ABSTRACT
                Compiled by the Curriculum Services Office Staff at
the North Harris Montgomery Community College District (NHMCCD), in
Texas, this manual provides information on administrative issues
related to articulation agreements between NHMCCD and area high
schools, focusing on competency based course articulation, tech prep
initiatives, and dual credit articulation. The first two chapters
provide an introduction to articulation and a glossary of terms used.
Chapter 3 lists 15 benefits to entering into articulation agreements,
while chapter 4 briefly describes 12 types of agreements, from
advanced placement courses to tech prep to 2+2 programs. Chapters 5
and 6 review common barriers to articulation, such as turfism and
unrealistic deadlines, and financial considerations. Chapter 7
describes issues related to articulating competency based curricula.
Chapters 8 through 11 provide NHMCCD-specific information on how to
apply, update, and cancel articulation agreements, including 14 steps
in an articulation flow chart. Chapter 12 discusses the tech prep
process, linking the efforts of business/industry, secondary, and
post-secondary institutions to provide better training from the ninth
grade through the post-secondary level. Finally, chapters 13 to 16
explain the dual credit articulation procedure, distribution of
articulation materials to appropriate personnel, how to apply for
articulated credit, and recordkeeping and data gathering. Appendixes
include sample articulation forms from the NHMCCD, contact lists for
NHMCCD schools, a summary of personnel duties, promotional materials,
and sample tech prep education plans. (TGI)

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

ARTICULATION MANUAL

Curriculum

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRIC

ARTICULATION MANUAL

Developed and Compiled by the Curriculum Services Office Staff:

Pat Rajski Lyon, Articulation/Tech Prep Specialist (primary author)
Bonnie Longnion, Director of Curriculum Services
Lisa Cougot, Secretary
Jennifer Cross, Clerical Assistant

Fall 1995

This manual 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 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.

This manual has been developed by the Curriculum Services Office in response to the recommendations of administrators and faculty from North Harris Montgomery Community College District and surrounding independent school districts. It is available in print from the Curriculum Services Office and on the Curriculum Services Office Home Page which can be accessed through the use of NetScape.

Curriculum Services Office

Bonnie Longnion, Ph.D.
Director of Curriculum Services

Pat Rajski Lyon, M.Ed.
Articulation/Tech Prep Specialist

Lisa Cougot
Secretary

Jennifer Cross
Clerical Assistant

Office of Vice Chancellor for Education and Student Development

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

Sue Jenkins
Executive Secretary

TABLE OF CONTENTS

CHAPTERS

APPENDICES

Table of Contents

\tech\artbook\tofc.doc

FORWARD

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, Spring, and Tomball) as well as many others in the surrounding area. These agreements allow students who successfully complete certain courses in high school to apply for college credits, contingent upon enrollment in a specified program at North Harris Montgomery Community College District which contains the articulated cou..:e. 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 Part II of this handbook.

CHAPTER 1: INTRODUCTION

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-base:i course comparison
> continuing education/college credit
> credit by exam
> credit for experiential learning or work experience
> dual-credit
> program articulation
> Tech Prep
> transfer tc 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, Tech Prep articulation, and dual-credit articulation. These will be discussed in great detail in the following chapters.

CHAPTER 2: DEFINITION OF TERMS

Term	Definition
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.
2 + 2 + 2 PROGRAM	An articulated, competency-based vocational/technical education program that links the 2 + 2 program to the last two years of post-secondary education and that results 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 to create a Tech Prep program.
4 + 2 + 2 PROGRAM	An articulated, competency-based vocational/technical 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.
AAA	See associate of applied arts degree program.
AAS	See associate of applied science degree program.
AAA DEGREE PROGRAM	See associate of applied arts degree program.
AAS DEGREE PROGRAM	See associate of applied science degree program.
ADVANCED ASSOCIATE DEGREE	An associate of applied science degree awarded concurrently with an advanced skills certificate to a graduate of a Tech Prep associate of applied science degree program requiring a skill proficiency level that goes beyond the traditional associate degree and that results in the concurrent award of an advanced skills mastery certificate with the applied associate degree.
ADVANCED PLACEMENT	A method to move students to more advanced work by the equating of test results, previous grades, and/or interviews by the appropriate department with certain prerequisites. Advanced standing is not placed on a student's official transcript. No credit is awarded; students are exempt from taking specified introductory/first year courses. There is no fee for this evaluation. Contact the division head of the specific area for further information.

ADVANCED SKILLS MASTERY CERTIFICATE (ADVANCED SKILLS CERTIFICATE)	A certificate that is granted for advanced skills attained either within and concurrent with an advanced associate of applied science degree or after an applied associate 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.
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 A 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 Part II: Dual Credit Articulation Procedure 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).

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 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 TECHNICAL EDUCATION PROGRAM GUIDELINES, September 1995, Preliminary Draft, pages 93-94.

TECH PREP ARTICULATION

Competency-based course articulation included in Tech Prep 6-year 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.

ARTICULATION MANUAL

FALL 1995

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.

CHAPTER 3: BENEFITS DERIVED FROM ARTICULATION

Examples of benefits derived from successful articulation include:

1.   saves money for the student;

2.   saves time for the student;

3.   reduces duplication of instruction;

4.   expands program content;

5.   facilitates communications between the secondary and post-secondary instructors and administrators;

6.   improves job readiness skills;

7.   enhances public relations;

8.   increases the usage of selected faculty, especially adjunct from the secondary schools;

9.   increases enrollments in articulated courses at the secondary level;

10.   increases enrollments in upper-level courses at the post-secondary level;

11.   assists with recruitment at both levels;

12.   improves job placement potential;

13.   promotes a more unified educational system;

14.   increases revenues for both institutions; and

15.   reduces duplication of instruction.

CHAPTER 4: TYPES OF ARTICULATION

Articulation

Articulation is an umbrella term relating to the various methods by which a student can receive credit for competencies mastered outside of the traditional post-secondary classroom or enter post-secondary study at a 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.

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.

Advanced Placement

Advanced placement programs allow the placement of students in more advanced courses by the equating of test results, previous grades, articulated credit, and/or interviews by the appropriate department with certain prerequisites. This advanced standing is 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 first year courses. There is no charge to the student for this evaluation. All students are urged to contact the Associate Dean of the specific area for further information about advanced placement prior to registration.

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 PSI (Professional Secretaries International) exam may equate to 18 hours of college credit toward an AAS degree in office administration at some institutions. Please contact the Articulation/Tech Prep Specialist in the Curriculum 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 course articulation. In this type of articulation competencies 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 and performance levels*; seat time, credit/contact hours, etc. are not a major criteria for articulation.

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 Curriculum Services Office for more information.

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 a departmental exam. This allows a student to complete undergraduate work in a shorter period of time through advanced placement (a time-shortened program). Credit earned through this process is not posted on the student's transcript. Credit by exam may be nationally established, such as the CLEP, AP, and PAP, or departmentally developed. If a student wishes to take a challenge exam, he/she should contact a college counselor or Associate Dean prior to registration.

Credit for Experiental Learning	This method of earning college credit for work experience or experiental 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 offering of the course. This course may be taught at the high school location or at the post-secondary location. The instructor may be a high school instructor or a post-secondary instructor depending on the requirements for the specific course being taught. Students will receive high school credit and college credit upon satisfactory completion of the course. See Chapter 13 of this handbook for detailed information about dual credit procedures.
4 + 2	4 + 2 articulated 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 Tri-Agency as Tech Prep programs. The Tech Prep programs include a strong mathematics, science, and technical base in the ninth through twelfth grades which in turn is designed to feed into technical and high-tech programs at the thirteenth and fourteenth grades. It may also include additional years at a four-year university (called 4 + 2 + 2 programs).
4 + 2 + 2	4 + 2 + 2 articulated programs are the 4 + 2 programs with two additional years at a university added to the educational plan.
Tech Prep	Tech Prep articulated programs are competency-based or program based articulation. Tech Prep programs are developed to provide students with more academic and technical skills to meet the needs of the business sector. See Chapters 2 and 12 for detailed information about Tech Prep programs and articulation.
Time Shortened	Granting of competency-based course articulation may result in time-shortened programs where students enter the program at a higher level and therefore exit earlier than traditional students beginning at the introductory level; may be included in Tech Prep 6-year educational plans, 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 Tech Prep advanced associate degrees and/or Tech Prep advanced skills certificates).
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.
Transfer Credit to Universities	Transfer of credit to universities from community/junior colleges is available to students in most program areas. The initiating and receiving institutions predetermine which courses will transfer as required and/or elective courses. Contact a college or university counselor for detailed information about transfer credit from NHMCCD to most four-year universities.
University Center	See Appendix N for more information about the University Center or contact Dr. Nellie Thorogood, Vice Chancellor of External Affairs, at 591-3510.

ARTICULATION
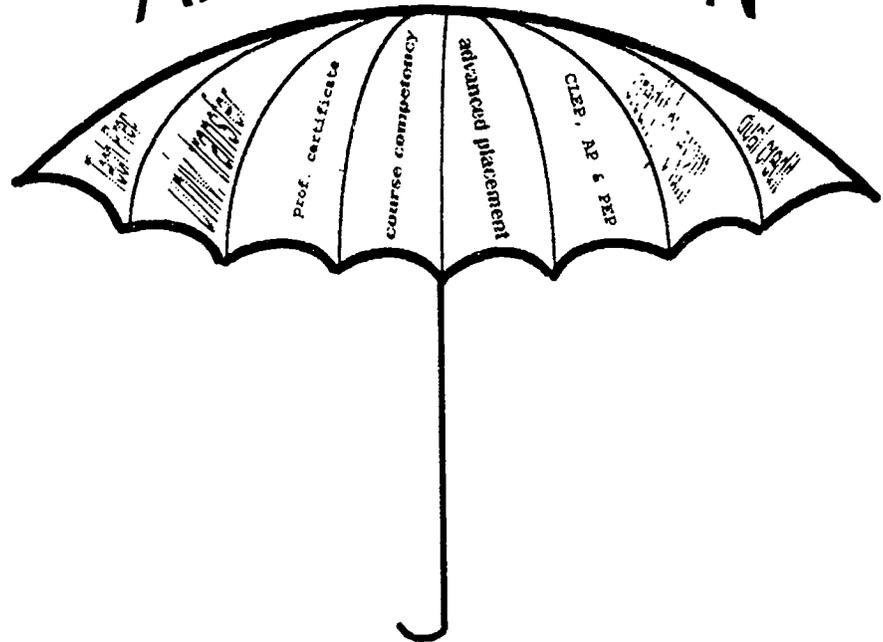
North Harris Montgomery Community College District (NHMCCD) focuses its articulation efforts on competency-based course articulation, Tech Prep articulation, and dual-credit articulation.

CHAPTER 5: BARRIERS AND PITFALLS TO ARTICULATION

Turfism

The most common barrier to articulation is "turfism". The lack of information, understanding, and experience with articulation often serve to create this unfortunate consequence. It should be remembered that the students will benefit most when the barriers to educational opportunities are eliminated or kept to a minimum.

Open Communications

A primary concern of many high school instructors is that they have to train students at a predetermined level as set by articulation and having their work (students) judged by others. Post-secondary instructors often have initial concerns about the competence of incoming students who have received credit for beginning courses through articulation. These are very natural concerns. Open communication, trust, cooperation, and experience in following a well-established articulation procedure cooperatively developed by both levels can help reduce apprehension and misunderstandings.

Long-term Goals Need Commitment

Overly ambitious plans and expectations are difficult to sustain over a long period of time, so attempts at articulation have to match the school's long-term ability and commitment to maintain these activities. Educational institutions that begin articulation efforts with temporary funding must plan for the future for continued financial support. The matching of competencies is only the beginning.

