

Applying for Graduation

Students who have reached the final semester of their degree or certificate program should apply for graduation. Students should submit a completed Application for Degree/Certificate to their local CTC site representative by the dates listed below.

Semester of Graduation	Deadline
Fall	October 1
Spring	February 1
August	June 10

Graduation applications received after the deadline will be processed the next semester. Final course grades, high school transcripts or GED scores, and official transcripts from all regionally accredited colleges or universities previously attended must be on file before issuance of the degree or certificate.

Students who do not complete remaining degree or certificate requirements by the end of the month of graduation (May 31, August 31 or December 31) will be declared nongraduates and are required to reapply for graduation in a following semester.

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 Arts in 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 Arts in 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
AA	Associate Of Arts - General Studies
CC	Institutional Certificate of Completion
CC**	Level II Certificate
CC*	Level I Certificate

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

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Degrees and Certificates

Auto Collision

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

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

Aviation Science

AAS	Aviation Maintenance Technology (PFEC only)	31
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Business

AS	Business Administration	32
AAS	Applied Management	32
AAS	Applied Management - Computer Applications	33
AAS	Applied Management - Military Science Specialization	33
AAS	Business Management - Marketing and Sales Management Specialization	34
AAS	Business Management	33
CC*	Business Management	33
CC*	Entrepreneurship	34
CC*	Marketing and Sales Management	34

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	36
CC*	Information Security Management	35
CC*	Microsoft Information Technology (MCITP) Server Administrator	37
CC*	Network Specialist	36
CC*	Web Design Basics	37

Drafting and Design

AAS	Computer-Aided Drafting and Design	37
CC*	Computer-Aided Drafting and Design	37

Early Childhood Professions

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

Electronics

AAS	Communications Electronics (Europe only)	39
AAS	Computer Electronics	39
CC*	Computer Electronics Technology	39

Emergency Medical Technology

AAS	Emergency Medical Technology	40
CC*	EMT-Paramedic	40

General Studies

AA	General Studies	40
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Heating and Air Conditioning

AAS	Heating, Air Conditioning and Refrigeration Mechanic and Repairer	41
CC**	Heating, Air Conditioning and Refrigeration	41
CC*	Commercial Heating, Air Conditioning and Refrigeration	41
CC*	Residential Heating, Air Conditioning and Refrigeration	41

Hospitality Management			
AAS	Restaurant and Culinary Management	42	
AAS	Hotel Management Specialization	42	
AAS	Food and Beverage Management Specialization	43	
CC*	Baking	43	
CC*	Culinary Arts	43	
CC*	Food and Beverage Management	43	
CC*	Property Management Advanced	43	
CC*	Restaurant Skills	43	
CC*	Room Divisions	43	
Interdisciplinary Studies			
AA	Interdisciplinary Studies	44	
Legal Assistant			
AAS	Paralegal/Legal Assistant	44	
Maintenance Technology			
AAS	Maintenance Technology	45	
Mathematics			
AS	Mathematics	45	
Mental Health Services			
AAS	At Risk Youth Specialization	45	
AAS	Chemical Dependency Specialization	46	
AAS	Social Work Specialization	47	
CC*	At Risk Youth Specialization Advanced Certificate	46	
CC*	Chemical Dependency Specialization Advanced Certificate	46	
CC*	Criminal Justice Addictions	47	
Office Technology			
AAS	Executive Assistant	47	
AAS	Office Management	48	
CC**	Administrative Support	48	
CC**	Office Management	48	
CC*	Medical Office Specialist	49	
CC*	Medical Transcription	49	
CC*	Office Assistant	48	
CC*	Office Management	49	
CC*	Software Applications Specialist	49	
Protective Services			
AAS	Criminal Justice	49	
AAS	Criminal Justice - Corrections Specialization	50	
AAS	Fire Protection	50	
CC*	Criminal Justice Studies Specialization	50	
CC*	Fire Protection	51	
Public Administration			
AAS	Homeland Security and Emergency Management	51	
CC*	Homeland Security and Emergency Management	51	
Social Science			
AA	Social Science	52	
Teaching			
AAT	Teaching	52	
Welding			
AAS	Welding	52	
CC**	Welding Technology	53	
CC*	Fitter	53	
CC*	Tacker	53	
CC*	Welder	53	

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. A course cannot count toward more than one requirement of the 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. Check with the appropriate Department Chair for specific degree requirements.

Core Area	Course Options	Semester Credit Hours
Communications (010)	ENGL 1301 and 1302.	6
Speech (011)	SPCH 1315, 1318, 1321.	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