

Degree and Certificate Requirements

Degrees Offered

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, or the Associate of General Studies degrees to students who have successfully completed the minimum and specific degree requirements for graduation. To earn an associate degree, you must complete the specific degree requirements in the curriculum plan for your major field of study as shown in the programs of study and meet minimum requirements for each degree. Each degree candidate must earn a minimum of 25 percent of the coursework in the degree from Central Texas College; have an overall 2.0 grade point average and a minimum CTC 2.0 grade point average; and meet state, institutional, licensure and other agency rules as applicable. All CTC courses completed at the time the degree is conferred are calculated in the CTC grade point average even if the courses were not used to meet specific degree requirements. You are responsible for applying and paying the appropriate graduation fee by the application deadline. Refer to the Graduation section in the catalog for information on filing the degree application.

To be eligible for a second associate's degree, a student must complete an additional 25 percent residency from Central Texas College and meet all other degree requirements above. The additional 25 percent residency must be in coursework that was not used for the first associate's degree or for a certificate of completion.

Developmental Studies

Developmental studies courses offered by Central Texas College are designed to provide a means for students to remove specific deficiencies or provide refresher coursework before enrolling in academic, occupational, or technical programs.

Students on academic probation or suspension may be required to complete developmental studies courses to satisfy probation or suspension readmission requirements.

NOTE Developmental studies courses may not be used to satisfy degree requirements, cannot be used to meet the 25 percent residency toward the degree and cannot be counted in the grade point average at Central Texas College.

Certificates of Completion

CTC confers Level I and Level II Certificates of Completion to students who have successfully completed the minimum and specific certificate requirements. To earn a Certificate of Completion, you must earn a minimum of 25 percent of the coursework in the certificate from Central Texas College; have an overall 2.0 grade point average and a minimum CTC 2.0 grade point average; and meet state, licensing, third-party agency and institutional rules as applicable. You are responsible for applying and paying the appropriate graduation fee by the application deadline. Refer to the *Graduation* section in the catalog for information on filing the certificate application.

To be eligible for a second certificate of completion, a student must complete an additional 25 percent residency from Central Texas College and meet all other certificate requirements above. The additional 25 percent residency must be in coursework that was not used in previous certificates or degree awarded.

Core Curriculum and Field of Study Curriculum

The *Core Curriculum* is the set of courses in liberal arts, humanities, sciences and political, social and cultural history that undergraduates of a public higher education institution in Texas are required to complete before receiving a bachelor's degree (Title 19, Chapter 5, Subchapter S, Rule 5.400). Students seeking a CTC Associate of Arts or Associate of Science degree are required to complete a 42-hour core curriculum. Students who successfully complete the core curriculum may transfer the block of courses to another Texas public institution of higher education and substitute the block for the receiving institution's core curriculum. Students who do not complete the 42-hour core curriculum may still transfer those courses successfully completed to another public college or university in Texas. They will generally be required to complete the remainder of the courses in the receiving institution's core curriculum.

When students successfully complete the 42-hour core curriculum at CTC, their transcripts will reflect "*Core Curriculum Completed.*" For a list of the courses in the core curriculum, refer to the Programs of Study section of this Catalog.

The *Field of Study Curriculum* is a set of courses that will satisfy the lower-division academic requirements for a bachelor's degree in a specific academic area at a general academic teaching institution. The course credits of specific approved curricula will apply toward bachelor degree requirements, if the courses are a part of the student's degree requirements at the senior institution.

To facilitate transfer of freshman- and sophomore-level core and field of study courses, a Texas Common Core Numbering System (TCCNS) exists. These lower-division courses have a TCCNS number and are listed in the *Lower-Division Academic Course Guide Manual*, an official publication of the Texas Higher Education Coordinating Board, Community and Technical Colleges Division.

It is important to know what courses are recognized as common at the school to which you plan to transfer. You should declare a major before attaining sophomore standing at CTC. Each Texas public community college or university will accept TCCNS courses, provided such credits are within the approved transfer curriculum of the student's declared major field of study at the receiving institution. A change of major may result in loss of credits earned in a previous program.