Leadership and Support Essential

Efforts toward articulation should not be forced on reluctant faculty members. It is essential that concepts, expectations, and benefits are clearly understood. There will always be those faculty members who readily discern both the benefits and the constraints. Likewise, leadership and support must come from the top.

Articulated Credit will Vary

Determining the number of competencies or courses should be on the conservative side as opposed to being overextended in the initial stages of articulating curricula. Degrees of articulation will vary from program to program and should be built on over a period of time, based on experience and success. Any design for a new system of articulation should be fused with as much of the existing structure within the institution as possible. A system that is completely separated tends to create additional confusion and frustration.

Curriculum Groups Determine Articulation

A natural tendency is to want to work out the details of articulation in a large group so that all parties can have equal input and save time. There are times when large group meetings can be helpful if group leadership is available. Too often, though, large groups cannot reach agreement on the details required for articulation efforts. Most details for articulation can best be worked out in small groups or on a one-to-one basis. Lack of communication at any level can create problems, and awareness of this fact must be continually kept in mind.

Realistic Deadlines

Already established daily activities tend to receive top priority, and therefore, realistic deadlines should be set in an effort to encourage progress. Articulating

program content can become bogged down in the process of setting up meetings, matching competencies, and completing paperwork.

Matching Competencies and Follow up

Reaching agreement on the match-up of elementary competencies is easier than matching advanced competencies. Experience with the successful transfer of students will provide the guidance needed after a program of articulation has been in place for a couple of years. All articulated programs require continuous follow-up.

CHAPTER 6: FINANCIAL ASPECTS OF ARTICULATION

Commitment from Top Administrators

Leadership and commitment to articulation must start at the top of each educational level and filter through to the classroom instructors. The instructors must be assured that the administration does completely support articulation and will continue to support it. This top administrative support is critical in view of the fact that articulation is a long-term investment. There must be a financial commitment to articulation consistent with the size of the commitment. In reality, the total investment is small when compared to the potential long-term gains.

Upper-level Enrollment Increases

The initial influx of students is likely to be small, but it will gradually increase over time. The credits earned by students through articulation are for first- and/or second-semester courses. Therefore, new students attracted through articulation will add to the upper-level class size where additional enrollment is normally smaller.

Process Familiarization

For the initial planning stages of articulation, someone at an administrative level at the post-secondary institution should be charged with the overall responsibility for developing/reviewing the articulation system. Time must be allowed for all participants involved in the process to become familiarized with the concept, and the system must be tailored to the resources and the structures of the participating institutions.

Resources

Many articulation systems are in place across the country and are operating with varying degrees of success. The number of successful systems is increasing at a rapid pace due to the expansion of tech prep initiatives across the nation. There is a wide variety of literature which can be used as a resource in developing a local system.

Direct Faculty Involvement

Once the planning stage is completed, the faculty members have to become directly involved. Articulating technical programs within the post-secondary institution should be planned over a period of time depending on the number of departments and the number of secondary districts to be involved. It is recommended that at least one year be allowed for initial articulation and review/revision of articulation be done every semester on a rotating basis so that each program articulation agreement be reviewed at least every two years.

Articulation Responsibilities

Articulation responsibilities flow between the Curriculum Services Office and the campus vice-presidents and the associate deans/curriculum teams of the specific program identified to participate in articulation. The review of curriculum and competencies is the most important and time-consuming activity in the entire process; therefore, granting of release time for a department representative to do actual articulation is highly recommended. The amount of time allotted depends on the number of schools, courses, and districts involved. Once articulation agreements are in place, it is reasonable to expect a curriculum team to routinely review, update, and

maintain the articulation documents. The initial thrust. program by program, is the most expensive in terms of time.

CHAPTER 7: COMPETENCY-BASED CURRICULUM AND ARTICULATION

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 have predetermined performance measures for assessing skill acquisition. Business and industry provide information to be used in measuring student success. These are usually laid out in a chart or checklist format.

Instructional materials are usually well planned and laid out in a systematic format. Well-organized materials assist in the task of comparing competencies between secondary and post-secondary institutions. If the secondary school is also using competency-based formats, the competency 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 occurs.

There are many fine occupational programs which have been carefully developed and improved over a period of time under the direction of an advisory committee and local business. These programs operate with course outlines or syllabi which contain organized competencies/objectives and performance measures as suggested by business practitioners. The question then becomes: Should these courses/programs which are not in competency-based format be rewritten into one of the competency-based formats as a prerequisite for articulation? The answer must come from within the cooperating schools.

Articulation does not require that courses/programs be organized/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 which 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), faculty will begin to review and compare competencies in the identified courses. This comparison will include review of course guides (outlines or syllabi), texts, handouts, projects/class assignments, lab assignments, tests, and performance standards (grade scales). The comparison should be documented for future reference (see Appendix D for sample form). If the competencies and performance standards compare favorably, an Articulation Compete cy Certificate (see Appendix E) for the specified

course(s) will be developed and articulation will be suggested. 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 Four Months Needed

The actual time needed for a thorough competency comparison by representatives of both institutions (including meetings, corresponding via phone, mail, fax, etc.) may take three to four months for the initial review. Reviewing/updating of existing articulation agreements and articulation competency certificates will take less time, perhaps only two months or less. 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 NHMCCD Curriculum Services Office and forwarded for appropriate signatures. See the next section for detailed information about the articulation agreement, signature process, posting to articulation chart, and application by students for articulated credit.

CHAPTER 8: ARTICULATION PROCESS AND FLOW CHART

**Articulation
Initiation**

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

Step 2: This initial information about possible articulation should be forwarded to any of the Associate Deans (Curriculum Facilitators) at any North Harris Montgomery Community College campus.

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

**Independent
School District
Administrative
Representative
Orientation
Meeting**

Step 4: Annual meetings will be conducted by NHMCCD Curriculum Services Office (usually early in the fall and spring semesters) 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 appoint an instructor (or instructors) from the appropriate discipline to coordinate with the NHMCCD Curriculum Committee from the discipline to perform a detailed comparison of course competencies and student outcomes (performance levels). This information will be provided to the Articulation/Tech Prep Specialist at the beginning of each semester on the High School Articulation Reviewer Information Sheet.

**Faculty Orientation
Meeting**

Step 6: The Articulation/Tech Prep Specialist from NHMCCD Curriculum Services Office will hold an orientation meeting for the involved faculty and will assist in all aspects of this process. All articulation activities will be included in the NHMCCD curriculum process.

**Share Competency
Documentation**

At this orientation meeting, the Articulation/Tech Prep Specialist will overview the articulation process and duties of the articulation reviewers. The NHMCCD discipline Curriculum Committee faculty members will provide the ISD faculty with a detailed competency task list with performance outcomes which describes the exact content of those courses which have potential for articulation. Documentation utilized such as a detailed course syllabus may be utilized. It is also desirable to collect other materials which explain course content such as lab or classroom assignments, textbooks, tests, grading scales, etc.

This first meeting should concentrate on getting acquainted with the content of both programs.

26

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.
   f.   Compare course competencies by filling in the Articulation Course Competency Analysis 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 Competencies and 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 the Articulation Competency Comparison Chart listing competencies and performance levels/student outcomes. Information from this form will be posted to the "Working Articulation Database" in NetScape to provide information to all faculty. Input will be obtained from all concerned through the use of this database/log.

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. If they do not, the ISD may choose to revise its curriculum to include those missing elements.   this revision is completed, the course(s) will then be recommended for articulation. Upon consensus from the disciplines and the campus Tech Prep contact, the recommendation will be forwarded to the Curriculum Committees.

Originating VPEPR Signs

Step 9: The final recommendation from the Curriculum Committee will be forwarded to the Vice President for Educational Programs and Resources at each campus.

The signature of the VPEPRS at the originating campus will be needed on the Articulation Competency Comparison Chart. The recommendation for articulation will be shared with appropriate personnel at both levels. IT IS IMPERATIVE THAT ALL CONCERNED INDIVIDUALS BE INVOLVED IN THIS INFORMATION SHARING/RECOMMENDING PHASE.

Agreement Prepared

Step 10: When all concerned agree to the recommended articulation, the VPEPRS will forward the signed Articulation Competency Comparison Chart to the Curriculum Services Office where the Articulation/Tech Prep Specialist will prepare the articulation agreement for signature.

Agreement Sent for Signatures

Step 11: The articulation agreement will be sent from the North Harris Montgomery Community College District Curriculum Office to the ISD representative for signatures. The ISD representative will return the document to the Articulation/Tech Prep Specialist in the North Harris Montgomery Community College District Curriculum Office.

NHMCCD

NHMCCD Signs

Step 12: The Articulation/Tech Prep Specialist will forward the document to the appropriate NHMCCD discipline Curriculum Committee facilitator, the Vice President for Educational Programs and Resources, the District Director of Curriculum Services, and the Vice Chancellor for Educational and Student Development for signature.

Updating Database and Distribution

Step 13: The fully-signed articulation agreement will be returned to the Articulation/Tech Prep Specialist who will post the articulation to the articulation data base.   Supporting documentation (such as the Articulation Course Competency Comparison Chart, competency checklists, etc.) will be attached to the original agreement which will be filed in the Curriculum Services Offices.

Distribution of New Articulation

Step 14: Copies of the agreement and updated data base will be distributed to the ISD representatives and to all NHMCCD campus Tech Prep contacts, Associate Deans, curriculum facilitators, and Vice presidents.

