student is expected to respect the rights of others. Because students may be in contact with business professionals from outside the college, it is imperative that performance in and out of the classroom reflect the student's desire to become a part of the business professional community. In addition to behavior, dress in the classroom should be appropriate.

Graduation Requirements: A minimum of 63 semester hours is required for graduation with an Associate of Applied Science, Business Management Degree. Equivalent courses may be substituted with permission from the program faculty or designate. BUSG 2380 Cooperative Education – Business General is a capstone experience and may not be substituted. It should be taken the last semester before graduation.

FIRST YEAR

First Semester	Credit Hours
ENGL1301 Composition I.....	3
MATH1342 Elementary Statistics.....	3
BUSG1301 Introduction to Business.....	3
BMGT1307 High Performance Work Teams	3
MRKG1301 Customer Relations.....	3
	Total Hours 15

Second Semester	Credit Hours
ENGL1302 Composition II.....	3
IBUS1305 Introduction to International Business and Trade.....	3
ARTS1301 Art Appreciation.....	3
BMGT1327 Principles of Management.....	3
BMGT2309 Leadership.....	3
BMGT1345 Communication Skills for Managers.....	3
	Total Hours 18

SECOND YEAR

First Semester	Credit Hours
SPCH1321 Business and Professional Speech ...	3
ACCT2301 Principles of Accounting.....	3
BUSG1304 Personal Finance	3
HRPO2301 Human Resources Management	3
MRKG1311 Principles of Marketing.....	3
	Total Hours 15

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NORTH CENTRAL TEXAS COLLEGE

Second Semester	Credit Hours
ECON2301 Principles of Economics	3
ACCT2302 Principles of Accounting II	3
BCIS1305 Business Computer Information Systems.....	3
BUSG2305 Business Law/Contracts	3
BUSG2380* Cooperative Education - Business, General	3
Total Hours 15	
GRAND TOTAL HOURS 63	

** BUSG 2380 will constitute the capstone experience.*

BUSINESS MANAGEMENT (Certificate)

FIRST YEAR

First Semester	Credit Hours
ACCT2301 Principles of Accounting I	3
BUSG1304 Personal Finance	3
HRPO2301 Human Resource Management	3
BUSG1301 Introduction to Business	3
BMGT1307 High Performance Work Teams	3
Total Hours 15	

Second Semester	Credit Hours
ACCT2302 Principles of Accounting II	3
BMGT1345 Communication Skills for Managers	3
IBUS1305 Intro to International Business & Trade.....	3
BMGT1327 Principles of Management	3
BMGT2309 Leadership	3
BUSG2380* Cooperative Education - Business, General	3
Total Hours 18	
GRAND TOTAL HOURS 33	

** BUSG 2380 will constitute the capstone experience.*

**BUSINESS MANAGEMENT-NON-PROFIT
MANAGEMENT (Certificate)**

FIRST YEAR

Fall Semester	Credit Hours
ACNT1303 Introduction to Accounting I	3
BMGT1307 High Performance Work Teams	3
MRKG1313 Public Relations.....	3
HRPO 2301 Human Resources Management	3
BMGT1191*Special Topics in Business Adm. & Mgt. General	1
Total Hours 13	

Mini-'Mester

BMGT1341 Business Ethics	3
Total Hours 3	

Spring Semester

Spring Semester	Credit Hours
ACNT2330 Governmental and Not-For-Profit Accounting.....	3
BMGT 1327 Principles of Management	3
BMGT 2309 Leadership	3
BMGT1345 Communication Skills for Managers	3
BMGT1191*Special Topics in Business Adm. & .. Mgt. General	1
Total Hours 13	

Mini'Mester

MRKG1311 Principles of Marketing.....	3
Total Hours 3	

Summer III 10-Week Session

BUSG2380**Cooperative Education – Business, General.....	3
Total Hours 6	
GRAND TOTAL HOURS 35	

**BMGT1191 is a Special Topics Course that was designed to be repeated multiple times to improve student proficiency. This class will meet 4 Saturdays during the semester on the Gainesville Campus.*

***BUSG2380 will constitute the capstone experience*

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COMPUTER INFORMATION SYSTEMS & TECHNOLOGY (Degree)

The Computer Information Systems and Technology (CITE) curriculum is designed to prepare students for productive careers in the Information Technology field. The program is designed to meet the needs of the NCTC service area, with inputs from community leaders in the field.

The CITE program will provide the students with training in industry standard software and hardware. The course of instruction will give the students entry level skills in computer application, increase critical thinking skills, and provide an ethic foundation for the proper usage of telecommunications tools.

Prerequisite: There are no prerequisites for entry into the Computer Information Systems and Technology program.

Graduation Requirements: A minimum of 62 hours is required for graduation with an Associate of Applied Science Degree in Computer Information Systems and Technology. A minimum of 30 hours is required for graduation with a Certificate in Computer Information Systems and Technology.