Program Listings

Curriculum plans for various degrees, certificates, and courses offered at the C&I Campuses are on the following pages. Please refer to the current Texas Campuses catalog and the CTC Distance Learning website for additional programs of study and courses that may be available through distance learning. Designations stated after each degree title reference the student's degree plan by major code. For example, Business Management (Associate of Applied Science Degree), BUBM (major code). The reference facilitates student academic advising. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. Many of the curricula presented on the following pages have been designed for students who wish to transfer to a senior college or university. Central Texas College counselors and advisors are available to assist you in choosing from these suggested programs or in working out special arrangements to meet particular educational plans. It is your responsibility to monitor program offerings and follow the published degree plan requirements. Any deviations from listed courses must be approved in writing by the department. If you plan to transfer to a senior college or university and are taking courses that lead to an Associate of Arts or an Associate of Science degree, refer to the degree requirements for the AS or AA degrees listed in this catalog.

NOTE Although academic counseling is available, it remains your responsibility to determine the major area of study, the senior college or university to which you wish to transfer and the required courses and their prerequisites.

Prerequisite Courses

Be familiar with the course descriptions. If the course description indicates a prerequisite, the prerequisite should be met before registering for the advanced course. For example, you are required to successfully complete ENGL 1301 Composition I before registering for ENGL 1302 Composition II.

If you cannot schedule prerequisites, obtain prior approval to enroll in these courses from the Department Chair. Failure to obtain approval could result in loss of credit toward your degree.

Semester Credit Hours

The three numbers following (to the right of) the course title indicate the: (a) hours per week the class meets for lectures, (b) number of laboratory hours required per week and (c) credit hours awarded for successful completion of the course. One semester hour of credit represents one hour of lecture time per week for 16 weeks; one semester hour of credit also represents two to four hours of laboratory time per week for 16 weeks. Lecture and lab proportions may vary depending on the nature of the course.

For example, BIOL 1406, General Biology I, 3-3-4, has three hours of lecture per week conducted over 16 weeks and three hours of laboratory per week conducted over 16 weeks with four hours of credit awarded for successful completion. This weekly requirement is adjusted to compensate for terms/sessions/semesters with lengths other than 16 weeks. For instance, 3-0-3 for an eight-week term would require six hours of lecture per week and 2-4-3 would require four hours of lecture and eight hours of lab per week.

Programs of Study

AA	Associate of Arts Degree
AAS	Associate of Applied Science Degree
AGS	Associate of General Studies Degree
CC	Certificate of Completion
CC*	Level I Certificate
CC**	Level II Certificate

Type of

Degree	Program of Study	Page
	Core Curriculum for Associate of Science (AS) and Associate of Arts (AA)	43

Associate of Arts Degrees

AA	Business Administration	47
AA	Interdisciplinary Studies	47
AA	Social Science	47

Associate of Applied Science Degrees and Certificates

Applied Technology

AAS	Applied Technology	45
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Auto Collision

AAS	Auto Collision Repair	48
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Automotive Mechanic

AAS	Automotive Mechanic/Technician	49
CC**	Automotive Technician	50
CC*	Automotive System Specialist	50
CC*	Automotive Tune-Up Specialist Certificate	51

Aviation Maintenance

AAS	Aviation Maintenance Technology	52
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Business Management

AAS	Applied Management	53
AAS	Applied Management with Computer Applications	54
AAS	Applied Management - Military Science Specialization	55
AAS	Business Management	56
CC*	Business Management	57
CC*	Entrepreneurship	57
AAS	Business Management - Marketing and Sales Management Specialization	58
CC*	Marketing and Sales Management	59

Computer Science

AAS	Business Programmer Analyst	60
AAS	Information Technology	61
AAS	Network Systems Administrator	62
CC*	Network Specialist	63
CC*	Information Center Specialist	63
CC	Microsoft System Administrator	64

Criminal Justice See *Protective Services*

Drafting and Design

AAS	Computer-Aided Drafting and Design	65
CC*	Computer-Aided Drafting and Design	65

Early Childhood Professions

AAS	Early Childhood Professions	66
CC*	Early Childhood Professions	67
CC*	Administrator's Credentials	67
CC*	Special Child Option	68

Electronics

AAS	Communications Electronics Technology	69
AAS	Computer Electronics	70
CC*	Computer Electronics Technology	70

Emergency Medical Technology

AAS	Emergency Medical Technology	71
CC	EMT - Paramedic	72

Fire Protection see *Protective Services*

General Studies

AGS	General Studies	73
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Graphics and Printing