Agreement Review

All articulation agreements will be reviewed at least once 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          │
│  Curriculum Office   │
│      (step 3)        │
└─────────────────────┘
           │
┌─────────────────────┐
│ Annual Overview Meeting │
│      (step 4)        │
└─────────────────────┘
           │
   ┌───────┴────────┐
┌──────────────────┐ ┌──────────────────┐
│ ISD Representative/│ │ NHMCCD Curriculum │
│  Faculty selected │ │ Teams and/or Designees │
│     (step 5)      │ │     (step 5)      │
└──────────────────┘ └──────────────────┘
   └───────┬────────┘
           │
┌─────────────────────┐
│    Joint Meeting     │
│      (step 6)        │
└─────────────────────┘
           │
┌─────────────────────┐
│ Competency Comparison│
│      (step 7)        │
└─────────────────────┘
           │
┌─────────────────────┐
│ Final Recommendation │
│  by Curriculum Teams │
│      (step 8)        │
└─────────────────────┘
           │
┌─────────────────────┐
│ Recommendation to VPEPRS │
│ & Signature by Campus Originator │
│      (step 9)        │
└─────────────────────┘
           │
┌─────────────────────┐
│   Draft Agreement    │
│ NHMCCD Curriculum Office │
│      (step 10)       │
└─────────────────────┘
           │
┌─────────────────────┐
│    ISD Signatures    │
│      (step 11)       │
└─────────────────────┘
           │
┌─────────────────────┐
│  NHMCCD Signatures   │
│      (step 12)       │
└─────────────────────┘
           │
┌─────────────────────┐
│ NHMCCD Curriculum Office │
│    Post to data base │
│      (step 13)       │
└─────────────────────┘
           │
┌─────────────────────┐
│ NHMCCD Curriculum Office │
│ Duplicate and Distribute │
│ Agreement and Data base │
│      (step 14)       │
└─────────────────────┘
```

High School Counselors and/or Teachers

High school counselors and/or the appropriate high school instructors are to explain to the students the opportunities for receiving North Harris Montgomery Community College District course credit. Assistance is provided by the NHMCCD Curriculum Office, the articulation flyer, and the articulation data base (see Appendix F and I).

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 campuses.

2. The student must meet all college admission requirements.

3. High school students enrolled under the early admission program must graduate from high school before 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.

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

6. The student starts the process early by meeting with a counselor at NHMCCD and presenting an official copy of his/her high school transcript.

7. The student must be enrolled at any campus 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 the last articulated high school course is completed.

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 at North Harris Montgomery Community College District 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.

3. The student presents the petition to the 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 counselor for student notification.

31

CHAPTER 10: 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 course(s) for the current year. Usually articulation agreements are canceled because of curriculum changes resulting in unmatched competencies and/or outcomes. Articulation agreements may be expired after two years (review and updating of articulation agreements should take place every two years). See Appendix J of this manual for the Articulation Expiration Form.

Associate Deans to Identify Areas Yearly

The process for reviewing and updating of articulation agreements is basically the same as the original articulation process. The Associate Deans will identify the areas to be articulated in the following academic year during the spring of each academic year. See page 23 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 appropriate associate dean will be the primary contact point. He/she will pass this information on to the Curriculum Office. A faculty member from the appropriate North Harris Montgomery Community College District discipline 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 the Curriculum 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 at the Curriculum Office, signatures obtained, data base updated, and reviewed articulation agreements will be distributed as in the initial process.

CHAPTER 11: CANCELING ARTICULATION AGREEMENT

Either Party May Cancel

An articulation agreement may be canceled at any time by either party. The Articulation Expiration Form must be completed, signed, and distributed. See Appendix J 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

Articulation agreements will expire two years after the effective date. Expiration dates will be noted in the data base. 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 Articulation/Tech Prep Specialist in the Curriculum Office at North Harris Montgomery Community College District for more information about canceling or expiration of articulation agreements.

CHAPTER 12: TECH PREP PROCESS AND FLOW CHART

Tech Prep is a Joint Process

Tech Prep is a joint program development project including the efforts of business/industry, secondary, 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 a post-secondary level as appropriate to the occupational area.

Tech Prep Educational Plan

Secondary 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 four-year course of study 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, secondary schools, and post-secondary institutions.

Articulation for tech prep programs will follow the steps 1-14 as outlined in the "Articulation Process and Flow Chart" section of this ARTICULATION MANUAL beginning on page 23. Additionally the following steps must be followed:

Articulated Courses Included in Educational Plan

Step 15: 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 upper level courses (11th and/or 12th grade) must be articulated to a post-secondary institution. The post-secondary institution through the discipline curriculum committees and Tech Prep contacts then adds the post-secondary component to provide the student with upper-level skills in all areas including SCANS.

**Tech Prep
Program Request
for Approval**

Step 16: The curriculum committee forwards the draft educational plan to the Curriculum Services Office. The articulated courses will be verified and the entire educational plan will be inputted by the North Harris Montgomery Community College District Curriculum Services Offices.

Step 17: This educational plan will be circulated at the ISD through the district representative and through the disciplines at NHMCCD through the Curriculum Committee facilitators and Tech Prep contacts for review and verification. During this circulation, input/revisions will be solicited from all involved.

Step 18: 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 19: The program approval packet containing the educational plan, articulation agreement(s), minutes of advisory committee meeting, and supporting document will be prepared by the Curriculum Services Office to be submitted for approval to the Tri-Agency (Texas Education Agency, The Higher Education Coordinating Board, and the Texas Department of Commerce).

Step 20: After receiving notification from the Tri-Agency, the NHMCCD Curriculum Services Office will notify the district of the Tri-Agency decision. If the program is not approved, revisions will be made by the appropriate entity and the package resubmitted. Upon Tri-Agency approval, the NHMCCD Curriculum Services Office will notify the district of such approval and provide copies of the articulation agreement(s) and educational plan(s) that were approved (step 18).

Tech Prep Articulation Process

Steps 1-14 from articulation process

|
Secondary and post-secondary
institutions jointly develop
educational plan
(step 15)

|
Articulation verified and plan input in NHMCCD
Curriculum Services Office
(Step 16)

|
Educational plan districuted
for review and comment
(step 17)

|
Curriculum facilitator
presents plans to advisory committee
(step 18)

|
Tech Prep packet prepared and submitted to
Tri-Agency by NHMCCD Curriculum
Services Office (step 19)

|
Notification from Tri-Agency shared
with ISD and NHMCCD personnel
(step 20)

CHAPTER 13: DUAL CREDIT ARTICULATION PROCEDURE

DRAFT NHMCCD DUAL CREDIT PROCEDURES MANUAL

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) taught at the high school and/or the college.

Applicants for the **Dual Credit Admission Program** must meet the following criteria:

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, or if currently enrolled in the junior year, received permission of the Vice President for Educational Programs.

3. Attain college-level scores in the areas of Writing **and** Reading and/or Mathematics on any of the following assessment instruments,

(PLEASE NOTE: High school students may take college-level work in embedded courses if they have passed appropriate portions of the local placement test, but not courses related to portions they have failed.)

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

ACT   English 19; Reading 19; Math 24

SAT   Scores *as of April 1995*--Verbal 480; Math 520

          Scores *prior to April 1995* --Verbal 400; Math 500

ASSET   Reading 41; Writing 45; Math 21

TAAS   Reading, Writing, Math scale cores of 1800 or higher; scores as of Spring 1994:   W 1800, R TLI (Texas Learning Index) 90, M TLI (Texas Learning Index) 87 Exit Level Cumulative Label

<div align="center">-OR-</div>

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.) <u>A math score of 270 is required to enroll in college-level math courses.</u>

**TASP
INFORMATION**

Students will be informed of the policy regarding TASP guidelines by college and/or high school offic.als. Students are required to take the TASP Test during the semester in which they will earn their ninth semester credit hour. Passing scores are determined by the TASP Test dai .

(PLEASE NOTE: According to TASP guidelines, high school students who have taken the TASP **prior** to applying for Dual Credit **must pass all three sections** at the standards stated in order to be eligible for admission under Dual Credit guidelines. See preceding section for score standards..)

**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.

SAT   **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 1780 on writing; Texas Learning Index (TLI) of 86 on math and 89 on reading.

Scale score of 1780 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 continue to be counted as full-time students by their high school and must 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. A New Student Information Session may be scheduled to accommodate groups of students at the high school.

Dual Credit students are identified in the NHMCCD system by an **Approval Code (DC).**

**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.

Students are responsible for purchasing textbooks required for the course. Faculty will review the high school text and materials for proposed embedded courses to determine equivalency; if equivalent to the content and scope of college texts, additional texts may not be required.

For some embedded courses, students may be responsible for purchasing additional texts and materials. Text and materials will be available through the College Bookstore.

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.

High school faculty teaching Dual Credit courses at the high school report grades in compliance with UIL. 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.

CURRICULUM & LEARNING OUTCOMES

Special attention must be given to dual credit courses to ensure that they meet the Essential Elements 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 college campus.

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.

Dual credit proposals will be recommended by Associate Deans and/or program coordinators and representatives of the ISD. For embedded courses, College and ISD faculty members 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 essential elements 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.

If it is determined that the college course can be offered within the existing high school course or by modifying the high school course, an agreement should be pursued for approval by the appropriate NHMCCD curriculum team. If faculty determine that the outcomes of courses are equivalent, an agreement would be validated through institutional curriculum approval processes. Associate Deans will monitor teaching effectiveness and course outcomes in a manner agreed upon with ISD staff. College courses offered before and after the regular school day at an ISD campus will be evaluated as any on-campus course.

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.

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.

DUAL CREDIT AGREEMENT

for Embedded Courses

between

_____ Independent School District

and

_____ College

This Dual Credit Agreement for embedded courses between the _____ Independent School District (ISD) and _____ College 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 essential elements 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.

8. 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

CHAPTER 14: DISTRIBUTION OF ARTICULATION MATERIALS

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.

Recommended Steps:

1. The North Harris Montgomery Community College District Curriculum 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) public school articulation reviewers (faculty);

       3) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members, and Tech Prep contacts at each campus;

       4) North Harris Montgomery Community College District Curriculum Services Office files;

       5) North Harris Montgomery Community College District campus Vice Presidents;

       6) North Harris Montgomery Community College District counseling staff;

       7) North Harris Montgomery Community College District Registrars Office; and

       8) Tech Prep Consortium Office.

   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;

10) Tech Prep Consortium Office; and

11) parents.

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;

10)   Tech Prep Consortium Office; and

11)   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 program instructors have key roles in the process of informing students an parents about the possibility of receiving credit from North Harris Montgomery Community College District 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 North Harris Montgomery Community College District for obtaining credit for articulated courses (see Chapter 15: Applying for Articulated Credit, for detailed information). The Articulation Handbook, data base, and brochure are the primary resources for communications.

4. The Tech Prep Consortium staff and committee members will also share articulation/tech prep information with independent districts and other community/junior and senior colleges involved in the development and implementation of Tech Prep programs.

CHAPTER 15: HOW TO APPLY FOR ARTICULATED CREDIT

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

1. Complete an application form available from the Admissions Office at any college. Any subsequent changes (i.e., name, address, major) should be promptly reported. Official verification of in-district residence will be required (See RESIDENT STATUS in the North Harris Montgomery Community College District Catalog, page 36.) Deliver the completed form to the Admissions Office at any college.

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. Make arrangements to take an assessment test by contacting the Counseling or Advising Office at any college. Test results are used for placement in certain courses and for advising purpose.

The following prospective students are exempt from taking an assessment test, although all are encouraged to take a test for counseling and class placement purposes:

    any student who holds a college degree;

    transfer students having completed a college-level English and a math course provided a transcript is brought to registration for the purpose of verification; or

    any student who has taken the ACT or SAT and has achieved designated scores provided scores have been sent to the college and received prior to registration.

4. At the time of assessment the student should advise the counselor that he/she is also applying for articulated credit. The Application for Advanced Placement Credit/Advanced Standing (revised) form will be filled out at this time. This form will be kept by the student to be submitted upon successful completion of six (6) credit hours in the program area. *A copy of the high school transcript (and course competency list if necessary) will indicate successful completion of the articulated course.*

5. The student must declare a program or certificate major which contains the articulated course as a required or elective course.

6. The counselor will verify that the student meets the conditions for the articulation as listed in the articulation agreement.

7. The counselor will verify the articulation by referring to the articulation data base provided by the Curriculum Services Office. The articulation/tech prep specialist in the Curriculum Services Office will serve as a resource when needed.

8. 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.

9. The student must also meet all other admission requirements. (See the North Harris Montgomery Community College District Catalog, ADMISSION POLICIES AND PROCEDURES, pages 17-31.)

10. Upon completion of six (6) credit hours within the program area, the student will take the Intent to Apply for Articulated Credit Form to a counselor. The counselor will verify that the appropriate number of hours have been successfully completed within the program area and will sign the form.

11. The counselor will send the signed Intent to Apply for Articulated Credit Form to the Registrars' Office. This office will post the credit to the student's transcript and send a copy of the completed document to the student.

CHAPTER 16: RECORDKEEPING AND DATA GATHERING

The Texas Education Agency is in the process of adding a "flag" to the high school student's transcript to identify articulated courses. This identifier will be used by the counseling staff to verify successful completion of articulated courses. This identifier can also be used a means of tracking students who have applied for or been granted articulated credit and to identify Tech Prep students at both levels.

Information can be generated by a computer to be used for evaluation of articulation and tech prep efforts. This information may be used for other reports as needed. Examples of types of data that may be generated include:

1. students who receive credit for articulation within a specific time period;

2. students who receive credit for articulation for a specific course;

3. students who receive credit for articulation from a specific independent school district or high school;

4. students who are enrolled in tech prep programs;

5. total number of hours awarded through articulation for a specific time period;

6. total number of hours awarded through articulation for a specific course; and/or

7. total number of hours awarded through articulation for a specific independent school district or high school.

APPENDIX A:

ARTICULATION AGREEMENT

```
┌─────────────────────────────────────────────────────────────────┐
│                    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.

