This manual was prepared as a resource for administrators, faculty, university counselors, and independent school districts in developing and reviewing articulation agreements and tech prep programs. Chapter 1 is the introduction to the program. The chapters that follow are: (2) benefits derived from articulation; (3) types of articulation, including advanced placement, credit by exam, credit for experiential learning or work experience, dual credit, program articulation, tech prep, and transfer to universities; (4) competency-based curriculum and articulation; (5) high school articulation process and flow chart; (6) applying the high school articulation agreement; (7) updating the high school articulation agreement; (8) expiring the high school articulation agreement; (9) record keeping and data gathering; (10) how to apply for articulated credit; (11) tech prep process and flow chart; (12) dual credit; (13) community education articulation; (14) university articulation; (15) The University Center (TUC); and (16) distribution of articulation materials. Appendices provide definitions of terms, sample articulation agreements and tech prep plans, a printout of the district's articulation database, sample forms, and contact lists.

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NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

ARTICULATION MANUAL

Developed and Compiled by:

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Revised Summer 1998
July 1998 Issue

This manual is available through the Internet at
http://dont4.nhmccd.edu/h_as.htm
This manual has been developed by the Articulation Services Office in response to the recommendations of administrators and faculty from North Harris Montgomery Community College District and surrounding independent school districts. It has been developed to assist individuals in articulation and tech prep initiatives. It is meant to be a resource that administrators, faculty, and counselors from universities, independent schools districts and the North Harris Montgomery Community College District can use to efficiently and effectively develop and review articulation agreements and tech prep programs.

It is available in print from the Articulation Services Office and on the Articulation Services Home Page which can be accessed through the Internet at http://dont4.nhmcced.edu/h_as.htm.

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Articulation

North Harris Montgomery Community College District seeks to provide an educational and training structure that is sensitive to the transition of high school students to the college level. The process that facilitates rather than inhibits orderly progression through programs of instruction is commonly referred to as "articulation". Articulation agreements have been made between North Harris Montgomery Community College District (NHMCCD) and high schools in the District service area (Aldine, Conroe, Humble, New Caney, Splendora, Spring, Tomball and Willis) as well as many others in the Gulf Coast area. These agreements allow students who successfully complete certain courses in high school to apply for college credits for equivalent college courses, contingent upon enrollment in a specified program at North Harris Montgomery Community College District which contains the articulated course. Students must apply for articulated credit within 28 months of high school graduation and must complete a minimum of six semester hours within the post-secondary program prior to being awarded articulated credit.

Students interested in completing articulated courses should contact their high school counselor or occupational/technical instructor prior to enrollment. Upon completion of high school articulated courses and high school graduation, students may apply for articulated credit following the procedure outlined in Chapter 10 of this handbook.

NHMCCD also has articulation agreements with many universities in the Greater Gulf Coast Area. The university articulation agreement facilitates the complete transfer of all courses completed at NHMCCD to the specific program at the selected university. Refer to Chapter 14 for detailed information on university transfer and articulation.
North Harris Montgomery Community College is committed to providing a variety of methods for granting of credit for competencies/skills attained outside of the traditional college classroom. This process is called **ARTICULATION**.

**Articulation is an UMBRELLA Term**

**ARTICULATION** is an umbrella term that encompasses a variety of types of articulation including:

- advanced placement
- business, professional, and/or private organization certification
- CLEP, AP, and PEP
- competency-based course comparison
- continuing education/college credit
- credit by exam
- credit for experiential learning or work experience
- dual credit
- program articulation
- Tech Prep
- transfer to universities

This handbook will explain the differences between the types of articulation as well as the process and procedures that are followed to award each type of articulated credit.

**Focus on Competency-based Course Articulation**

North Harris Montgomery Community College District (NHMCCD) focuses its articulation efforts on competency-based course articulation, dual-credit articulation, and transfer to universities. These will be discussed in great detail in the following chapters.
CHAPTER 2: BENEFITS DERIVED FROM ARTICULATION

Benefits derived from successful articulation include:

For Students

1. saves money on tuition, fees, and books;
2. shortens time in school;
3. reduces duplication of instruction;
4. expands program content;
5. improves job readiness skills;
6. increases enrollment in articulated courses in high school;
7. increases enrollment in articulated courses in college; and
8. improves job placement potential.

For Parents

1. saves money on tuition, fees, and books;
2. saves time for the student; and
3. better prepares student to enter the workforce.

For the Educational Institutions

1. reduces duplication of instruction;
2. expands program content;
3. facilitates communication between the high school and the college instructors and administrators;
4. enhances public relations;
5. increases the usage of selected college faculty, especially adjunct faculty;
6. increases enrollment in articulated courses at the high school;
7. increases enrollment in articulated courses at the college;
8. assist with recruitment at all levels of education;
9. promotes a more unified educational system; and
10. increases revenues for educational institutions.
North Harris Montgomery Community College District (NHMCCD) focuses its articulation efforts on competency-based course articulation, dual-credit articulation, and university transfer.
Articulation

Articulation is an umbrella term relating to the various methods by which a student can receive credit for skills and knowledge mastered outside of the traditional post-secondary classroom or enter post-secondary study at an advanced level (above entry level). Many terms are used to describe various types of articulation: time-shortened, competency-based course comparisons, Tech Prep (4 + 2), 2 + 2, and so on. In practice some of these terms are used to denote different things and many of them overlap.

Advanced Placement

All articulation results in advanced placement that allows students to skip the introductory-level courses and enter second-semester (or above) courses. Advanced placement methods include the equating of departmental challenge exam results, previous grades, articulated credit, and/or interviews by the appropriate department with certain prerequisites. Some types of advanced placement are not indicated on the student's transcript and no credit is awarded for the courses that are skipped. Students are simply allowed to bypass introductory/first semester or first year courses and proceed directly to more advanced/second semester or second year courses. All students are urged to contact the Associate Dean of the specific program area for further information about advanced placement prior to registration.

Levels of Articulation

There are two levels of articulation: (1) high school to college (vertical articulation); and (2) community/junior college to community/junior college (lateral or horizontal articulation) or community/junior college to university (vertical articulation).

High School to College

In the first level of articulation, high school students who successfully master outcomes/skills in an articulated high school course or courses may apply for and receive credit in a course or courses with matching competencies at the college level after meeting the special conditions for articulated credit. These articulated courses are generally in the occupational/technical program areas. The most common type of high school articulated credit is course (outcome) competency-based articulated credit for individual courses. These courses may be included on Tech Prep Educational Plans and are often referred to as Tech Prep articulated courses. A complete matrix of high school articulated courses by independent school district may be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

College to College or University

In the second level of articulation, community/junior college students may receive credit for competencies/knowledge mastered in a course or courses at another community/junior college or four-year university. This type of articulation is usually referred to as transfer credit. A complete list of NHMCCD courses that transfer to most universities in the Gulf Coast area is available on the Transfer Equivalency Guide through the Internet at http://dont4.nhmccd.edu/h_as.htm.
Transfer Equivalency Guide

Transfer credit equates credit for a course at one post-secondary institution to the a course at another post-secondary institution. Usually these courses are listed in the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL (TCCN) published by the Texas Higher Education Coordinating Board. Individual post-secondary institutions may also compile transfer equivalency guides that list course equivalents at a variety of colleges and universities. The NHMCCD University Course Transfer Matrix can be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Transfer Planning Guide

Frequently many transfer courses are listed for specific university programs on transfer planning guides. Transfer planning guides are recommended sequences of courses to be completed at a community/junior college prior to transferring to a four-year university. A complete list of NHMCCD transfer planning guides by university may be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

These transfer planning guides do not usually result in an associate degree or certificate at the community/junior college; their primary purpose is to allow the student to take a series of courses at the community/junior college that will transfer to a particular university in a specific degree program.

Lateral Articulation

Lateral articulation is articulation from one institution to another at the same level of education. For example: courses articulated from one community/junior college to another community/junior college.

Vertical Articulation

Vertical articulation is articulation from a lower-level educational institution to an upper-level educational institution. For example, from high school to a community/junior college or from a community/junior college to a university.

Categories

Articulation activities between secondary and post-secondary institutions can be grouped into two main categories. These are (1) competency-based course articulation and (2) other types of articulation.

Business, Professional, Private Organizations

Business, professional, and private organizations may have special certifications or credentialing practices. In some cases these certificates/credentials may earn the holder a certain amount of articulated credit in a particular program at the post-secondary level. For example: successfully completing the TDH EMT Basic Certification may earn an individual seven hours of credit in the Paramedic Technology program. Please contact the Director of Articulation Services in the Articulation Services Office of NHMCCD for more information on this type of articulation.
Competency-based Course Articulation

The most common type of articulation is the competency-based articulation. In this type of articulation, competencies (or learner outcomes) and performance levels mastered in a high school course(s) are compared with those contained in a post-secondary course(s). If the competencies and performance levels match, the courses can be articulated. If the competencies and performance levels do not match, the secondary school may choose to revise its curriculum to include those missing competencies/performance standards. If not, no articulation is possible. Articulation in this manner is based solely on matching competencies/outcomes and performance levels/standards; seat time, credit/contact hours, etc. are not a major criteria for articulation. A complete matrix of high school articulated courses by independent school district may be found through the Internet at http://don4.nhmccd.edu/h_as.htm.

Continuing Education/College Credit

This type of articulation equates continuing education units (CEU) to college credit. This procedure is currently being developed at NHMCCD. Contact the District Director of Articulation Services for more information. A complete matrix of CEU to credit articulated courses will be available through the Internet at http://don4.nhmccd.edu/h_as.htm.

Credit by Exam

Credit by exam can be earned by students who wish to skip courses for which they already have the necessary competencies/skills by successfully completing an exam. This allows a student to complete undergraduate work in a shorter period of time (a time-shortened program). Credit by exam may be nationally established, such as the CLEP, AP, ACT, and PEP, or departmentally developed. Refer to the Credit by Examination section of the current North Harris Montgomery Community College catalog for full details.

Credit for Experiential Learning

This method of earning college credit for work experience or experiential learning is currently being developed at NHMCCD. Contact the Curriculum Services Office for more information.

Dual Credit

Dual-credit articulation is a process by which students simultaneously complete a high school course and a college course. The competencies (course content, learner outcomes, and evaluation/performance measures) in the two courses are determined to be equal prior to the signing of the Dual Credit Agreement and offering of the course. This course may be taught at the high school location (embedded course) or at the post-secondary location. The instructor may be a high school instructor (who meets specified post-secondary instructor qualifications) or a post-secondary instructor depending on the requirements for the specific course being taught. Students will receive high school credit as well as college credit upon satisfactory completion of the course. See Chapter 12 of this handbook for detailed information about dual credit procedures.
2 + 2

2 + 2 articulated programs are those in which the first two years of a four-year program are taught in the 11th and 12th grades. These two years are designed to prepare the student to enter the second two years to be taught at the community/junior college. These programs were traditionally vocational in nature and most have been updated and transitioned into Tech Prep programs.

4 + 2

4 + 2 programs are those in which four years of high school courses are designed to flow to community/junior college two-year programs. These programs, often designed to meet the demands of advanced technology, usually are developed and approved by the Texas Education Agency and the Higher Education Coordinating Board as Tech Prep programs. Tech Prep programs include a strong mathematics, science, and technical base in the ninth through twelfth grade which in turn is designed to feed occupational/high-tech programs at the thirteenth and fourteenth grades. These programs also include articulated courses.

4 + 2 + 2

4 + 2 + 2 programs are the 4 + 2 programs with two additional years at a university added to the educational plan resulting in a bachelor degree.

Tech Prep Articulation

Tech Prep articulation refers to articulated courses included on approved Tech Prep programs.

Tech Prep Program

Tech Prep programs include coherent sequences of courses, some of which are articulated to a college. Tech Prep programs are developed to provide students with more academic and technical skills to meet the needs of the business sector. See Chapter 3 for detailed information about Tech Prep programs and articulation. A complete list of NHNCCD approved Tech Prep Programs may be found in Appendix G or through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Time Shortened

Granting of articulated credit may result in time-shortened programs where students enter a secondary program at a higher level and, therefore, exit earlier than traditional students beginning at the introductory level. Examples of this type of program include Tech Prep programs; 2 + 2 programs; 2 + 2 + 2 programs; or 4 + 2 non-Tech Prep programs; or may provide opportunities for students to master higher level competencies within the traditional associate degree time frame (such as in the Tech Prep Enhanced Skills Certificates available for completion concurrent with or after the Tech Prep Associate of Applied Science Degree).
Transfer Credit to Universities

Transfer of credit to universities from community/junior colleges is available to students in most program areas. All courses listed in the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE (TCCN) published by the Texas Higher Education Coordinating Board should transfer from one post-secondary institution to another. If they are not listed in this guide, the initiating and receiving institutions predetermine which courses will transfer as required and/or elective courses. Contact a college or university counselor or the Director of Articulation Services for detailed information about transfer credit from NHMCCD to most four-year universities. A matrix of NHMCCD courses that transfer to many local universities can be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Transfer Planning Guide

A transfer planning guide is a list of courses to be completed at a specific community/junior college that will transfer to a particular university in a specific program. These courses are usually listed on the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE (TCCN) published by the Texas Higher Education Coordinating Board. These courses do not result in the completion of an associate degree. Transfer planning guides by university are available through the Internet at http://dont4.nhmccd.edu/h_as.htm.

University Articulation

Formalized articulation agreements entered into between NHMCCD and a specific university containing detailed information on the transfer of a specified associate degree (full value) to a particular bachelor degree at that university. University articulation agreements may be found through the Internet at http://dont4.nhmccd.edu/h_as.htm.

University Center

See Chapter 15 for more information about The University Center or contact Dr. Gail Evans, Executive Director and Dean of The University Center at 409-273-7512 or go to the Internet site at http://dont4.nhmccd.edu/h_as.htm.
Competency-based Curriculum Recommended

Competency-based curriculum readily lends itself to articulation. The competencies required for entry-level employment are identified through a formal process (such as a DACUM) and are subsequently validated by business and industry representatives. These competencies must be sequenced in a logical order with lower-level competencies being covered in the lower-level courses and upper-level competencies in upper-level courses. The competencies (or learner outcomes) have predetermined performance measures for assessing skill acquisition. Business and industry provide information to be used in measuring student success. The competencies (learner outcomes) and performance measures are listed in the NHMCCD course syllabus for each college course.

Instructional materials are usually well planned and laid out in a systematic format. Well-organized materials assist in the task of comparing competencies/outcomes between secondary and post-secondary institutions. If the secondary school is also using competency-based formats, the competency/outcomes comparison can be readily achieved. Presenting materials which have been verified as those needed for entry-level employment improves the negotiating position of both parties should concern over match-up of competencies occur.

There are many fine career/technology programs that have been carefully developed and improved over a period of time under the direction of an advisory committee made up of local business representatives. These programs operate with course outlines or syllabi that contain organized competencies/outcomes and performance measures as suggested by business practitioners.

Articulation does not require that courses or programs be organized or presented in competency-based format. However, using this type of format will make it easier to review the curriculum and share information regarding industry-based entry-level skills that are included. Thus, the articulation process will progress more rapidly and be simpler to understand.

Faculty Review Competencies and Performance Outcomes

After an initial meeting between NHMCCD and the ISD representative(s), high school and college faculty will begin to review and compare course outcomes in the identified courses. This comparison will include review of course guides (outlines or syllabi), texts, handouts, projects, class or lab assignments, tests, and performance standards (grading scales). The comparison must be documented for future reference (see Appendix B for the Articulation Comparison Chart). If the outcomes and performance standards compare favorably, an Articulation Agreement (see Appendix C) for the specified course(s) will be developed. If not, the secondary representatives may choose to include the missing competencies or performance standards in order to match the content of the post-secondary course.
Three to Six Months Needed

The actual time needed for a thorough comparison by representatives of both institutions (including meetings, corresponding via phone, mail, fax, etc.) may take three to six months for the initial review. Reviewing/updating of existing articulation agreements and articulation competency charts should take less time. This process should not be rushed; the process should not encourage students to enroll for advanced courses for which they may be unsuccessful if articulation is not planned thoroughly and accurately.

Information Shared

Once the faculty from both levels recommends articulation based on common competency and performance standard comparison, the information will be shared with all faculty in the program area at both levels. It is imperative that all faculty be aware of and approve of articulation before it is in place. Upon district approval, an articulation agreement will be drawn up by the NHMCCD Articulation Services Office and forwarded for appropriate signatures. See the next section for detailed information about the articulation agreement, signature process, posting to articulation database, and application by students for articulated credit.
Articulation Initiation

**Step 1:** Suggestions or ideas for articulation may be initiated from any of several sources: independent school district faculty and/or administrators, NHMCCD faculty and/or administrators, NHMCCD College Tech Prep Contacts, students, business people, etc.

**Step 2:** This initial interest in possible articulation should be forwarded to any of the Associate Deans (Curriculum Facilitators) at any North Harris Montgomery Community College or to the District Director of Articulation Services.

**Step 3:** The Associate Dean will pass the information to the District Articulation Services Office. The Articulation Services Office representative (usually the District Director of Articulation Services) will contact a representative from the interested independent school district to confirm the interest and obtain more information. Complete information will be shared with all appropriate personnel at all colleges of NHMCCD.

Independent School District Administrative Orientation Meeting

**Step 4:** Annual meetings will be conducted by NHMCCD Articulation Services Office (usually early in the fall semester) to overview existing articulation and discuss plans to initiate and/or review articulation during the new school year. Representatives from all independent school districts and all campuses of NHMCCD will be invited to this meeting. At this meeting, the ISD representatives will identify a primary contact for their district as well as specifying the areas in which they would like to articulate. It is anticipated that most ideas for articulation will be generated at this meeting.

Faculty Identified

**Step 5:** After the administrative orientation meeting, the ISD primary contact will nominate a high school instructor (or instructors) from the appropriate discipline to network with the NHMCCD Curriculum Team from the appropriate discipline to perform a detailed comparison of course competencies/student outcomes and performance measures/standards. Information about high school teachers to perform articulation review will be provided to the District Director of Articulation Services yearly on the High School Articulation Reviewer Information Sheet.
Faculty Orientation Meeting; Share Competency Information

**Step 6:** The District Director of Articulation Services from NHMCCD Articulation Services Office will hold an orientation meeting for the involved faculty and will assist in all aspects of this process. All articulation activities are included in the NHMCCD curriculum process.

At this faculty articulation orientation meeting, the District Director of Articulation Services will overview the articulation process and duties of the articulation reviewers. The NHMCCD discipline Curriculum team will provide the ISD faculty with information on the exact content of those courses which have potential for articulation. Detailed course syllabus may be utilized for this purpose. It is also desirable to collect other materials that explain course content such as lab or classroom assignments, textbooks, tests, grading scales, etc.

**Meeting Activities**

Suggested activities include:

a. Exchange detail course content documentation;
b. discuss course content;
c. resolve questions about content and achievement levels;
d. explore areas where modifications might be made in secondary curriculum;
e. arrange to visit typical lab or classroom in both systems as needed; and/or
f. compare course competencies by filling in the Articulation Comparison Chart.

It is recommended that the teams of instructors from both levels communicate via phone, fax, etc. in addition to meeting in person if needed.

**Faculty Compare Outcomes**

**Step 7:** The instructors from both levels will work closely sharing course outlines/syllabus, essential elements, textbooks, sample class activities, tests/performance measures, etc. This review process may take several months.

The reviewers will fill out and sign the Articulation Comparison Chart listing competencies and performance measures/standards. The completed chart will be shared with all interested individuals.

**Articulation Recommendation**

**Step 8:** Upon completion of the review by the instructors, a recommendation to the discipline will be made to articulate if the competencies and performance levels match via the NHMCCD faculty member. Upon NHMCCD Curriculum Team approval, the chart will be forwarded to the District Director of Articulation Services. If no recommendation to articulate is made, the ISD may choose to revise its curriculum to include those missing elements. If this revision is completed, the course(s) will then be recommended for articulation.
Agreement Prepared

**Step 9:** When all concerned agree to the recommended articulation by signing the Articulation Comparison Chart, the NHMCCD Curriculum Team member will forward the signed Articulation Comparison Chart to the Articulation Services Office where the District Director of Articulation Services will prepare the articulation agreement for signature.

Agreement Sent for Signatures

**Step 10:** The articulation agreement will be sent from the North Harris Montgomery Community College District Articulation Services Office to the ISD representative for signatures. The ISD representative will return the document to the District Director of Articulation Services.

NHMCCD Signs

**Step 11:** The District Director of Articulation Services will forward the document to the appropriate NHMCCD discipline Curriculum Team facilitator, the Vice President for Educational Programs and Resources, the Associate Vice Chancellor for Curriculum and Instruction, and the Vice Chancellor for Educational and Student Development for signature.

Updating Database and Distribution

**Step 12:** The fully-signed articulation agreement will be returned to the District Director of Articulation Services who will post the articulation to the articulation data base. Supporting documentation (such as the Articulation Competency Comparison Chart, high school TEKS, etc.) will be attached to the original agreement that will be filed in the Articulation Services Offices.