CC*	Graphics and Printing Technology	74
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Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	75
CC**	Heating, Air Conditioning and Refrigeration	76
CC*	Residential Heating, Air Conditioning and Refrigeration	77
CC*	Commercial Heating, Air Conditioning and Refrigeration	76

Hospitality Management

AAS	Restaurant and Culinary Management	78
AAS	Hotel Management Specialization	79
CC*	Culinary Arts	80
CC*	Restaurant Skills	80
CC*	Room Division	80
CC**	Property Management Advanced	81
CC*	Food and Beverage Management	81
AAS	Food and Beverage Management Specialization	82

Legal Assistant (see Paralegal/Legal Assistant)

Maintenance Technology

AAS	Maintenance Technology	84
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Mental Health Services

AAS	At Risk Youth Specialization	85
CC*	At Risk Youth Specialization Advanced Certificate	86
AAS	Chemical Dependency Specialization	87
CC*	Chemical Dependency Specialization Advanced Certificate	88
AAS	Social Work Specialization	89

Office Technology

AAS	Executive Assistant	90
CC**	Administrative Support	91
CC*	Office Assistant	91
CC*	Software Applications Specialist	92
AAS	Office Management	92
CC**	Office Management	93
CC*	Office Management	93

Paralegal/Legal Assistant

AAS	Legal Assistant	83
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Protective Services

AAS	Criminal Justice	94
AAS	Criminal Justice - Corrections Specialization	95
CC*	Criminal Justice Studies Specialization	96
AAS	Criminal Justice - Law Enforcement Technology Specialization	97
AAS	Fire Protection Technology	98
CC*	Fire Protection Technology	99

Small Gas Engine Repair

AAS	Small Gas Engine Mechanic and Repairer	100
CC*	Small Gas Engine Mechanic and Repairer	101

Welding

AAS	Welding	102
CC**	Welding Technology	103
CC*	Welder	104
CC*	Fitter	103
CC*	Tacker	104

Core Curriculum

In the spirit of accomplishing Central Texas College's mission, the core curriculum experience will prepare you to learn effectively through your college years so that you carry these aptitudes for learning into your life careers. It is the goal of Central Texas College to graduate well-educated men and women who are articulate, interested in lifelong learning and capable of becoming creative citizens. The core curriculum design and implementation will also facilitate the transferability of lower division courses between Central Texas College and universities.

Associate of Science and Associate of Arts Degree Requirements

Requirements for the Associate of Science (AS) and the Associate of Arts (AA) degrees

Core Area	Course Options	Semester Credit Hours
Communications (010) Speech (011)	ENGL 1301 and 1302 and 3 hours of Speech SPCH 1315, 1318, 1321.	6 3
Mathematics (020)	MATH 1316, 1325, 1414, 2412, 2413, 2414, 2415.	3
Natural Science (030)	BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2413, 2421, 2428. CHEM 1406, 1407, 1411, 1412, 2423, 2425. GEOL 1403, 1404, 1405. PHYS 1401, 1402, 1411, 1412, 1415, 2425, 2426. ENVR 1401. AGRI 1407, 1415, 1419.	8
Humanities (visual/performing arts) (050)	ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2311, 2313, 2314, 2316, 2317, 2323, 2326, 2341, 2342, 2346, 2347, 2356, 2357, 2366, 2376. DRAM 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366. MUSI 1162, 1181, 1183, 1192, 1216, 1217, 1301, 1304, 1306, 1307, 1311, 1312, 2311, 2312.	3
(literature, philosophy, and cultural studies) (040)	ANTH 2301, 2302, 2346, 2351. ENGL 2322, 2323, 2327, 2328, 2332, 2333. SPCH 2341. HUMA 1315. PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307.	3
Social/Behavioral Sciences U.S. History (060) Political Science (070)	HIST 1301, 1302. GOVT 2301, 2302.	12
(other social/behavioral science) (080)	HIST 2301, 2311, 2312, 2381. GOVT 2304. PSYC 2301, 2308, 2314, 2315, 2316. SOC 1301, 1306, 2301, 2319. ECON 2301, 2302. GEOG 1300, 1301, 1302, 1303. AGRI 2317.	3
Health, Wellness, Kinesiology (090)	PHED 1101-1104, 1106-1108, 1110, 1114-1116, 1118, 1120, 1123-1126, 1129-1131, 1133, 1136, 1138, 1140-1149, 1151-1153, 1158-1159, 2155.	1
Total Core Requirements		42
Computer Technology/Skills (CTS) (Must meet skills required for basic use of computers)	(Successfully completed course or competency challenge exam) BCIS 1405. COSC 1300. AGRI 1309.	
Transfer Course Selections Required	Transfer courses may vary depending on the major the student wishes to pursue. Courses must be university parallel. Texas common course numbered (TCCN) courses which will meet the bachelor degree requirements of the university to which the student plans to transfer. See individual curriculum plans for specific courses.	24
Total Semester Credit Hours		66