NHMCCD Courses		ISD Courses	
CIP NO.	Course Name	PEIMS NO.	Course Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. PROVISIONS/TERMINATION

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.

Page 1 of 2

49

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

_____   _____
Superintendent   Date

APPENDIX B:

INDEPENDENT SCHOOL DISTRICT

ARTICULATION RESOURCE LIST

ISD	last name	first name	title/area	school	address	city	stat	zip	phone	fax	e-mail
Aldine	Acosta	Santiago	OFAD Instructor	Carver Cont. H	15018 Dogwood Tree	Houston	TX	77060-	(713) 447-8842		acosta@tenet.edu
Aldine	Brinson	Keith	DRFT Instructor	Nimitz HS	2005 W. W. Thorne	Houston	TX	77073-	(713) 443-7480	(713) 821-3522	
Aldine	Cufr	Patricia	HOSP Instructor	Nimitz HS	2005 W. W. Thorne	Houston	TX	77037-	(713) 233-4370		
Aldine	Friery	Mary Louis	OFAD Instructor	Eisenhower HS	7922 Antione Dr.	Houston	TX	77088-	(713) 878-0900	(713) 448-2936	
Aldine	Hernandez	Martha	Admin. Asst. Career & Tech. Edu.		14910 Aldine Westfield	Houston	TX	77032-	(713) 985-6652	(713) 985-6662	mrherndz@tenet.
Aldine	Higgins	Franklin	Director of Technical and Occuptional Educat		1716 Lauder Road	Houston	TX	77039-	(713) 985-6370	(713) 985-6662	
Aldine	Higgins	Wanda	OFAD Instructor	MacArthur HS	4400 Aldine Mail Route	Houston	TX	77039-	(713) 985-6330	(713) 985-6338	
Aldine	Jemison	Janis	Career Counselor	Nimitz HS	2005 W. W. Thorne Ln	Houston	TX	77373-	(713) 233-4340	(713) 821-3522	
Aldine	Marcella	Glenda	CSCI Instructor	Nimitz HS	1007 Old Mill Lane	Houston	TX	77073-	(713) 443-8123	(713) 821-3522	gvmarcel@tenet.e
Aldine	Martin	Judy	OFAD Instructor	Aldine HS	11101 Airline Dr.	Houston	TX	77037-	(713) 878-0643	(713) 878-0641	
Aldine	McKrell	Susan	CSCI Instructor	Carver Cont. H	2100 South Victory St.	Houston	TX	77088-	(713) 447-8842		
Aldine	Price	Kevin	DRFT Instructor	MacArthur HS	440 Aldine Mail Route	Houston	TX	77039-	(713) 985-6330	(713) 985-6338	
Aldine	Rightmire	Ruth	TRAV Instructor		1716 Lauder Rd.	Houston	TX	77039-	(713) 985-6370	(713) 985-6662	
Aldine	Ryan	Sandi	OFAD Instructor	Nimitz HS	2005 W. W. Thorne	Houston	TX	77073-	(713) 233-4374	(713) 821-3522	
Aldine	Silva	Leticia	CSCI Instructor	Aldine HS	11101 Airline Dr.	Houston	TX	77032-	(713) 449-1011	(713) 878-0641	
Aldine	Smith	Randy	DRFT Instructor	Aldine HS	11101 Airline Dr.	Houston	TX	77037-	(713) 878-0608	(713) 878-0641	
Aldine	Stauss	Susan	CSCI Instructor	MacArthur HS	4400 Aldine Mail Route	Houston	TX	77039-	(713) 985-6330	(713) 985-6338	
Aldine	Stone	Jo Ann	CSCI Instructor	Eisenhower HS	7922 Antione Dr.	Houston	TX	77088-	(713) 878-0900	(713) 448-2936	
Aldine	Thomas	Robert	Tech Prep Coordinator (DRFT Inst)	MacArthur HS	4400 Aldine Mail Route	Houston	TX	77039-	(713) 985-6330	(713) 985-6338	holen1@berkley.e
Alief	Dobbins	Paul			P. O. Box 68	Alief	TX	77411-	(713) 498-8110		
Alief	Fuchs	Alysan	HOSP Instructor	Elsik HS	12601 High Star	Houston	TX	77072-	(713) 498-8110	(713) 530-7058	
Bellville	Mertz	Mary	OFAD Instructor		404 E. Main	Belville	TX	77418-	(409) 865-3681	( ) - 0	
Bellville	Schmitt	Allene	Tech Prep Coordinator		404 E. Main	Belville	TX	77418-	(409) 865-3681	(409) 865-8346	
Bellville	Bliski	Lisa	OFAD Instructor	Belville HS	404 E. Main	Belville	TX	77418-	(409) 865-3681	(409) 865-8346	
Belville	Clark	James	MKTG (TRAV) Instructor	Belville HS	404 E. Main	Belville	TX	77418-	(409) 865-3681	(409) 865-8346	
Belville	Garling	Elana	CHID Instructor	Belville HS	404 E. Main	Belville	TX	77418-	(409) 865-3681	(409) 865-8346	
Belville	Schmitt	John	AUTO Instructor	Belville HS	404 E. Main	Belville	TX	77418-	(409) 865-3681	(409) 865-8346	
Bryan	Akin	Mike	AUTO Instructor	Bryan HS	3401 E. 29th St.	Bryan	TX	77802-	(409) 361-5400	(409) 361-5422	
Bryan	Castillo	Fidel	WELD Instructor	Bryan HS	3401 E. 29th St.	Bryan	TX	77802-	(409) 361-5400	(409) 361-5422	
Bryan	McCain	Ward	Director, Career & Technology Educ.		101 North Texas Ave.	Bryan	TX	77803-	(409) 361-5214	(409) 823-0352	
Bryan	Pollard	Suzanne	CHID Instructor	Bryan HS	3401 E. 29th St.	Bryan	TX	77802-	(409) 361-5400	(409) 361-5422	
Bryan	Robertson	Cedric	CRIJ Instructor	Bryan HS	3401 E. 29th St.	Bryan	TX	77802-	(409) 361-5400	(409) 361-5422	
Bryan	Smith	Katrina	OFAD Instructor		3401 E. 29th	Bryan	TX	77802-	(409) 361-5417	(409) 361-5400	
Bryan	Wright	Nina	TRAV Division Head	Bryan HS	3401 E. 29th	Bryan	TX	77802-	(409) 361-5417	(409) 361-5422	
Cleveland	Vogel	Cindy	OFAD and CSCI nstructor	Cleveland HS	300 Legion	Cleveland	TX	77327-	(713) 592-8752	(713) 592-8283	
Cleveland*	Wells	Bob	Director of Occupational and Technical Educ		103 Legion	Cleveland	TX	77000-	(713) 592-8717	( ) - 0	
Columbus	Daniels	Carol	ETT Instructor		105 Cardinal Ln.	Columbus	TX	78934-	(409) 732-5746	(409) 732-8862	
Columbus	Daniels	Carol	NRSP Instructor		105 Cardinal Ln.	Columbus	TX	78934-	(409) 732-5746	(409) 732-8862	
Columbus	DeGonia	Kathleen	Career & Technology Counselor		105 Cardinal Ln.	Columbus	TX	78934-	(409) 732-5746	(490) 732-8862	
Columbus	Elam	Beverly	OFAD Instructor	Columbus HS	105 Cardinal Ln.	Columbus	TX	78934-	(409) 732-5746	(409) 732-8862	beverlye@tenet
Columbus	Schulte	Dulcie	CSCI Instructor	Columbus HS	105 Cardinal Ln.	Columbus	TX	78934-	(409) 732-5746	(409) 732-8862	
Columbus	Teltschir	Sophie	CHID Instructor	Columbus HS	105 Cardinal Ln.	Columbus	TX	78934-	(409) 732-5746	(409) 732-8862	
Columbus	Weise	Delton	WELD Instructor	Columbus HS	105 Cardinal Ln.	Columbus	TX	78934-	(409) 732-5746	(409) 732-8862	

iSD	last name	first name	title/area	school	address	city	stat	zip	phone	fax	e-mail
Conroe	Ashton	Sharon	OFAD Instructor	Conroe HS	53 N. Morningwood Ct.	Woodlands	TX	77380-	(713) 367-0052	(409) 525-2346	sashton@main.co
Conroe	Barber	Craig	DRFT Instructor	Oak Ridge HS	27330 Oak Ridge Scho	Conroe	TX	77385-	(713) 298-3261	(713) 298-3294	
Conroe	Brawner	Sandra	CHID Instructor	McCullough HS	3800 S. Panther Creek	The Woodlan	TX	77381-	(713) 298-3137	(713) 298-3199	
Conroe	Brown	Robert	OFAD Instructor	Conroe HS	3200 W. Davis St.	Conroe	TX	77304-	(409) 760-6690	(409) 525-2343	
Conroe	Cardner	Elizabeth (	Asst. Superintendent for Sec. Educ.		702 N. Thompson	Conroe	TX	77301-	(409) 760-7728	(409) 525-3640	
Conroe	Graham	David	Director of Technical and Occupational Educ		702 North Thompson	Conroe	TX	77301-	(409) 539-0506	( ) - 0	
Conroe	Gutknecht	Pat	OFAD Instructor	McCullough HS	3800 S. Panther Creek	The Woodlan	TX	77381-	(713) 298-3183	(713) 298-3199	
Conroe	Hayes	Prudy	DRFT Instructor	McCullough	3800 S. Panther Creek	The Woodlan	TX	77381-	(713) 298-3137	(713) 298-3199	
Conroe	Lane	Linda	Counselor	Conroe HS	3200 W. Davis	Conroe	TX	77304-	(409) 756-4416	(409) 525-2327	
Conroe	Young	Sandra	CRIJ Instructor	Conroe HS	3200 W. Davis	Conroe	TX	77304-	(409) 756-4416	(409) 525-2327	
Cy-Fair	Bloodgood	Kiristi	HOSP Instructor	Windfern Inst.	12630 Windfern	Huston	TX	77064-	(713) 807-8691		
Cy-Fair	Johnson	Dena	Instructor	Cypress Falls	9811 Huffmeister	Houston	TX	77095-	(713) 856-1070		denajohn@tenet.e
Cy-Fair	Kessler	Don	AUTO Instructor	Cy-Fair HS	22602 Hempstead Hwy	Cypress	TX	77429-	(713) 897-4664	(713) 373-9347	
Cy-Fair	Lester	Donna	OFAD Instructor	Cypress Fall H	9811 Huffmeister Rd.	Houston	TX	77095-	(713) 856-1066	(713) 856-1445	
Cy-Fair	Lievsay	Brad	WELD Instructor	Cy-Fair HS	22602 Hempstead Hwy	Cypress	TX	77429-	(713) 897-4665	(713) 373-9347	
Cy-Fair	Lobberecht	Marlene	CHID Instructor	Cypress Creek	9815 Grant Rd.	Houston	TX	77070-	(713) 897-4277	(713) 897-4193	
Cy-Fair	Marcontell	Betty	OFAD Instructor	Cy-Fair HS	22602 Hempstea Hwy.	Cypress	TX	77429-	(713) 897-4657	(713) 373-9347	
Cy-Fair	McCormick	Mike	Instructor		9815 Grant	Houston	TX	77070-	(713) 897-4241		
Cy-Fair	Montgomery	Tommie	DRFT Instructor	Langham Creek	17610 FM 529	Houston	TX	77095-	(713) 463-5469	(713) 463-2783	
Cy-Fair	Mooneyham	Joel	AUTO Instructor	Cypress Creek	9815 Grant Road	Houston	TX	77070-	(713) 897-4242	(713) 897-4193	
Cy-Fair	Parker	Marjorie	CSCI Instructor		10300 Jones Rd.	Hcuston	TX	77065-	(713) 897-6478		
Cy-Fair	Pessarra	Nita	CSCI Instructor	Langham Creek	17610 FM 529	Houston	TX	77095-	(713) 463-5400	(713) 563-2783	
Cy-Fair	Wilkinson	Dixir	CHID Instructor		7600 Solomon	Houston	TX	77040-	(713) 897-5009		
Cypress-Fairbanks	Shelton	Levelle	Coordinaor Special Populations		10300 Jones Rd.	Houston	TX	77065-	(713) 897-4074	( ) - 0	
Cypress-Fairbanks	Singletary	Bob	Director of Technical & Career Education		P. O. Box 692003	Houston	TX	77269-	(713) 897-4036	(713) 807-8639	singleta
Dayton	Brown	Wade	AUTO Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-	(409) 258-5122	(409) 258-4673	
Dayton	Ely	Julie	OFAD Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-			
Dayton	Flores	Carolyn	CSCI Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-			
Dayton	Ford	Jarrall	ELEC Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-	(409) 258-2510	(409) 285-4673	
Dayton	Frazier	Jennifer	CSCI (prog) Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-	(409) 258-2510		
Dayton	Gassiott	Tim	Career & Technology Director		P. O. Box 457	Dayton	TX	77535-	(409) 258-8749		
Dayton	Harris	Becky	CHID Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-	(409) 258-2510	(409) 258-2673	
Dayton	Lamb	Wayne	WELD Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-	(409) 258-2510	(409) 258-4673	
Dayton	Merritt	Robin	DRFT Instructor	Dayton HS	P. O. Box 248	Dayton	TX	77535-	(409) 258-2510	(409) 258-2673	
Dayton	VanWagner	Linds	Technology Director		P. O. Box 457	Dayton	TX	77535-	(409) 258-8749	( ) - 0	
Fort Bend	Oelkers	Dotty	HOSP Instructor		P. O. Box 1004	Sugarland	TX	77487-	(713) 269-1953	(713) 265-0250	
Galveston	Bacon	Henria	HOSP Instructor	Ball HS	4115 Avenue O	Galveston	TX	77550-	(409) 766-5726	(409) 766-5171	
Galveston	Randall	Lucinda	HOSP Instructor		P. O. Drawer 660	Galveston	TX	77553-	(409) 766-5781	(409) 766-5983	
Goose Creek*	Bell	Patti	CSCI Instructor	Sterling HS	P. O. Box 30	Baytown	TX	77522-	(713) 420-4500	(713) 420-4513	
Goose Creek*	Emery	Kenneth	Director of Career & Technology Education		P. O. Box 30	Baytown	TX	77522-	(713) 420-4550	(713) 420-4553	
Goose Creek*	Haberman	Vicki	CRIJ Instructor	Stuart Career C	P. O. Box 30	Baytown	TX	77522-	(713) 420-4550	(713) 420-4553	
Goose Creek*	Haberman	Vicki	OFAD Instructor	Stuart Career C	P. O. Box 30	Baytown	TX	77522-	(713) 420-4550	(713) 420-4553	
Goose Creek*	Herbert	Ruth		Stuart Career C	P. O. Box 30	Baytown	TX	77522-	(713) 420-4550	(713) 420-4447	

