

Students who do not complete remaining degree or certificate requirements on or about the graduation date will be declared nongraduates and are required to reapply for graduation in a following semester and repay the graduation fee.

## Commencement

Many CTC sites conduct an annual graduation ceremony in conjunction with their local Education Center or Navy College office. Students should contact their local CTC representative for more information.

Central Texas College in Killeen, Texas, holds one consolidated graduation ceremony in May. Students must complete certificate or degree requirements by the end of the spring semester in order to participate in the ceremony. Candidates for graduation who attend CTC at its worldwide locations or complete degree requirements through distance learning may participate in the consolidated graduation ceremony. Caps and gowns are purchased directly through the CTC Bookstore in Killeen, Texas.

## Replacing a Lost Certificate or Degree

If a certificate or degree has been lost, stolen, or damaged, a replacement may be obtained through the Student Services Graduation office in Killeen, Texas. An appropriate fee is required to replace a diploma.

# Degrees and Certificates

Central Texas College offers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of General Studies, and certificates of completions.

The Associate of Arts and the Associate of Science degree programs are designed to allow for the transfer of credits earned at Central Texas College to the bachelor degree requirements at most four-year public colleges and universities. In addition, completion of the 42 semester hours of core curriculum in each degree guarantees transferability of the minimum 42 semester credit hours of state-mandated core curricula toward the general education requirements of a bachelor's degree program at state supported colleges and universities in Texas.

The Associate of Applied Science degrees, offered in technical programs, are designed to prepare students for employment upon graduation. Within many of the associate of applied science degrees, there are certificates of completion that can be completed in less than two years.

The Associate of General Studies degree provides students with a foundation in general education courses, which are appropriate for transfer to a four-year college or university and allows students to structure a program based on their interests and educational goals.

## 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.

## Core 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. For a list of the courses in the core curriculum, refer to the *Programs of Study* section of this Catalog.

To facilitate transfer of freshman- and sophomore-level core 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. Course descriptions for all courses offered are listed in alpha-numeric order by course prefix. It is the student's 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.

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

## 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.

## Course Numbering System Guidelines

A common course numbering system is used for credit courses.

- The four-letter prefix (rubric) is used to identify subject areas.
- The four-digit numbers are as follows:
  - First digit—identifies the course as lower division
  - Second digit—identifies the credit hour value
  - Third and Fourth digits—represent a unique course identifier

## Programs of Study

AA	Associate of Arts Degree
AS	Associate of Science Degree
AAS	Associate of Applied Science Degree
AGS	Associate of General Studies Degree
CC	Institutional Certificate of Completion
CC**	Level II Certificate
CC*	Level I Certificate
MSA	Marketable Skills Achievement Award
NC	Non-Credit

**Core Curriculum for Associate of Science (AS) and Associate of Arts (AA)** 27

### Associate Degrees of Science and Arts and Certificates

AS	Business Administration	32
AA	Interdisciplinary Studies	46
AS	Mathematics	47
AA	Social Science	55
AA	Teaching	55

### Associate of Applied Science Degrees and Certificates

**Applied Technology**  
AAS Applied Technology 29

#### Auto Collision

AAS Auto Collision Repair (not offered on Central Campus) 30

#### Automotive Mechanic

AAS Automotive Mechanic/Technician 30  
CC\* Automotive Tune-Up Specialist Certificate 31

#### Aviation Science

AAS Aviation Maintenance Technology (PFEC only) 31

## Business

AAS	Applied Management	32
AAS	Applied Management - Computer Applications	32
AAS	Applied Management - Military Science Specialization	33
AAS	Business Management - Marketing and Sales Management Specialization	34
AAS	Business Management	33
AAS	Business Management - Real Estate Sales Specialization	34
CC*	Business Management	33
CC*	Entrepreneurship	34
CC*	Marketing and Sales Management	34
CC*	Real Estate Sales Agent	35

## Computer Science

AAS	Business Programmer Analyst	35
AAS	Information Security Management	35
AAS	Information Technology	36
AAS	Network Systems Administrator	36
CC*	Computer Help Desk Specialist	37
CC*	Information Security Management	36
CC*	Microsoft System Administrator	37
CC*	Microsoft System Engineer	37
CC*	Network Specialist	37
CC*	Web Design Basics	37

## Drafting and Design

AAS	Computer-Aided Drafting and Design	38
CC*	Computer-Aided Drafting and Design	38

## Early Childhood Professions

AAS	Early Childhood Professions	38
CC*	Administrator's Credentials	39
CC*	Early Childhood Professions	39
CC*	Special Child Option	39

## Electronics

AAS	Communications Electronics (Europe only)	40
AAS	Computer Electronics	40
CC*	Computer Electronics Technology	40

## Emergency Medical Technology

AAS	Emergency Medical Technology	41
CC*	EMT-Paramedic	41

## General Studies

AGS	General Studies	41
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## Graphics and Printing

AAS	Graphics and Printing	42
CC*	Graphics and Printing Technology	42

## Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	43
CC**	Heating, Air Conditioning and Refrigeration	43
CC*	Commercial Heating, Air Conditioning and Refrigeration	43
CC*	Residential Heating, Air Conditioning and Refrigeration	43

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**Hospitality Management**

AAS	Restaurant and Culinary Management	44
AAS	Hotel Management Specialization	44
AAS	Food and Beverage Management Specialization	45
CC*	Baking	45
CC*	Culinary Arts	44
CC*	Food and Beverage Management	45
CC*	Property Management Advanced	45
CC*	Restaurant Skills	45
CC*	Room Divisions	45

