



**REGISTRATION – PENDING - BLDG 660 – M – TH – 0800 – 1700, FRI – 0800 – 1600**  
**REGISTRATION FOR WEEKEND COURSES ACCEPTED UNTIL THURSDAY PRIOR TO START OF CLASS**

*Please visit our local campus website at: <http://www.ctcpolk.com>*

COURSE	SEC	SH	TITLE	TIME	DAY	INSTRUCTOR	DATES	ROOM	GOARMY ED CLASS NUMBER
<b><u>MORNING COURSES</u></b>									
BIOL 1308	POL02	3	Biology for Non-Science Majors	1000 – 1230	M W	Miller	05/16 – 07/06	117	91660
ENGL 1301	POL10	3	Composition I	1300 – 1530	M W	Shoaf	05/16 – 07/06	109	91673
SOCI 2301	POL05	3	Marriage and the Family	1000 – 1230	M W	Woods	05/16 – 07/06	105	91693
<b><u>AFTERNOON COURSES</u></b>									
CRJ 1313	POL04	3	Juvenile Justice System	1300 – 1530	M W	Woods	05/16 – 07/06	105	91669
ENGL 1302	POL08	3	Composition II	1300 – 1530	T TH	Shoaf	05/17 – 07/06	109	91674
<b><u>MONDAY &amp; WEDNESDAY EVENING COURSES</u></b>									
BUSI 1301	POL02	3	Business Principles	1730 – 1915	M W	Washam	05/16 – 07/06	201	91662
CJSA 1313	POL04	3	Court Systems and Practices	1645 – 1915	M W	Bankhead	05/16 – 07/06	203	91665
CJCR 1307	POL02	3	Correctional Systems and Practices	1915 – 2145	M W	Bankhead	05/16 – 07/06	203	91664
ENGL 1301	POL11	3	Composition I	1645 – 1915	M W	Shoaf	05/16 – 07/06	109	91672
GOVT 2301	POL05	3	American Government I	1645 – 1915	M W	Briggs	05/16 – 07/06	105	91675
GOVT 2304	POL04	3	Introduction to Political Science	1915 – 2145	M W	Briggs	05/16 – 07/06	105	91677
HRPO 2301	POL02	3	Human Resource Management	1645 – 1915	M W	Thrasher	05/16 – 07/06	204	91680
ITSC 1405	POL02	4	Introduction to PC Operating Systems	1645 – 1915	M W	Stewart	05/16 – 07/06	103	91681
ITSW 1401	POL02	4	Introduction to Word Processing	1915 – 2145	M W	Stewart	05/16 – 07/06	103	91683
MATH 1414	POL03	3	College Algebra	1730 – 1915	M W	Perez	05/16 – 07/06	207	91688
PHIL 1304	POL02	3	Introduction to World Religions	1645 – 1915	M W	Crawford	05/16 – 07/06	208	
<b><u>TUESDAY &amp; THURSDAY EVENING COURSES</u></b>									
ACNT 1325	POL02	3	Principles of Accounting I	1700 – 1930	T TH	Hilton	05/17 – 07/06	201	91658
CJSA 1348	POL02	3	Ethics in Criminal Justice	1645 – 1915	T TH	Williams	05/17 – 07/06	203	91666
CJSA 2331	POL02	3	Child Abuse, Prevention and Investigation	1915 – 2145	T TH	Williams	05/17 – 07/06	203	91668
DSMA 0307	POL05	3	Intermediate Algebra	1730 – 2000	T TH	Perez	05/17 – 07/06	207	91670
DSWR 0304	POL08	3	Fundamentals of Writing II	1645 – 1915	T TH	Shoaf	05/17 – 07/06	109	91671
HIST 1301	POL06	3	United States History I	1645 – 1915	T TH	Chance	05/17 – 07/06	105	91678
HIST 1302	POL05	3	United States History II	1915 – 2145	T TH	Chance	05/17 – 07/06	105	91679
LGLA 1353	POL01	3	Wills, Trust and Probate Administration	1800 – 2030	T TH	Smith	05/17 – 07/06	208	
PSYC 2301	POL05	3	General Psychology	1645 – 1915	T TH	Harrell	05/17 – 07/06	225	91689
SOCI 1301	POL05	3	Introduction to Sociology	1645 – 1915	T TH	Lewis	05/17 – 07/06	204	91691
SOCI 1308	POL05	3	Social Problems	1915 – 2145	T TH	Lewis	05/17 – 07/06	204	91692
<b>Lab Times for evening computer courses: 0900 – 1130, 1300 – 1630 Monday, Wednesday &amp; Friday</b>									
<b><u>SESSION 1 WEEKEND COURSES: 05/21, 05/22 – 05/06, 06/05 – 06/18, 06/19</u></b>									
BUSG 2309	POL02	3	Small Business Management	0800 – 1500	S SU	Brown		105	91661
CJSA 1351	POL01	3	Use of Force	0800 – 1500	S SU	Williams		107	91687
GOVT 2302	POL05	3	American Government II	0800 – 1500	S SU	Crawford		109	91676
<b><u>SESSION 2 WEEKEND COURSES: 06/11, 06/12 – 06/25, 06/26 – 07/09, 07/10</u></b>									
ANTH 2351	POL05	3	Cultural Anthropology	0800 – 1500	S SU	Chance		105	91659
CJCR 1304	POL01	3	Probation and Parole	0800 – 1500	S SU	Helton		109	91663
PSYC 2314	POL01	3	Life Span, Growth and Development	0800 – 1500	S SU	Harrell		107	91690
<b>IMPORTANT NOTES</b>									
<b>TUITION MUST BE PAID IN FULL ON THE DAY YOU REGISTER</b>									
* Lab Fee (Computer Courses – \$15.00 per credit hour, Science and Culinary Arts Courses - \$ 10.00 per credit hour)									
*** Last day to drop with a 75% refund is May 19 <sup>th</sup> , 2011. Last day to drop with a 25% refund is May 25 <sup>th</sup> , 2011. ***									