ISD	last name	first name	title/area	school	address	city	stat	zip	phone	fax	e-mail
Goose Creek*	Mask	T. W.	WELD Instructor	Stuart Career C	P. O. Box30	Baytown	TX	77522-	(713) 420-4550	(713) 420-4553	
Goose Creek*	Sharpe	John	AUTO Instructor	Stuart Career C	P. O. Box 30	Baytown	TX	77522-	(713) 420-4550	(713) 420-4553	
Houston	Singh	Alison	HOSP Instructor	Bellair HS	500 Maple	Bellaire	TX	77401-	(713) 667-2069	(713) 295-3763	
Houston	Armetrout	Dianna	HOSP Instructor	Sam Houston S	9400 Irvington	Houston	TX	77076-	(713) 696-8970	(713) 696-8934	
Houston	Barrington	Vicki	HOSP Instructor		5800 Eastex Frwy.	Houston	TX	77026-	(713) 636-6900	(713) 636-6917	
Houston	Dempsey	Ema Joy	HOSP Instructor		3830 Richmond Ave.	Houston	TX	77027-	(713) 892-6777	(713) 961-5087	
Houston	Dommel	Dubin	HOSP Instructor	J. Davis Senior	1101 Quitman	Houston	TX	77009-	(713) 226-4990	(713) 226-4999	
Houston	Jenkins	Jessie	HOSP Instructor	Worthing Senio	9215 Scott	Houston	TX	77051-	(713) 733-3430	(713) 731-5537	
Houston	White	Sandra	HOSP Instructor	Lamar HS	3325 Westheimer	Houston	TX	77097-	(713) 522-5960	(713) 535-3769	
Houston	White	Arnell	HOSP Instructor	Madison HS	13719 Whiteheather	Houston	TX	77045-	(713) 433-9800	(713) 434-5242	
Huffman	Leger	Nel (Dr.)	Director of Career & Technology Education		P. O. Box 2390	Huffman	TX	77336-	(713) 324-1871	( ) - 0	
Huffman	Wolverton	Steve	Assistant Principal	Huffman HS	P. O. Box 2390	Huffman	TX	77336-			
Humble	Autrey	Sharon	CSCI Instructor	Humble HS	1700 Wilson Rd.	Humble	TX	77338-	(713) 540-5488	(713) 446-5619	
Humble	Blair	Florence	Bus. Dept. Chair	Kingwood HS	2701 Kingwood Dr.	Kingwood	TX	77339-	(713) 540-5306	(713) 446-5619	
Humble	Dodgen	Richard	DRFT Instructor	Humble HS	1700 Wilson Rd.	Humble	TX	77338-	(713) 540-5414	(713) 446-5619	
Humble	Herring	Linda	CHID Instructor	Community Lea	18901 Timber Forest D	Humble	TX	77346-	(713) 812-3400	(713) 446-4601	
Humble	Ostinelli	Shirley	HOSP Instructor	Humble HS	1700 Wilson Rd.	Humble	TX	77347-	(713) 540-5400	(713) 446-7025	
Humble	Priddy	Jo	Director of Career and Technical Education		P. O. Box 2000	Humble	TX	77347-	(713) 540-5033	( ) - 0	jpriddy@tenet
Humble	Wetz	Billie	OFAD Instructor	Humble HS	1700 Wilson Rd.	Humble	TX	77338-	(713) 540-5448	(713) 446-5619	
Huntsville	Collins	David	CRIJ Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	French	Rebecca	Career & Tech. Ed. Specialist	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	Hernandez	Lazaro	WELD Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	Hundley	Jay	DRFT Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	waits@tenet.edu
Huntsville	Jones	Phil	AUTO Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	Magee	Frankie	CSCI Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	Marshall	Linda	TRAV Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	Martin	Pam	CHID Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	McKaskle	Sandra	OFAD Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	Schroder	Carol	CSCI Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	
Huntsville	Smith	Carol	Coordinator, Career & Tech. Educ.	Huntsville HS	441 FM 2821 E	Huntsville	TX	77340-	(409) 295-3421	(409) 291-3444	waits@tenet.edu
Huntsville	Tracy	Pat	OFAD Instructor	Huntsville HS	441 FM 2821	Huntsville	TX	77340-	(409) 293-2626	(409) 291-3444	waits@tenet.com
Katy	Behrens	Susanne	HOSP Instructor	Miller Career C	1734 Katyland Drive	Katy	TX	77493-	(713) 396-6300	(713) 396-6312	
Katy	Fait	Robert	Career Specialist/Tech Prep Counselor	Miller Career C	1732 Katyland Dr.	Katy	TX	77493-	(713) 396-6300	(713) 396-6312	
Klein	Dorsey	Susan	CHID Instructor	Klein Forest HS	11400 Misty Valley	Houston	TX	77069-	(713) 586-4550		
Klein	Edwards	Craig	VET Instructor	Klein Oak HS	22603 Northcrest Dr.	Spring	TX	77389-	(713) 320-4450		
Klein	Globke	Carol	OFAD Instructor	Klein HS	16715 Stuebner-Airline	Klein	TX	77379-	(713) 320-4400	(713) 320-4400	
Klein	Purkey	John	WELD Instructor	Klein Oak HS	22603 Northcrest Dr.	Spring	TX	77389-	(713) 320-4450		
Klein	Sadja	Don	DRFT Instructor	Klein Oak HS	22603 Northcrest Dr.	Spring	TX	77389-	(713) 320-4450		dsajda.com
Klein	Slowensky	Janie	CSCI Instructor	Klein Forest HS	11400 Misty Valley	Houston	TX	77066-	(713) 893-8664		slowensky.l-link.
Klein	Sorenson	Peggy	OFAD Instructor	Klein HS	16715 Stuebner-Airline	Klein	TX	77379-	(713) 320-4400	(713) 320-4400	
Klein	Watson	Janelle	Director of Career and Technical Education		7200 Spring-Cypress	Klein	TX	77379-	(713) 288-6439	( ) - 0	
Magnolia	Eberly	Cindy	OFAD Instructor	Magnolia HS	P. O. Box 428	Magnolia	TX	77355-	(713) 356-3572	(713) 356-6552	
Magnolia	Eberly	Cindy	OFAD Instructor	Magnolia HS	31138 Nichol Sawmill	Magnolia	TX	77355-	(713) 363-9104	(713) 356-6552	