NOTE A course cannot count toward more than one requirement of the degree.

NOTE Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there.

The requirements for a CTC Associate of Arts degree are:

Complete Core	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Foreign Language selection (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCCN)	10 Semester Credit Hours
	Total 66 Semester Credit Hours

The requirements for a CTC Associate of Science degree are:

Complete Core	42 semester Credit Hours
Health/Wellness/Kinesiology selection (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology selection	3 Semester Credit Hours
Mathematics selection (MATH).....	3 Semester Credit Hours
Natural Science selection (BIOL, CHEM, PHYS, GEOL)	4 Semester Credit Hours
Specialization selection - University Parallel, Texas Common Course (TCCN)	11 Semester Credit Hours
	Total 66 Semester Credit Hours

Additional Associate of Arts and Associate of Science Degree Requirements

- A minimum of 25 percent of semester credit hours earned within the Central Texas College System
- All required courses in the major as listed in this Catalog.
- Satisfy:
 - A minimum overall grade point average of 2.0 (“C” average).
 - A minimum “C” on each course in the major.
 - A minimum of 2.0 “C” with Central Texas College.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

Associate of General Studies Degree

Students planning to attend a senior college should coordinate with that senior college to ensure that the courses they take at Central Texas College will fulfill degree requirements there. To receive an Associate of General Studies Degree students must complete a minimum of 64 semester hours which must include:

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1332, 1342 or higher level.
- HIST 1301 and 1302.
- GOVT 2301 and 2302.
- Three semester hours of computer instruction.
- Two semester hours of physical education from activity courses.
- If the major is music, journalism, commercial art, or television/radio broadcasting, all required courses in the major as listed in this Catalog must be completed.
- A minimum of 25 percent of semester hour credits earned within the Central Texas College System.
- A minimum overall grade point average of 2.0 (“C” average), to include a minimum 2.0 “C” average on all courses taken with Central Texas College.
- Meeting all other Central Texas College and departmental requirements.
- In cases where freshman and/or sophomore degree requirements of the receiving college for a bachelor’s degree differ from those listed above, changes can be made in the Associate of General Studies Degree requirements when approved by the appropriate Department Chair.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.

Associate of Applied Science Degree

Students must complete the specific degree requirements in the degree plan for their major field as shown in the program of study.

The associate of applied science general education component must constitute a minimum of 15 semester credit hours drawn from and include at least one course from each of the following three required areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics. If a student takes ENGL 1312, the student must complete an additional 3 semester hours from one of the three required areas.

The degrees consist of a minimum of 64 semester hours and will include:

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH, as required by specific program.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction or successful competency challenge exam.
- A minimum of 50 percent of semester credit hours of technical courses in the major or a closely related field.
- A minimum of 25 percent of semester hours credit earned within the Central Texas College System.
- All required courses in the major as listed in this Catalog.
- Satisfy:
 - A minimum overall grade point average 2.0 (“C” average).
 - A minimum “C” on each course in the major.
 - A minimum of 2.0 “C” with Central Texas College.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.
- Meeting all other Central Texas College and departmental requirements.

Students may be required to repeat major courses in their field of study if graduation is not accomplished within five years after courses are completed.