FIRST YEAR

First Semester	Credit Hours
GAME1306 Design and Creation of Games.....	3
POFI2301 Word Processing.....	3
ITSC1316 Linux Installation & Configuration.	3
ITSW1310 Intro to Presentation Graphic Software.....	3
IMED1316 Web Page Design I.....	3
ITNW1337 Intro to the Internet.....	3
Total Hours 18	

Second Semester	Credit Hours
MATH1314 College Algebra OR	
MATH1332 College Mathematics	3
ARTS1301 Art Appreciation OR	
MUSI1306 Music Appreciation.....	3
GAME1343 Game and Simulation I Programming	3
ITSE1302 Computer Programming.....	3
POFI1349 Spreadsheets.....	3
Total Hours 15	

SECOND YEAR

First Semester	Credit Hours
POFI2301 Word Processing.....	3
GRPH1359 Object Oriented Computer Graphics	3
ENGL1301 Composition I.....	3
ITSW1307 Introduction to Database OR	
ITSW2337 Database	3
ITSC1325 Personal Computer Hardware.....	3
GOVT2305 American National Government....	3
Total Hours 18	

Second Semester	Credit Hours
ITSC2331 Integrated Software Application III.	3
EECT1300 Technical Customer Service.....	3
SPCH1321 Business and Professional Speaking.	3
ITSE2302 Intermediate Web Programming	3
ITSC2280* Cooperative Education	2
Total Hours 14	
GRAND TOTAL HOURS 62	

**ITSC2280 will constitute the capstone experience.*

COMPUTER INFORMATION SYSTEMS & TECHNOLOGY (Certificate)

A minimum of 32 hours is required for graduation with a certificate in Computer Information Systems and Technology.

First Semester	Credit Hours
GRPH1359 Object Oriented Computer Graphics	3
IMED1316 Web Page Design I.....	3
ITNW1337 Introduction to the Internet.....	3
ITSW1307 Introduction to Database OR	
ITSW2337 Database	3
GAME1306 Design and Creation of Games.....	3
ITSC1325 Personal Computer Hardware.....	3
Total Hours 18	

Second Semester	Credit Hours
GAME1343 Game and Simulation I.....	3
ITSE1302 Computer Programming.....	3
EECT1300 Technical Customer Service.....	3
ITSE2302 Intermediate Web Programming	3
ITSC2280* Cooperative Education	2
Total Hours 14	
GRAND TOTAL HOURS 32	

**ITSC2280 will constitute the capstone experience.*

NETWORKING TECHNOLOGY (Degree)
Network Operating Systems Major
Corinth Campus Only

Graduation Requirements: A minimum of 61 semester hours is required for graduation with an Associate of Applied Science Degree in Networking Technology.

Prerequisite: Students in this program must be able to keyboard at a minimum rate of 30 words per minute (WPM). Those who cannot meet this requirement must take a keyboarding class to improve their skills prior to enrollment.

FIRST YEAR

First Semester	Credit Hours
ITSC1316 Linux Installation & Configuration	3
POFI2301 Word Processing.....	3
ITNW1458 Network+.....	3
GOVT2305 American National Government	3
ITNW1308 Implementing & Supporting Client Operating Systems	3
Total Hours 15	

Second Semester	Credit Hours
MATH1314 College Algebra OR	
MATH1332 College Mathematics.....	3
ARTS1301 Art Appreciation OR	
MUSI1306 Music Appreciation	3
ITNW1354 Implementing and Supporting Servers	3
ENGL1301 Composition I.....	3
ITNW2304 Implementing, Managing, and Maintaining a Microsoft Windows 2003 Environment.....	3
Total Hours 15	

SECOND YEAR

First Semester	Credit Hours
SPCH1321 Business and Professional Speaking	3
ITSC1325 Personal Computer Hardware.....	3
ITCC1402 LAN Design & Protocols CISCO I ...	4
ITCC1406 Basic Router Configuration: CISCO II	4
Total Hours 14	

Second Semester	Credit Hours
ITCC1442 LAN Management: CISCO III	4
ITCC1446 WAN Management: CISCO IV	4
ITSY1342 Information Technology Security...	3
EECT1300 Technical Customer Service	3
ITSC2280* Cooperative Education	2
Total Hours 16	
GRAND TOTAL HOURS 63	

**ITSC2280 will constitute the capstone experience.*

NETWORKING TECHNOLOGY (Certificate)
Network Operating Systems Major
Corinth Campus Only

A minimum of 31 hours is required for graduation with a certificate in Networking Technology.