ISD	last name	first name	title/area	school	address	city	stat	zip	phone	fax	e-mail
Magnolia	Frazier	Barbara	ACCT Insstructor	Magnolia HS	31138 Nichol Sawmill	Magnolia	TX	77355-	(713) 356-3572	(713) 356-6552	
Magnolia	Frazier	Barbara	ACCT Instructor	Magnolia HS	P. O. Box 428	Magnolia	TX	77355-	(713) 356-3572	(713) 356-6552	
Magnolia	Robison	Beverly	Director of Instructional Support Services		P. O. Box 88	Magnolia	TX	77355-	(713) 356-3571	(713) 356-1328	
Montgomery	Edwards	Carolyn	Principal	Montgomery H	P. O. Box 1475	Montgomery	TX	77356-	(409) 597-6401		
Montgomery	Mayes	Carol		Montgomery H	Highway 105W	Montgomery	TX	77356-	(409) 597-6409	( ) - 0	
New Caney	Alex	Powell	AUTO Instructor		Rt. 4 Box 89	New Caney	TX	77357-	(713) 354-1166	(713) 354-2639	
New Caney	Ford	Don	Director of Career and Technology Education		Rt. 4, Box 89	New Caney	TX	77357-	(713) 354-1166	( ) - 0	
New Caney	Gaul	Joe	WELD Instructor		Rt. 4 Box 89	New Caney	TX	77357-	(713) 354-3505	(713) 354-2639	
New Caney	Henry	Judy	CHID Instructor		Rt. 4 Box 89	New Caney	TX	77357-	(713) 354-3505	(713) 354-2639	
New Caney	Ingersoll	Maryann	NRSP Instructor		Rt. 4, Box 89	New Caney	TX	77357-	(713) 354-3505	(713) 354-0186	
New Caney	Kallenberger	Karl	DRFT Instructor	New Caney HS	Rt. 4 Box 89	New Caney	TX	77357-	(713) 354-3506	(713) 354-2639	
New Caney	McDonald	Bill	TRAV Instructor	New Caney HS	Rt. 4 Box 89	New Caney	TX	77357-	(713) 354-3505	(713) 354-2639	
New Caney	McDonald	Della	OFAD Instructor	New Caney HS	Rt. 4 Box 89	New Caney	TX	77357-	(713) 354-3505	(713) 354-2639	
North Forest	Marsden	Pauletta	Director of Career & Technology Education	Vocational HS	10721 Mesa Dr.	Houston	TX	77228-	(713) 636-4364	( ) - 0	
Pearland	Ordeneaux	Michalyn	HOSP Instructor	Pearland HS	3775 North Main	Pearland	TX	77581-	(713) 485-0320	(713) 485-0876	
Sealy	Calender	Judy	OFAD Instructor	Sealy HS	939 West St.	Sealy	TX	77474-	(409) 885-3515	(409) 885-6457	
Sealy	Dzierzanowsk	Luwayne	OFAD Instructor	Sealy HS	939 West St.	Sealy	TX	77474-	(409) 885-3515	(409) 885-6457	
Sealy	Reinbeck	Betty	Tech Prep/Career & Technology Educ. Coord	Sealy HS	939 West St.	Sealy	TX	77474-	(409) 885-3515	(409) 885-6457	
Sealy	Zubicek	Robert	AUTO Instructor	Sealy HS	939 West St.	Sealy	TX	77477-	(409) 885-3515	(409) 885-6457	
Splendora	Almstead	Vicky	Counselor		P. O. Box 168	Splendora	TX	77372-	(713) 689-8008		
Splendora	Blakelock	M.	CRIJ Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 399-0404	(713) 689-8675	
Splendora	Franklin	Pat	CSCI Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 689-8008	(713) 689-8675	
Splendora	Gilmore	Burl	Tech Prep Coordinator	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 689-8008	( ) - 0	
Splendora	Hall	Kay	CHID Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 689-8008		
Splendora	Little	Sarah	DESP Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 399-0404	(713) 689-8675	
Splendora	Lynch	Kevin	WELD Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 399-0404	(713) 689-8675	
Splendora	Maddux	Terry	AUTO Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 399-0404	(713) 689-8675	
Splendora	Morrow	Darlene	OFAD Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77373-	(713) 689-8008	(713) 689-8675	
Splendora	Morrow	Darlene	TRAV Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 399-0404	(713) 689-8675	
Splendora	Pillow	David	AIRC Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 399-0404	(713) 689-8675	
Splendora	Ruthstrom	Phillip	DRFT Instructor	Splendora HS	P. O Box 168	Splendora	TX	77372-	(713) 689-8008	(713) 689-8675	
Splendora	Willis	JoA'n	CHID Instructor	Splendora HS	P. O. Box 168	Splendora	TX	77372-	(713) 399-0404	(713) 689-8675	
Spring	Albrecht	Sunny	HOSP Services Program Coordinator	Wunsche HS	225 Shenandoah Park	Conroe	TX	77302-	(713) 875-2222		409-321-4009
Spring	Andrews	Joe	CRIJ Instructor	Westfield HS	16713 Ella Blvd.	Houston	TX	77090-	(713) 586-1350		
Spring	Faldryn	Russell	VETT Instructor	Spring HS	19428 IH 45 N	Houston	TX	77373-	(713) 355-2163		
Spring	Glidewell	Barbara	DRFT Instructor	Westfield HS	16713 Ella Blvd.	Houston	TX	77090-	(713) 586-1350		
Spring	Harrison	Shelley	VETT Instructor	Spring HS	19428 IH 45 N	Houston	TX	77373-	(713) 355-21b3		
Spring	Quinn	Betty	OFAD Instructor	Westfield HS	16713 Ella Blvd.	Houston	TX	77090-	(713) 586-1374		
Spring	Ramsey	Carolyn	Director of Technical and Occupational Educ		16717 Ella Blvd.	Houston	TX	77090-	(713) 586-1112	( ) - 0	
Spring	Rankel	Rich	DRFT In uctor	Wunsche HS	800 Spring-Cypress R	Spring	TX	77373-	(713) 355-3760		
Spring	Rawlings	Caren	Program Director	Wunsche HS	800 Spring Cypress	Spring	TX	77373-	(713) 355-3760		
Spring	Reich	Karen	CSCI Instructor	Westfield HS	16713 Ella Blvd.	Houston	TX	77090-	(713) 586-1374		
Spring	Voelkel	Brenda	OFAD Instructor	Spring HS	19428 IH 45 N	Spring	TX	77373-	(713) 355-2123		

ISD	last name	first name	title/area	school	address	city	stat	zip	phone	fax	e-mail
Spring	Warner	Johnnie	ELEC Instructor	Wunsche HS	800 Spring-Cypress R	Spring	TX	77373-	(713) 355-3760		
Spring	Wendel	Marlene	NURS Instructor	Spring HS	19428 IH 45 N	Houston	TX	77373-	(713) 356-5216		
Spring	Williams	Yvonne	CHID Instructor	Wunsche HS	800 Spring-Cypress R	Spring	TX	77373-	(713) 355-3760		
Spring Branch	Clark	Craig	AUTO Instructor	Career Center	10660 Hammerly	Houston	TX	77043-	(713) 365-4621		
Spring Branch	Guerrero	Sandra	DRFT Instructor	Career Center	10660 Hammerly	Houston	TX	77043-	(713) 365-4621		
Spring Branch	Hamilton	Lorraine	TRAV Instructor	Career Center	10660 Hammerly	Houston	TX	77043-	(713) 365-4621		
Spring Branch	Hobizal	Willis	AIRC Instructor	Career Center	10660 Hammerly	Houston	TX	77043-	(713) 356-4621		
Spring Branch	Newman	Rachel	CSCI Instructor	Career Center	10660 Hammerly	Houston	TX	77478-	(713) 365-4621		newmanr@spring
Spring Branch	Russell	Linda	Director of Career & Technology Education		10660 Hammerly Blvd.	Houston	TX	77043-	(713) 365-4610	(713) 365-4621	lrussell@tenet.ed
Spring Branch	Sullivan	Barbara	OFAD Instructor	Memorial HS	935 Echo Lane	Houston	TX	77024-	(713) 365-5138		
Spring Branch	Taylor	Pat		Career Center	10660 Hammerly	Houston	TX	77043-	(713) 356-6421		
Tarkington	McLin	Kay	Director, Curriculum, Instruction & Special Pr	Tarkington HS	Rt. 6 Box 130	Tarkington	TX	77327-	(713) 592-8781	(713) 592-3969	
Tomball	Atkinson	Betty	TRAV Instructor	Tomball HS	30330 Quinn Rd	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Tomball	Ellis	Sam	VETT (AG BUS) Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3200	(713) 357-3248	
Tomball	Gillen	Allan	VETT (BIOTech) Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Tomball	Green	Carolyn	DRFT Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Tomball	Hunt	Jim	ELEC Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Tomball	Koszewski	Stephen	Career Specialist		30330 Quinn Road	Tomball	TX	77375-	(713) 357-3235	( ) - 0	
Tomball	Mazlowski-Ye	Al	ELEC Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Tomball	McWhirter	Mike	Principal	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	( ) - 0	
Tomball	Rohrer	Tommy	CRIJ Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3230	(713) 357-3248	
Tomball	Schuelke	Linda	Dean of Instruction		30330 Quinn Road	Tomball	TX	77375-	(713) 357-3258	( ) - 0	les@tenet
Tomball	Todd	Pat	ACCT Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Tomball	Todd	Pat	OFAD Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Tomball	Yoho	Mary	NRSP Instructor	Tomball HS	30330 Quinn Rd.	Tomball	TX	77375-	(713) 357-3220	(713) 357-3248	
Waller	Craig	Verna	CHID Instructor		1918 Key St.	Waller	TX	77484-	(409) 931-9222		
Waller	Garrett	Mary	CSCI Instructor		1918 Key St.	Waller	TX	77484-	(409) 931-9222		
Waller	Lakin	Maralyn	OFAD Instructor	Waller HS	1918 Key St.	Waller	TX	77484-	(409) 931-9222	( ) - 0	
Waller	Prisock	Bob	Director		1918 Key St.	Waller	TX	77484-	(409) 931-9222		
Wallis-Orchard	Tidwell	Dianne	OFAD Instructor	Brazos HS	P. O. Box 458	Wallis	TX	77485-	(409) 478-6832	( ) - 0	
Weimar	Russell	Lori	OFAD Instructor	Weimar HS	506 W. Main	Weimar	TX	78962-	(409) 725-9504	( ) - 0	
Willis	Achille	Gerry	DRFT Instructor	Willis HS	1304 N. Campbell	Willis	TX	77378-	(409) 856-1310	(409) 856-3391	
Willis	Achille	Gerry	ELEC Instructor	Willis HS	1304 N. Campbell	Willis	TX	77378-	(409) 856-1310	(409) 856-3391	
Willis	Calfee	Pat	OFAD Instructor	Willis HS	1304 N. Campbell	Willis	TX	77378-	(409) 856-1309	(409) 356-3391	
Willis	Calfee	Pat	CSCI Instructor	Willis HS	1304 N. Campbell	Willis	TX	77378-	(409) 856-1309	(409) 356-3391	
Willis	Crosby	Helen	OFAD Instructor	Willis HS	1304 N. Campbell	Willis	TX	77378-	(409) 856-1250		helenc@tenet.edu
Willis	Koy	Glen	WELD Instructor	Willis HS	1304 N. Campbell	Willis	TX	77378-	(409) 856-1265	(409) 856-3391	
Willis	Nowlin	Lu	CHID Instructor	Willis HS	1304 N. Campbell	Willis	TX	77378-	(409) 856-1251	(409) 856-3391	
Willis	Yancey	Gary	Director of Career & Technology Education		204 W. Rogers	Willis	TX	77378-	(409) 856-1212	(409) 856-5182	

APPENDIX C:

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

CURRICULUM TEAMS

(ARTICULATION REVIEWERS)

CURRICULUM TEAM DIRECTORY

COMPUTER GRAPHIC ARTS TECHNOLOGY
DESKTOP PUBLISHING
MULTIMEDIA DEVELOPMENT

Facilitator
Sherry Young, KC 359-1697

Faculty Representative
Elizabeth Chapman, KC 359-1670
MC***
Kay Pallavicini, NHC 443-5733
Teresa Capretta, TC 351-3314*

COSMETOLOGY

Facilitator
Katherine Persson, KC 359-1652

Faculty Representative
Bliss Mayberry, KC 359-1680
Lana Smith, NHC 443-5720

CRIMINAL JUSTICE

Facilitator
Warren Nichols, MC 409/273-2900

Faculty Representative
KC***
Paul Novak, MC 409/273-2900
Richard Becker, NHC 443-5522
Ruth Telschow, TC 357-3745

COMPUTER INFORMATION SYSTEMS

Facilitator
Margaret Huron, NHC 443-5629

ACCOUNTING

Facilitator
Bill Simcik, TC 351-3308

Faculty Representative
Lin Dawson, KC
Richard Hunting, MC 409/273-2900
Harris O'Brien, NHC 443-5710
Brenda Hartman, TC 351-3375

AUTOMOTIVE TECHNOLOGY

Facilitator
Larry Brillhart, NHC 443-5671

Faculty Representative
Glynn Talbert, NHC 443-5512

BIOTECHNOLOGY

Facilitator
John Chapin, MC 409/273-2900

Faculty Representative
Brian Shmaefsky, KC** 359-1651
William Geoghegan, MC 409/273-2900
Jane Ouellette, NHC*** 443-5792
Cathy Stubblefield, TC*** 357-3743

CHILD CARE AND DEVELOPMENT

Facilitator
Rami Shafiee, NHC 443-5450

Faculty Representative
Sue Thornton, NHC 443-5663

* Ex-Officio Member
Curriculum Services Office

CURRICULUM TEAM DIRECTORY

Faculty Representative
Chrisanne Christensen, MC 409/273-2900
Adrian Rapp, NHC** 443-5525
Steve Haberman, TC 351-3346