- SCHEDULED HOLIDAYS:** Scheduled holidays for Term 5, 2011:  
 Memorial Day – May 30<sup>th</sup>
- GRADUATION:** Central Texas College awards degrees each year in May, August and December. A graduation application must be submitted to the CTC Site Registrar by the following dates: Dec. grad. – Oct. 1<sup>st</sup>, May grad. – Feb 1<sup>st</sup>, Aug. grad. – June 10<sup>th</sup>. There are two combined graduation ceremonies each year. Graduates of December, May and August may participate.
- DEVELOPMENTAL CLASSES:** Developmental Math (DSMA) and English (DSWR) classes are prerequisites for the ENGL 1301 & MATH 1414 courses and count as RESIDENCY CREDIT but cannot be applied towards degree requirements.
- LATE REGISTRATION:** Central Texas College will no longer have late registration. All students are required to be registered no later than close of business of the first day of class. No exceptions. Registration for the weekend classes must be completed prior to the first class session.
- WITHDRAWAL/REFUND POLICY:** Students wishing to withdraw from a class MUST initiate a Withdrawal/Refund form (CTC Form 6). **THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE THE FORM IS SIGNED BY THE Instructor**, not the last class attendance date. Withdrawals will not be allowed after the last Friday preceding the last scheduled class. Refunds will be computed from the effective date and will be made according to the following schedule:  
 100% Withdrawal before the first class meeting of the Term  
 75% Withdrawal if not more than 1/8 of the total class meetings have elapsed (1 - 4 days)  
 25% Withdrawal if more than 1/4 of the total class meetings have elapsed (5 - 8 days)
- TUITION RATES:** Tuition for all courses is \$160.00 Per Credit Hour: and does not include instructional material(s). There is a \$15.00 Per Credit Hour lab fee for computer courses and a \$10.00 Per Credit Hour lab fee for biology/physical science courses.  
 Tuition Rates:  
 3 Credit Hours = \$ 480.00  
 4 Credit Hours = \$ 640.00  
 Computer Courses:  
 1 Credit Hour + Lab Fee = \$ 175.00  
 3 Credit Hours + Lab Fee = \$ 525.00  
 4 Credit Hours + Lab Fee = \$ 700.00  
 Biology/Physical Science & Culinary Arts Courses:  
 3 Credit Hours + Lab Fee = \$ 510.00  
 4 Credit Hours + Lab Fee = \$ 680.00  
 The above tuition rates do not reflect the cost **YOU** must pay for your books.  
 There are no costs for Admission, Registration, or Evaluations. Tuition Assistance may be available for active duty military students. Veteran's Benefits, Pell Grants, and Student Loans can also be used to pay tuition and costs.
- STUDENT PAYMENTS:** Payment of Tuition and Fees may be made by Check or Money Order and must be received prior to the first class meeting. Students may also use MASTER CARD, AMERICAN EXPRESS or DISCOVER to charge their payments. **CASH PAYMENTS CANNOT BE ACCEPTED. A \$25.00 fee will be charged for checks returned marked NONSUFFICIENT FUNDS or ACCOUNT CLOSED.** No check payments will be accepted from students who have written 2 (two) Non-Sufficient Funds or Account Closed checks.
- NON-MILITARY STUDENTS:** Central Texas College is an open admission two-year college requiring no entry exams/ACTS/SATS. For Fort Polk access information to attend On-Post schools please contact Central Texas College @ (337) 537-5202.
- PLACEMENT EXAMINATIONS:** Placement tests are given on Monday, Wednesday, and Friday from 8:00 AM – 12:00 PM. No fee is charged for this service.