Associate of Applied Science Degree of Applied Technology

To receive an Associate of Applied Science Degree in Applied Technology, students must complete a minimum of 64 semester hours which include:

- Communications to include either:
 - ENGL 1301 and three semester hours of oral communications, or
 - ENGL 1312.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1314, MATH 1324, MATH 1332, MATH 1342, or higher.
- Three semester hours of social or behavioral science.
- Three semester hours of computer instruction.
- Two semester hours of physical education from activity courses.
- 44-47 semester hours of major area courses related to a specific MOS, Rating, or Job Specialty Code.
- A minimum of 25 percent of semester credit hours earned within Central Texas College.
- Satisfy:
 - A minimum overall grade point average 2.0 (“C” average).
 - A minimum “C” on each course in the major area specialization.
 - A minimum grade point average of 2.0 (“C” average) with Central Texas College.

The associate of applied science general education component must constitute a minimum of 15 semester credit hours drawn from and include at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral; and Natural Science/Mathematics. If a student takes ENGL 1312, the student must complete an additional 3 semester hours from one of these areas.

Approved Electives

Approved electives are courses which, although not specifically related to the major, are designed to broaden the student's exposure to various disciplines considered supportive of the program's objectives.

Special Electives

Many programs of study have courses that can be used to satisfy Humanities/Fine Arts and Social/Behavioral Science elective requirements. Some courses can be used as either a Humanities/Fine Arts or Social/Behavioral Science elective. The special electives are listed below, and may be used in the Associate of Applied Science and Associate of General Studies degree programs. Refer to the appropriate Core Areas of the Core Curriculum preceding this section for specific courses. Courses taken at another college or university to satisfy special electives must be freshman/sophomore level.

Humanities/Fine Arts Selection

ANTH 2351 Cultural Anthropology
GEOG 1302 Cultural Geography
GEOG 1303 World Regional Geography
HIST 2311/2312 Western Civilization I/II
HIST 2381 African-American History
HUMA 1315 Fine Arts Appreciation
SPCH 2341 Oral Interpretation

Foreign Language Courses

Literature courses only (ENGL)

Music course (MUSI)

PHIL courses

Any course listed in the Humanities Core Area of the Core Curriculum

Social/Behavioral Science Selection

ANTH 2301 Physical Anthropology
ANTH 2351 Cultural Anthropology
CRIJ 1307 Crime in America
ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Microeconomics

Geography courses except GEOG 1302 and GEOG 1303

Government courses (GOVT)

History courses (HIST)

Psychology courses (PSYC)

Sociology courses (SOCI)

Any course listed in the Social/Behavioral Sciences Core Area of the Core Curriculum

Computer Technology/Skills Selection

Computer Science courses (IMED, INEW, ITNW, ITSC, ITSE, ITSW, ITSY)

Selected POFI courses

CPMT 1403 Introduction to Computer Technology
CPMT 1449 Computer Networking Technology
DFTG 1409 Basic Computer-Aided Drafting
HAMG 1319 Computers in Hospitality

Any course listed in the Computer Technology/Skills Core Area of the Core Curriculum

Associate of Arts and Associate of Science Degrees

Business Administration (BUBA) 520101

Associate of Arts Degree	68 Semester Credit Hours
Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	2 Semester Credit Hour
Computer Technology	4 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	12 Semester Credit Hours
ACCT 2301 Principles of Financial Accounting, ACCT 2302 Principles of Managerial Accounting, BUSI 1301 Business Principles, ECON 2301 Principles of Macroeconomics, ECON 2302 Principles of Microeconomics.	

Interdisciplinary Studies (IDST) 240101

Associate of Arts Degree	66 Semester Credit Hours
Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours

Social Science (SOCL) 450101

Associate of Arts Degree	66 Semester Credit Hours
Complete Core	42 Semester Credit Hours
Health/Wellness/ Kinesiology (PHED Activity Courses).....	3 Semester Credit Hours
Computer Technology	3 Semester Credit Hours
Foreign Language (FREN, GERM, SPAN, JAPN)	8 Semester Credit Hours
Specialization -University Parallel, Texas Common Course (TCCN).....	10 Semester Credit Hours
ANTH, ECON, GEOG, GOVT, HIST, PSYC, SOCL.	

In cases where lower division degree requirements of the receiving institution for a bachelor's degree differ from those listed above, changes can be made in the Associate in Arts/Science degree requirements when approved by the appropriate Department Chair, Campus Dean, Dean of Student Developmental Services/Associate Dean of Guidance and Counseling, and/or receiving institution. It may be beneficial to complete additional course-work above the 66 semester credit hours with the appropriate approval.