INTERIOR DESIGN TECHNOLOGY

Facilitator
Reba Kochersperger, KC 359-1618

Faculty Representative
Nancy Lickson, KC 359-1639

LEGAL ASSISTING

Facilitator
Margaret Huron, NHC 443-5629

Faculty Representative
Jane Satero, KC*** 359-0426
MC***
Joe Monroe, NHC 443-5738
Theresa Capretta, TC 351-3314

MANAGEMENT

Facilitator
Rajiv Malkan, MC 409/273-2900

Faculty Representative
Debbie Adams, KC 359-1646
Marybeth Kardatzke, MC 409/273-2900
Gary Clark, NHC 443-5717
Bill Lawler, TC 351-3352

MARKETING

Facilitator
Rajiv Malkan. MC 409/273-2900

Faculty Representative
Sherry Young, KC 359-1697
Teresa Femandez, MC 409/273-2900
Ray Mollere, NHC 443-5621
Kal Hamza. TC 357-3796

DRAFTING TECHNOLOGY

Facilitator
Larry Brillhart, NHC 443-5671

Faculty Representative
KC**
MC***
Joe Martin, NHC 443-5667

ELECTRONICS TECHNOLOGY

Facilitator
Larry Brillhart, NHC 443-5671

Faculty Representative
MC***
John Collins, NHC 443-5514
TC**

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

Facilitator
Larry Brillhart, NHC 443-5671

Faculty Representative
Harish Shah, NHC 443-5672

HUMAN SERVICES

Facilitator
Warren Nichols, MC 409/273-2900

* Ex-Officio Member
Curriculum Services Office

65

66

CURRICULUM TEAM DIRECTORY

PHYSICAL THERAPIST ASSISTANT

Facilitator
John Chapin, MC 409/273-2900

Faculty Representative
Charles Costello, MC 409/273-2900

REAL ESTATE

Facilitator
Margaret Huron, NHC 443-5629

Faculty Representative
MC***
Ron Foshee, NHC 443-5708

RECORDS AND INFORMATION MANAGEMENT

Facilitator
Margaret Huron, NHC 443-5629

Faculty Representative
Sharon Miller, NHC 443-5716

RESPIRATORY CARE THERAPIST

Facilitator
Katherine Persson, KC 359-1652

Faculty Representative
Kenny McGowen, KC

TRAVEL AND TOURISM

Facilitator
Penny Westerfeld, KC 359-1676

Faculty Representative
Debbie Adams, KC 359-1646
MC***

Faculty Representative
Debbie Adams, KC 359-1646
MC***
Gary Clark, NHC 443-5717
Bill Lawler, TC 351-3352

NURSING

Facilitator
Pat Timpanaro, NHC 443-5751

Faculty Representative
Thelma Bowie, KC 359-1647
Linda Sue King, MC 409/273-2900
Peggy Aalund, NHC 443-5438
Kathy Emmite, TC 351-3321

OFFICE ADMINISTRATION

Facilitator
Rajiv Malkan, MC 409/23-2900

Faculty Representative
Jane Satero, KC 359-0426
Debra Harper, MC 409/273-2900
Nancy Hendersen, NHC 443-5732
Camille Pittman, TC 351-3374

PARAMEDIC TECHNOLOGY

Facilitator
Warren Nichols, MC 409/273-2900

Faculty Representative
KC***
Allen Johnson, MC 409/273-2900
David Gaines, NHC 443-5783
TC***

67

* Ex-Officio Member
Curriculum Services Office

Curriculum Team Directory

Biology

Facilitator
Nockie Zizelmann, TC ... 351-3339

Faculty Representative
Mike Clark, KC ... 359-0423
Sunita Cooke, MC ... 409/273-2900
Brenda Wellmeyer, NHC ... 443-5795
Melanie Younger, TC ... 351-3348

Business/ Economics

Facilitator
Bill Simcik, TC ... 351-3308

Faculty Representative
Jane Satero, KC ... 359-0426
Palanski, MC ... 409/273-2900
Cindy Cannon, NHC ... 443-5636
George Loughran, TC ... 351-3373

Chemistry

Facilitator
Nockie Zizelmann, TC ... 351-3339

Faculty Representative
Bill Leach, KC ... 359-1650
John Magner, MC ... 409/273-2900
Chris Spindler, NHC ... 443-5727
Jose Barreto, TC ... 351-3300

Drama

Facilitator
Reba Kochersperger, KC ... 359-1618

Faculty Representative
Glenna Maglio, MC ... 409/273-2900
Joe Kaough, NHC ... 443-5548
John Mayer, TC ... 357-3797

Veterinary Technology

Facilitator
Bill Simcik, TC ... 351-3308

Faculty Representative
George Younger, TC ... 357-3357

Welding Technology

Facilitator
Larry Brillhart, NHC ... 443-5671

Faculty Representative
Ron Theiss, NHC ... 443-5518

Anthropology/ Sociology

Facilitator
Warren Nichols, MC ... 409/273-2900

Faculty Representative
Tony Foster, KC ... 359-1649
Karin Lyle, MC ... 409/273-2900
Adrian Rapp, NHC ... 443-5525
Ruth Telschow, TC ... 357-3745

Art

Facilitator
Debra Ellington, NHC ... 443-5646

Faculty Representative
Rebecca Riley, KC ... 359-1600
Carlos Landa, MC ... 409/273-2900
Jim Robertson, NHC ... 443-5647
Earl Staley, TC

* Ex-Officio Member
Curriculum Services Office

63

CURRICULUM TEAM DIRECTORY

ENGLISH/ DEVELOPMENTAL STUDIES

Facilitator
Jennie Harrison, NHC — 443-5540

Faculty Representative
Jim Skelton, KC — 359-1600
Martina Agbnyo, MC — 409/273-2900
Lisa Golding, NHC — 443-5451
Doug Boyd, TC — 351-3377

ENGINEERING

Facilitator
Judy Taylor, NHC — 443-5685

Faculty Representative
Marc Nekhom, KC — 359-1675
David Durdin, NHC — 443-5662
Mike Csiszarik, TC — 351-3325

FOREIGN LANGUAGES

Facilitator
Reba Kochersperger, KC — 359-1618

Faculty Representative
Ed Peniche, KC
Chrisiina Cordero, NHC — 443-5568
Robert Rodriguez, TC

GEOGRAPHY

Facilitator
Rami Shafiee, NHC — 443-5450

Faculty Representative
Jean Whileyman, KC
Gary Brown, MC — 409/273-2900
Myles Mustoe, NHC — 443-5617

GEOLOGY

Facilitator

Faculty Representative
Jean Whileyman, KC
Tom Hobbs, NHC
Hulon Madeley, TC — 443-5796

GOVERNMENT

Facilitator
Steve Davis, KC — 359-1645

Faculty Representative
Scott Nelson, KC — 359-1671
David Kennedy, MC — 409/273-2900
Jim Puetz, NHC — 443-5595
Nancy Kral, TC

HISTORY

Facilitator
Steve Davis, KC — 359-1645

Faculty Representative
Dean Wolfe, KC — 409/273-2900
Livingston, MC — 443-5581
Phil Crow, NHC — 357-3798
Monika Creden, TC

HUMANITIES

Facilitator
Reba Kochersperger, KC — 359-1618

Faculty Representative
Rebecca Riley, KC — 359-1600
Vivian Jones, MC — 409/273-2900
Teresa James, NHC — 443-5549
Rebecca Dowden, TC — 357-3741

* Ex-Officio Member
Curriculum Services Office

CURRICULUM TEAM DIRECTORY

HUMAN DEVELOPMENT

Facilitator
Rhonda Cannon, NHC — 443-5480

Faculty Representative
Lee Ann Lloyd, KC — 359-1604
Russell Flinn, NHC
Ed Albracht, TC — 351-3380

JOURNALISM

Facilitator
Jennie Harrison, NHC — 443-5540

Faculty Representative
Joseph Minton, KC — 359-1628
John Balione, NHC — 443-5670
Katherine Beasley, TC — 351-3318

MATHEMATICS

Facilitator
Pat Juelg, MC — 409/273-2900

Faculty Representative
John Burghduff, KC — 359-0483
Don James, MC — 409/273-2900
Dennis Weltman, NHC
Pat Stone, TC

MUSIC

Facilitator
Debra Ellington, NHC — 443-5646

Faculty Representative
Reba Kochersperger, KC — 359-1618
David Englert, MC — 409/273-2900
Gary Liebst, NHC — 443-5696
Mary Ella Phelps, TC — 351-3355

PHYSICAL EDUCATION

Facilitator
Pat Timpanaro, NHC — 443-5751

Faculty Representative
Kim Ackerman, KC — 359-1600
Ivy Martino, MC — 409/273-2900
Peggy Coster, NHC — 443-5652
Rick Grimes, TC — 351-3354

PHILOSOPHY/ RELIGION

Facilitator
Reba Kochersperger, KC — 359-1618

Faculty Representative
Daniel Coleman, KC — 359-0481
Karin Lyle, MC — 409/273-2900
Olin Joynton, NHC — 443-5547
Bill Norwood, TC — 357-3765

PHYSICS

Facilitator
John Chapin, MC — 409/273-2900

Faculty Representative
Bill Leach, KC — 359-1650
John Magner, MC — 409/273-2900
Mike Shelby, NHC
Robert Jones, TC — 351-3356

PSYCHOLOGY

Facilitator
Rami Shafiee, NHC — 443-5450

* Ex-Officio Member
Curriculum Services Office

CURRICULUM TEAM DIRECTORY

Faculty Representative
Raquel Henry, KC — 359-1611
George Yancy, MC — 409/273-2900
Glenda Smith, NHC — 443-5527
Anice Bullock, TC — 351-3344

SPEECH

Facilitator
Pat Juelg, MC — 409/273-2900

Faculty Representative
Pat Musberger, KC — 409/273-2900
Glenna Maglio, MC — 443-5563
Jerry Williams, NHC
John Mayer, TC

* Ex-Officio Member
Curriculum Services Office

APPENDIX C:

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

TECH PREP CAMPUS CONTACTS

AND CURRICULUM TEAMS

(ARTICULATION REVIEWERS)

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

TECH PREP CAMPUS CONTACTS

Kingwood College

Rose Austin
Dean of Educational Resources
ADM-110C
713-359-0448

North Harris College

Marianne Malague
Dean of Science and Technology
A-107
713-443-5439

Montgomery College

Rajiv Malkan
Associate Dean of Business, Computer
  Technologies and Foreign Languages
Building B
409-273-2900

Tomball College

Al Vickers
Dean of Educational Resources
S-153G
713-357-3744

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
                COMPETENCY CERTIFICATION
                          for
        CRIJ 1301, INTRODUCTION TO CRIMINAL JUSTICE
                     College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>CRIJ 1301, INTRODUCTION TO CRIMINAL JUSTICE,</u>
                                                    (Course No. and Course Name)
through articulation if he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission
   and program entrance requirements. Additionally, a high school transcript must be
   presented.**

2. Enrolls in the certificate or degree **Criminal Justice/Peace Officer** program at one of the
   following NHMCCD colleges **within one year after graduation from high school.**

    North Harris College   **Tomball College**
    Attn: Registrar   Attn: Registrar
    2700 W. W. Thorn Drive   30555 Tomball Parkway
    Houston, TX 77073   Tomball, TX 77375
    (713) 443 - 5400   (713) 351 - 3300

    Kingwood College   **Montgomery College**
    Attn: Registrar   Attn: Registrar
    20000 Kingwood Drive   2018 IH - 45 North
    Kingwood, TX 77339   Conroe, TX 77301
    (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes six **Criminal Justice/Peace Officer** program credit hours at a
   college of the NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course
CRIJ 1301, INTRODUCTION TO CRIMINAL JUSTICE

College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. De fine "Criminal Justice."		
2. Discuss the history and development of criminal justice as an academic discipline.		
3. Discuss the strengths of criminal justice as a discipline.		
4. Discuss the weaknesses of criminal justice as a discipline.		
5. Discuss the recommendations for education of the police as a result of social concerns for criminal justice.		
6. Compare criminal justice as a discipline to other social and behavioral science disciplines.		
7. Discuss the different types of criminal justice degrees and their employment impacts.		
8. Discuss the types of employment opportunities available within the criminal justice field.		
9. Define deviance.		
10. Define crime.		
11. Discuss deviance as it relates to crime.		
12. Discuss the different categories of data used for criminological research.		
13. Discuss the different methods of measuring the amount of crime.		
14. Discuss the trends in crime.		
15. Discuss the impact of age on crime trends.		
16. Discuss operational versus theoretical research.		
17. Discuss criminological theory and identify the major schools of criminological thought.		
18. Identify key criminologists within each school of thought.		
19. Discuss crime typologies.		
20. Discuss crime victims.		
21. Discuss crime victims rights.		
22. Discuss the economic impact of crime.		
23. Discuss the development of criminal law.		
24. Discuss Packer's model of law formulation.		
25. Discuss "natural law."		
26. Discuss "Common law."		
27. Discuss mala in se versus mala prohibita.		