**Maintenance Technology**

AAS	Maintenance Technology	47
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**Mental Health Services**

AAS	At Risk Youth Specialization	47
AAS	Chemical Dependency Specialization	48
AAS	Social Work Specialization	49
CC*	At Risk Youth Specialization Advanced Certificate	48
CC*	Chemical Dependency Specialization Advanced Certificate	48
CC*	Criminal Justice Addictions	49

**Office Technology**

AAS	Executive Assistant	49
AAS	Office Management	50
CC**	Administrative Support	49
CC**	Office Management	50
CC*	Medical Office Specialist	51
CC*	Medical Transcriptionist	51
CC*	Office Assistant	50
CC*	Office Management	50
CC*	Software Applications Specialist	51

**Paralegal/Legal Assistant**

AAS	Paralegal/Legal Assistant	46
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**Protective Services**

AAS	Criminal Justice	51
AAS	Criminal Justice - Corrections Specialization	52
AAS	Criminal Justice - Law Enforcement Technology Specialization	52
AAS	Fire Protection	53
CC*	Criminal Justice Studies Specialization	52
CC*	Fire Protection	53

**Public Administration**

AAS	Homeland Security and Emergency Management	53
CC*	Homeland Security and Emergency Management	54

**Small Gas Engine Repair**

AAS	Small Engine Mechanic and Repairer	54
CC*	Small Engine Mechanic and Repairer	54

**Welding**

AAS	Welding	55
CC**	Welding Technology	56
CC*	Fitter	56
CC*	Tacker	56
CC*	Welder	56

## 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. SPCH 1315, 1318, 1321.	6 3
Mathematics (020)	MATH 1316, 1325, 1350, 1351, 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, 1403, 1404, 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. DRAM 1310, 1320, 1321, 1330, 1351, 1352, 2336, 2366. MUSI 1162, 1181, 1183, 1188, 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)	KINE (Physical Activity Courses)	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.  * required for Business Administration AS degree	
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 Minimum 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.

**NOTE** Check with the appropriate Department Chair for specific degree requirements.

## The requirements for a CTC Associate of Arts degree are:

Complete Core .....	42
Health/Wellness/Kinesiology selection (KINE Activity Courses).....	3
Computer Technology selection .....	3
Foreign Language selection (FREN, GERM, SPAN, JAPN) ..	8
Specialization selection - University Parallel .....	4
<b>Minimum Credit Hours.....</b>	<b>60</b>

## The requirements for a CTC Associate of Science degree are:

Complete Core .....	42
Health/Wellness/Kinesiology selection (KINE Activity Courses).....	3
Computer Technology selection* .....	3
Mathematics selection (MATH)* .....	3
Natural Science selection (BIOL, CHEM, PHYS, GEOL) .....	4
Specialization selection - University Parallel .....	5
<b>Minimum Credit Hours.....</b>	<b>60</b>

\* The Associate of Science in Business Administration requires 4 semester credit hours in math and computer technology.

## 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. The minimum required hours for an Associate of General Studies Degree is 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of speech selection.
- 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 (KINE) 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 Science; and Natural Science/Mathematics.

The degree consists of a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of speech selection.
- 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 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 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 in Applied Technology

The associate of applied science degree of applied technology 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 Science; and Natural Science/Mathematics.

To receive an Associate of Applied Science Degree of Applied Technology students must complete a minimum of 60 semester hours. Students must complete the specific degree requirements as shown in the program of study which includes:

- ENGL 1301 and three semester hours of speech selection.
- Three semester hours of humanities or fine arts.
- Three semester hours of mathematics, MATH 1414, 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 (KINE) 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.
- A minimum score on all sections of the THEA test or other state-approved TSI test unless TSI exempt or eligible for a waiver.

## 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. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy.

## 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. Credits earned at CTC are transferable to other institutions in accordance with policies of the receiving institutions. Students who plan to transfer to other institutions for degree completion or to pursue a more advanced degree are advised to consult with officials of the receiving school for degree requirements and transfer policy. The special electives are listed below.

### Humanities/Fine Arts Electives

ANTH	2351	Cultural Anthropology
ARTS		Art courses
DRAM		Drama courses
Foreign Language courses		
GEOG	1302	Cultural Geography
GEOG	1303	World Regional Geography
HIST	2311	Western Civilization I
HIST	2312	Western Civilization II
HIST	2381	African-American History
HUMA	1315	Fine Arts Appreciation
ENGL		Literature courses only
MUSI		Music courses
PHIL		Philosophy courses to include Religion
SPCH	2341	Oral Interpretation

### Social/Behavioral Science Electives

AGRI	2317	Introduction to Agriculture Economics
ANTH	2301	Physical Anthropology
ANTH	2351	Cultural Anthropology
ECON	2301	Principles of Macroeconomics
ECON	2302	Principles of Microeconomics
CRIJ	1307	Crime in America
GEOG		Geography courses (except GEOG 1302 and 1303)
GOVT		Government courses
HIST		History courses
PSYC		Psychology courses
SOCI		Sociology courses

### Computer Science Electives

Computer Science courses		
AGRI	1309	Computers in Agriculture
BCIS	1405	Business Computer Applications
CPMT	1403	Introduction to Computer Technology
CPMT	1449	Computer Networking Technology
DFTG	1409	Basic Computer-Aided Drafting
HAMG	1319	Computers in Hospitality
POFI		Selected POFI courses

**NOTE** Courses taken at another college or university to satisfy special elective requirements must be freshman/sophomore level. Other courses may satisfy the special electives.