First Semester	Credit Hours
ITSC1316 Linux Installation & Configuration	3
ITSC1325 Personal Computer Hardware.....	3
ITNW1458 Network+.....	3
SPCH1321 Business & Professional Speaking ...	3
ITNW1308 Implementing & Supporting Client Operating Systems	3
Total Hours 15	

Second Semester	Credit Hours
BMGT1307 High Performance Work Teams ..	3
ITSY1342 Information Technology Security...	3
ITNW1354 Implementing and Supporting Servers	3
EECT1300 Technical Customer Service	3
ITNW2304 Implementing, Managing, and Maintaining a Microsoft Windows 2003 Environment.....	3
Total Hours 15	
GRAND TOTAL HOURS 30	

Capstone for this course will consist of passing comprehensive departmental exams, or actual work experience.

NETWORKING TECHNOLOGY (Certificate)
CISCO Major
Gainesville & Corinth Campuses

A minimum of 32 hours is required for graduation with a certificate in Computer Information Systems and Technology.

First Semester	Credit Hours
ITSC1316 Linux Installation & Configuration	3
ITSC1325 Personal Computer Hardware.....	3
ITNW1333 Microsoft Networking Essentials	3
ITCC1402 LAN Design & Protocols CISCO Semester I	4
ITCC1406 Basic Router Configuration: CISCO Semester II.....	4
Total Hours 17	

Second Semester	Credit Hours
ITNW1354 Implementing and Supporting Servers	3
ITSY1342 Information Technology Security...	3
ITCC1442 CCNA 3: Switching Basic and Intermediate Routing.....	4
ITCC1446 CCNA 4: Wide Area Network (WAN) Technologies	4
Total Hours 14	
GRAND TOTAL HOURS 31	

Capstone for this course will consist of passing comprehensive departmental exams, or actual work experience.

COSMETOLOGY (Certificate)
Gainesville Campus

The NCTC Cosmetology program’s curriculum is mandated by the Texas Department of Licensing and Regulations and prepares students for licensure by this commission as either a stylist/operator, esthetician/facialist, nail technician or through continued study, an instructor.

Fifteen of the semester hours required for completion of the degree/certification must be taken at North Central Texas College.

The following are required for certification:

First Semester	Credit Hours
CSME1401 Orientation to Cosmetology.....	4
CSME1405 Fundamentals of Cosmetology	4
CSME1410 Intro to Haircutting & Related Theory	4
CSME1453 Chemical Reformation & Related Theory	4
Total Hours 16	

Second Semester	Credit Hours
CSME2401 Principles of Hair Coloring & Related	4
CSME2410 Intermediate Haircutting & Related	4
CSME1451 Artistry of Hair, Theory, & Practice	4
CSME2443 Salon Development.....	4
Total Hours 16	

Third Semester	Credit Hours
CSME2237 Advanced Cosmetology Techniques2	2
CSME2439 Advanced Hair Design	4
CSME2441* Prep for Texas Dept. of Licensing and Regulations	4
Total Hours 10	
GRAND TOTAL HOURS 42	

**CSME2441 will constitute the capstone experience.*

COSMETOLOGY INSTRUCTOR (Certificate)

The following are required for certification:

First Semester	Credit Hours
CSME1534 Cosmetology Instructor I.....	5
CSME1535 Orientation to the Instruction of Cosmetology.....	5
Total Hours 10	

Second Semester	Credit Hours
CSME2514 Cosmetology Instructor II.....	5
CSME2545 Instructional Theory & Clinic Oper.....	5
Total Hours 10	

Third Semester	Credit Hours
CSME2415* Cosmetology Instructor III	4
GRAND TOTAL HOURS 24	

**CSME2415 will constitute the capstone experience.*

ESTHETICIAN (Certificate)

The following are required for certification:

First Semester	Credit Hours
CSME1520 Orientation to Facial Specialist.....	5
CSME1348 Principles of Skin Care	3
CSME1521* Principles of Facial/Esthetics Technology.....	5
Total Hours 13	

Second Semester	Credit Hours
CSME1547 Principles of Skin Care/Facials & Related Theory	5
CSME1545 Principles of Facial/Esthetics Technology II	5
CSME2531* Principles of Facial/Esthetics Technology III	5
Total Hours 15	

GRAND TOTAL HOURS 28

**CSME2531 will constitute the capstone experience.*

NAIL TECHNICIAN (Certificate)

The following are required for certification:

First Semester	Credit Hours
CSME1430 Orientation to Nail Technology.....	4
CSME1431 Principles of Nail Technology I.....	4
CSME1443 Manicuring and Related Theory	4
Total Hours 12	

Second Semester	Credit Hours
CSME2530 Nail Enhancement	5
CSME1541 Principles of Nail Technology	5
Total Hours 10	

GRAND TOTAL HOURS 22

DRAFTING TECHNOLOGY (Degree)

Gainesville and Corinth Campuses

Graduation Requirements: A minimum of 63 semester hours is required for graduation with an Associate of Applied Science Degree (Equivalent courses may be substituted with permission of program coordinator).