**Step 13:** Copies of the agreement, updated data base, and supporting documentation will be sent to the ISD representatives and posted to the Articulation Services web site at http://dont4.nhmccd.edu/h_as.htm.

Agreement Review

All articulation agreements will be reviewed at least every two years. The review process will follow the same steps as the initial articulation process but should be less intensive and quicker to complete.
Idea from faculty or other source (step 1)

NHMCCD Associate Dean (step 2)

NHMCCD Articulation Services Office (step 3)

Annual Overview Meeting (step 4)

ISD Representative/Faculty selected (step 5)

NHMCCD Curriculum Teams and/or Designees (step 5)

Joint Meeting (step 6)

Competency Comparison (step 7)

Final Recommendation by Curriculum Teams (step 8)

Draft Agreement NHMCCD Articulation Services Office (step 9)

ISD Signatures (step 10)

NHMCCD Signatures (step 11)

NHMCCD Articulation Services Office Post to data base (step 12)

NHMCCD Articulation Services Office Duplicate and Distribute Agreement, Charts, and Data base (step 13)
High School Counselors and/or Teachers

High school counselors and the appropriate high school instructors should explain to the high school students the opportunities for receiving North Harris Montgomery Community College District articulated credit. Assistance is provided by the NHMCCD Articulation Services Office, the articulation flyer (see Appendix L), and the articulation data base on the Articulation Services Home Page through the Internet at http://don04.nhmccd.edu/h_as.htm.

Information to be provided by high school counselors and/or teachers:

These items are to be discussed with high school students by the high school counselor and/or the appropriate high school instructor:

1. Courses for which credit is granted must be a part of the student’s degree plan at any of the North Harris Montgomery Community College District colleges.

2. The student must meet all college admission requirements and enroll within one year of high school graduation.

3. High school students enrolled under the early admission program must graduate from high school before articulated credit can be granted.

4. The student must provide the NHMCCD Admission Office with an official high school transcript showing that he/she has graduated (and the Articulation Certificate presented to them in high school, if applicable).

5. The student must meet the required grade average and any special conditions required in the articulation agreement (see articulation agreement and/or database for special conditions).

6. The student starts the process early by meeting with a college counselor/advisor or program associate dean at any NHMCCD college and presenting an official copy of his/her high school transcript (and high school Articulation Certificate, if applicable).

7. The student must be enrolled at any college of North Harris Montgomery Community College District at the time the articulation credit is posted to his/her college transcript.

8. A petition for receiving articulated course credit must be initiated within twenty-eight (28) months after high school graduation.
NHMCCD Processing

**Items to be process by North Harris Montgomery Community College District:**

The following items are to be processed by North Harris Montgomery Community College District:

1. The student obtains a copy of his/her high school transcript from his/her high school. This should be done early to avoid the rush at registration time.

2. The student contacts a counselor/advisor or program associate dean at any NHMCCD college at the time of enrollment for the following:
   
   a) initiation of a degree plan; and
   
   b) initiation of a student petition requesting articulated course credit via the Application for Advanced Placement Credit/Advanced Standing form (see Appendix F).

3. The student presents the petition (along with a copy of the high school transcript and high school articulation certificate if applicable) to the counselor/advisor or appropriate associate dean for approval or disapproval.

4. Approved petitions are forwarded to the Admissions Office for posting to the student’s transcript with the grade designation of “CR” (for credit) and the student is notified; or

5. Disapproved petitions are rerouted back to the student for disapproval notification.
CHAPTER 7: UPDATING THE ARTICULATION AGREEMENT

Expiration of Articulation Agreements

Almost as important as the development of the articulation agreement is the review and updating of the agreement and supporting materials. Articulation agreements may be expired or canceled with thirty days notice in writing to the other party, but the cancellation/expiration would not affect those students who are already enrolled in the articulated courses for the current year. Usually articulation agreements are canceled because of curriculum changes resulting in unmatched competencies and/or outcomes. Review and updating of articulation agreements should take place every two years. See Appendix E of this manual for the Articulation Expiration Form.

Identify Areas Yearly

The process for reviewing and updating of articulation agreements is basically the same as the original articulation process. Areas to be articulated in the following academic year will be identified during the spring of each academic year. See page 14 for a flow chart of the original articulation process.

Curriculum Revisions May Require Review of Articulation

The reviewing and updating of articulation agreements should take less time than the initial review because the competencies would remain substantially the same; minimal changes in curriculum content and/or student outcomes should not affect basic articulation competency comparison but would need to be reviewed to update and validate the articulation agreement. Either educational institution should notify the other when curriculum revision takes place. The Director of Articulation Services will be the primary contact point. A faculty member from the appropriate North Harris Montgomery Community College District curriculum team will be selected to perform the initial review. If an in-depth review is needed, the initial articulation process will be followed. If the changes are minor, the faculty member may recommend that the articulation be continued with a record kept at in the Articulation Services Office. All appropriate personnel at both institutions will be notified of the outcome of the review of existing articulation.

If needed, the articulation agreement will be revised in the Articulation Services Office, signatures obtained, data base updated, and reviewed articulation agreements will be distributed as in the initial process.
Either Party May Cancel

An articulation agreement may be expired at any time by either party. The Articulation Expiration Form must be completed, signed, and distributed. See Appendix E for this form.

The cancellation of articulation during a school year will not affect students who are enrolled in articulated courses for that school year. For example, if an agreement is canceled in December, students enrolled in that course for the current school year will still qualify for articulation. Students enrolled in the course for the next year will not qualify for articulation unless a new articulation agreement is drawn up based on the new competencies and student outcomes.

Expiration

Expiration dates will be noted in the database. It is anticipated that all articulation agreements will be reviewed at least every two years so that there would be no expiration but rather a renewal of articulation. Contact the District Director of Articulation Services in the Articulation Services Office at North Harris Montgomery Community College District for more information regarding expiration of articulation agreements.
The Texas Education Agency is encouraging individual ISDs to include a "flag" in their student transcript database to indicate articulated classes completed by students. At this time, not all ISDs are able to utilize this method of identifying those students who have completed articulated courses.

This identifier could be used by the post-secondary staff to verify and grant articulated credit to students in a most efficient manner. Until such time that all ISDs are using this method, individual students will be responsible for applying for articulated credit.

This identifier can also be used as a means of following students through post-secondary education and/or training. It can also be used to identify Tech Prep students.

Currently information can be generated by computer to be used for evaluation of articulation and tech prep efforts at NHMCCD. This information is also used for reporting as needed. Examples of the types of data that may be generated include:

1. students who have received articulated credit with a specific time period;

2. students who have received articulated credit for a specific course or within a program area;

3. students who have received articulated credit from a specific independent school district or high school;

4. students who are enrolled in tech prep programs; and

5. total number of hours awarded through articulation.
Currently it is the responsibility of the individual student to apply for his/her articulated credit at NHMCCD. There is no follow-up process in place to allow NHMCCD to identify incoming students who have completed articulated high school courses.

Students who have successfully completed a high school articulated course must follow these steps in order to be awarded articulated credit:

1. Obtain an Application for Advanced Placement Credit/Advanced Placement form (Appendix F) available from the Admissions Office at any college. Complete this form with the assistance of a faculty advisor, program coordinator, associate dean, Tech Prep College Contact, or counselor at any college. Attach a copy of the student's high school transcript (and high school articulation certificate if applicable). Leave the form with the person assisting with its completion for processing.

2. The student must enroll in a degree or certificate program at any college within one year of graduation from high school. The articulated course(s) must be listed as a required or elective course on the certificate or degree.

3. Student must petition for articulated credit within 28 months of high school graduation.

4. The advisor, program coordinator, associate dean, or counselor will verify that the student meets the conditions for the articulation as listed in the articulation agreement.

5. The advisor, program coordinator, associate dean, or counselor will verify the articulation by referring to the articulation data base provided by the Articulation Services Office on the Articulation Services web site at http://dont4.nhmccd.edu/h_as.htm. The District Director of Articulation Services in the Articulation Services Office will serve as a resource when needed.

6. If verified, the articulated credit will be posted to the student's transcript after successful completion of six credit hours in the degree or certificate program.
Tech Prep is a Joint Process

Tech Prep is a joint program development project including the efforts of business/industry, high schools, and post-secondary institutions to provide better training to the employees of tomorrow. A career path is established beginning in the ninth grade and continuing through post-secondary education/training as appropriate to the occupational area.

Minimum Tech Prep Requirements

To be approved by the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) for Tech Prep, a program must provide, as a minimum, the following components:

1. an educational program of study beginning in the ninth grade of high school and leading to an AAS degree with enhanced skills from a public community or technical college;

2. a cooperatively-developed (business, industry, labor, and secondary and higher education), competency-based workforce education curriculum which is non-duplicative and which effectively integrates academic and technical competencies;

3. graduation plans or programs of study which specify a coherent sequence of technical, academic, and general education courses which span secondary and higher education levels;

4. student competence in critical thinking skills and application of mathematics, science, and communication skills, as well as integration of workplace-transferable technical and academic skills;

5. student workplace basic skills;

6. integrated workplace and classroom learning experiences which provide theoretical and applied instruction and practical experience in a business or industry that is connected with the area of study;

7. opportunities for enhanced technical skills training and/or baccalaureate study;

8. a coordinated delivery system for educational and support services for students, including special populations students, to ensure access to program participation and student achievement;

9. a comprehensive career development guidance counseling program for students beginning no later than the seventh grade and continuing throughout the program;
10. a comprehensive and continuous professional development program for secondary and higher education academic and occupational/technical faculty, counselors, other staff, and administrators involved in Tech Prep programs; and

11. a method to identify and follow the progress and outcomes of Tech Prep students throughout the program.

Tech Prep Educational Plan

High schools work with business and industry to identify the appropriate academic and vocational courses needed to be successful at an entry level for the occupational area. This career path is outlined by a six-year course of study beginning in the 9th grade including integrated academic courses and vocational/occupational specific courses. The entire curriculum includes the SCANS competencies.

Some of the upper-level high school courses must be articulated to a post-secondary institution.

Must Include Articulated Courses

The post-secondary institution adds an appropriate course sequence for higher employment levels with multiple entry/exit points to the four years of high school.

The post-secondary portion of the career path MUST INCLUDE ARTICULATED COURSES. This post-secondary component can include an apprenticeship, trade/proprietary training, or community/junior college education with transfer to four-year universities when possible.

Business and Industry Input Essential

Skills/competencies and performance levels are determined by the business/industry representatives from the occupational area. All levels of education strive to incorporate all skills and competencies as determined by business/industry at the appropriate level. Therefore, Tech Prep programs are cooperatively developed by business/industry, high schools, and post-secondary institutions.

Articulation for tech prep programs will follow steps 1-13 as outlined in the “High School Articulation Process and Flow Chart” section of this ARTICULATION MANUAL beginning on page 11. Additionally, the following steps must be followed:

Articulated Courses Included in Educational Plan

Step 14: The high school will develop with the advise of business and industry, a four-year course sequence containing integrated academic courses at high school or higher levels and vocational/occupational courses leading to entry-level skills in the appropriate occupational cluster area. Some of the courses (usually in 11th and/or 12th grade) must be articulated to a post-secondary institution. The post-secondary institution adds the post-secondary component to provide the student with upper-level skills including SCANS.
Tech Prep Program Request for Approval

**Step 15:** The articulated courses will be verified and the entire educational plan will be inputted by the North Harris Montgomery Community College District Articulation Services Offices.

**Step 16:** This educational plan will be circulated at the ISD through the district representative for review and verification. During this circulation, input/revisions will be solicited from all involved.

**Step 17:** The final draft of the educational plan will be presented to the discipline program advisory committee by the curriculum facilitator and/or Tech Prep contact. The educational plan must be approved by the NHMCCD discipline advisory committee. They will also be advised of the articulated courses included on the educational plans.

**Step 18:** The program approval packet containing the educational plan, articulation agreement(s), minutes of advisory committee meetings, and supporting document will be prepared by the Articulation Services Office to be submitted for approval to the The Higher Education Coordinating Board (THECB). THECB shares the educational plans with the Texas Education Agency (TEA).

**Step 19:** After receiving notification from the THECB, the NHMCCD Articulation Services Office will notify the district of approval or disapproval. If the program is not approved, revisions will be made by the appropriate entity and the package resubmitted. Upon approval, the NHMCCD Articulation Services Office will notify the district of such approval and provide copies of the articulation agreement(s) and educational plan(s) that were approved.
Tech Prep Articulation Process

Steps 1-13 from articulation process

Secondary and post-secondary institutions jointly develop educational plan (step 14)

Articulation verified and plan input in NHMCCD Articulation Services Office (Step 15)

Educational plan distributed for review and comment (step 16)

Curriculum facilitator presents plans to advisory committee (step 17)

Tech Prep packet prepared and submitted to THECB by NHMCCD Articulation Services Office (step 18)

Notification from THECB shared with ISD and NHMCCD personnel (step 19)
CHAPTER 12: DUAL CREDIT ARTICULATION PROCEDURE

Introduction

NHMCCD colleges have agreements with several high school districts which permit eligible high school students to earn college credit while concurrently satisfying high school graduation requirements.

Upon approval by the high school principal or designate and college admission through the exceptional admissions program, a student may enroll in college courses taught either at the high school or at NHMCCD. Students may enroll in a maximum of two college-level courses per semester. Exceptions require approval by the vice president of educational programs or assigned officer. College tuition is waived for courses in which a student receives both college credit and credit toward high school graduation. The student is responsible for required fees, including out-of-district fees if applicable.

For more information regarding the dual credit program, contact the vice president of educational programs and resources at any of the colleges.

Dual credit courses may be (1) taught at the high school during the regular school day usually taught by a qualified high school teacher (called embedded dual credit) or (2) regular college courses taught at the college or high school after regular hours taught by a college instructor (called concurrent enrollment). In either instance, the student earns "dual credit": high school credit and college credit.

Dual Credit Procedures

Each NHMCCD college negotiates with interested independent school districts each semester regarding the offering of dual credit courses. For specific information regarding the particular dual credit courses, contact the vice president of educational programs and resources at any of the colleges.

ADMISSION REQUIREMENTS

The Dual Credit Admission Program provides senior high school students (juniors may also be eligible) the opportunity to enroll in college-level courses provided applicants meet admission provisions. Students interested in enrolling in dual credit courses are admitted to the college district under special provisions designated by the Texas Higher Education Coordinating Board in accordance with Texas Academic Skills Program (TASP) guidelines.

There are two methods for high school students to earn both high school and college credit: (1) embedded courses which are high school courses which also carry college credit; and (2) concurrent courses which are college course(s) usually taught at the college which also carry high school credit.
Applicants for the Dual Credit Admission Program must meet the following criteria:

High School Students 17 Years of Age or Older

1. Complete an NHMCCD application for admission and an Exceptional Admission Program application. The application must be completed and signed by the applicant, the parent or guardian and the high school principal or designate.

2. Completed junior year or, if currently enrolled in the junior year, received permission of the appropriate NHMCCD administrative officer.

3. Submit TASP Test scores and an official school transcript with grades through two previous years with the application.

4. Attain college-level scores in the areas of Writing and Reading and/or Mathematics on any of the assessment instruments listed under “Assessment”.

High School Students Under Age 17

1. Complete an NHMCCD application for admission and an Exceptional Admission Program application. The application must be completed and signed by the applicant, the parent or guardian and the high school principal or designate.

2. Submit TASP Test scores and an official school transcript with grades through two previous years with the application.

3. Attain college-level scores in the areas of Writing and Reading and/or Mathematics on any of the assessment instruments listed under “Assessment”.

4. Complete interview with and receive permission from appropriate NHMCCD administrative officer.

Assessment

A combination of any of the following scores will meet the requirements:

**ACT**  Composite score of 23 or higher with English and math part scores equal to or greater than 19.

**SAT**  (for test scores from April 1995 to thereafter) combined scores of 1070 or higher with verbal and math part scores equal to or greater than 500.

(for test scores prior to April 1995) combined scores of 970 or higher with verbal part scores equal to or greater than 420 and math part scores equal to or greater than 470.

**ASSET**  Reading 41; Writing 45; Math 21

**TAAS**  scale scores of TLI X-86 or higher in math, TLI X-89 or higher in reading, and 1770 or higher in writing.

ACT and SAT scores may be no more than five years old, and exit-level TAAS scores may be no more than three years old.
have passed all three sections of the TASP:

**TASP taken after Sept. 1, 1995:** Writing 220; Reading 230; Math 230

**TASP taken before Sept. 1, 1995:** Writing 220; Reading 220; Math 220

(Note: Test information is current as of the date of this document. Changes will require appropriate updating.) A math score of 270 is required to enroll in college-level math courses.

**TASP**

Students will be informed of the policy regarding TASP guidelines by college and/or high school officials. Beginning with fall 1998 semester, students enrolling in a Texas public college or university must take the TASP Test BEFORE ENROLLING IN ANY COLLEGE COURSEWORK.

**TASP EXEMPTION**

Students who meet the following score requirements are exempt from taking the TASP. Students exempt from the TASP must submit a copy of scores from either the SAT, ACT, or TAAS with the following scores:

**SAT**  
As of April 1995: Reentered scores of 1180 combined with a minimum of 550 on the mathematical and verbal tests each.

Prior to April 1995: Original scale scores of 1090 combined with a minimum of 530 on the mathematical test and 470 on the verbal test. Scores can be no older than five years old.

**ACT**  
Composite scores of 26 or higher with individual math and English scores of not less than 22. Scores can be no more than five years old.

**TAAS As of Spring 1994:** Minimum scale score of 1770 on writing; Texas Learning Index (TLI) of 86 on math and 89 on reading.

Scale score of 1770 or higher on all three relevant tests (reading, writing, math). TAAS scores can be no more than three years old.

(Note: Test information is current as of the date of this document. Changes will require appropriate updating.)

**REGISTRATION PROCEDURES**

Dual Credit students will follow the same registration procedures as any other first time student in the district. Students are required to attend a New Student Information Session scheduled through the college counseling department.
TUITION, FEES, TEXTBOOKS

Students participating in a dual credit course must be admitted to and registered for the college course and are responsible for paying appropriate tuition and additional fees when applicable based on residency status. Payment will be made prior to the official reporting day as determined by the college. Tuition will be waived only for those courses designated as dual credit in the agreement between the ISD and NHMCCD and individually approved for the student on the early admission form.

Students are responsible for purchasing textbooks required for the course. Text and materials will be available through the college bookstores.

UIL ELIGIBILITY

Students who participate in extracurricular activities and are enrolled in dual credit courses are required to report grades to the high school in accordance with UIL regulations.

Students concurrently enrolled in courses at the college are responsible for reporting the grade to the high school to determine UIL eligibility.

A Transcript Request Form is available to students concurrently enrolled in course at the college.

Embedded Course Requirements

Content Verification
For embedded courses to qualify for dual credit, they must meet the Texas Essential Knowledge and Skills (TEKS) mandated by the Texas Education Agency, and the curriculum requirements set by the Texas Coordinating Board of Higher Education and the college departments. For a dual credit course to be approved, the topics, learning outcomes and competencies must be the same as those of the same course taught at the NHMCCD. Course materials and classroom format for dual credit classes may vary, but students are expected to meet the same learning outcomes as those enrolled in traditional classes. Thus dual credit students are held to the same academic standards of traditional college classes to ensure the attainment of these outcomes.

College and ISD representatives must agree on the appropriateness of topics and outcomes, methods of evaluating student work and course activities. This may occur through means as simple as a review and validation of the TEKS of the course at the secondary level with the course topics and outcomes at the post-secondary level or as complex as a rewrite of the secondary-level course to add the components that might be necessary to fulfill college requirements.

Faculty Certification
For embedded courses, an IDS teacher must meet the College criteria for part-time employment, possess the minimum credentials required by the Southern Association of Colleges and Schools (SACS) and be recommended by the principal and approved by an Associate Dean. The basic qualification for academic part-time faculty is a Master's Degree with at least 18 graduate hours in the teaching field. Qualifications for teaching occupation/technical courses are established by the Texas Higher Education Coordinating Board. For these teachers, at least three years of work experience and an Associate of Applied Science Degree in the teaching specialty are required to teach most occupational/technical courses.
Payment to the ISD

The college will reimburse the ISD at the median rate of pay for adjunct instructors for every 25 students enrolled in all embedded courses. The ISD may use the funds for whatever purpose it deems appropriate.

Concurrent Course Requirements

The ISD must determine that a college course addresses the Texas Essential Knowledge and Skills (TEKS) as set forth by TEA. Some ISDs have provided NHMCCD with a list of courses that they have approved as meeting high school requirements. This is very helpful for ISD and college counselors.

In order for the student to have tuition waived, the principal or designee must sign a form certifying that the course will be accepted toward high school graduation requirements. The student is responsible for purchasing textbooks required for the course.

The ISD may negotiate with a NHMCCD college to teach a concurrent course at the high school location before and/or after normal school hours.