For More information on Central Texas College programs please call us at the Delbert Wilson Army Ed. Center & Library, BLDG 660, South Fort Polk, Telephone: (337) 537-5202 or visit our local campus website @ <http://www.ctcpolk.com> or our Main Campus Website @ <http://www.ctcd.edu> or email us @ [sitereg.polk@ctcd.edu](mailto:sitereg.polk@ctcd.edu)

**NON-MILITARY STUDENTS CAN OBTAIN AN EXTENDED VISITORS PASS FOR ATTENDING CLASSES AT CTC ON FORT POLK. PLEASE CALL THE CTC OFFICE AT (337) 537-5202 IF YOU WOULD LIKE MORE INFORMATION.**

### Proctored Testing Hours

CTC offers proctored testing to distance learning student during the following hours:  
 Monday, Wednesday, and Friday – 8:00 AM and 10:00 AM Testing Sessions

**Pearson VUE, CLEP and DSST Testing Hours:**  
 Tuesday and Thursday – 8:00 AM and 10:00 AM Testing Sessions

# NO BOOKS REQUIRED



**18 April 2011 – 20 May 2011**

**Leadership Accelerated Management Program VIII**  
**1 WEEK CLASSES – 1 CREDIT HOUR**

**Classes Meet: M T W T H F**

BEGIN	END	GOARMY ED#	COURSE #	COURSE TITLE	INSTRUCTOR	CREDIT HRS	TIME	BLDG
18 April	21 April	75203	MTMC 2172	Microsoft Word Advanced	Sliman	1	1300 – 1630	660
26 April	29 April	75202	MTMC 2171	Microsoft Excel Advanced	Sliman	1	1300 – 1630	660
02 May	06 May	75204	MTMC 2176	Microsoft Access Advanced Topics	Sliman	1	1300 – 1630	660
09 May	13 May	75200	MTMC 1173	Database Applications	Sliman	1	1300 – 1630	660
16 May	20 May	75201	MTMC 1175	Web Page Development I	Sliman	1	1300 – 1630	660
18 April	21 April	75197	BMGT 1177	Critical Thinking	Jones	1	1700 – 2100	660
26 April	29 April	75205	MTMM 1170	Work Site Efficiency	Jones	1	1700 – 2100	660
02 May	06 May	75207	MTOB 1171	Employee Performance	Jones	1	1700 – 2100	660
09 May	13 May	75198	MTES 1170	Employee Ethics/Values	Jones	1	1700 – 2100	660
16 May	20 May	75199	MTHR 1171	Employee Oriented Training	Jones	1	1700 – 2100	660

To enroll each student must sign up through the Go Army Ed portal on line. See your Army Education Counselor for assistance. They are located in BLDG. 660 (Education Center). Their hours are from 0800 to 1600 Monday through Friday. All Classes will be conducted at (Education Center). **BLDG 660**