FIRST YEAR

First Semester	Credit Hours
ENGL1301 Composition I	3
MATH1314 College Algebra	3
DFTG2317 Descriptive Geometry	3
DFTG1305 Technical Drafting	3
DFTG1309 Basic Computer-Aided Drafting.....	3
Total Hours 15	

Second Semester	Credit Hours
ENGL1302 Composition II.....	3
SPCH1315 Public Speaking	3
DFTG2302 Machine Drafting.....	3
DFTG1317 Architectural Drafting-Residential ...	3
DFTG2319 Intermediate Computer-Aided Drafting.....	3
DFTG1333 Mechanical Drafting	3
Total Hours 18	

SECOND YEAR

Second Semester	Credit Hours
GOVT2305 American National Government	3
DFTG2300 Intermediate Architectural Drafting-Residential	3
DFTG2332 Advanced Computer-Aided Drafting.....	3
DFTG2306 Machine Design	3
DFTG1391 Special Topic in Drafting.....	3
Total Hours 15	

Second Semester	Credit Hours
DFTG2358 Advanced Machine Design	3
DFTG2330 Civil Drafting OR	
DFTG2323 Pipe Drafting	3
DFTG2340 Solid Modeling/Design	3
DFTG1358 Electrical/Electronics Drafting	3
DFTG2338* Final Project	3
Total Hours 15	

GRAND TOTAL HOURS 63

**DFTG2338 will constitute the capstone experience.*

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DRAFTING TECHNOLOGY (Certificate)

The following are required for certification.

FIRST YEAR

First Semester	Credit Hours
DFTG1305 Technical Drafting	3
DFTG1309 Basic Computer-Aided Drafting.....	3
DFTG1333 Mechanical Drafting	3
DFTG2317 Descriptive Geometry	3
DFTG1317 Architectural Drafting-Residential	3
Total Hours 15	

Second Semester	Credit Hours
DFTG2340 Solid Modeling/Design	3
DFTG2319 Intermediate Computer-Aided Drafting	3
DFTG2302 Machine Drafting.....	3
DFTG2306 Machine Design	3
DFTG2338* Final Project	3
Total Hours 15	

GRAND TOTAL HOURS 30

**DFTG2338 will constitute the capstone experience.*

EQUINE SCIENCE (Degree)

Gainesville Campus

The Equine Program is designed to give students hands-on experience, real industry application, and a well-rounded curriculum that includes science, business, riding, and training. Located in the heart of horse country, students not only work within the program but directly with many of the outstanding professionals and facilities in the area thereby gaining important 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.

Important Notice: Due to the nature of the program space is limited and students are encouraged to apply early. Students should also note that this is a very rigorous program that requires a large amount of time, significant class loads, and extra work experiences out side of class. Acceptance to the college does not guarantee acceptance into the Equine Program. Students must go

through an interview process before acceptance will be considered.

Graduation Requirements: A minimum of 66 semester hours is required for graduation with an Associate of Applied Science Degree. (Equivalent courses may be substituted for any of those below with permission from the program faculty or designate).

FIRST YEAR

First Semester	Credit Hours
ENGL1301 Composition I	3
AGEQ1319 Horsemanship I OR	
AGEQ1300 English Equitation I	3
AGEQ1411 Equine Science I	4
Core Science (see page 67).....	4
Humanities/Visual & Performing Arts..	3
(select from list on pg. 67)	
Total Hours 17	

Second Semester	Credit Hours
AGEQ1315 Horse Evaluation I.....	3
AGEQ1305 Enterprise Management.....	3
AGRI2317 Intro to Ag Economics	3
AGEQ2339 Horsemanship II.....	3
GOVT2305 American National Govt. OR	
HIST1301 U.S. History to 1865.....	3
Total Hours 15	

SECOND YEAR

First Semester	Credit Hours
AGRI1309 Computer in Ag	3
AGEQ2310 Equine Business Management	3
Approved Equine Elective.....	2
MATH1314 College Algebra	3
AGEQ1401 Equine Behavior and Training I.....	4
Total Hours 15	

Second Semester	Credit Hours
AGEQ1450 Equine Reproduction	4
Approved Equine Elective	4
AGEQ2311 Equine Science II.....	3
AGRI1419 Animal Science.....	4
SPCH1315 Public Speaking	3
Total Hours 16	

Summer	Credit Hours
AGEQ2386* Internship.....	3
Total Hours 3	

GRAND TOTAL HOURS 66

**AGEQ2386 will constitute the capstone experience.*

**EQUINE BUSINESS MANAGEMENT
(DEGREE)**

First Semester	Credit Hours
ENGL1301* Composition I	3
AGEQ1411* Equine Science I	4
AGEQ1319* Horsemanship I	3
ACCT2301* Intro Accounting I	3
AGRI1309* Ag Computers	3
Total Hours	16