Observation of Teaching Effectiveness

The same standards for maintaining teaching effectiveness will apply to all courses offered for college credit. College policy pertaining to classroom observation must be applied to dual credit classes. A department representative will monitor dual credit classes by observing the instruction during the first semester of offering and periodically thereafter to ensure college standards of teaching effectiveness are being met. The dual credit instructor is encouraged to observe the teaching of the traditional college course and to take part in college-sponsored professional development activities for adjunct faculty.

Evaluation of Student Work

Class work of dual credit students must be regularly evaluated to ensure that students are acquiring the necessary skills for exit outcomes. Each enrolled student will receive a college transcript designating the course grade and number of credit hours. Dual credit instructors may compare the work of their students with that of students enrolled in the traditional course by examining student portfolios maintained by college instructors. A portfolio of the work of dual credit students may be included as part of classroom observation and follow-up activities required by the college department. All dual credit instructors will report student grades in the manner prescribed by the college. Each high school teacher teaching a dual credit course will be furnished enrollment records for recording student attendance and grades.

Maintenance and timely submission of accurate class records is the responsibility of the teacher.

Embedded Dual Credit Agreement

DUAL CREDIT AGREEMENT
for Embedded Courses
between
______________ Independent School District
and
North Harris Montgomery Community College District
This Dual Credit Agreement for embedded courses between the Independent School District (ISD) and North Harris Montgomery Community College District is designed to allow high school students to earn dual credit. Dual credit may be earned by any qualified high school student in an embedded format. Upon completing the course, the student will earn credit toward high school graduation as well as college credit.

The following conditions apply to this agreement:

1. The Superintendent and President or their designees agree that the attached scheduled courses are designated for dual credit.

2. The high school faculty teaching the dual credit course at the high school will do so as part of a regular teaching assignment. The teacher is expected to comply with the College's standards for courses.

3. The college will reimburse the ISD at the median rate of pay for adjunct instructors prorated for every 25 students enrolled in all embedded courses.

4. A dual credit course must contain both the Texas Essential Knowledge and Skills (TEKS) required by the Texas Education Agency and the College course competencies.

5. Students will meet State and College requirements for admission to the College.

6. Students will pay tuition and fees and purchase instructional support materials, if such materials are not available from the ISD.

7. The College will maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the courses covered by this agreement as for all other College courses. Such standards are described by the Southern Association of Colleges and Schools.

This Dual Credit Agreement may be altered with written approval by the Superintendent and the President, or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

Note: Refer to Dual Credit Procedures for details on any of the elements contained in this agreement.

Signatures:

College

Independent School District

President (or designee)

Superintendent (or designee)

Date

Date
Dual Credit Agreement for Concurrent Courses

DUAL CREDIT AGREEMENT
for Regular College Courses
between
___________ Independent School District
and
North Harris Montgomery Community College District

This Dual Credit Agreement between the Independent School District (ISD) and North Harris Montgomery Community College District (NHMCCD) is designed to allow high school students to earn dual credit for specific courses taken at any NHMCCD college or center. Upon completing the course(s) the student will earn credit toward high school graduation as well as college credit.

The following conditions apply to this agreement:

1. The Superintendent or designee and appropriate NHMCCD representative agree that the attached courses are designated for dual credit.

2. The ISD is responsible for determining that the NHMCCD course(s) approved for dual credit meets the essential skills and knowledge required by the Texas Education Agency.

3. Students will meet State and College requirements for admission to the College.

4. Students will pay instructional fees and purchase instructional support materials.

5. Course tuition will be waived for students whom the ISD certifies to be receiving dual credit under this agreement.

6. This Dual Credit Agreement may be altered with written approval by the Superintendent and the President, or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

Note: Refer to Dual Credit Procedures for details on any of the elements contained in this agreement.

Signatures

__________________________  ______________
NHMCCD  ISD

__________________________  ______________
Date  Date
Tuition Waiver

North Harris Montgomery Community College District

Waiver of Tuition for Dual Credit Courses

Pursuant to Title 3 of the Texas Education Code, Statute: Section 130.008, the governing board of North Harris Montgomery Community College District waives the tuition for individuals concurrently enrolled in high school and in the district in college courses which will meet high school graduation requirements. To be entitled to this waiver, the individual must comply with college exceptional admission requirements and complete this form with appropriate authorization from the high school principal or designate. Students who are admitted without a high school diploma or GED and who are concurrently enrolled in high school are considered high school students under Title IV purposes and therefore are not eligible for any form of financial assistance.

Important: This form must be completed each semester of enrollment in college courses approved for high school graduation and must be on file in the college Registrar’s Office on or before the official day of record for the semester of enrollment. (See academic calendar in class schedule.)

Name of Student:

Social Security Number: Day Time Phone:

Address of Student:

Current School: Current Grade Level:

Semester & Year of Enrollment at College:

To be completed by high school principal or designate:

The student named above is currently enrolled in high school and is approved to take the following college courses for credit toward high school graduation requirements.

College Course High School Course
I certify that the college courses listed above will be accepted toward high school graduation requirements for this student.

Signature of Principal or Designate

Date

For Admission Office Use Only

Total Hrs. Enrolled: Eligible:
Res Amt: [Min] or [Per Hr]
Initial: Date:

For FA Office Use Only

Code:
Total Amt Waived:
Initial: Date:
Community Education Units to Credit Articulation

NHMCCD is currently in the process of comparing competencies and performance levels for Community Education courses which award CEUs (Community Education Units) and college credit hour courses. If competencies and performance levels match, a student may apply for college credit for the appropriate CEUs.

This process is new to NHMCCD and course review will begin during Fall 1998.

Contact the District Director of Articulation Services or a Community Education Dean at any of the colleges for further information.

Community Education Articulation Procedure

Awarding of Credit for Community Education CEU’s

Students have the opportunity to earn college semester hour credit for certain courses in Community Education through one of the following processes. Students who wish to transfer this type of credit to a four-year university should check with the university to ensure transferability of credits.

1. When there is an articulation agreement in place, students who have earned CEU’s after March 1, 1996, may apply for articulated credit. Students shall contact the Associate Dean of the appropriate department or the District Director of Articulation Services to determine if an articulation agreement is in place. See procedure for Applying for Articulated Credit for Community Education CEU’S (to be developed by CE Deans).

2. When there is not an articulation agreement in place,
   a. Students who have earned CEU’s may complete a department challenge exam. See Departmental Challenge Exam procedure; or
   b. Students may apply for semester hour credit for completed CEU’s on an individual basis by contacting the Dean or the Associate Dean of the appropriate department for which credit is being sought. The Dean or Associate Dean will review the student’s community education transcript and compare the documented competencies contained in each course. If the competencies are deemed to match, the Dean or Associate Dean will sign the APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING FORM.

Community Education Course Articulation Agreement

ARTICULATION AGREEMENT FOR CONTINUING EDUCATION UNIT/SEMESTER HOUR CREDIT

The purpose of this instrument is to implement an articulation agreement for awarding of college semester hour credit (CREDIT) for continuing education units (CEUs) and/or programs between
the Community Education Department and the appropriate credit departments of North Harris Montgomery Community College District. This Articulation Agreement is based on review and comparison of course/program competencies and outcomes common to both departments.

This document provides a mechanism whereby students who have completed specified courses and/or programs in Community Education can be granted CREDIT under the specific conditions of this articulation agreement. The courses articulated via this document are:

<table>
<thead>
<tr>
<th>Community Education Course</th>
<th>Credit Hour Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Number</td>
<td>Credit Hours TCCN</td>
</tr>
<tr>
<td>Clock Hours AVCCN</td>
<td>Name and Number</td>
</tr>
</tbody>
</table>

The conditions of the Articulation Agreement are based upon an examination of course content including competencies and outcomes to be mastered by the student. As agreed, the following conditions of articulation are hereby set forth:

1. The Community Education student must meet all admissions requirements.

2. The College Registrar, or the Dean or Associate Dean of the appropriate department for which credit is being sought or his/her designee will review the official community education transcript to verify student identification data, course name, and satisfactory completion of course competencies, and, upon verification, will recommend articulated credit. This recommendation will be recorded on the APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING presented by the student along with his/her Community Education transcript.

3. The student must have satisfactorily completed the Community Education course(s) for which articulated credit is being requested within 28 months of the request for credit.

4. This articulation agreement will be on file in the Articulation Services Office with copies in the Admissions and Records Offices, the Dean of Community Education, and the appropriate Associate Dean offices at the campuses where the programs are offered.

5. This agreement shall commence upon the date of execution of this agreement and shall continue until such time as either party wishes to terminate the agreement.

6. Students must complete successfully complete six credit hours in a degree or certificate program requiring the articulated course(s) prior to the posting of articulated credit.

7. In addition to the specific conditions outlined above, the following special requirements must be met for the awarding of articulated credit.

Check here if None ________

ATTACHMENTS:

1. Descriptions of Community Education courses being articulated including competencies and outcomes;
2. Descriptions of Occupational-Technical credit courses being articulated including competencies and outcomes; and

3. Competency Comparison Chart for each course;

4. Other supporting materials as appropriate.
CHAPTER 14: UNIVERSITY ARTICULATION AND TRANSFER

See pages 32-33 of the North Harris Montgomery Community College District 1998-1999 Catalog for additional information on transferring to other post-secondary institutions.

Vertical Articulation

The acceptance of lower-level courses at a higher level educational institution is called vertical articulation. A typical example is a university accepting freshman and/or sophomore level courses completed at a community/junior college as transfer equivalents to freshman and/or sophomore courses offered at that university.

Lateral Articulation

The acceptance of courses from one educational institution to another at the same level is usually termed lateral articulation. For example, one community/junior college accepting courses from another community/junior college or a university accepting courses from another university.

Levels of University Articulation

The three levels of university (vertical) articulation are:
1. individual courses that transfer listed on a university course transfer equivalency matrix;
2. series of courses that transfer listed on a transfer planning guide; and
3. transfer of an entire program from a community/junior college to a university via a university articulation agreement.

University Course Transfer Equivalency Matrix

NHMCCD complies a matrix called the UNIVERSITY COURSE TRANSFER EQUIVALENCY MATRIX that is updated yearly. It is a table listing the courses offered by NHMCCD with transfer equivalents at several universities in the Gulf Coast area. Other community/junior colleges and universities also prepare similar tables. For more information about this matrix, contact the District Director of Articulation Services or access this information through the Internet at http://dont4.nhmccd.edu/h_as.htm.

Courses included in such a matrix are usually found in the TCCN (Texas Common Course Number Guide), the ACGM (Academic Course Guide Manual), and/or the WECM (Workforce Education Course Manual) published by the Texas Higher Education Coordinating Board. The courses listed in these publications are taught at most community/junior colleges and universities.

The courses listed in this matrix would transfer from one institution to another in most any program of study. For courses accepted only in selected programs, see the individual university transfer planning guide for that particular program.
Transfer Planning Guide

A transfer planning guide is a specialized sequence of courses to be completed at a community/junior college prior to transferring to a university. Courses listed on this guide will transfer to a specific program at a specific university. Transfer planning guides are precisely developed for a particular program at a particular university. The completion of courses listed on a transfer planning guide do not usually result in the completion of an associate degree at the community/junior college. Transfer planning guides especially developed for NHMCCD students can be accessed through the Internet at http://dont4.nhmccd.edu/h_as.htm.

University Articulation Agreement

The university articulation agreement includes a sequence of courses completed at a community/junior college that result in an associate degree or certificate and that will transfer full-value to a university into a specific bachelor degree program. It also includes any special articulation and admission conditions that are required by the university. The university articulation agreement guarantees the student that all courses completed on the associate degree or certificate will transfer into the specific program at the university.

University Course Articulation/Transfer Review Process

1. Request for university articulation/transfer forwarded to District Director of Articulation Services.
2. District Director of Articulation Services determines current course equivalency to specific university course(s).
3. If there is no equivalency, District Director of Articulation Services obtains a copy of the course syllabi from the university.
4. University course syllabi forwarded to program specific NHMCCD Curriculum Team.
5. Program curriculum team reviews course competencies contained in university course syllabi and makes one of the following recommendations:
   a. competencies match those of a NHMCCD course and negotiation for equivalency with university is needed (see Steps 6-8 below) or
   b. a new course at NHMCCD will be developed to match the university course competencies and thus will transfer (see Step 9 below) or
   c. NHMCCD will not have an equivalent course.
6. If equivalency negotiation is recommended, course syllabi for NHMCCD course will be provided to the university for review.
7. University personnel will review NHMCCD course syllabi (this may include university and NHMCCD faculty meeting to discuss competencies, etc.) and the university will notify the District Director of Articulation Services of decision on transfer equivalency.
8. New course equivalencies will be posted to the appropriate documentation.
9. Recommendations for new course development are presented to NHMCCD Council for Education and Student Development and Executive Council for review and recommendation.
NHMCCD has developed a partnership with universities and the private sector to provide unduplicated bachelor's degrees, master's degrees, and continuing professionals studies to the college service area. Partnerships, seamless articulated programs, collaborative governance, shared facilities, an interactive telecommunications "hub", and "first stop" student services provides the basis for The University Center (TUC) to serve as the critical link for community development and individual opportunity to over 1.2 million citizens of North Houston, North Harris County, and Montgomery County.

The University Center is the only one of its kind in Texas and one of only a handful nationwide. Serving as an important link for community development and individual opportunities, The University Center provides partnerships, educational programs, and an interactive telecommunications "hub" for delivering instruction, and student/learning resource support services.

The Partners

North Harris Montgomery Community College District
  Kingwood College
  Montgomery College
  North Harris College
  Tomball College

Prairie View A & M University

Sam Houston State University

Texas A & M University

Texas Southern University

University of Houston

University of Houston, Downtown

The Woodlands Corporation

Discussions are underway with Rice University, Our Lady of the Lake, Houston Baptist University, St. Thomas University and other private universities for development of continuing professional studies and additional degrees.

Overview

This Center serves as the centerpiece for multi-level instruction of universities and the NHMCCD community colleges. The Center includes a dedicated classroom/laboratory facility of approximately 78,000 square foot adjacent to the Montgomery College campus as well as an interactive, technology-based extension that connects all of the colleges of NHMCCD and the partner universities.
The goal is to provide a facility and an interconnected telecommunications system for delivery of unduplicated baccalaureate and master's degree instruction, advanced work training, and professional development at the same quality level as the university home-based of the programs.

The University Center received full approval by The Texas Higher Education Coordinating Board in April 1996.

Concept

TUC will serve all of the NHMCCD service area.

Partner universities will offer baccalaureate and master's degree programs at the Center.

Universities will not offer competing programs.

Operational costs will be shared on the basis of instruction facilities and services provided.

Technology and telecommunications will be used to interconnect and deliver student support and learning services including a one-stop database approach to application, admission, degree planning/audit/validation, course equivalency, transcript analysis, and common reports.

**NHMCCD colleges will offer the freshman and sophomore coursework utilizing seamless, articulated AA, AS, and AAS degrees.**

**NHMCCD Degrees**

North Harris Montgomery Community College District (Kingwood College, Montgomery College, North Harris College, and Tomball College) will provide freshman and sophomore-level courses with Associate of Arts (AA), Associate of Science (AS) or Associate of Applied Science (AAS) degrees awarded. Students starting their college careers and pursuing one of the degree majors will start their coursework at any of the NHMCCD colleges and should contact the counseling offices at one of the four colleges. NHMCCD transfer planning guides (degree plans) for all University Center programs can be accessed through the Internet at http://dont4.nhmccd.edu/h_as.htm.

**FOR INFORMATION**

For general information on TUC, call Dr. Gail Evans, Executive Director & Dean, 409-273-7612 or fax 409-273-7403, or Internet address http://ucenter.nhmccd.edu/ or email ucenter@nmccd.edu

Or call Dr. Nellie Thorogood, Vice Chancellor of External Affairs, 281-260-3510 or fax 281-260-9347.
NHMCCD Counseling and Admission Offices

The University Center, 409-273-7510

Kingwood College, 281-359-1600
Counseling, 281-359-1604
Admissions, 281-359-1614

Montgomery College, (local) 409-273-2900, (metro) 409-321-5161
Counseling, 409-273-7236
Admissions, 409-273-7244

North Harris College, 281-618-5400
Counseling, 281-618-5481
Admissions, 281-618-5410

Tomball College, 281-351-3300
Counseling, 281-351-3380
Admissions, 281-351-3310

Bachelor's Degrees Offered

Prairie View A & M University
Bachelor of Science, Nursing
Bachelor of Arts, Social Work
Bachelor of Arts, Sociology

Sam Houston State University
Bachelor of Applied Arts and Sciences
Bachelor of Arts and Bachelor of Science, Criminal Justice
Bachelor of Business Administration
Bachelor of Arts and Bachelor of Science, Geography
Bachelor of Science, Interdisciplinary Academic Studies in Elementary Certification
(Specializations: Geography, Health, Kinesiology, Reading or Social Studies)
Bachelor of Arts and Bachelor of Science, Political Science
Bachelor of Science, Psychology

Texas A & M University
Bachelor of Science, Agriculture Sciences

Texas Southern University
Bachelor of Science, Human Performance
Bachelor of Science, Interdisciplinary Studies in Elementary Certification (Specializations:
Bilingual Education, Early Childhood Education, or Special Education)
University of Houston
  Bachelor of Arts, Earth Science
  Bachelor of Science, Engineering Technology
  Bachelor of Science, Hotel and Restaurant Management
  Bachelor of Arts, Industrial Supervision
  Bachelor of Science, Mechanical Technology
  Bachelor of Science, Preprofessional English

University of Houston, Downtown
  Bachelor of Business Administration, Computer Information Systems
  Bachelor of Science, Industrial Chemistry
  Bachelor of Science, Interdisciplinary Studies
  General Education and Liberal Arts Coursework

Master's Degrees Offered

Prairie View A & M University
  MED or MS, Elementary/Early Childhood
  MED, Education Administration
  MSENGR, Engineering

Sam Houston State University
  MBA, Business Administration
  MCJ, Criminal Justice
  MED, Elementary Education
  MED, Secondary Education
  MED, Educational Leadership: Administrators/Supervisors Certificate
  MA, English
  MA, History

Texas A & M University
  EMBA, Executive MBA, Business Administration
  MED, Educational Technology
  ME, Electrical Engineering
  MS, Life Cycle Engineering and Operations Management
  MS, Petroleum Engineering

Texas Southern University
  MED, Counselor Education
  PHARMD, Pharmacy, Post Baccalaureate
  MPA, Public Accounting (’99)

University of Houston
  EMBA, Executive MBA, Business Administration
  MED, Reading Specialist, Nancy Williams
  MED, Reading and Language Arts

University of Houston via Distance Education
  MS, Computer Science
  MSEE, Electrical Engineering
  ME, Engineering Management
  MHM, Hotel & Restaurant Management
  MSOT, Training and Development
The work is not over once the articulation agreements have been signed. The agreements and associated materials must be shared with the appropriate personnel at all levels.

**NHMCCD Articulation Services Office**

1. The North Harris Montgomery Community College District Articulation Services Office is responsible for the distribution of all articulation agreements, tech prep educational plans, manuals, brochures, data bases, and other articulation/tech prep materials as follows:
   a. Articulation agreements:
      1) public school contact person (administrator);
      2) North Harris Montgomery Community College District Articulation Services Office files;
   b. Articulation manual:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) public school counselors;
      4) high school occupational/technical education department chairpersons and faculty;
      5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
      6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
      7) North Harris Montgomery Community College District campus Vice Presidents;
      8) North Harris Montgomery Community College District counseling staff;
      9) North Harris Montgomery Community College District Registrars Office; and
      10) Tech Prep Consortium Office
   c. Articulation data base and miscellaneous recruitment/information materials:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) public school counselors;
      4) high school occupational/technical education department chairpersons and faculty;
      5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
      6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
      7) North Harris Montgomery Community College District campus Vice Presidents;
      8) North Harris Montgomery Community College District counseling staff;
      9) Tech Prep Consortium Office; and
      10) Parents.
   d. Tech Prep Educational Plans:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) public school counselors;
4) high school occupational/technical education department chairpersons and faculty;
5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
7) North Harris Montgomery Community College District campus Vice Presidents;
8) North Harris Montgomery Community College District counseling staff;
9) Tech Prep Consortium Office; and
10) Parents.

2. The public school district contact person is responsible for the distribution of these materials as deemed necessary to follow-up the articulation process. High school counselors and articulated course instructors have key roles in the process of informing students and parents about the possibility of receiving credit from NHMCCD through articulation.

3. Counselors at both institutions are the primary contact for many students interested in acquiring credit for articulated coursework. They are to inform these students about the process at NHMCCD for obtain credit for articulated courses (see Chapter 10). The ARTICULATION MANUAL, data base, and articulation certificate and letter are the secondary resources for communication. The sole source of up-to-date information is the Articulation Services Office website at http://dcont4.nhmccd.edu/h_as.htm.