Second Semester	Credit Hours
AGEQ1305 Enterprise Management	3
Core Science (see page 67)	4
BMGT1303 Princ. Of Management	3
Approved Equine Elective	2
Humanities/Performing Arts*	3
Total Hours	15

Third Semester	Credit Hours
AGEQ2305* Equine Business	3
AGRI1325* Mrkt of Ag Products	3
BUSG1304 Personal Finance	3
AGRI2317* Ag Economics	3
SPCH1315* Public Speaking	3
GOVT2305* Government	3
Total Hours	18

Fourth Semester	Credit Hours
AGEQ1450* Equine Reproduction	4
AGEQ2311* Equine Science II	3
Math1314 College Algebra OR	
Other Approved Math Elective*	3
AGEQ1315* Horse Evaluation I	3
ACNT1329 Payroll and Tax Acct OR	
IBUS1305 International trade	3
Total Hours	16

AGEQ2386 Internship	3
GRAND TOTAL HOURS	68

* Courses may be transferable

**EQUINE SCIENCE – HORSE
MANAGEMENT & TRAINING (Certificate)**

The following are required for certification.

First Semester	Credit Hours
AGEQ1319 Horsemanship I OR	
AGEQ1300 English Equitation I	3
AGEQ1411 Equine Science I	4
Approved Equine Elective	2
AGEQ2310 Equine Business Management	3
AGEQ1401 Equine Behavior & Training I	4
Total Hours	16

Second Semester	Credit Hours
AGEQ1305 Enterprise Management	3
AGEQ1315 Horse Evaluation I	3
AGEQ2311 Equine Science II	3
Equine Elective	2
AGEQ1450 Equine Reproduction	4
Total Hours	15

Summer Semester	Credit Hours
AGEQ2386* Internship	3
Total Hours	3
GRAND TOTAL HOURS	34

*AGEQ2386 will constitute the capstone experience.

**EQUINE SCIENCE – BREEDING
FARM MANAGEMENT (Certificate)**

The following are required for certification.

First Semester	Credit Hours
AGRI1309 Computer in Ag	3
AGEQ2310 Equine Business Management	3
AGEQ1411 Equine Science I	4
AGEQ1401 Equine Behavior & Training I	4
AGCR1441 Pasture Management	4
Total Hours	18

Second Semester	Credit Hours
AGEQ1315 Horse Evaluation I	3
AGEQ1305 Equine Enterprise Management	3
AGEQ1450 Equine Reproduction	4
AGEQ2311 Equine Science II	3
Approved Equine Elective	4
Total Hours	17

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Summer Semester	Credit Hours
AGEQ2386* Internship.....	3
Total Hours	3
GRAND TOTAL HOURS	38

**AGEQ2386 will constitute the capstone experience.*

EQUINE SCIENCE ELECTIVES

Select from the list below:

EQUINE SCIENCE

AGEQ1291	Special Topics II
AGEQ1391	Special Topics III
AGEQ2215	Horse Evaluation II
AGEQ1322	Fundamentals of Riding Instruction
AGEQ1271	Reining
AGEQ2401	Behavior and Training II
AGAH1402	Principles of Fitting and Grooming Livestock
AGEQ2259	English Equitation II
AGEQ1371	Advanced Colt Training

FARM & RANCH MANAGEMENT (Degree)
Gainesville Campus

Graduation Requirements: A minimum of 63 semester hours is required for graduation with an Associate of Applied Science Degree. (Equivalent courses may be substituted for any of the classes below with permission from the program faculty or designate).

FIRST YEAR

First Semester	Credit Hours	
ENGL1301	Composition I.....	3
AGRI1131	The Agriculture Industry.....	1
AGRI1419	Animal Science.....	4
AGRI1407	Agronomy	4
AGAH1443	Animal Health.....	4
	Electives.....	2
Total Hours	18	

Second Semester	Credit Hours	
MATH1332	College Mathematics	3
AGRI2317	Agricultural Economics.....	3
AGAH2313	Feeds and Feeding.....	3
AGCR1419	Soil Science.....	4
SPCH1315	Public Speaking.....	3
Total Hours	16	

SECOND YEAR

First Semester	Credit Hours	
GOVT2306	Amer. State & Local Govt. or GOVT2305 Amer. Natl. Govt.....	3
AGRI1309	Computers in Agriculture	3
AGCR1441	Pasture Management.....	4
AGCR2401	Agriculture Chemicals.....	4
	Elective	2
Total Hours	16	

Second Semester	Credit Hours	
	Humanities/Fine Art elective from list	3
AGRI1325	Marketing of Agriculture Products..	3
AGMG2480*	Cooperative Education	4
	Elective	3
Total Hours	13	
GRAND TOTAL HOURS	63	

**AGMG2480 will constitute the capstone experience.*

AGRICULTURE MANAGEMENT (Certificate*)

The following are required for certification. (Equivalent courses may be substituted for any of the classes below with permission from the program faculty or designate.)

First Semester	Credit Hours	
AGRI1309	Computers in Agriculture	3
AGRI1419	Animal Science.....	4
AGRI1407	Agronomy	4
AGCR1441	Pasture Management.....	4
AGAH1443	Animal Health	4
Total Hours	19	

Second Semester	Credit Hours	
AGRI1131	The Agriculture Industry.....	1
AGRI1325	Marketing of Agriculture Products..	3
AGRI2317	Agriculture Economics.....	3
AGAH2313	Feeds and Feeding.....	3
AGCR1419	Soil Science.....	4
AGMC2401	Agriculture Chemicals.....	4
Total Hours	18	

Summer Semester	Credit Hours	
AGMG2480*	Cooperative Education	4
Total Hours	4	
GRAND TOTAL HOURS	41	

**AGMG2480 will constitute the capstone experience.*

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FARM AND RANCH ELECTIVES

Select from list below:

FARM AND RANCH MANAGEMENT:

- AGAH1453 Beef Cattle Management
- AGAH2270 Artificial Insemination
- AGCR2401 Agriculture Chemicals
- AGMG2301 Ranch Business
- AGME1449 Farm Power & Machinery
- RELE1331 Farm & Ranch Real Estate

AGRICULTURE:

- AGRI2221 Livestock Judging
- AGRI1311 Dairy Science
- AGRI1415 Horticulture
- AGRI1327 Poultry Science
- AGRI2301 Farm Shop
- AGRI2330 Wildlife Conservation & Mgmt.

HUMANITIES/VISUAL & PERFORMING ARTS:

(select from list on pg. 67)

**HORTICULTURAL MANAGEMENT
(Certificate)**

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, fieldtrips, 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 following courses are required for certification, although equivalent courses may be substituted with permission from program faculty. Please note that Floral Design and Advanced Floral Design each require a \$100 lab fee.

First Semester	Credit Hours
FMKT1301 Floral Design	3
HALT1325 Landscape Plant Material	3
HORT1401 Horticulture.....	4
AGCR2401 Agriculture Chemicals.....	4
Horticulture Elective	3
Total Hours 17	

Second Semester	Credit Hours
HALT1422 Landscape Design.....	4
HALT2308 Greenhouse Management.....	3
AGRI1131 The Agriculture Industry.....	1
AGCR1419 Soil Science.....	4
Horticulture Elective	3
Total Hours 15	

Summer Semester	Credit Hours
HALT2480* Cooperative Education	4
Total Hours 4	

GRAND TOTAL HOURS 36

**HALT2480 will constitute the capstone experience.*

HORTICULTURE ELECTIVES

Select from list below:

HALT1309 Interior Plants	3
HALT1353 Landscape Computer Design....	3
HALT1301 Principles of Horticulture (Natural Horticulture)	3
HALT2302 Greenhouse Crop Production... 3	3
HALT2307 Food Crops	3
FMKT2331 Advanced Floral Design	3
HALT2331 Advanced Landscape Design....	3

LAW ENFORCEMENT (Degree)

Graduation Requirements: A minimum of 63 semester hours is required for graduation with an Associate of Applied Science Degree.

Law Enforcement 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.**

NOTE: NCTC will allow law enforcement students who meet the following requirements an

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opportunity to take and successfully pass with a minimum score of 70, a departmental exam to receive credit for (4) four law enforcement classes totaling 12 hours: complete a Texas Certified Police Academy and pass the State Licensing Exam for Texas Peace Officers. The (4) classes that a student may test out of are: CRIJ1301 Introduction to Criminal Justice, CRIJ2328 Police Systems and Practices, CJSA1342 Criminal Investigation, and CRIJ1310 Fundamentals of Criminal Law. Please see page 33 for more information on departmental testing.

FIRST YEAR

First Semester	Credit Hours
ENGL1301 Composition I	3
BCIS1305 Business Computer Application	3
CRIJ1301 Intro to Criminal Justice	3
CJSA1348 Ethics in Criminal Justice	3
CJSA1317 Juvenile Justice System	3
Total Hours 15	

Second Semester	Credit Hours
ENGL1302 Composition II	3
MATH1314 College Algebra OR	
MATH1342 Elementary Statistics	3
CJSA1342 Criminal Investigation	3
CRIJ1306 Court System and Practices	3
Any Criminal Justice elective.....	3
Total Hours 15	

SECOND YEAR

First Semester	Credit Hours
SPCH1315 Public Speaking	3
SOCI1301 Intro to Sociology	3
CRIJ2313 Correctional System & Practices.....	3
CRIJ2328 Police Systems & Practices	3
ENGL2311 Technical Writing.....	3
Total Hours 15	

Second Semester	Credit Hours
GOVT2305 American National Government ...	3
PSYC2301 Intro to Gen. Psychology	3
CRIJ1310 Fundamentals of Criminal Law	3
CJSA2334 Contemporary Issues in Criminal	
Justice	3
CJSA1325 Criminology	3
Any Criminal Justice elective.....	3
Total Hours 18	

GRAND TOTAL HOURS 63

*CJSA2334 will constitute the capstone experience.