4. The Gulf Coast Education That Works (previously the Gulf Coast Tech Prep/School-to-Careers Consortium) staff and committee members will also share articulation/Tech Prep information with independent school districts and other community/junior and senior colleges and universities involved in the development and implementation of Tech Prep programs.
ARTICULATION MANUAL

APPENDIX A: DEFINITION OF TERMS

2 + 2 PROGRAM

An articulated, competency-based vocational/technical education program that links the last two years of high school with the first two years of post-secondary education to create a strong four-year academic and technical curriculum. Most 2 + 2 programs have been replaced by Tech Prep programs.

2 + 2 + 2 PROGRAM

An articulated, competency-based vocational/technical educational program that links the 2 + 2 program to the last two years of post-secondary education at a university in a baccalaureate degree.

4 + 2 PROGRAM

An articulated, competency-based vocational/technical education program that links four years of high school with the first two years of post-secondary education. These usually are Tech Prep programs.

4 + 2 + 2 PROGRAM

An articulated, competency-based education program that links four years of high school with two years of post-secondary education (usually at a community or junior college) with the last two years of a baccalaureate degree at a university.

AAS

See associate of applied science degree program.

AAS DEGREE PROGRAM

See associate of applied science degree program.

ADVANCED PLACEMENT

A method to move students to more advanced work by the equating of course competencies, test results, previous grades, and/or interviews by the appropriate department with certain prerequisites. Students are exempt from taking specified introductory/first year courses. Contact the division head of the specific area for further information. Types of advanced placement include competency-based course articulation, dual credit, and credit by exam.
ADVANCED SKILLS MASTERY CERTIFICATE (ENHANCED SKILLS CERTIFICATE)

A certificate that is granted for advanced skills attained either within and concurrent with an Tech Prep Associate of Applied Science degree or after a Tech Prep Associate of Applied Science degree is granted.

ADVANCED TECHNICAL SKILLS

Technical skills identified and validated by business, industry, and labor that require a higher level of proficiency than those resulting from the traditional applied associate degree. Usually contained in courses included on an Enhanced Skills Certificate.

APPLIED ASSOCIATE DEGREE PROGRAM

Refers to the associate of applied arts or the associate of applied science degrees. The term "applied" in an associate degree name is the distinguishing characteristic of the technical certificate of collegiate rank.

ARTICULATION

An umbrella term for the process of linking educational institutions and experiences to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning (examples: 2 + 2, Tech Prep, course competency-based, etc.).

ARTICULATION AGREEMENT

The official document prepared by North Harris Montgomery Community College District and each participating independent school district (ISD) specifying the competencies (courses) to be articulated. See Appendix C for sample of the articulation agreement.

ASSOCIATE OF APPLIED ARTS [AAA] DEGREE PROGRAM

A program of study designed for immediate employment and/or career advancement that emphasizes the application of artistic principles and the humanities through an orderly, identifiable sequence of courses. The degree program is composed of technical courses, general education courses, related instruction courses, and, as appropriate, elective courses to prepare students for employment in the performing arts.

ASSOCIATE OF APPLIED SCIENCE [AAS] DEGREE PROGRAM

A program of study designed for immediate employment and/or career advancement that is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. The degree program is composed of technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals.
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM—ADVANCED/TECH PREP PLAN

See Tech Prep Associate of Applied Science degree program.

CBE

See competency-based education.

CERTIFICATE

A formal award, less than an associate degree, indicating mastery of a prescribed series of academic and technical competencies with defined employment outcomes. This award is approved by The Texas Higher Education Coordinating Board, appears on the Technical Program Clearinghouse Inventory, and is subject to the Coordinating Board program evaluation process.

CLASSROOM-TO-WORKPLACE TRANSITION PROGRAM (SCHOOL-TO-WORK TRANSITION PROGRAM)

A method of instruction between a sponsoring work-training site, the post-secondary educational institution, and the student that provides guided training to the student in the work environment and that enhances critical thinking skills and the ability to transfer applied and theoretical knowledge to the workplace.

COHERENT SEQUENCE OF COURSES

A series of courses in which vocational and academic education are integrated, and which directly relates to, and leads to, both academic and occupational competencies. The term includes competency-based education, academic education, and adult training or retraining that meet these requirements. Sequential units encompassed with a single adult training or retraining course are included.

COMPETENCY-BASED COURSE ARTICULATION

The traditional method of comparing course competencies and performance levels from a secondary competency-based course to a post-secondary introductory competency-based course. If the competencies and performance levels match, articulated credit may be awarded for the high school course when the student meets the articulation requirements at the post-secondary institution. This is the type of articulation most often used in Tech Prep programs.

COMPETENCY-BASED EDUCATION (CBE)

Subject matter and course outcomes developed and based upon actual employment standards determined by local business/industry representatives. For successful completion of the courses, performance standards are specified and measured by industry standards.

CONCURRENT CREDIT

See dual credit.
CONCURRENT ENROLLMENT

A condition that exists when a student is officially enrolled in two different institutions simultaneously. Tech Prep programs do not require that students be concurrently enrolled.

CREDIT BY EXAM (challenge exam)

A method to provide college credit for work experience and/or educational work without transcript credit. This allows a student to complete undergraduate requirements in less time (through advanced placement) and at lower cost and to enrich educational experience by taking courses other than those that merely repeat previously learned material. Examples include Achievement Test (ACT), College Level Examination Program (CLEP) in specific subject areas only, Proficiency Examination Program (PEP), North Harris Montgomery Community College District Departmental Examinations, and Advanced Placement Program by the College Board.

CREDIT IN ESCROW

A condition whereby the credit earned by a student enrolled in an articulated course or for concurrent credit is held back by a second institution until the student enrolls there and meets certain criteria as established by the second institution. Credit in escrow policies in Tech Prep programs should not require a student to pass more advanced levels of study before credit is granted.

DUAL CREDIT

Simultaneously completing a high school and college course for credit at both levels. This course could be taught at the high school location or at the post-secondary location. Students receive both high school and post-secondary credit upon satisfactory completion of this course. See Chapter 12 for detailed information.

EMERGING OCCUPATION

An occupation arising through forces related to technological changes in the workplace. The occupation is expected to become increasingly visible and distinguishable as a separate career area within the next 10 years. The occupation is growing, or is expected to grow, rapidly within the industry. Workers from other occupations cannot perform the work without at least two months of vocational-technical education or training (defined by the Texas Innovation Network System).

ENHANCED SKILLS CERTIFICATE

A certificate that is granted for advanced skills attained either within and concurrent with an Tech Prep Associate of Applied Science degree or after a Tech Prep Associate of Applied Science degree is granted.

EXTERNAL LEARNING EXPERIENCES

Competency-based learning experiences, paid or unpaid, offered in business and industry that supplement lectures and laboratory instruction.
INDEPENDENT SCHOOL DISTRICT (ISD)

A locally established, tax-based educational entity.

INTEGRATION OF ACADEMIC AND TECHNICAL/OCCUPATIONAL CURRICULA

A link between academic and technical theories, demonstrated in both academic and technical courses that includes the applications of theory in the workplace setting and the use of real-life situations in academic courses.

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT (NHMCCD)

The locally established post-secondary educational entity serving primarily Harris and Montgomery Counties; also provides services to other ISDs within the surrounding area.

PROGRAM

An organized unit of instruction clearly related to the acquisition and/or upgrading of technical skills and for which a Coordinating Board-approved certificate or an applied associate degree is awarded.

PROPRIETARY SCHOOL

A business or trade school, or technical institution or other technical or vocational school in any state that:

1. admits as regular students only persons who have completed or left elementary or secondary school and who have the ability to benefit from the training offered by the institution;
2. is legally authorized to provide and provides within that state a program of higher education vocational or technical education designed to fit individuals for useful employment in recognized occupations;
3. has been in existence for two years or has been specially accredited by the secretary as an institution meeting the other requirements of definition; and
4. is accredited

a. by a nationally recognized accrediting agency or association listed by the secretary;
   b. if the secretary determines that there is no nationally recognized accrediting agency or association qualified to accredit schools of a particular category, by a state agency listed by the secretary; or
   c. if the secretary determines that there is no nationally recognized or state agency or association qualified to accredit schools of a particular category, by an advisory committee appointed by the secretary and composed of persons specially qualified to evaluate training provided by schools of that category. The committee shall describe the standards of content, scope, and quality that must be met by those schools and shall also determine whether particular schools meet those standards.
SCHOOL-TO-WORK (or SCHOOL-TO-CAREER) TRANSITION

See classroom-to-work-place transition program.

TECH PREP PROGRAM

These programs of study develop sophisticated occupation skills required for employment in today's internationally competitive workplace through education and school-to-work opportunities in four major occupational areas or clusters: industrial and technical (engineering technology; applied science; mechanical, industrial, or practical trades or arts; and agriculture); business/office; health; and personal and protective services (including child development and law enforcement). Tech Prep programs must include:

1. A six-year program of study beginning in the ninth grade of high school and leading to an AAS degree with enhanced skills from a public community or technical college, an apprenticeship, or advanced skills certification.
2. A cooperatively-developed (business, industry, labor, and secondary/higher education), competency-based technical education curriculum which is non-duplicative (includes articulation between secondary and post-secondary institutions) and which effectively integrates academic and technical competencies.
3. Graduation plans or programs of study which specify a coherent sequence of technical, academic, and general education courses which span secondary and higher education levels.
4. Student competence in critical thinking skills and application of mathematics, science, and communication skills, as well as integration of workplace-transferable technical and academic skills.
5. Student workplace basic skills.
6. Integrated workplace and classroom learning experiences which provide theoretical and applied instruction and practical experience in a business or industry that is connected with the area of study.
7. Opportunities for enhanced technical skills training and/or baccalaureate study.
8. A coordinated delivery system for educational and social preparatory and support services for students, including special population students, to ensure access to program participation and student achievement.
9. A comprehensive career development guidance counseling program for students beginning no later than the seventh grade and continuing throughout the program.
10. A comprehensive and continuous professional development program for secondary and higher education academic and vocational/technical faculty, counselors, other staff, and administrators involved in Tech Prep programs.
11. A method to identify and follow the progress of outcomes of Tech Prep students throughout the program.*

*taken from TUIDELINES FOR INSTRUCTIONAL PROGRAMS IN WORKFORCE EDUCATION (previously titled TECHNICAL EDUCATION PROGRAM GUIDELINES), January 1996, pages 95-96.

TECH PREP ARTICULATION

Competency-based course articulation included in Tech Prep educational plans.
TECH PREP ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

A cooperatively developed, competency-based six-year program of study beginning in the ninth grade of high school and resulting in an associate of applied science degree with advanced skills from a community or technical college or an associate degree granting proprietary institution.

TECHNICAL EDUCATION

Used by the Coordinating Board's Community and Technical Colleges Division to describe Coordinating Board-approved educational programs offering a sequence of courses or block-time instruction. This type of education must be related directly to the preparation of individuals for paid employment in current or emerging occupations that require other than a baccalaureate or advanced degree. Also known as occupational education and vocational education.

TECHNOLOGY EDUCATION

An applied discipline designed to promote technological literacy that provides knowledge and understanding of the impacts of technology including its organizations, techniques, tools and skills to solve practical problems and extend human capabilities in areas such as construction, manufacturing, communication, transportation, power and energy.

TIME-SHORTENED ARTICULATION/PROGRAM

An articulation program in which high school students receive college credit that allows them to graduate from a higher education program in less time than a student beginning the program of study at the higher education level. Includes advanced placement based on articulated course work.

TRI-AGENCY PARTNERSHIP

Three agencies—The Texas Higher Educational Coordinating Board (THECB or HECB), the Texas Education Agency (TEA), and the Texas Department of Commerce (TDOC)—responsible for the statewide implementation of Quality Work Force Planning and Tech Prep program development and implementation.

VOCATIONAL EDUCATION

Organized educational program offering a sequence of courses or instruction in a sequence or aggregation of occupational competencies directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.
### APPENDIX B: ARTICULATION COMPARISON CHART FOR 1998-1999

(Used to identify and match learner outcomes/performance levels between NHMCCD courses and other entities)

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<thead>
<tr>
<th>North Harris Montgomery Community College District</th>
<th>Independent School District (or other entity)</th>
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<td>Course Title:</td>
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<td>Course Number:</td>
<td>TEKS Number:</td>
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<td>Course Contact Hours:</td>
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**LIST DISTRICT APPROVED MAJOR LEARNER OUTCOMES**

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<th>OUTCOMES</th>
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Articulation Comparison Chart
Page 2

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Comments/Remarks/Special Conditions:

__________________________________________  __________________________
ISD Representative (Teacher)                  Date

__________________________________________  __________________________
NHMCCD Faculty or Curriculum Facilitator      Date
ARTICULATION AGREEMENT

in

the ______________________ Program

between

____________________ INDEPENDENT SCHOOL DISTRICT

and

THE COLLEGES OF THE

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

A. PURPOSE

The purpose of this instrument is to document the approval of an Articulation Plan for specified courses in the above noted program between North Harris Montgomery Community College District (NHMCCD), 250 N. Sam Houston Parkway East, Houston, Texas 77060 and _______________ Independent School District, __________, Texas _________. This document provides a mechanism to enable students who have completed specific courses at _______________ Independent School District under this agreement to be granted college credit by articulation. The course(s) articulated via this document are listed herewith.

<table>
<thead>
<tr>
<th>NHMCCD Courses</th>
<th>ISD Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP NO.</td>
<td>Course Name</td>
</tr>
<tr>
<td>______</td>
<td>______________</td>
</tr>
</tbody>
</table>

B. PROVISIONS/TERRMINATION

1. This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to terminate.

2. If there are substantial changes (course no., name, outcomes, etc.) in the curriculum at either NHMCCD or the __________________ ISD, the agreement must be reviewed for possible revision as soon as possible. If there continues to be a basis for articulation, a new agreement should be signed.

C. CURRICULUM

1. The NHMCCD Colleges agree to provide all of the syllabi, course outlines, and course competencies developed and approved by the technical advisory committee; the __________ ISD schools agree to provide the essential elements for their courses and to incorporate the syllabi, course outlines, and course competencies, furnished by NHMCCD, into its corresponding high school course of instruction.

2. The schools of _______________ ISD and the colleges of NHMCCD will utilize their joint technical advisory committee consisting of members from business, industry, and education who will assist in the continued refinement of the program.

D. CONDITIONS OF THIS AGREEMENT
To receive credit the student is required to satisfy the following conditions:

1. Meet all North Harris Montgomery Community College District admission and program entrance requirements. Additionally, a high school transcript must be presented.

2. Enroll in the __________________________ program at one of the colleges of the NHMCCD within one year after graduation from high school.

3. Successfully complete six credit hours in the degree or certificate program listed under Section D, #2 above at a college of NHMCCD.

4. Must have demonstrated mastery of course competencies and have completed the articulated course(s), in this document, with a grade of 85 (B) or above.

5. Apply for articulated credit within 28 months after graduation from high school.

******************************************************************************
SIGNATURES:

COLLEGES OF THE
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Curriculum Facilitator (Associate Dean) __________________________ Date

Vice President of Educational Programs and Resources __________________________ Date

District Director of Curriculum Services __________________________ Date

Vice Chancellor for Education and Student Development __________________________ Date

__________________________ INDEPENDENT SCHOOL DISTRICT

Program Director __________________________ Date
PROGRAM TITLE

University/College

and

North Harris Montgomery Community College District

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Articulation Agreement

Effective Dates

Prepared jointly by:

Office of the Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District
250 N. Sam Houston Parkway East
Houston, Texas 77060

and

University/College or ISD Name
Address
City, State ZIP
ARTICULATION MANUAL

A. Statement of Purpose:

North Harris Montgomery Community College District, Houston, Texas, and (the) University/College Name and City, State, in order to maximize the opportunities for students completing the recommended program of study in the Associate of Science degree and secure eligibility for admission into University/College Name in Program Title, hereby enter into the following Articulation Agreement. It is further recognized that this agreement shall describe the required program of study at North Harris Montgomery Community College District for admissions eligibility to University/College Name in the Program Name. This articulation identifies all required and equivalent courses at each institution.

B. Terms and Conditions:

The parties of this agreement, North Harris Montgomery Community College District and University/College Name hereby agree to the terms and conditions set forth herein.

- North Harris Montgomery Community College Associate of Science degree graduates completing the recommended program of study shall be eligible for admission into University/College Name and Program Title.

- Transfer students must meet the same standards and criteria for admission to a major degree sequence as University/College Name students.

- Eligibility for admission.

- University/College Name does not limit the number of credit hours that will transfer into the Program Title of study. Credit will transfer for all courses at the 100 and 200 levels in which a grade of “C” or better was earned.

- Students must complete with a Grade Point Ratio (GPR) of ??? or better on all attempted transferable course work.

- This agreement shall be in effect for two years beginning on month day, year through month day, year.

- This agreement shall be reviewed on a biennial basis or anytime program changes are made by either institution. Any program changes will be identified and incorporated into subsequent agreements.

- This agreement may be terminated by either party by giving written notice of said party’s intention to the Vice Chancellor for Education and Student Development, North Harris Montgomery College District or the University/College Name Dean of Program Title, or designee.

- Students matriculated at North Harris Montgomery Community College in Program Title prior to the expiration date of this agreement shall be eligible for admission into University/College Name’s Program Title curriculum for a period of one year after the completion of the Associate of Science at NHMCCD. If this agreement is terminated by either party for any reason, all North Harris Montgomery Community College students enrolled in the Program Title Associate of Science degree program at the time of the agreement termination will retain their eligibility for admission into University/College Name’s Program Title of study for a period of three years.

- All notices, demands, requests, and other communications required shall be in writing and shall be deemed to have been given when personally delivered or mailed to:
NHMCCD: Linda M. Stegall, Ed.D.
Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District
250 N. Sam Houston Parkway East
Houston, TX 77060
Phone: 281-260-3523
Fax: 281-260-3513
E-Mail: lindas@nhmccd.edu

UNIVERSITY/ COLLEGE NAME:
Name
Title
University/College Name
Street Address
City, State ZIP
Phone:
Fax:
E-Mail:

C. CURRICULUM

List recommended course sequence for program of study at NHMCCD with equivalents at
university/college:

NHMCCD Courses

University/College Courses

D. SIGNATURES

The parties have executed this agreement in duplicate originals on this date, month day, year. An
original, signed copy of this agreement shall be maintained by each institution at designated offices of
the college and university presidents or designee.