LAW ENFORCEMENT ELECTIVES

Select from list below:

CJLE1327	Interviewing & Report Writing
CJSA2300	Legal Aspect of Law Enforcement
CJSA1308	Criminalistics
CJCR1304	Probation and Parole
CJSA1393	Introduction to Forensics

OFFICE SYSTEMS TECHNOLOGY (Degree)

The Office Systems Technology (OST) curriculum is designed to prepare students for a variety of careers related to office technology and to update and sharpen current skills. The program's flexibility allows the student to take classes over the Internet while continuing to work full-time. 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.

The objectives of the OST 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 machines; 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 OST 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 who cannot meet this requirement must take a keyboarding class to improve their skills prior to or concurrent with enrollment.

Graduation Requirements: A minimum of 63 semester hours is required for graduation with an Associate of Applied Science Degree in Office Systems Technology.

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NORTH CENTRAL TEXAS COLLEGE

FIRST YEAR

First Semester	Credit Hours
ENGL1301 Composition I.....	3
BCIS1305 Business Computer Application	3
POFT1329 Keyboarding & Document Formatting	3
POFI2301 Word Processing.....	3
ACNT1303 Intro to Accounting I	3
Total Hours	16

Second Semester	Credit Hours
POFI1349 Spreadsheets.....	3
ENGL1302 Composition II.....	3
ACNT1304 Introduction to Accounting II	3
POFT2312 Business Correspondance and Communication.....	3
POFI2331 Desktop Publishing for the Office .	3
Total Hours	15

SECOND YEAR

First Semester	Credit Hours
ITSW1307 Intro to Database	3
POFT1309 Administrative Office Procedures I. .	3
MATH1332 College Mathematics OR	
MATH1314 College Algebra	3
POFT1328 Business and Professional Presentations.....	3
POFT1331 Business Machine Applications	3
Total Hours	15

Second Semester	Credit Hours
SPCH1321 Business & Professional Speech OR	
SPCH1318 Interpersonal Communication	3
ARTS1301 Art Appreciation OR	
MUSI1306 Music Appreciation.....	3
ECON2301 Principles of Economics (Macro) ...	3
POFT1325 Business Math & Machine Application	3
POFT1319 Records and Information Management	3
POFT2280* Cooperative Education	2
Total Hours	17
GRAND TOTAL HOURS	63

*POFT2280 will constitute the capstone experience.

**OFFICE SYSTEMS TECHNOLOGY
(Certificate)**

Graduation Requirements: A minimum of 36 hours is required for graduation with a certificate of completion in Office Systems Technology.

First Semester	Credit Hours
POFT1329 Keyboarding and Document Formatting	3
POFT1309 Administrative Office Procedures I. .	3
POFT1328 Business and Professional Presentations.....	3
ACNT1303 Introduction to Accounting I	3
POFT1331 Business Machine Applications	3
POFI2301 Word Processing.....	3
Total Hours	18

Second Semester	Credit Hours
POFT2312 Business Correspondence and Communication.....	3
ACNT1304 Introduction to Accounting II	3
POFI1349 Spreadsheets	3
POFI2331 Desktop Publishing for the Office .	3
POFT1325 Business Math & Machine Application	3
POFT1319 Records and Information Management	3
Total Hours	18
GRAND TOTAL HOURS	36

A comprehensive department exam will constitute the capstone experience.

**OFFICE SYSTEMS
TECHNOLOGY
MEDICAL (Certificate)**

Graduation Requirements: A minimum of 35 hours is required for graduation with a certificate of completion in Office Systems Technology.

**(Prior approval required before registration. Orientation required. Contact Coordinator for instructions).*

First Semester	Credit Hours
POFT1329 Keyboarding and Document Formatting	3
POFI3201 Word Processing.....	3
POFT1309 Administrative Office Procedures I. .	3
ACNT1303 Introduction to Accounting I	3
POFT1331 Business Machine Applications	3
SRGT1201 Medical Terminology*.....	2
Total Hours	17

Second Semester	Credit Hours
POFI1349 Spreadsheets.....	3
ACNT1304 Introduction to Accounting II.....	3
POFI2312 Business Correspondence & Communication	3
POFM1327 Medical Insurance.....	3
POFT1325 Business Math & Machine Application.....	3
POFT1319 Records and Information Management	3
Total Hours	18
GRAND TOTAL HOURS	35

A comprehensice department exam will constitute the capstone experience.

OIL AND GAS PRODUCTION TECHNOLOGY (Degree)

Bowie Campus

Degrees and Certificates in Oil and Gas Production Technology are designed to provide students the necessary curriculum for job in the Oil and Gas industry. Training and coursework provides a diversity of knowledge that can be applied in many areas of the Oil and Gas Industry. The Oil & Gas coursework will be a combination of core academic courses and highly specialized technical classes. The academic support courses for this program can be completed at any of our campuses— Gainesville, Corinth or Bowie. However, the technical courses will, initially, be taught at our Bowie Campus in newly expanded facilities, such as a vocational training area as well as a large multi-purpose classroom designed expressly for the Oil & Gas technical courses.

Safety training as designed and mandated by OSHA will be a major component. Other courses will address work teams, communication and leadership as well the experiential training for the oil and gas industries. These courses prepare students for entry-level careers as part of a production team charged with safe and efficient extraction and flow of product. Those currently in the field who combine education with experience will be able to seek progression into managerial jobs with higher wages. As its foundation, the program will introduce students to the industry, its rich history, and purposes/procedures in var-

ied petroleum technologies: exploration, drilling, production, transportation, marketing, and refining. Introductory and advanced oil and gas specialty topics as recommended by industry partners are heavily entrenched in the curriculum content.

The program will be highly experiential, allowing students to gain knowledge from lecture and hands-on application of concepts both in the lab setting and in the field. Students will gain knowledge related to basic oil field equipment maintenance and repair and environmental and regulatory mandates. Computer literacy will be a program mainstay as the industry adapts to new technology field needs to expediently translate well data.

Program Requirements: In addition to the general requirements for admission to NCTC, entry into the Oil & Gas Production Technology program requires basic proficiency in English, Reading, and Math. (THEA requirement).

Graduation Requirements: A minimum of 64 semester hours is required for graduation with an Associate of Applied Science Degree.

FIRST YEAR

First Semester	Credit Hours
PTRT2359 Petroleum Computer Applications	3
PTRT 1301 Overview of Petroleum Industry.....	3
ENGL1301 Composition I.....	3
OSHT 2401 OSHA Regulations - General Industry.....	4
MATH1314 College Mathematics OR MATH1332 College Algebra	3
Total Hours	16

Second Semester	Credit Hours
ARTS1301 Art Appreciation OR MUSI1306 Music Appreciation OR DRAM1310 Intro to Theater.....	3
PTRT 1307 Recovery and Production..... Methods	3
PTRT 1313 Industrial Safety	3
PTRT 2323 Natural Gas Production	3
PTRT 1324 Petroleum Instrumentation	3
Total Hours	15

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SECOND YEAR

First Semester	Credit Hours
SPCH1321 Business and Professional Speaking OR	
SPCH 1315 Public Speaking.....	3
PTRT 1321 Oil Field Hydraulics	3
PTRT 1309 Corrosion Basics.....	3
PTRT 2331 Well Completions.	3
PTRT 2332 Artificial Lift	3
Total Hours	15

Second Semester	Credit Hours
ELECTIVE:	
PTRT 1317 Natural Gas Processing I OR	
PTRT 2341 Pipelining OR	
PTRT 2343 Refining Methods OR.....	3
PTRT 2336 Well Workover	3
ECON2302 Micro Economics OR	
GOVT 2305 American National Government OR	
HIST1301 U.S. History to 1865.....	3
PTRT2340 Well Stimulation	3
BMGT2309 Leadership	3
PTRT 2380 Cooperative Education: Petroleum ..	
Technology/Technician*	3
Total Hours	18
GRAND TOTAL HOURS	64

** PTRT 2380 will constitute the capstone experience. Students will complete, with an industry partner, an internship (cooperative education) to validate workplace competencies. Students successfully completing the program would be awarded the Associate of Applied Science degree in Oil & Gas Production Technology.*

OIL & GAS PRODUCTION TECHNOLOGY (Certificate*)
Bowie Campus

Program Requirements: The Oil & Gas Production Technology certificate program is THEA exempt.

Certification Requirements: 31 semester hours is required for completion of the Oil & Gas Production Technology certificate. (Equivalent courses may be substituted with permission from the program coordinator and Dean).

First Semester	Credit Hours
PTRT1316 Petroleum Computer Applications.....	3
PTRT1301 Overview of Petroleum Industry	3
OSHT 2401 OSHA Regulations - General Industry	4
PTRT 1307 Production Methods.....	3
PTRT 1318 Natural Gas Production.....	3
Total Hours	16

Second Semester	Credit Hours
PTRT 1313 Industrial Safety	3
PTRT 1309 Corrosion Basics	3
PTRT 1324 Petroleum Instrumentation	3
PTRT 1321 Oil Field Hydraulics.....	3
PTRT 1317 Natural Gas Processing 1	3
Total Hours	15
GRAND TOTAL HOURS	31