North Harris Montgomery
Community College District

University/College Name

Curriculum Facilitator

Name
Head, Program Title/Department

Linda M. Stegall, Ed.D
Vice Chancellor for Education and
Student Development

Name
Title
(Appropriate Administrator)
## APPENDIX D:
LIST OF ARTICULATED COURSES

<table>
<thead>
<tr>
<th>NHMCCD COURSE</th>
<th>HIGH SCHOOL COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 1301, Refrigeration Theory</td>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration I</td>
</tr>
<tr>
<td>AIRC 1303, Electrical Control &amp; Power Circuits</td>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration II</td>
</tr>
<tr>
<td>AIRC 1401, Service &amp; Installation Technology</td>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration II</td>
</tr>
<tr>
<td>AUTO 1411, Intro. to Auto Service Technology</td>
<td>Automotive Technician I</td>
</tr>
<tr>
<td>CDEC 1313, Curriculum Resources</td>
<td>Early Childhood Professions I and II</td>
</tr>
<tr>
<td>CRJ 1301, Intro. to Criminal Justice</td>
<td>Intro. to Criminal Justice</td>
</tr>
<tr>
<td>CRJ 1307, Crime in America</td>
<td>Crime in America</td>
</tr>
<tr>
<td>CSCI 1301, Programming Logic</td>
<td>Business Computer Programming or Computer Science I</td>
</tr>
<tr>
<td>CSCI 1401, Intro. to Computers</td>
<td>Business Computer Information Systems I</td>
</tr>
<tr>
<td>DRFT 1309, Basic Computer-Aided Drafting, AutoCad</td>
<td>CAD Design II (or other courses)*</td>
</tr>
<tr>
<td>EDGT 1305, Technical Design Graphics</td>
<td>CAD Design I (or other courses)*</td>
</tr>
<tr>
<td>EDGT 1317, Arch. Design Graphics, Residential</td>
<td>Arch. Drafting &amp; Arch. Graphics</td>
</tr>
<tr>
<td>ELTE 1401, Circuit Analysis I</td>
<td>CD Circuits or Electronics I</td>
</tr>
<tr>
<td>ELTE 1402, Circuit Analysis I</td>
<td>DC Circuits or Electronics II</td>
</tr>
<tr>
<td>EMMT 1301, Clinical Practicum I</td>
<td>TTD EMT Basic Certificate</td>
</tr>
<tr>
<td>EMMT 1400, Intro. to Emergency Care</td>
<td>TTD EMT Basic Certificate</td>
</tr>
<tr>
<td>GRPH 1322, Electronic Publishing I</td>
<td>Desktop Publishing or Business Image Management &amp; Multimedia</td>
</tr>
<tr>
<td>GRPH 1379, Electronic Presentations</td>
<td>Business Image Management &amp; Multimedia</td>
</tr>
<tr>
<td>SNGL 1401, Beginning Am. Sign Language I</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>SNGL 1402, Beginning Am. Sign Language II</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>MGMT 1301, Intro. to Management</td>
<td>Business Management</td>
</tr>
<tr>
<td>MKTG 2303, Marketing Promotion &amp; Advertising</td>
<td>Advertising</td>
</tr>
<tr>
<td>MKTG 2305, Marketing Management</td>
<td>Marketing Dynamics</td>
</tr>
<tr>
<td>MKTG 2306, Retail Operations &amp; Methodology</td>
<td>Retailing</td>
</tr>
<tr>
<td>NRS 1301, Introduction to Nursing</td>
<td>Health Science Technology II or III</td>
</tr>
<tr>
<td>OFAD 1300, Admin. Procedures &amp; Technology</td>
<td>Administrative Procedures</td>
</tr>
<tr>
<td>OFAD 1302, Computer Keyboarding</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>OFAD 1307, Office Accounting</td>
<td>Accounting I</td>
</tr>
<tr>
<td>OFAD 1311, Medical Terminology</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>OFAD 1323, Word Processing</td>
<td>Word Processing Applications</td>
</tr>
<tr>
<td>TRAV 1312, Intro. to Hospitality Services</td>
<td>Hospitality Services I</td>
</tr>
<tr>
<td>VETT 1200, Medical Terminology</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>WLDG 1421, Intro. to Welding Fundamentals</td>
<td>Welding I and II</td>
</tr>
</tbody>
</table>

See your high school or college counselor/advisor or call the NHMCCD Articulation Services Office at 281-260-3113 for more details.
APPENDIX E:
ARTICULATION EXPIRATION FORM

District Name__________________________________________________________

NHMCCD Reviewer's Name ______________________________________________

District Course Name: _________________________________________________

NHMCCD Course Name & No.: ___________________________________________

Reason for expiration:

__________________________________________ Date Effective

__________________________________________ NHMCCD Curriculum Team Member/Facilitator & Date

__________________________________________ Associate Vice Chancellor for Curriculum & Instruction & Date

__________________________________________ Vice Chancellor for Education & Student Development & Date

__________________________________________ ISD Director of Career & Technology Education & Date
## Application for Advanced Placement Credit, Advanced Standing, or Core Curriculum Competency

(Draft revision 1/13/98)

<table>
<thead>
<tr>
<th>Name:</th>
<th>SS#</th>
<th>Date:</th>
</tr>
</thead>
</table>

Request for: (check one type of credit per form)

- [ ] course challenge exam credit (go to Box 1)
- [ ] external exam credit (go to Box 3)
- [ ] Continuing Education credit (go to Box 5)
- [ ] core competency credit (go to Box 2)
- [ ] H. S. Articulation credit (go to Box 4)
- [ ] Non-traditional credit (go to Box 6)

### 1. Credit by Course Challenge Exam:

- Student has met all requirements to take Challenge Exam
  - [ ] yes
  - [ ] no
- Course or Challenge Exam not previously transcripted
  - [ ] yes
  - [ ] no
- Fee Paid
  - [ ] yes
  - [ ] no
- Signature Business Office
- Course Challenged
  - Score
- Credit awarded
  - [ ] yes
  - [ ] no
- Signature Associate Dean
- Signature Admission Officer

### 2. Credit by Core Competency Exam:

- Student has met all requirements to take Competency Exam
  - [ ] yes
  - [ ] no
- Fee Paid
  - [ ] yes
  - [ ] no
- Signature Business Office
- Competency Challenged
  - Score
- Credit awarded
  - [ ] yes
  - [ ] no
- Signature Associate Dean
- Signature Admission Officer

### 3. Credit by External Exam:

- Fee Paid
  - [ ] yes
  - [ ] no
- Signature Business Office
- Exam Taken
  - Score
  - NHMCCD course Equivalent
- Credit awarded
  - [ ] yes
  - [ ] no
- Signature Admission Officer

### 4. Credit by High School Articulation:

- Enrolled in NHMCCD
  - [ ] yes
  - [ ] no
- College within one (1) year of HS graduation
  - [ ] yes
  - [ ] no
- Completed a minimum of six (6) semester hours at NHMCCD in appropriate program area
  - [ ] yes
  - [ ] no
- Requested course is part of student’s certificate or degree plan
  - [ ] yes
  - [ ] no
- Applied for articulated credit within 28 months of HS graduation
  - [ ] yes
  - [ ] no
- Attained a grade of 85 or better in HS articulated course (validated on HS transcript)
  - [ ] yes
  - [ ] no
- (must answer yes to all to meet eligibility requirements)
- Seeking credit for
  - (NHMCCD course prefix and number)
- Signature Admissions Officer

### 5. Credit by Continuing Education Articulation:

- Course is approved for articulation
  - [ ] yes
  - [ ] no
- Student satisfactorily completed course
  - [ ] yes
  - [ ] no
- Seeking credit for
  - (NHMCCD course prefix and number)
- Signature Continuing Education Dean
- Signature Admissions Officer

### 6. Credit by Evaluation of Non-traditional Work: (check one)

- Prior Knowledge/Skills
- License
- Military Experience
- Work experience
- Portfolio
Credentials/evidence presented meet criteria for award of credit for:  

(SHMCCD Course)

Credentials/evidence presented meet criteria for placement into:  

(SHMCCD Course)

Fee Paid □ yes □ no  

Signature Business Office  

Signature Faculty  

Signature Associate Dean  

Signature Admissions Officer  

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APPENDIX G: SAMPLE TECH PREP EDUCATIONAL PLANS

See following pages for Tech Prep Plans programs listed below:

- Automotive Technology (approved)
- Child Care and Development (approved)
- Child Development, Montessori/Infant Toddler Specialization (approved)
- Computer Graphic Arts Technology (pending approval)
- Computer Information Systems (approved)
- Criminal Justice (approved)
- Electronics Technology (approved)
- Engineering Design Graphics Technology (approved; replaces Drafting)
- Engineering Technology AAS (approved)
- Engineering Technology AS (approved)
- Heating, Ventilation, Air Conditioning and Refrigeration (approved)
- Human Services (pending submission)
- Interpreter Training Technology (approved)
- Legal Assisting (pending submission)
- Management (approved)
- Nursing (approved)
- Occupational Therapy Assistant (pending submission)
- Office Administration, Medical Office Specialization (approved)
- Office Administration, Office Professional Specialization (approved)
- Paramedic Technology (approved)
- Physical Therapy Assistant (pending submission)
- Travel Management (approved)
- Veterinary Technology (pending submission)
- Welding Technology (approved)
## Proposed Tech Prep Educational Plan

### Automotive Technology—Tech Prep Associate of Applied Science Degree with Enhanced Skills

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>ENHANCED SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td><strong>PSYC 1301</strong></td>
<td><strong>SPCH 1311</strong></td>
<td>AUTO elective (from AUTO 1413, 1414, 2416 or 2418)</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Fine Arts</td>
<td><strong>ENGL 1301</strong></td>
<td><strong>MATH 1308</strong></td>
<td>AUTO 2413 Engine Diagnosis and Repair</td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry</td>
<td>Biology II</td>
<td>Speech/ Elective</td>
<td>AUTO 1411 Intro. to Auto. Service*</td>
<td>AUTO 1415 Fuel and Emission Systems</td>
<td>AUTO 2415 Brake Systems</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education/ Health</td>
<td>Automotive Technician I (AUTO 1411)*</td>
<td>Automotive Technician II</td>
<td><strong>HUMA 1301</strong>, Introduction to Humanities</td>
<td>CSCI 1401 Intro. to Computers*</td>
<td>AUTO elective (from AUTO 1413, 1414, 2416 or 2418)</td>
</tr>
<tr>
<td>Keyboarding/ Speech</td>
<td>Business Computer Information Systems I (CSCI 1401)*</td>
<td>Elective***</td>
<td>Elective***</td>
<td>POSSIBLE ARTICULATED CREDIT: 8 HOURS</td>
<td>**</td>
<td></td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td>Elective***</td>
<td>Elective***</td>
<td>**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits**
- First Year: 35
- Second Year: 34
- TOTAL COLLEGE CREDIT: 81

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).
** General Education block transferable toward a four-year degree at most universities.
*** Recommended electives:

**ISD Contact Name:**
Pat Rajski Lyon
**Telephone:** 281-260-3113

**a\:6YRPLAN\auto\splen.doc** (4-6-98)
# Proposed Tech Prep: 6-Year Plan
**Child Care and Development, Montessori Infant/Toddler Specialization—Tech Prep Associate of Applied Science Degree with Play Leader/School Age Enhanced Skills**

## ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

### High School

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry</td>
<td>Biology II</td>
<td>Speech/Elective</td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
<td>U.S. History</td>
<td>Government and Economics</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education/Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td>Early Childhood Professions I</td>
<td>Early Childhood Professions II</td>
</tr>
<tr>
<td>Elective***</td>
<td>Business Computer Information Systems I (CSCI 1401)*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Community College

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>ENHANCED SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PSYC 2301 General Psychology</strong></td>
<td><strong>Humans/Fine Arts Elective</strong></td>
<td><strong>PSYC 2308 Child Growth &amp; Development</strong></td>
</tr>
<tr>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>CDEC 2326 Administration I</td>
<td><strong>PHED Physical Activity</strong></td>
</tr>
<tr>
<td>CDEC 1311 Intro. to Early Childhood Education</td>
<td>CDEC 1418 Nutrition, Health &amp; Safety</td>
<td>CDEC 2328 Administration II</td>
</tr>
<tr>
<td>CDEC 1303 Family &amp; Community</td>
<td>CDEC 1421 The Infant &amp; Toddler</td>
<td>CDEC 1419 Child Guidance</td>
</tr>
<tr>
<td>CSCI 1401 Intro. to Computers*</td>
<td>CDEC 1392 Special Topics—Montessori Infant/Toddler History &amp; Philosophy</td>
<td>CDEC 1464 Practicum—MIT</td>
</tr>
<tr>
<td>CDEC 2584 Coop in Child Development</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 74 credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

*** Recommended Electives: Personal & Family Development; Child Development; Nutrition and Food Science

**ISD Contact Name:** Sue Thornton  
**NHMCCD Contact Name:** Sue Thornton  
**Telephone:** 281-618-5663  
**Original approved on:** 4-15-98
### Proposed Tech Prep 6-Year Plan

**Computer Graphic Arts Technology AAS Degree with Enhanced Skills**

#### HIGH SCHOOL

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>ENHANCED SKILLS</th>
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<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td><strong>ENGL 1301</strong></td>
<td><strong>ENGL 1302</strong></td>
<td><strong>Option 1:</strong> GRPH 1359, 1305 and one from ARTS 1301, 1303, 1304, 2316, 2317: GRPH 1354, 1359, 1370, 1380, 1395; or approved MMED class</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Elective***</td>
<td>GRPH 1322 Electronic Publishing I*</td>
<td>ARTS 1317 Drawing II</td>
<td></td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry I</td>
<td>Biology II</td>
<td>Speech/ Elective***</td>
<td>ARTS 1316 Drawing I</td>
<td>ARTS 1312 Design II or GRPH 1354 Electronic Publishing II</td>
<td></td>
</tr>
<tr>
<td>U. S. History</td>
<td>World Geography</td>
<td>World History</td>
<td>U.S. Government/ Economics</td>
<td>ARTS 1311 Design I</td>
<td><strong>MATH 1314</strong></td>
<td><strong>Option 2:</strong> Transfer to Sam Houston State University BAAS Program</td>
</tr>
<tr>
<td>PE</td>
<td>PE/Health</td>
<td>Fine Arts</td>
<td>Business Image Management &amp; Multimedia (GRPH 1379)*</td>
<td>CSCI 1401 Intro. to Computers*</td>
<td><strong>PSYC 2301</strong></td>
<td>Approved Elective (recommend GRPH 1379)*</td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td>Word Processing</td>
<td><strong>PHED</strong></td>
<td>ARTS 2311 Color Composition</td>
<td>Approved Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits**

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>COMMUNITY COLLEGE</th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>First Year Credits 35</td>
</tr>
<tr>
<td>Total Credits 7</td>
<td>Total Credits 7</td>
<td>Total Credits 7</td>
<td>Total Credits 7</td>
<td>Second Year Credits 30</td>
</tr>
</tbody>
</table>

---

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 10 credits).

** General Education block transferable toward a four-year degree at most universities.

*** See your high school counselor for recommended electives.

---

**ISD Contact Name:**
**NHMCCD Contact Name:** Pat Rajski Lyon
**Telephone:** 281-260-3113
**Telephone:**

- **Contact Name:**
- **Telephone:**
- **Date:** (4-30-98)
## Revised Tech Prep: 6-Year Plan
### Computer Information Systems—Tech Prep Associate of Applied Science Degree with Enhanced Skills

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST YEAR</strong></td>
<td><strong>SECOND YEAR</strong></td>
</tr>
<tr>
<td><strong>FRESHMAN</strong></td>
<td><strong>FRESHMAN</strong></td>
</tr>
<tr>
<td>English I</td>
<td>CSCI 1401 Introduction to Computers*</td>
</tr>
<tr>
<td>Algebra I</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
</tr>
<tr>
<td>Biology I</td>
<td><strong>SPCH 1318 Interpersonal Communication</strong></td>
</tr>
<tr>
<td>World Geography</td>
<td>U.S. History</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education or waiver and Health</td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
</tr>
<tr>
<td>Keyboarding/ Speech</td>
<td>BCIS I (CSCI 1401)*</td>
</tr>
</tbody>
</table>

| **TOTAL COLLEGE CREDIT** | | | | | |
| 74/80 |

**SEE OVER FOR SPECIALTY COURSE LISTINGS.**

- Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 4-13 credits). If completed in high school and meet articulation conditions, do not repeat in college.
- General Education block transferable toward a four-year degree at most universities.
## SPECIALTY OPTIONS

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Forth Semester</th>
</tr>
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<tbody>
<tr>
<td><strong>PC HelpDesk Specialty</strong></td>
<td><strong>Network Specialist</strong></td>
<td><strong>Programmer/Analyst</strong></td>
<td><strong>AS/400 Computing</strong></td>
</tr>
<tr>
<td>OFAD 1323* or GRPH 1379</td>
<td>Tech elective (GRPH 1322)*</td>
<td>CSCI 1301*</td>
<td>CSCI 1301*</td>
</tr>
<tr>
<td>CSCI 1420 or 1421</td>
<td>Tech elective</td>
<td>Programming Language, level 1, (1st)*</td>
<td>CSCI 1432 (RPG)</td>
</tr>
<tr>
<td>CSCI 1418</td>
<td>CSCI 1418</td>
<td>Programming Language, level 1, (2nd)</td>
<td>CSCI 1406</td>
</tr>
<tr>
<td>CSCI 2417</td>
<td>CSCI 2420</td>
<td>CSCI 23-05</td>
<td>CSCI 2432</td>
</tr>
<tr>
<td>CSCI 2420</td>
<td>CSCI 2417</td>
<td>Programming Language, level 2 (1st)</td>
<td>CSCI 1412</td>
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<tr>
<td>CSCI 1420 or 1421</td>
<td>CSCI 2409</td>
<td>Programming Language, level 2 (2nd)</td>
<td>CSCI 2305</td>
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<tr>
<td>CSCI 2409 or 2330</td>
<td>CSCI 2421</td>
<td>CSCI 2402 or 2330</td>
<td>CSCI 22402 or 2330</td>
</tr>
<tr>
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<td>CSCI 2422</td>
<td>Tech elective (GRPH 1322)*</td>
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<tr>
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<td>CSCI 2403 or 2420 (2nd topic)</td>
<td>Tech elective</td>
<td>CSCI 2420</td>
</tr>
<tr>
<td>Tech elective</td>
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<td></td>
<td></td>
</tr>
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</table>

**ENHANCED SKILLS CERTIFICATE OPTIONS**
(select second area of specialization; must be different than AAS specialization)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 2402, Systems Development &amp; Implementation</td>
<td>CSCI 2402, Systems Development &amp; Implementation</td>
<td>CSCI 2402, Systems Development &amp; Implementation</td>
<td>CSCI 2440, Advanced Computer Operations</td>
</tr>
</tbody>
</table>

- **Network Specialist Enhanced Skills Certificate**
  - CSCI 2410, Network Software
  - CSCI 2421, Network Hardware
  - CSCI 2422, Network Service & Support
  - Transfer to Sam Houston State University for BAAS Degree or LeTourneau University for BBA or BBM

**ISD Contact Name:**  
NHMCCD Contact Name: Pat Rajsiki Lyon  
Tech\tPlans\csci\draft.doc (6-23-98)  

**Telephone:**  
281-260-3113

**Original approved on:**
# Proposed Tech Prep: 6-Year Plan

**Criminal Justice—Associate of Applied Science Degree with Enhanced Skills in Criminal Justice/Peace Officer**

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRESHMAN</strong></td>
<td><strong>SOPHOMORE</strong></td>
</tr>
<tr>
<td>English I</td>
<td>English II</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
</tr>
<tr>
<td>Biology</td>
<td>Chemistry</td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education/ Health</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Elective***</td>
</tr>
<tr>
<td>Total Credit 7</td>
<td>Total Credit 7</td>
</tr>
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*Courses articulated with North Harris Montgomery Community college District and gives college credit. (possible 10 credits)

** General Education Block transferable toward a four-year degree at most universities.

*** Recommended Electives:

<table>
<thead>
<tr>
<th>ISD Contact Name:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHMCCD Contact: Pat Rajski Lyon</td>
<td>Telephone: 281-260-3113</td>
</tr>
<tr>
<td>Tech\tpplans\crij6yrtemp.doc</td>
<td>Original approved on 1-11-11</td>
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<tr>
<td>(2-16-98)</td>
<td>1-11-11</td>
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</table>

** Contact Name: Pat Rajski Lyon | Telephone: 281-260-3113 | Original approved on 1-11-11 | (2-16-98)**
## Proposed Tech Prep Educational Plan

**Electronics Technology—Tech Prep Associate of Applied Science Degree with Enhanced Skills**

### Proposed Recommended Plan

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRESHMAN</strong></td>
<td><strong>SOPHOMORE</strong></td>
</tr>
<tr>
<td>English I</td>
<td>English II</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
</tr>
<tr>
<td>Biology I</td>
<td>Principles of Technology I or Chemistry</td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
</tr>
<tr>
<td>PE</td>
<td>PE/Health</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Business Computer Information Systems I</td>
</tr>
<tr>
<td>Elective***</td>
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</tr>
<tr>
<td>Total Credits 7</td>
<td>Total Credits 7</td>
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</tbody>
</table>

**Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).**

**Recommended electives:**

---

**General Education block transferable toward a four-year degree at most universities.**
## Specialty Options:

<table>
<thead>
<tr>
<th>Computer Hardware Specialization</th>
<th>Consumer Electronics Specialization</th>
<th>Industrial Control Specialization</th>
<th>Telecommunications Specialization</th>
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<tbody>
<tr>
<td>ELTE 2304, Network Communications</td>
<td>ELTE 2460, Electronic Video Systems</td>
<td>ELTE 2417, Industrial Electronics</td>
<td>ELTE 2420, Introduction to Telecommunications</td>
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### Tech Prep Enhanced Skills Courses

<table>
<thead>
<tr>
<th>CSCI 1431 or 1433</th>
<th>BUSI 1301, Business Principles</th>
<th>ELTE 2310, Special Projects</th>
<th>ELTE 2310, Special Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1405, Data Communications &amp; Networks</td>
<td>BUSI 1302, Operating a Small Business</td>
<td>ELTE 2401, Instruments &amp; Measurements</td>
<td>ELTE 2414, Data Communications Hardware</td>
</tr>
<tr>
<td>CSCI 1415, Personal Computer Operating Systems</td>
<td>BUSI 1303, Intro. to Entrepreneurship</td>
<td>ELTE 2422, Process Control for Manufacturing</td>
<td>ELTE 2415, RF Communications</td>
</tr>
<tr>
<td></td>
<td>BUSI 2305, Finance Management</td>
<td>ELTE 2423, Electronics &amp; the Oil Industry</td>
<td>ELTE 2320, Modulations &amp; Line Codes</td>
</tr>
</tbody>
</table>

---

**ISD Contact Name:**

**NHMCCD Contact Name:** Pat Rajski Lyon

tech6yrplan\elte\draft.doc

(4-6-98)

**Phone:**

Phone: 281-260-9313

Original approved on
### Proposed Tech Prep Educational Plan

**Engineering Design Graphics Technology—Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>FRESHMAN</th>
<th>SUMMER</th>
<th>SOPHOMORE</th>
<th>ENHANCED SKILLS</th>
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<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td><strong>ENGL 1301</strong> Comp. &amp; Rhetoric I</td>
<td><strong>MATH 1316</strong> Trigonometry</td>
<td>ENGL 2311 Tech. Communications</td>
<td><strong>EDGT 2455</strong> Applied Strength of Materials</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II or Geometry</td>
<td>Algebra II/Trigonometry/Pre-Calculus</td>
<td><strong>Math 1314, College Algebra</strong></td>
<td><strong>Specialty Course</strong></td>
<td>EDGT 2358 Intro to Mechanics</td>
<td><strong>PHYS 1402, or CHEM 1405</strong></td>
</tr>
<tr>
<td>Biology</td>
<td>Principles of Technology I or Chemistry</td>
<td>Principles of Technology II or Biology II</td>
<td>Physics I</td>
<td><strong>EDGT 1305</strong> Technical Drafting</td>
<td><strong>Specialty Course</strong></td>
<td><strong>MATH 2412 PreCalculus</strong></td>
<td><strong>Social/Behavioral Science course</strong></td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
<td>U.S. History</td>
<td>U.S. Government/Economics</td>
<td>DRFT 1309 or 1310*</td>
<td>EDGT 2340 or 2341</td>
<td><strong>PHYS 1401 General Physics I</strong></td>
<td>EDGT 2330 or 2327</td>
</tr>
<tr>
<td>PE</td>
<td>PE/Health</td>
<td>Architectural Graphics</td>
<td>Speech/Elective</td>
<td><strong>HUMA 1301 Intro to Humanities</strong></td>
<td><strong>Specialty Course</strong></td>
<td>EDGT 2336 CAD/D Programming</td>
<td><strong>Option 2:</strong> Transfer to Sam Houston State for BAAS</td>
</tr>
<tr>
<td>Keyboarding or elective</td>
<td>Communication Graphics</td>
<td>CAD Design I (DRFT 1309 or 1310)*</td>
<td>CAD Design II (EDGT 1306)*</td>
<td>TOTAL ARTICULATED CREDITS 6</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Manufacturing Graphics</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>Total Credits</td>
<td>Total Credits</td>
<td>Total Credits</td>
<td>First Year Credits 30/31</td>
<td>Second Year Credits 51</td>
<td>TOTAL COLLEGE CREDIT 83/84</td>
<td></td>
</tr>
</tbody>
</table>

**Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 6 credits).**

**General Education block transferable toward a four-year degree at most universities.**

**Recommended Electives:**

**Architectural/Civil Design**

- EDGT 1317, Architectural Drafting - Residential
- EDGT 1301, Constructional Materials & Processes
- EDGT 1364, Topographical Design Graphics
- EDGT 2310, Structural Drafting
- EDGT 2343, Plans & Specifications

**Mechanical Design**

- EDGT 2302, Machine Design Graphics
- EDGT 1319, Manufacturing Materials & Processes
- WLDG 1337, Intro. to Metallurgy
- EDGT 2306, Industrial Electricity/Electronics
- MCHN 1311, CAM I

**Electrical/Electronic Design**

- EDGT 1358, Electrical/Electronic Design Graphics
- EDGT 1319, Manufacturing Materials & Processes
- EDGT 2302, Machine Design Graphics
- ELTE 1305, Intro. to Electronics

**Specialty Options (select one)**

- **Architectural/Civil Design**
- **Mechanical Design**
- **Electrical/Electronic Design**

***ISD Contact Name:***

NHMCCD Contact Name: Pat Rajski Lyon

tpplans\edgt\draft.doc

Original approved on

**Telephone:**

Telephone: 281-260-3113

(1-13-98)
# Proposed Tech Prep Educational Plan

**ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT**

**Engineering Technology Tech Prep Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>ENHANCED SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td>ELTE 1410 Basic User Software</td>
<td><strong>Social/Behavioral Science Course</strong></td>
<td>Specialty Course</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Pre-calculus</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>ELTE 2403 Digital Electronics</td>
<td>ELTE 2440 System Troubleshooting</td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry</td>
<td>Biology II</td>
<td>Speech/Elective</td>
<td><em>MATH 1314 College Algebra</em></td>
<td>SPCH 1318 Interpersonal Communications</td>
<td>Specialty Course</td>
</tr>
<tr>
<td>P. E.</td>
<td>PE/Health</td>
<td>Electronics I (ELTE 1401)*</td>
<td>Electronics II (ELTE 1402)*</td>
<td>ELTE 1402 Circuit Analysis II*</td>
<td>Specialty course</td>
<td>Option 2: Transfer to Sam Houston State University BAAS program</td>
</tr>
</tbody>
</table>

**Fine Arts**

**Foreign Language I**

**Total Credits**

| 7 | 7 | 7 | 7 | 7 | 7 | TOTAL COLLEGE CREDIT 80-84 |

---

*Student may be eligible for advanced placement credit via dual credit, AP/ACT/CLEP testing, articulation, etc.*

**General Education block transferable toward a four-year degree at most universities.**

### Computer Electronics Specialization
- ELTE 1404, Semiconductor Devices
- ELTE 2405, Microprocessors I
- ELTE 2415, RF Communications
- ELTE 1408, Electronics of Computer Hardware
- ELTE 2430, Data Commo. Software
- ELTE 2416, Operational Amplifiers
- ELTE 2417, Industrial Electronics
- ELTE 2418, Component Level Troubleshooting
- MATH 1316, Trigonometry

### Network/Telecommunications Specialization
- ELTE 2320, Modulations and Line-Codes
- ELTE 2414, Data Communications Hardware
- ELTE 2412 or 2450 or 2330 (capstone course)
- ELTE 1408, Electronics of Computer Hardware
- ELTE 2430, Data Commo. Software
- ELTE 2420, Intro. to Telecommunications
- ELTE 2432, Data Network Oriented Software
- ELTE 2433, Computer Network Operating Systems
- ENGL 2311, Technical Communications

### Semiconductor Mfg. Technician Specialization
- WEMT 1101, Semiconductor Mfg. Industry Overview
- ELTE 1404, Semiconductor Devices
- ELTE 2415, RF Communications
- MATH 1316, Trigonometry
- ELTE 1405, Microprocessors I
- ELTE 2401, Semiconductor Mfg. Technology I
- WRMT 1441, Statistical Processing Control
- WFM 2310, Vacuum Principles
- WFM 2412, RF Plasma Systems

---

**ISD Contact Name:**

NHMCCD Contact: Pat Rajski Lyon
TechPrepplns\et-aas\draft.doc

(2-27-98)
### Proposed Tech Prep Educational Plan

**Tech Prep Associate of Science Degree**

**Engineering Technology Major**

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRESHMAN</strong></td>
<td><strong>FRESHMAN</strong></td>
</tr>
<tr>
<td>English I</td>
<td>CHEM 1411, General Chemistry I**</td>
</tr>
<tr>
<td>Algebra I</td>
<td>MATH 2412, Pre-calculus</td>
</tr>
<tr>
<td>Biology I</td>
<td>HIST 1301, Am. History I</td>
</tr>
<tr>
<td>World Geography</td>
<td>ENGL 1301, Comp &amp; Rhetoric I</td>
</tr>
<tr>
<td>PE</td>
<td>ELTE 1400, Electro-Mech. Handskills</td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>PHED 1111-2184, Physical Education</td>
</tr>
<tr>
<td>Elective****</td>
<td>Computer Science I (CSCI 1433)*</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>SOPHOMORE</strong></th>
<th><strong>JUNIOR</strong></th>
<th><strong>SENIOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>English II</td>
<td>English III</td>
<td>English IV*</td>
</tr>
<tr>
<td>Algebra II</td>
<td>Pre-calculus*</td>
<td>CHEM 1412, General Chemistry II</td>
</tr>
<tr>
<td>Biology II</td>
<td>Physics I* and Chemistry I*</td>
<td>ELTE 1402, General Electronics</td>
</tr>
<tr>
<td>World History</td>
<td>U.S. History**/Economics</td>
<td>GOVT 2302, Am. Govt. II</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Speech/ Elective</td>
<td>ELECTRO-MECH. HANDSKILLS</td>
</tr>
<tr>
<td>Foreign Language II</td>
<td>Electronics I (ELTE 1401)*</td>
<td>Electronics II (ELTE 1402)*</td>
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<tr>
<td>Elective****</td>
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</table>

**Total Credits** 7 | **Total Credits** 7 | **Total Credits** 7 | **Total Credits** 7 | **First Year Credits** 38 | **Second Year Credits** 36 | **TOTAL COLLEGE CREDIT** 86

---

**Notes:**

- **Student may be eligible for advanced placement credit via dual credit, AP/ACT/CLEP testing, articulation, etc.**
- **General Education block transferable toward a four-year degree at most universities.**
- **Prerequisite to CHEM 1412, General Chemistry II (not included in BSET degrees)**
- **Recommended electives:**

---

**ISD Contact Name:**

**NHMCCD Contact:** Pat Rajski Lyon

**Telephone:** 281-260-3113

**Original approved on:** (7-1-98)
**Proposed Tech Prep: 6-Year Plan**

**Heating, Ventilation, Air Conditioning and Refrigeration Technology**

**Tech Prep Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMMUNITY COLLEGE</th>
<th>ENHANCED SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRESHMAN</strong></td>
<td><strong>SOPHOMORE</strong></td>
<td><strong>JUNIOR</strong></td>
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<td>English II</td>
<td>English III</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II or Geometry</td>
</tr>
<tr>
<td>Biology</td>
<td>Chemistry or Principles of Technology I or Biology II</td>
<td>Principles of Technology II or Biology II</td>
</tr>
<tr>
<td>PE</td>
<td>PE/Health</td>
<td>HVAC I (AIRC 1301, 1303 &amp; 1401)*</td>
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<td>Foreign Language II</td>
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<th><strong>Second Year Credits</strong></th>
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<tr>
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</tbody>
</table>

Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 14 credits).

**Recommended electives:**

- Fine Arts
- Foreign Language

**Total Articulated Credits 14**

Best Copy Available

**ISO Contact Name:**

**NHMCCD Contact Name:** Pat Rajski Lyon

tpplan\hvac\draft.doc (7-1-98)
### Draft Tech Prep 6-Year Plan

**Human Services—Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th><strong>HIGH SCHOOL</strong></th>
<th><strong>COMMUNITY COLLEGE</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>FRESHMAN</strong></td>
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</tr>
<tr>
<td>English I</td>
<td>English II</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
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<tr>
<td>Biology I</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education/Health</td>
</tr>
<tr>
<td>Fine Arts</td>
<td><strong>Business Computer Information Systems (CSCI 1401)</strong>*</td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
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</table>

**TOTAL CREDIT**

<table>
<thead>
<tr>
<th><strong>FRESHMAN</strong></th>
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<th><strong>JUNIOR</strong></th>
<th><strong>SENIOR</strong></th>
<th><strong>FRESHMAN</strong></th>
<th><strong>SOPHOMORE</strong></th>
<th><strong>ENHANCED SKILLS</strong></th>
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<tbody>
<tr>
<td><strong>First Year Credits</strong></td>
<td><strong>Second Year Credits</strong></td>
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<tr>
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<td><strong>32</strong></td>
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</tbody>
</table>

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 7 credits).
** General Education block transferable toward a four-year degree at most universities.
*** Recommended electives:

**ISD Contact Name:**
**NHMCCD Contact Name:** Pat Rajski Lyon
**tpplan\hums\draft.doc (7-1-98)**

**Telephone:**
**Telephone:** 281-260-3113

Original approved on
# Proposed Tech Prep Educational Plan

**Interpreter Training Technology—Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th><strong>HIGH SCHOOL</strong></th>
<th><strong>COMMUNITY COLLEGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRESHMAN</strong></td>
<td><strong>SUMMER SESSION</strong></td>
</tr>
<tr>
<td>English I</td>
<td><strong>ENGL 1301</strong></td>
</tr>
<tr>
<td>English III</td>
<td><strong>INTP 1215</strong>, Visual/Gestural Communications</td>
</tr>
<tr>
<td>English IV</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>Algebra I</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>Geometry</td>
<td><strong>INTP 1217</strong>, Intro. to the Interpreting Profession</td>
</tr>
<tr>
<td>Algebra II</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>Speech (1/2) / Elective***</td>
<td><strong>INTP 1217</strong>, Intro. to the Interpreting Profession</td>
</tr>
<tr>
<td>Biology I</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>Chemistry</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>Biology II</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>Elective***</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>World Geography or World History</td>
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<tr>
<td>World Geography or World History</td>
<td><strong>INTP 1317</strong> Intro. to the Deaf Community</td>
</tr>
<tr>
<td>U.S. History</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
</tr>
<tr>
<td>Government and Economics</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
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<tr>
<td>Physical Education</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
</tr>
<tr>
<td>Physical Education/ Health</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
</tr>
<tr>
<td>Business Computer Information Systems I (CSCI 1401)*</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
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<tr>
<td>Elective***</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
</tr>
<tr>
<td>American Sign Language I* (SGNL 1401)</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
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<tr>
<td>American Sign Language II* (SGNL 1402)</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
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<tr>
<td>American Sign Language III</td>
<td><strong>INTP 1517</strong>, History <strong>Social/Behavioral Science Elective</strong></td>
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</table>

**Total Credits**

| 6 | 6 | 6 | 6 | 12 | 38 | 32-36 | TOTAL COLLEGE CREDIT 70/74 |

*Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 12 credits). If completed in high school and meet articulation conditions, do not repeat in college.

**General Education block transferable toward a four-year degree at most universities.

***Recommended electives:

**Recommended electives:**

<table>
<thead>
<tr>
<th><strong>ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROPOSED Tech Prep Educational Plan</strong></td>
</tr>
<tr>
<td><strong>Interpreter Training Technology—Associate of Applied Science Degree with Enhanced Skills</strong></td>
</tr>
</tbody>
</table>

Contact Name: Pat Rajski Lyon

Telephone: 281-260-3113

Original approved on 4-9-98

BEST COPY AVAILABLE
# Draft Tech Prep 6-Year Plan

## Legal Assisting—Associate of Applied Science Degree with Enhanced Skills

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMMUNITY COLLEGE</th>
<th>ENHANCED SKILLS</th>
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<tr>
<td><strong>FRESHMAN</strong></td>
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<td><strong>JUNIOR</strong></td>
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<td>English I</td>
<td>English II</td>
<td>English III</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry</td>
<td>Biology II</td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
<td>U.S. History</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education/ Health</td>
<td>Word Processing Applications (OFAD 1323)*</td>
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<tr>
<td>Fine Arts</td>
<td>Business Computer Information Systems (CSCI 1401)*</td>
<td>Articulated Course</td>
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<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td>Elective***</td>
</tr>
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</table>

| Total Credits 7 | Total Credits 7 | Total Credits 7 | Total Credits 7 | First Year Credits 32 | Second Year Credits 32 | TOTAL COLLEGE CREDIT 64+ |

---

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 7-? credits).
** General Education block transferable toward a four-year degree at most universities.
*** Recommended electives: Introduction to Business, Business Law

** ISD Contact Name:**

NHMCCD Contact Name: Pat Rajski Lyon

**Telephone:**

Telephone: 281-260-3113

Original approved on 101
# Proposed Tech Prep: 6-Year Plan

Management—Tech Prep Associate of Applied Science Degree with Enhanced Skills

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>ENHANCED SKILLS</th>
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<tbody>
<tr>
<td><strong>English I</strong></td>
<td><strong>English II</strong></td>
<td><strong>English III</strong></td>
<td><strong>English IV</strong></td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td><strong>SPCH 1315 Public Speaking OR SPCH 1321 Business Speech</strong></td>
<td><strong>Math/Science Elective</strong></td>
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<tr>
<td><strong>Algebra I</strong></td>
<td><strong>Geometry</strong></td>
<td><strong>Algebra II</strong></td>
<td><strong>Introduction to Business</strong></td>
<td><strong>CSCI 1401 Introduction to Computers</strong>*</td>
<td><strong>MGMT 1306 Managing Cultural Differences</strong></td>
<td><strong>Option 1:</strong> Select 12-13 hours from a second specialty option</td>
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<tr>
<td><strong>Biology I</strong></td>
<td><strong>Chemistry</strong></td>
<td><strong>Biology II</strong></td>
<td><strong>Elective</strong>***</td>
<td><strong>Specialty Course #1</strong></td>
<td><strong>Specialty Course #3</strong></td>
<td><strong>Specialty Course #5</strong></td>
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<tr>
<td><strong>World Geography</strong></td>
<td><strong>World History</strong></td>
<td><strong>U.S. History</strong></td>
<td><strong>Government/Economics</strong></td>
<td><strong>Specialty Course #2</strong></td>
<td><strong>MKTG 2305 Marketing Management</strong>*</td>
<td><strong>Option 2:</strong> Transfer to Sam Houston State University for BBA</td>
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<td><strong>Physical Education</strong></td>
<td><strong>Physical Education and Health</strong></td>
<td><strong>Business Management</strong></td>
<td><strong>Speech/Elective</strong></td>
<td><strong>Specialty Course #4</strong></td>
<td><strong>ACCT 2401 Principles of Accounting I</strong></td>
<td><strong>Or LeTourenau University for BBA or BBM</strong></td>
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<td><strong>Foreign Language I</strong></td>
<td><strong>Foreign Language II</strong></td>
<td><strong>Retailing (MKTG 2306)</strong>*</td>
<td><strong>Marketing Dynamics (MKTG 2305)</strong>*</td>
<td><strong>Specialty Course #6</strong></td>
<td><strong>MGMT 2302 Human Resource Management</strong></td>
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<td><strong>Fine Arts</strong></td>
<td><strong>Bus. Comp. Info. Sys. I (CSCI 1401)</strong>*</td>
<td><strong>Advertising (MKTG 2303)</strong>*</td>
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**Total Credits 7** **POSSIBLE ARTICULATED CREDITS 13** **First Year Credits 35** **Second Year Credits 34/35** **TOTAL COLLEGE CREDIT 81/82**

*Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 13 credits). If completed in high school and meet articulation conditions, do not repeat in college.

***General Education block transferable toward a four-year degree at most universities.

*Recommended electives:
### Management Specializations (Select one as part of AAS and select 12 hours from a second for Enhanced Skills)

<table>
<thead>
<tr>
<th>Entrepreneurship</th>
<th>Human Resource</th>
<th>International Business</th>
<th>Management</th>
<th>Marketing</th>
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</thead>
<tbody>
<tr>
<td>MGMT 1307 Introduction to Entrepreneurship</td>
<td>MGMT 2306 Org. Theory &amp; Human Behavior</td>
<td>GEOG 1303 World Geography</td>
<td>MGMT 2301 Management Development</td>
<td>MKTG 2303 Marketing Promotion &amp; Advertising*</td>
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<td>BUSI 1301 Business Principles</td>
<td>BUSI 2303 Business Psychology</td>
<td>MGMT 1303 Intro. to International Business</td>
<td>MGMT 2300 Mgmt. &amp; Labor Relations</td>
<td>MKTG 2301 Sales Strategies &amp; Tactics</td>
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<td>BUSI 2301 Business Law I</td>
<td>**Foreign Language Elective</td>
<td>**Foreign Language Elective</td>
<td>MGMT 1303 Intro. to International Business</td>
<td>MKTG 2306 Retail Operations*</td>
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<td>MGMT 2308 Financial Management</td>
<td>MGMT 2305 Performance Review &amp; Productivity</td>
<td>MGMT 1304 Exporting &amp; Importing Fundamentals</td>
<td>ACCT 2402 Principles of Accounting II</td>
<td>MGMT 2301 Management Development</td>
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<tr>
<td>MGMT 2311 Developing a Feasibility Plan</td>
<td>MGMT 2309 Employee Training &amp; Development</td>
<td>MGMT 2310 Import Custom Regulations</td>
<td>MGMT 2306 Org. Theory &amp; Human Behavior</td>
<td>Elective</td>
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<td>ACCT 2402 Principles of Accounting II</td>
<td>MGMT 2301 Management Development</td>
<td>MGMT 2303 Production Management</td>
<td>MKTG 2304 Marketing Research</td>
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</tbody>
</table>

ISD Contact Name: Pat Rajski Lyon

NHMCCD Contact Name: Pat Rajski Lyon

tpplans/mgmt/draft.doc

(7-1-98)

Telephone: 281-260-3113

Original approved on
**ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT**

*Proposed Tech Prep Educational Plan*

**Nursing—Tech Prep Associate of Applied Science Degree with Enhanced Skills**

<table>
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<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
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<th>COMMUNITY COLLEGE</th>
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<td><strong>BIOL 2401</strong></td>
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<td></td>
<td>Anatomy &amp; Physiology I</td>
<td>Anatomy &amp; Physiology II</td>
<td>transfer to BSN program</td>
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<td><strong>ENGL 1301</strong></td>
<td><strong>PSYC 2314</strong></td>
<td><strong>Option 2:</strong></td>
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<td>Composition &amp; Rhetoric I</td>
<td>Life-Span Growth &amp; Development</td>
<td>Home Health Care NURS 2301, Home Health Practice I and NURS 2302, Home Health Practice II</td>
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<td><strong>GOVT 2301</strong></td>
<td><strong>PHED 1111-2184</strong></td>
<td><strong>Option 3:</strong></td>
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<td>Am. Govt.: National, State &amp; Local</td>
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<td>Gerontology (to be written)</td>
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<td><strong>ENGL 1302</strong></td>
<td><strong>PSYC 2301</strong></td>
<td><strong>Option 4:</strong></td>
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<td>Composition &amp; Rhetoric II</td>
<td>General Psychology</td>
<td>Specialty electives (to be written)</td>
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<td><strong>NURS 1901</strong></td>
<td><strong>NURS 2903</strong></td>
<td><strong>Option 5:</strong></td>
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<td>Nursing I</td>
<td>Nursing III</td>
<td>ACLS Accreditation EMMT 2402</td>
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<td><strong>PHED 1111-2184</strong></td>
<td>Elective: CSCI 1401 Intro. to Computers*</td>
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<td>Optional Summer Electives: NRSP 1501, NRSP 1502, VN Elective I, and VN Elective II</td>
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<td>NURS 1101 Introduction to Nursing*</td>
<td><strong>SOCI 1301</strong> Principles of Sociology</td>
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<td><strong>BIOL 2420</strong></td>
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<td>Microbiology &amp; Pathology</td>
<td>Nursing IV</td>
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<td><strong>SOCI 1301</strong></td>
<td><strong>PHED 1111-2184</strong></td>
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<td></td>
<td>Principles of Sociology</td>
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<td>Second Year Credits 32</td>
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<td>TOTAL COLLEGE CREDIT 71</td>
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</table>

*Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 5 credits). If completed in high school and meet articulation conditions, do not repeat in college.*

**General Education block transferable toward a four-year degree at most universities.**

Original approved on 107
# ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

## Proposed Tech Prep Educational Plan

**Occupational Therapy Assistant—Tech Prep Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COMMUNITY COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRESHMAN</td>
<td>SOPHOMORE</td>
</tr>
<tr>
<td>English I</td>
<td>English II</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry</td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
</tr>
<tr>
<td>Physical Education or Waiver</td>
<td>Business Computer Information Systems I</td>
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<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Health Science Technology I</td>
</tr>
</tbody>
</table>

| Total Credits 7 | Total Credits 7 | Total Credits 7 | Total Credits 7 | ARTICULATED CR. HRS. ? | First Year Credits 29 | Second Year Credits 32 | TOTAL COLLEGE CREDIT 71 |

**Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of ? credits). If completed in high school and meet articulation conditions, do not repeat in college.**

**General Education block transferable toward a four-year degree at most universities.**

**ISD Contact Name:**
**NHMCCD Contact Name:** Pat Rajski Lyon

Telephone: 281-260-3113

Telephone: 281-260-3113

Original approved on 4-6-98
<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>ENHANCED SKILLS</th>
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</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td>OFAD 1302</td>
<td>OFAD 1323 Word Processing* or OFAD 1323 Word Processing*</td>
<td><strong>College-Level Math or Science</strong></td>
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<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Speech/ Elective</td>
<td>OFAD 1305</td>
<td>OFAD 2312 Medical Transcription or OFAD 2313 Medical Coding</td>
<td><strong>English 1301</strong> Composition &amp; Rhetoric I</td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry</td>
<td>Biology II</td>
<td>Desktop Publishing or Bus. Image Mgmt. &amp; Multimedia (GRPH 1322)*</td>
<td>OFAD 1309</td>
<td>OFAD 2310 Medical Insurance</td>
<td><strong>Humanities/ Fine Arts Elective</strong></td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
<td>U. S. History</td>
<td>U. S. Government/ Economics</td>
<td>OFAD 1310</td>
<td>OFAD 2311 Medical Office Procedures</td>
<td><strong>Social/ Behavioral Science Elective</strong></td>
</tr>
<tr>
<td>PE</td>
<td>PE/Health</td>
<td>Word Processing Applications (OFAD 1323)*</td>
<td>Office Administrative Systems Coop</td>
<td>OFAD 1311</td>
<td>OFAD 2313 Office Terminology</td>
<td><strong>SPCH 1311 or 1318 or 1321 or BIOL 2401 Human Anatomy &amp; Physiology I</strong></td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td>Fine Arts</td>
<td></td>
<td>Exit Point for Medical Office Receptionist Certificate</td>
<td>Exit Point for Medical Office Specialist Certificate</td>
<td><strong>PHED Physical Activity Course</strong></td>
</tr>
<tr>
<td>Keyboarding* (OFAD 1302)/ Elective</td>
<td>Business Computer Information Systems</td>
<td>Accounting (OFAD 1307)*</td>
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<td>Exit Point for Administrative Assistant Certificate</td>
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<td>Second Year Credits 36/37</td>
<td>TOTAL COLLEGE CREDIT 83/84</td>
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* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 12 credits).
** General Education block transferable toward a four-year degree at most universities.

ISO Contact Name: Telephone:
NHMCCD Contact Name: Pat Rajski Lyon Telephone: 281-260-3113

Original approved
# ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

## Proposed Tech Prep Educational Plan

**Office Administration, Office Professional Specialization--Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>COMMUNITY COLLEGE</th>
<th>ENHANCED SKILLS</th>
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</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td>OFAD 1300 Admin. Procedures &amp; Technologies*</td>
<td><strong>Option 1, Desktop Publishing:</strong> GRPH 1329, 1354, 2341, and 1359 or 1379</td>
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<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Desktop Publishing or Bus. Image Mgmt. &amp; Multimedia (GRPH 1322)*</td>
<td>OFAD 1302 Computer Keyboarding</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
</tr>
<tr>
<td><strong>Humanities/Fine Arts Elective</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>Social/Behavioral Science Elective</strong></td>
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<tr>
<td><strong>Total Credits: 7</strong></td>
<td><strong>Total Credits: 7</strong></td>
<td><strong>Total Credits: 7</strong></td>
<td><strong>Total Credits: 7</strong></td>
<td><strong>First Year Credits: 32</strong></td>
<td><strong>Second Year Credits: 36/37</strong></td>
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</table>

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 19 credits).

**General Education block transferable toward a four-year degree at most universities.**

**PHED Physical Activity Course**

**BAAS Program**

ISD Contact Name: Pat Rajski Lyon  
NHMCCD Contact Name: Pat Rajski Lyon  
Tel: 281-260-3113  
Email: orf@nhmccd.edu

Original approved: 7-1-98

### Possible Articulated Credit 19 hours
# Proposed Tech Prep: 6-Year Plan

## Paramedic Technology—Tech Prep Associate of Applied Science Degree with Enhanced Skills

### ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIOR</th>
<th>COMMUNITY COLLEGE</th>
<th>ENHANCED SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td>EMMT 1400 Intro to Emergency Care</td>
<td>Option 1: Fire Science (TBD 1998)</td>
</tr>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Speech/ Elective</td>
<td>EMMT 1401 Adv. Emergency Care</td>
<td>EMMT 2401 Emergency Cardiac Care</td>
</tr>
<tr>
<td>Biology I</td>
<td>Chemistry</td>
<td>Biology II</td>
<td>Microcomputer Applications or Business Computer Applications</td>
<td>EMMT 1402 Paramedic Internship</td>
<td>EMMT 2402 Paramedic Internship</td>
</tr>
<tr>
<td>World Geography</td>
<td>World History</td>
<td>U.S. History</td>
<td>Government/ Economics</td>
<td><strong>BIOL 2401 Anatomy &amp; Physiology I</strong></td>
<td>EMMT Elective</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education/ Health</td>
<td>Health Science Technology II</td>
<td>Health Science Technology III (EMT Basic Certification = EMMT 1301 &amp; 1400)*</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>EMMT Elective</td>
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<tr>
<td>Fine Arts</td>
<td>Health Science Technology I</td>
<td><strong>ENGL 1302 Composition &amp; Rhetoric II</strong></td>
<td>EMMT 1302 Clinical Practicum II</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>Life Span Growth &amp; Development</td>
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<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td><strong>ENGL 1302 Composition &amp; Rhetoric II</strong></td>
<td>EMMT 2303 Mgmt. of Special Patients</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>Dispatch (TBD 1998)</td>
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<tr>
<td><strong>PHED 1111, Activity Course</strong></td>
<td><strong>PHED 1111 Activity Course</strong></td>
<td>EMMT 2302 Traumatic/ Medical Emergencies</td>
<td>EMMT 2303 Mgmt. of Special Patients</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>AND FIRT 1337 Industrial Fire Protection</td>
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<tr>
<td><strong>PHED 1111 Activity Course</strong></td>
<td><strong>PHED 1111 Activity Course</strong></td>
<td>EMMT 2302 Traumatic/ Medical Emergencies</td>
<td>EMMT 2303 Mgmt. of Special Patients</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>AND FIRT 1337 Industrial Fire Protection</td>
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<tr>
<td><strong>SPCH 1311 Intro to Speech Commo or SPCH 1315 Public Speaking</strong></td>
<td><strong>SPCH 1311 Intro to Speech Commo or SPCH 1315 Public Speaking</strong></td>
<td>AND FIRT 1337 Industrial Fire Protection</td>
<td>AND FIRT 1337 Industrial Fire Protection</td>
<td><strong>ENGL 1301 Composition &amp; Rhetoric I</strong></td>
<td>AND FIRT 1337 Industrial Fire Protection</td>
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<td>Total Credits 7</td>
<td>Total Credits 7</td>
<td>First Year Credits 39</td>
<td>Second Year Credits 31</td>
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</tbody>
</table>

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 7 credits).

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:  
NHMCCD Contact Name: Pat Rajski Lyon  
Telephone: 281-260-3113  
Original approved on (2-18-98)
### ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

**Proposed Tech Prep Educational Plan**

**Physical Therapist Assistant—Tech Prep Associate of Applied Science Degree with Enhanced Skills**

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
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<tr>
<td><strong>FRESMAN</strong></td>
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<tr>
<td>English I</td>
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<td>World History</td>
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</tr>
<tr>
<td>Geography</td>
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<tr>
<td>Physical Education or Waiver</td>
<td>Business Computer Information Systems I (CSCI 1401)*</td>
</tr>
<tr>
<td></td>
<td>Foreign Language I</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Total Credits 7</td>
<td>Total Credits 7</td>
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</table>

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 4- credits). If completed in high school and meet articulation conditions, do not repeat in college.  
** General Education block transferable toward a four-year degree at most universities.

**ISD Contact Name:**  
**NHMCCD Contact Name:** Pat Rajski Lyon  
**Telephone:** 281-260-3113  
**tpplans\phta\draft.doc (4-6-98)**
# Proposed Tech Prep 6-Year Plan

## Travel Management—Associate of Applied Science Degree with Enhanced Skills

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<th>FRESHMAN</th>
<th>SOPHOMORE</th>
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<tbody>
<tr>
<td>English I</td>
<td>English II</td>
<td>English III</td>
<td>English IV</td>
<td><strong>General Educ Elective</strong></td>
<td>Tourism Agent Certificate or Meeting Planner Certificate</td>
<td>ACCT 2401 Prin of Acct I</td>
<td>BUSI 2304 or OFAD 1301 Bus Commo or Bus Writing I</td>
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<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Marketing Management (TRAV 2303)*</td>
<td>TRAV 1301 Intro to Travel &amp; Tourism</td>
<td><strong>SPCH 1315 Public Speaking</strong></td>
<td><strong>ENGL 1301 Comp and Rhetoric I</strong></td>
<td><strong>ENGL 1302 Comp &amp; Rhetoric II</strong></td>
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<tr>
<td>Biology I</td>
<td>Chemistry</td>
<td>Biology II</td>
<td>Speech/Elective</td>
<td>TRAV 1302 Travel Dest I or 1303 Travel Dest II</td>
<td>TRAV 1302 or 1303 Travel Dest I or II</td>
<td>TRAV 2302 Intro to Mtg &amp; Convention Planning</td>
<td><strong>Math (any college level)</strong></td>
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<td>World Geography</td>
<td>World History</td>
<td>U.S. History</td>
<td>U.S. Government/Economics</td>
<td>TRAV 1304 Travel Industry Operations I</td>
<td>TRAV 2206 or 1305-09 Current Issues/Prob in Travel or Destination Specialization</td>
<td>TRAV 2308 Applied Conv/Mtgs Mgmt</td>
<td><strong>PHED (student's choice)</strong></td>
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<td>Physical Education</td>
<td>Physical Education/Health</td>
<td>Hospitality Services I (TRAV 1312)*</td>
<td>Hospitality Services II</td>
<td>CSCI 1401 Intro to Computers*</td>
<td>TRAV 2303 Travel &amp; Tourism Sales &amp; Marketing*</td>
<td>Approved TRAV elective (TRAV 1312)*</td>
<td>TRAV 2330 Travel &amp; Tourism Coop</td>
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<tr>
<td>Fine Arts</td>
<td>Business Computer Information Systems I (CSCI 1401)*</td>
<td>TRAV 2401 Travel Industry Operations II</td>
<td>TRAV 2303 Travel &amp; Tourism Sales/Mktg Techniques</td>
<td>MGMT 2300 or 2306 Intro to Mgmt or Org Theory and Human Behavior</td>
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<tr>
<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td>Exit point for Travel Assistant Certificate</td>
<td>Exit point for Tourism Agent Certificate</td>
<td>Exit point for Meeting Planner Certificate</td>
<td>Possible Articulated Credits 10 hours</td>
<td>Exit Point for Tech Prep Associate Degree in Travel Management</td>
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Total Credits 7  Total Credits 7  Total Credits 7  Total Credits 7  First Year Credits 35/36  Second Year Credits 29  TOTAL COLLEGE CREDIT 76/77

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 10 credits). If taken in high school and meet articulation conditions, do not have to repeat in college.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name: ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

NHMCCD Contact Name: Debbie Adams

Telephone: 281-359-1600

Tech tp plans/travdraft.doc (7-1-98)
## Proposed Tech Prep Educational Plan

### Veterinary Technology—Tech Prep Associate of Applied Science Degree with Enhanced Skills

<table>
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<th>HIGH SCHOOL</th>
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<td>Biology I</td>
<td>Chemistry</td>
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<td>World History</td>
<td>U.S. History</td>
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<td>Physical Education</td>
<td>Physical Education/Health</td>
<td>Health Science Technology I</td>
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<tr>
<td>Fine Arts</td>
<td>Business Computer Information Systems I (CSCI 1401)*</td>
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<td>Foreign Language I</td>
<td>Foreign Language II</td>
<td>Medical Terminology (VETT 1200)*</td>
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* Students may enter the program at an advanced level after completing dual credit and/or articulated courses as indicated in **bold** in high school.
** General Education block transferable toward a four-year degree at most universities.
### Welding Technology—Associate of Applied Science Degree with Enhanced Skills

<table>
<thead>
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<th>HIGH SCHOOL</th>
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<td>Biology I</td>
<td>Chemistry</td>
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<td>World History</td>
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<td>Physical Education/Health</td>
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<td><strong>Total Credits</strong></td>
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* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).

** General Education block transferable toward a four-year degree at most universities.

*** Recommended electives:

ISD Contact Name: Pat Rajski Lyon

NHMCCD Contact Name: Pat Rajski Lyon

tpplan\weld\draft.doc (7-1-98)
APPENDIX H:
LIST OF SAMPLE DUAL CREDIT COURSES

To be negotiated with each NHMCCD college individually.

ACCT 2401, Principles of Accounting I
ARTS 1316, Drawing I
BIOL 1406, Biology I; BIOL 1407, Biology II; BIOL 2401, Human Anatomy & Physiology I
CRIJ 1301, Introduction to Criminal Justice; CRIJ 1307, Crime in America
CSCI 1401, Introduction to Computers; CSCI 1430-34, Programming Languages; CSCI 1301, Programming Logic; CSCI 1420, Business Applications Spreadsheets; CSCI 1421, Business Applications Database
DRFT 1301, Introduction to CAD I; DRFT 1305, Introduction to CAD II
ECON 2301, Macroeconomics; ECON 2302, Microeconomics
ENGL 1301, Composition & Rhetoric I; ENGL 1302, Composition & Rhetoric II; ENGL 2322, Survey of English Literature I; ENGL 2323, Survey of English Literature II
FREN 1411, Beginning French I; FREN 1412, Beginning French II
GEOG 1303, World Geography
GERM 1411, Beginning German I; GERM 1412, Beginning German II
GOVT 2301, American Government I; GOVT 2302, American Government II
HIST 1301, United States History I; HIST 1302, United States History II
HUMA 1301, Introduction to Humanities
JAPN 1411, Beginning Japanese I; JAPN 1412, Beginning Japanese II
MATH 1314, College Algebra; MATH 1316, Trigonometry; MATH 1342, Statistics; Math 2412, Precalculus; MATH 2413, Calculus
OFAD 1300, Office Management I; OFAD 1301, Business Writing I; OFAD 1307, Office Accounting; OFAD 1309, Business Computations
PHED 1111, Fitness Activities; PHED 1112, Individual and Dual Sports; PHED 1113, Team Sports; PHED 1114, Dance Activities; PHED 1116, Aquatic Activities
PHYS 1401, General Physics I
PSYC 2301, General Psychology
RUSS 1411, Beginning Russian I; RUSS 1412, Beginning Russian II
SOCI 1301, Principles of Sociology
SPAN 1411, Beginning Spanish I; SPAN 1412, Beginning Spanish II
## Appendix I: Independent School District Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>ISD</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin Higgins</td>
<td>Aldine</td>
<td>Director of Technical &amp; Occupational Education</td>
<td>281-985-6646</td>
</tr>
<tr>
<td>Paul Dobbins</td>
<td>Alief</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-498-8110</td>
</tr>
<tr>
<td>Allene Schmitt</td>
<td>Bellville</td>
<td>Tech Prep Coordinator</td>
<td>409-865-3681</td>
</tr>
<tr>
<td>Eduardo Elizondo</td>
<td>Brazos</td>
<td>Tech Prep Coordinator</td>
<td></td>
</tr>
<tr>
<td>Linda Dillard</td>
<td>Bryan</td>
<td>Director of Career &amp; Technology Education</td>
<td>409-361-5214</td>
</tr>
<tr>
<td>Frank Elfin</td>
<td>Cleveland</td>
<td>Director of Occupational &amp; Technical Education</td>
<td>281-592-8717</td>
</tr>
<tr>
<td>Steve Johnson</td>
<td>College Station</td>
<td>Director of Career, Technology &amp; Community Education</td>
<td>409-764-5464</td>
</tr>
<tr>
<td>Sophie Telschik</td>
<td>Columbus</td>
<td>Counselor</td>
<td>409-732-5746</td>
</tr>
<tr>
<td>Jerome Hurt</td>
<td>Conroe</td>
<td>Coordinator of Technical &amp; Occupational Education</td>
<td>409-539-0506</td>
</tr>
<tr>
<td>Bob Singletary</td>
<td>Cypress-Fairbanks</td>
<td>Director of Technical &amp; Career Education</td>
<td>281-897-4036</td>
</tr>
<tr>
<td>Tim Gassiot</td>
<td>Dayton</td>
<td>Career &amp; Technology Director</td>
<td>409-258-2510</td>
</tr>
<tr>
<td>Dotty Oeklers</td>
<td>Fort Bend</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-265-0250</td>
</tr>
<tr>
<td>Jody Wisrodt</td>
<td>Galveston</td>
<td>Director of Career &amp; Technology Education</td>
<td>409-766-5157</td>
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<tr>
<td>Kenneth Emery</td>
<td>Goose Creek</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-420-4550</td>
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<tr>
<td>Beverly Hardee</td>
<td>Hempstead</td>
<td>Department Chair</td>
<td>409-825-8459</td>
</tr>
<tr>
<td>Erna Joy Dempsey</td>
<td>Houston</td>
<td>Tech Prep Coordinator</td>
<td>713-892-6778</td>
</tr>
<tr>
<td>Marilyn Osborne</td>
<td>Huffman</td>
<td>Tech Prep Coordinator</td>
<td>281-324-1127</td>
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<tr>
<td>Jo Priddy</td>
<td>Humble</td>
<td>Director of Career &amp; Technical Education</td>
<td>281-540-5033</td>
</tr>
<tr>
<td>Carol Smith</td>
<td>Huntsville</td>
<td>Coordinator, Career &amp; Technology Education</td>
<td>409-295-3421</td>
</tr>
<tr>
<td>Bonny Green</td>
<td>Katy</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-396-6300</td>
</tr>
<tr>
<td>Janelle Watson</td>
<td>Klein</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-376-4180</td>
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<tr>
<td>Denman Watson</td>
<td>Liberty</td>
<td>Director of Career &amp; Technology Education</td>
<td>409-336-6483</td>
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<tr>
<td>Olivia Del Heiro</td>
<td>Magnolia</td>
<td>Secondary Curriculum Director</td>
<td>281-356-3572</td>
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<tr>
<td>Carolyn Edwards</td>
<td>Montgomery</td>
<td>Tech Prep Coordinator</td>
<td>409-597-6401</td>
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<tr>
<td>Don Ford</td>
<td>New Caney</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-354-1166</td>
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<tr>
<td>Vergie Klawinski</td>
<td>New Waverly</td>
<td>Tech Prep Coordinator</td>
<td>409-344-2360</td>
</tr>
<tr>
<td>Patrick Jackson</td>
<td>North Forest</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-636-4364</td>
</tr>
<tr>
<td>Jerry Dyes</td>
<td>Sealy</td>
<td>Curriculum Facilitator</td>
<td>409-885-3515</td>
</tr>
<tr>
<td>Vicky Almstead</td>
<td>Splendora</td>
<td>Counselor</td>
<td>281-689-8008</td>
</tr>
<tr>
<td>Carolyn Ramsey</td>
<td>Spring</td>
<td>Director of Technical &amp; Occupational Education</td>
<td>281-586-1112</td>
</tr>
<tr>
<td>Linda Russell</td>
<td>Spring Branch</td>
<td>Director of Career &amp; Technology Education</td>
<td>281-365-4621</td>
</tr>
<tr>
<td>Kay McLin</td>
<td>Tarkington</td>
<td>Director, Curriculum, Instruction &amp; Special Populations</td>
<td>281-592-8781</td>
</tr>
<tr>
<td>Linda Schuelke</td>
<td>Tomball</td>
<td>Dean of Instruction</td>
<td>281-357-3220</td>
</tr>
<tr>
<td>Maralyn Lakin</td>
<td>Waller</td>
<td>Department Chair</td>
<td>409-931-4018</td>
</tr>
<tr>
<td>Pat Calfee</td>
<td>Willis</td>
<td>Department Chair--Tech Prep Liaison</td>
<td>409-856-1309</td>
</tr>
<tr>
<td>Bob Evans</td>
<td>Windham</td>
<td>Director, Continuing Education</td>
<td>409-291-5179</td>
</tr>
</tbody>
</table>
### TECH PREP COLLEGE CONTACTS

**District Office**
Pat Rajski Lyon  
District Director of Articulation Services  
District Office, Room 338  
281-260-3113

**Kingwood College**
Rose Austin  
Dean of Educational Resources  
ADM-110C  
281-359-0448

**Montgomery College**
Rajiv Malkan  
Associate Dean  
Building B  
409-273-2900

**North Harris College**
Georgia Carmichael  
Assistant Dean  
A-107-D  
281-618-5404  
Updated Last: 6-24-98

**Tomball College**
Robert Jones  
Associate Dean  
S-257-C  
281-351-3339

### CURRICULUM TEAMS

#### TECHNICAL MEMBERSHIP

**ACCOUNTING**

**Facilitator**
Brenda Steuer, NHC

**Faculty Representative**
Lin Dawson, KC**  
Richard Hunting, MC  
Karen Russom, NHC  
Brenda Hartman, TC

#### AUTOMOTIVE TECHNOLOGY

**Facilitator**
Larry Brillhart, NHC

**Faculty Representative**
Glynn Talbert, NHC

#### COMPUTER GRAPHIC ARTS TECH.; DESKTOP PUBLISHING; MULTIMEDIA DEVELOPMENT

**Facilitator**
Elizabeth Chapman, KC

**Faculty Representative**
KC  
Deborah Harper, MC**  
Kay Pallavicini, NHC  
Theresa Capretta, TC**

#### COMPUTER INFORMATION SYSTEMS

**Facilitator**
Margaret Huron, NHC

**Faculty Representative**
Rhonda Dunn, KC  
Teresa Fernandez, MC  
Ray Mollere, NHC  
Jack DeSola, TC
<table>
<thead>
<tr>
<th>Program</th>
<th>Facilitator</th>
<th>Faculty Representative</th>
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<tr>
<td><strong>BIOTECHNOLOGY</strong></td>
<td>John Chapin, MC</td>
<td>Brian Shmaefsky, KC**</td>
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<td>William Geoghegan, MC</td>
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<td>Jim Raines, NHC**</td>
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<td>Cathy Stubblefield, TC**</td>
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<tr>
<td><strong>CHILD CARE AND DEVELOPMENT</strong></td>
<td>Susan Willis, NHC</td>
<td>Sue Thornton, NHC</td>
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<td>KC**</td>
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<tr>
<td><strong>ELECTRONICS TECHNOLOGY/ELECTRICAL ENGINEERING</strong></td>
<td>Larry Brillhart, NHC/</td>
<td>Arnie Andrasian, MC**</td>
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<td>Cheryl Upshaw, NHC**</td>
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<td>Marc Nekhom, KC**</td>
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<td><strong>ENGINEERING DESIGN GRAPHICS TECHNOLOGY</strong></td>
<td>Larry Brillhart, NHC</td>
<td>David Mott, NHC</td>
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<td>Gordon Carruth, MC</td>
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<td>Marc Nekhom, KC**</td>
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<td><strong>ENGLISH AS A SECOND LANGUAGE</strong></td>
<td>Anne Albarelli, NHC</td>
<td>Carmen Aguilera-Goerner, KC**</td>
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<td>Alice Savage, NHC</td>
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<td>Samantha Streamer, TC**</td>
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<td><strong>COSMETOLOGY</strong></td>
<td>Kendra Woods, KC</td>
<td>Bliss Mayberry, KC</td>
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<td>Lana Smith, NHC</td>
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<td><strong>CRIMINAL JUSTICE</strong></td>
<td>Warren Nichols, MC</td>
<td>Steve Davis, KC**</td>
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<td>Reba Kochersperger, KC</td>
<td>Nancy Lickson, KC</td>
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<tr>
<td><strong>INTERPRETER TRAINING</strong></td>
<td>Jennie Harrison, NHC</td>
<td>TBA, NHC</td>
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<td>Margaret Huron, NHC</td>
<td>Sherry Young, KC**</td>
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<td><strong>HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION</strong></td>
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<tr>
<td><strong>Facilitator</strong></td>
<td>Larry Brillhart, NHC</td>
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<td><strong>Faculty Representative</strong></td>
<td>Harish Shah, NHC</td>
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<th><strong>HUMAN SERVICES</strong></th>
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<tr>
<td><strong>Facilitator</strong></td>
<td>Rajiv Malkan, MC</td>
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<td><strong>Faculty Representative</strong></td>
<td>Lin Dawson, KC**</td>
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<td>Marybeth Kardatzke, MC</td>
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<td>Kathleen M. Monahan, MC</td>
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<td>Harris O'Brien, NHC</td>
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<td><strong>Facilitator</strong></td>
<td>Adrain Rapp, NHC**</td>
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<td>Wendy Lamb, TC</td>
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<tr>
<td><strong>Facilitator</strong></td>
<td>John Chapin, MC</td>
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<td>Charles Costello, MC</td>
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<td><strong>Facilitator</strong></td>
<td>Thelma Bowie, KC</td>
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<td>Linda Sue King, MC</td>
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<td><strong>Facilitator</strong></td>
<td>Peggy Aalund, NHC</td>
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<td><strong>Facilitator</strong></td>
<td>Kathy Emmite, TC</td>
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<tr>
<td><strong>Facilitator</strong></td>
<td>Kendra Woods, KC</td>
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<td><strong>Facilitator</strong></td>
<td>Terra Ruppert, TC</td>
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<td><strong>Facilitator</strong></td>
<td>Alma Watson, KC</td>
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<td><strong>Facilitator</strong></td>
<td>Elizabeth Chapman, KC</td>
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<td><strong>Facilitator</strong></td>
<td>Debra Harper, MC</td>
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<td><strong>Facilitator</strong></td>
<td>Nancy Henderson, NHC</td>
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<td><strong>Facilitator</strong></td>
<td>Theresa Capretta, TC</td>
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<td><strong>Facilitator</strong></td>
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<td><strong>Faculty Representative</strong></td>
<td>George Younger, TC</td>
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<td><strong>Facilitator</strong></td>
<td>Brenda Steuer, NHC</td>
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<td><strong>Facilitator</strong></td>
<td>Steven Kolar, NHC</td>
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<td><strong>Facilitator</strong></td>
<td>TC**</td>
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ACADEMIC MEMBERSHIP

AGRICULTURE

Facilitator
TC
Faculty Representative
Diane Petty, KC
MC
Jim Raines, NHC
Melanie Younger, TC

ANTHROPOLOGY/SOCIOLOGY

Facilitator
Warren Nichols, MC
Faculty Representative
Tony Foster, KC
Karin Lyle, MC
Adrian Rapp, NHC
Ruth Telschow, TC

ART

Facilitator
Deborah Ellington, NHC
Faculty Representative
Rebecca Riley, KC
Carlos Landa, MC
Jim Robertson, NHC
Earl Staley, TC

BIOLOGY

Facilitator
Robert Jones, TC
Faculty Representative
Mike Clark, KC
Brenda Wellmeyer, NHC
Melanie Younger, TC
John Rousseau, MC

WELDING TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
Russell McDonald, NHC

BUSINESS/ECONOMICS

Facilitator
Jim Simpson, TC
Faculty Representative
Nora Diaz, KC
Michael Palanski, MC
Brenda Steuer, NHC
George Loughran, TC

CHEMISTRY

Facilitator
Kendra Woods, TC
Faculty Representative
Jeannie Whileyman, KC
John Magner, MC
Hanh Buu, NHC
Jim Pelezo, TC

DRAMA

Facilitator
Reba Kochersperger, KC
Faculty Representative
Ron Jones, KC
Glenna Maglio, MC
Joe Kaough, NHC
John Mayer, TC

ENGINEERING

Facilitator
Judy Taylor, NHC
Faculty Representative
Marc Nekhom, KC
David Durdin, NHC
Mike Csiszarik, TC
MC
## ENGLISH/DEVELOPMENTAL STUDIES

**Facilitator**
Cher Brock, NHC

**Faculty Representative**
Sharon Hendrikson, KC
Martina Agbanyo, MC
Lane Johnson, NHC
Doug Boyd, TC

## FOREIGN LANGUAGES

**Facilitator**
Mary Pat Trenkle, TC

**Faculty Representative**
KC
Bertha Parle, MC
Dan McLean, NHC
Robert Rodriguez, TC

## GEOGRAPHY

**Facilitator**
Susan Willis, NHC

**Faculty Representative**
Link Huilar, KC
Gary Brown, MC
Myles Mustoe, NHC
Tom Lovell, TC

## GEOLOGY

**Facilitator**
Gary Clark, NHC

**Faculty Representative**
Jean Whileyman, KC
Tom Hobbs, NHC
Hulon Madeley, TC
Linda Crow, MC

## GOVERNMENT

**Facilitator**
Carol Bary, MC

**Faculty Representative**
Vida Davoudi, KC
David Kennedy, MC
Jim Puetz, NHC
Annie Benefield, TC

## HISTORY

**Facilitator**
Warren Nichols, MC

**Faculty Representative**
Steve Davis, KC
Craig Livingston, MC
Phil Crow, NHC
TC

## HUMAN DEVELOPMENT

**Facilitator**
Elaine Ader, MC

**Faculty Representative**
LeeAnn Coulson, KC
Russell Flinn, NHC
Ed Albracht, TC
Karen Murphy, MC

## HUMANITIES

**Facilitator**
Mary Pat Trenkle, TC

**Faculty Representative**
Rebecca Riley, KC
Teresa James, NHC
Rebecca Dowden, TC

## JOURNALISM

**Facilitator**
Jennie Harrison, NHC

**Faculty Representative**
Joseph Minton, KC
Joyce Boatright, NHC
Katherine Beasley, TC

## MATHEMATICS

**Facilitator**
Pat Juelg, MC

**Faculty Representative**
John Burghduff, KC
Maureen Loiacano, MC
Dennis Weltman, NHC
Pat Stone, TC
MUSIC

Facilitator
Deborah Ellington, NHC

Faculty Representative
Todd Miller, KC
David Englert, MC
Gary Liebst, NHC
Mary Ella Phelps, TC

PHILOSOPHY/RELIGION

Facilitator
Reba Kochersperger, KC

Faculty Representative
Daniel Coleman, KC
Kevin Sumrall, MC
Olin Joynton, NHC
TC

PHYSICAL EDUCATION

Facilitator
Christal Albrecht, NHC

Faculty Representative
Skip Genuchi, KC
Vince Loffredo, MC
Megan Franks, NHC
Rick Grimes, TC

PHYSICS

Facilitator
John Chapin, MC

Faculty Representative
Bill Leach, KC
John Magner, MC
Mike Shelby, NHC
Mike Csizsarik, TC

PSYCHOLOGY

Facilitator
Earl Campa, MC

Faculty Representative
Raquel Henry, KC
Kevin Sumrall, MC
Glenda Smith, NHC
Anice Bullock, TC

SPEECH

Facilitator
Pat Juelg, MC

Faculty Representative
Domingo Bongiorini, KC
Glenna Maglio, MC
Wade Hescht, NHC
John Mayer, TC

**Faculty Member is a non-voting member of the team.
ARTICULATION MANUAL
FALL 1998

APPENDIX K:
SUMMARY OF PERSONNEL DUTIES

Articulation Services Office
(Director of Articulation Services)

Accepts the responsibility for the articulation program and coordinates activities between NHMCCD and ISDs.

Requests annual priorities for articulation from Associate Deans and ISD representatives.

Reviews and validates incoming completed articulation agreements and tech prep educational plans.

Maintains the official articulation and tech prep files.

Updates articulation data base as needed.

Coordinates the distribution of articulation agreements, data bases, and promotional materials.

Initiates biennial evaluation of articulation activities.

Serves as a liaison and contact for ISDs with NHMCCD.

Curriculum Facilitator
(Campus Associate Dean)

Identifies annual program priorities for articulation in conjunction with Curriculum Services Office and ISD representatives.

Obtains the name and address of the public school contact from Curriculum Services Office.

Coordinates review/initiation of articulation with program curriculum team members.

Provides articulation recommendation to the Curriculum Services Office for preparation of articulation agreement.

Approves and signs the articulation agreement prepared by Curriculum Services Office.

Receives and routes fully signed articulation agreement and documentation with curriculum team members.

Share, review and approve tech prep educational plans with curriculum teams.

Review articulation/tech prep promotional materials and share with curriculum teams.

Assists with the smooth transition of articulation materials as needed.
Assists with the steering of the articulation agreement through the approval process.

**Curriculum Teams**

Attend articulation meetings.

 Prepares instructional materials for articulation as needed with the assistance of the program personnel.

 Meets with his/her public school counterpart to review the matching of competencies within courses proposed for articulation.

 Obtains the approval of all program faculty for the articulation agreement.

**NHMCCD Tech Prep**

**Campus Contacts**

Maintains contact with independent school districts in vicinity of campus.

Solicits ideas for articulation and forwards information to the Associate Dean.

Attends articulation and tech prep meetings as appropriate.

Disseminates information on articulation and tech prep to all campus personnel and ISDs in vicinity of campus.

Serves as a reviewer for articulation agreements and tech prep educational plans.

Serves as a resource to local business community and ISDs.

Arranges for high school students to visit campus.

Makes presentations to campus and regional high school students, parents, and personnel regarding articulation and tech prep.

**Counselors**

Becomes familiar with articulation process.

Obtains articulation promotional materials for use in counseling students.

Keeps open communications with his/her public school counterpart about articulation activities.

Advises students about articulation.

Assists with the processing of requests from students for articulated credit.

**PUBLIC SCHOOL REPRESENTATIVE**

**(ADMINISTRATOR)**

Works with the Curriculum Services Office and Articulation/Tech Prep Specialist to establish articulation priorities for the school year.

Works with the Curriculum Services Office and Articulation/Tech Prep Specialist to establish appropriate timelines for articulation for the school year.

Provides necessary information to the Curriculum Services Office regarding program articulation reviewers from the ISD.
Assists with obtaining the necessary signatures on the articulation agreement.

Assures that the signed agreement is returned to the NHMCCD Curriculum Services Office.

Accepts and distributes articulation database and promotional materials to the high school counselors, articulation reviewers, program faculty, and other administrators as needed.

**Instructors**

Informs students of the opportunity to acquire credit through the various types of articulation.

Informs students of the requirements for eligibility for articulation.

Reviews and approves articulation agreements.
Distributes articulation promotional materials to students.
APPENDIX L:

ARTICULATION PROMOTIONAL MATERIALS

Flyers available from the District Director of Articulation Services:

Your Passport to a Better Future (Tech Prep)

Tech Net, Education that Works (Tech Prep)

TechForce 2000

Articulation Q&A Flyer,

Articulation Classroom Poster,

Articulation Certificate and Letter for High School Students

on following pages.
What is articulation?
Articulation is a way for high school students to earn credit for introductory college courses while still in high school.

What are the benefits of articulation?
- You can earn up to 15 credit hours at a college while taking courses in high school.
- You will begin your NHMCCD degree or certificate plan at an advanced level.
- You will save money on tuition and books because you will not have to take up to 5 courses at NHMCCD.
- You can complete enhanced skills courses in several programs.

What types of courses qualify for articulated credit?
Most of the articulated courses are in the occupational technology areas. Examples are drafting, word processing, introduction to computers, office administration, criminal justice, child care, automotive technology, and welding. Check with your high school counselor or occupational technology instructor for specific articulated courses offered at your high school.

Can a student get articulated credit for academic courses?
You can receive advanced placement credit or complete an exam to receive credit for academic courses such as English, math, science, etc. Check with a NHMCCD counselor for more detailed information on apply for credit for academic courses.

Can a student take one course for articulated credit without taking the entire program at the high school?
Yes, students may completed one or more articulated courses in high school without taking an entire program. Many articulated courses are not included in Tech Prep programs.

Is there a list of all articulated courses?
A list of articulated courses is available at each high school through the counselors, at each NHMCCD college through the counselors and Associate Deans, and through the NHMCCD Office of Articulation Services.

How can a student get credit while still in high school?
Successfully master all the high school articulated course competencies with a grade of 85 (B) or above. Then talk to a counselor at any North Harris Montgomery Community College campus who will help you complete the college provisions for receiving credit at NHMCCD.
- Meet all the NHMCCD admissions and program entrance requirements.
- Enroll in a program at one of the colleges within one year after graduation from high school.
- Successfully complete six credit hours in the college program.
- Apply for the articulated credit within 28 months after graduation from high school.

What other ways can a student earn college credit prior to entering college?
Dual credit, distance learning, departmental challenge exams, CLEP/ACT, or experiential learning can be used to earn college credit. Check with a NHMCCD counselor for more detailed information.

What is the procedure for getting the articulated credit once a student is enrolled at NHMCCD?

A student must complete six hours in a program at NHMCCD, take his/her high school transcript to a counselor or associate dean, fill out the necessary documents, and credit will be posted to his/her transcript.

What are Tech Prep programs?
Tech Prep programs are educational pathways which begin in high school and continue with postsecondary study at a community/junior college, a university or an apprenticeship program. Tech Prep programs better prepare students for high-demand job offering above-average salaries and job opportunities. Programs include integrated academic courses, occupational technology courses (many of which are articulated to postsecondary institutions), and comprehensive career guidance. Check with your career and technology counselor or teacher for additional information about Tech Prep programs in your high school.

What Tech Prep programs does NHMCCD offer?
Currently offered Tech Prep programs from North Harris Montgomery Community College District are Drafting; Criminal Justice; Office Administration with Enhanced Skills in Medical Office Specialist, Legal Secretary, and Desktop Publishing; and Travel Management. More Tech Prep programs will be offered in the near future.

Are Tech Prep programs different from articulated courses?
Yes. A Tech Prep program is a coherent sequence of courses beginning in the ninth grade extending through postsecondary study including articulated high school courses. See definitions of articulated credit and Tech Prep listed above.

For more information about articulation, contact the Office of Articulation Services at 281-260-3113 or the Tech Prep college contact at any NHMCCD college.

For more information on Tech Prep, contact Shannon McBride of the Gulf Coast Tech Prep Consortium at 281-260-3524.

For more information on dual credit, etc. contact the Vice President of Educational Programs and Resources at any NHMCCD college.
Dear Student:

**Congratulations** on completing an articulated high school course. This entitles you to college credit at any one of the colleges within the North Harris Montgomery Community College District.

You may apply for your college credit by consulting with a registrar, counselor, associate dean, or instructor at any one of the colleges when these conditions for articulation are met:

1. Meet all North Harris Montgomery Community College District admission and program entrance requirements. Additionally, a high school transcript must be presented.

2. Enroll in a certificate or degree program requiring this articulated course at one of the colleges within one year after graduation from high school.

3. Successfully complete six credit hours in the degree or certificate program requiring this articulated course.

4. Successfully complete the high school course with a grade of 85 or better.

5. Apply for articulated credit within 28 months after graduation from high school.

If you have any questions, please feel free to call the North Harris Montgomery Community College District Articulation Services Office at 281-260-3113.

Sincerely yours,

Dr. Linda Stegall
Vice Chancellor for Education
and Student Development
CERTIFICATE FOR ARTICULATED CREDIT

This certifies that ____________________________________________

from ____________________________________________ High School

is entitled to articulated credit at any college within the
North Harris Montgomery Community College District

for ____________________________________________

within 28 months of high school graduation

if all conditions for articulation are met.

Dr. Linda Stegall
Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District

Teacher's signature

Date
ASK YOUR TEACHER ABOUT COLLEGE CREDIT FOR THIS COURSE.

North Harris Montgomery Community College District
Office of Articulation Services, 281-260-3113
North Harris Montgomery Community College District provides equal Employment, admission, and educational opportunities without regard To race, color, religion, national origin, sex, age, or disability.