28. Define "felony".		
29. Define "misdemeanor".		
30. Differentiate between civil and criminal law.		
31. Define substantive law.		
32. Define procedural law.		
33. Identify the sources of substantive law.		
34. Discuss the major principles of Western Law.		
35. Define corpus delicti.		
36. Define mens rea.		
37. Discuss the four levels of mens rea.		
38. Define actus reus.		
39. Define and discuss concurrence.		
40. Define and discuss causation.		
41. Define and discuss "harmful results".		
42. Explain the impact of mitigating circumstances to corpus delicti.		
43. Discuss justification as a defense to prosecution.		
44. Identify and discuss the different types of justifications.		
45. Discuss excuse as a mitigating defense.		
46. Idenfiy and discuss the different types of excuses.		
47. Discuss strick liability.		
48. Discuss Fifth Amendment constitutional constraints on establishing laws.		
49. Discuss Fourteenth Amendment constitutional constraints on establishing laws.		
50. Discuss Eighth Amendment constitutional constraints on punishments.		
51. Define the term "police".		
52. Discuss the difference between "individual vs. state" retaliation.		
53. Discuss "individual vs. state" protection.		
54. Discuss the relationship between retaliation and protection.		
55. Discuss the English influence on policing.		
56. Discuss Peelian principles.		
57. Discuss the development of policing in the United States.		
58. Discuss the different between "state" and "federal" policing.		
59. Identify the different types of law enforcement agencies throughout the United States.		
60. Discuss 10th Amendment impact on policing.		
61. Discuss jurisdiction of police and its' limitation on police.		
62. Identify and define the roles of the police.		
63. Discuss impact of court decision on the roles of policing.		
64. Discuss the "exclusionary rule".		
65. Discuss basic concepts of search and seizure law.		
66. Discuss conflict between social expectation and police expectation.		
67. Discuss the different duties of police.		
68. Discuss the structure of law enforcement agencies.		
69. Discuss centralization vs. decentralization.		
70. Discuss hiring requirements.		
71. Discuss police training.		
72. Discuss disparity of training requirements.		
73. Discuss "styles of policing".		
74. Discuss the Kansas City study.		
75. Discuss research on polic patrol techniques.		
76. Discuss women in policing.		

77. Discuss minorities in policing.		
78. Discuss the impact of communities on law enforcement agencies.		
79. Define and discuss "corruption".		
80. Define and discuss "brutality".		
81. Discuss the different levels of corruption.		
82. Identify the hierarchy of courts in the United States.		
83. Discuss the jurisdiction between federal and state courts.		
84. Differentiate between civil and criminal courts.		
85. Differentiate between felony and misdemeanor courts.		
86. Identify courtroom participants.		
87. Discuss impact of courtroom workgroups on trial processes.		
88. Discuss role and responsibilities of judges.		
89. Discuss role and responsibilities of prosecutors.		
90. Discuss role and responsibilities of defense attorneys.		
91. Discuss elections and appointments of judges.		
92. Discuss difference between District Attorney and prosecutor.		
93. Discuss different types of criminal defense attorneys.		
94. Identify key US Supreme Court cases dealing with right to counsel.		
95. Discuss grand juries.		
96. Discuss the jury selection process.		
97. Discuss "petit" jury vs. "grand" jury.		
98. Discuss pre-trial procedures.		
99. Discuss "bail" and its social consequences.		
100. Discuss pre-trial motions.		
101. Identify and discuss the different steps and procedures of a trial necessary for a legal determination of "acquittal" or "guilt".		
102. Define "plea bargaining".		
103. Discuss the impact of plea bargaining on the court process.		
104. Discuss the role of the jury in assessing punishment.		
105. Identify the goals of punishment.		
106. Discuss the reality of sentencing.		
107. Identify the different types of sentences judges may impose.		
108. Discuss the concept of sentencing disparity.		
109. Discuss the impact of sentencing disparity on society.		
110. Discuss the death penalty.		
111. Identify the advantages and disadvantages of the death penalty.		
112. Discuss alternatives to the death penalty. Identify key US Supreme Court cases dealing with the death penalty.		
113. Define adjudication.		
114. Define deferred adjudication.		
115. Define probation.		
116. Disucss the requirements and concepts of probation.		
117. Define parole.		
118. Discuss the purpose of parole.		
119. Define recidivism.		
120. Discuss the impact of recidivism on the court system and the criminal justice system.		
121. Discuss the role of probation officers, both in a pre-trial and post-conviction perspective.		
122. Discuss the history of and development of the penitentiary.		
123. Identify early types of corporal punishments.		

124. Identify and discuss the different reform movements in correction.		
125. Identify and discuss the different models of penology.		
126. Discuss the difference in corrections from an international perspective.		
127. Discuss the difference between federal and state penitentiaries.		
128. Discuss the difference between prisons and jails.		
129. Discuss the development and growth of private prisons.		
130. Discuss the different sanctions available to the courts.		
131. Identify the different models of incarceration.		
132. Define the term "total institution".		
133. Discuss the concept of a "total institution".	`	
134. Identify and discuss the concerns of prison management.		
135. Identify and discuss different types of programs available to prisoners.		
136. Discuss the role of correctional officers.		
137. Identify the different types of personalities of correctional officers.		
138. Discuss the type of individual best suited for work in a correctional arena.		
139. Identify key US Supreme Court cases in the area of corrections, inmates and prisoner's rights.		
140. Discuss the impact of court decisions on state and federal prison systems.		
141. Identify adaptive methods utilized by inmates to deal with prison life.		
142. Identify differences in prison life versus "civilian" life.		
143. Discuss the prison sub rosa economy.		
144. Discuss male to male relationships in prison.		
145. Discuss male prisons versus female prisons.		
146. Identify prison programs specific to male or female prisons.		
147. Discuss female relationships in women prisons.		
148. Discuss the impact of prison life on families of female and male inmates.		
149. Discuss causes of violence in prisons.		
150. Discuss the history of parole.		
151. Define mandatory release.		
152. Define discretionary release.		
153. Identify the different community release programs.		
154. Discuss the impact of each type of release program to the community.		
155. Discuss the value of different community release programs to inmates.		
156. Discuss parole revocation.		
157. Discuss pardons and how they differ from mandatory and discretionary release.		
158. Discuss the development of the juvenile justice system in the United States.		
159. Identify key US Supreme Court cases dealing with juvenile issues.		
160. Discuss the concept of parens patriae.		
161. Discuss the difference between PINS, CINS, and JINS.		
162. Identify the different court terminology used in a juvenile court setting.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

```
+-----------------------------------------------------------+
|   NORTH  HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT     |
|              COMPETENCY CERTIFICATION                      |
|                        for                                |
|            CRIJ 1307, CRIME IN AMERICA                     |
|                  College Course                           |
+-----------------------------------------------------------+
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for _____CRIJ 1307_____, through articulation if
(Course No. and Course Name)
he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission**
   and program entrance requirements. Additionally, a high school transcript must be
   presented.

2. Enrolls in the **certificate or degree Criminal Justice/Peace Officer program** at one of the
   following NHMCCD colleges **within one year after graduation from high school.**

    North Harris College   **Tomball College**
    Attn: Registrar   Attn: Registrar
    2700 W. W. Thorn Drive   30555 Tomball Parkway
    Houston, TX 77073   Tomball, TX 77375
    (713) 443 - 5400   (713) 351 - 3300

    Kingwood College   **Montgomery College**
    Attn: Registrar   Attn: Registrar
    20000 Kingwood Drive   2018 IH - 45 North
    Kingwood, TX 77339   Conroe, TX 77301
    (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes **six Criminal Justice/Peace Officer program** credit hours at a
   college of the NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed** competency certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name _____

Social Security Number _____

High School/ISD _____

High School Course _____

College Course Number and Name _____

Please check the appropriate box to indicate if the listed competency has been mastered

	YES	NO
1. Define criminology.		
2. Define deviance.		
3. Define criminality		
4. Explain the process by which deviance becomes criminality.		
5. Discuss the phenomenology of criminal occurrence.		
6. Identify the major sources of data collection.		
7. Differentiate between sources of data collection.		
8. Identify examples of major uses for different data sources.		
9. Discuss the history of the Uniform Crime Report.		
10. Discuss the changes in U.C.R. reporting methodology.		
11. Discuss impact of U.C.R. changes on future research.		
12. Define victimization surveys.		
13. Discuss different victimization surveys.		
14. Define self-report data.		
15. Discuss the use of self-report surveys.		
16. Identify advantages of each particular data source.		
17. Identify disadvantages of each particular data source.		
18. Draw and discuss the circle of crime.		
19. Discuss the paradigms of the classical school of criminological thought.		
20. Discuss the paradigms of the positivist school of criminological thought.		
21. Discuss the general paradigms of the sociological school of criminology.		
22. Identify the major theorists within each particular school of criminological thought.		
23. Articulate the differences in paradigmatical approaches as they apply to theory formulation.		
24. Identify what makes a good theory.		
25. Integrate theory with real-life applications.		
26. Define criminal typology.		
27. Discuss typology from statutory, racial, gender, timeline, and class concepts.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
                                    for
                    CSCI 1401, INTRODUCTION TO COMPUTERS
                              College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>CSCI 1401, INTRODUCTION TO COMPUTERS</u>, through

(Course No. and Course Name)

articulation if he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD)** admission and program entrance requirements. Additionally, a high school transcript must be presented.

2. Enrolls in the **certificate or degree** _____ program at one of the following NHMCCD colleges <u>within one year after graduation from high school.</u>

   North Harris College   **Tomball College**
   Attn: Registrar   Attn: Registrar
   2700 W. W. Thorn Drive   30555 Tomball Parkway
   Houston, TX 77073   Tomball, TX 77375
   (713) 443 - 5400   (713) 351 - 3300

   Kingwood College   **Montgomery College**
   Attn: Registrar   Attn: Registrar
   20000 Kingwood Drive   2018 IH - 45 North
   Kingwood, TX 77339   Conroe, TX 77301
   (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes **six** _____ program credit hours at a college of the NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name
_____

Social Security Number
_____

High School/ISD
_____

High School Course
CSCI 1401, INTRODUCTION TO COMPUTERS
_____
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Attain a general knowledge, to the degree of correctly using, evaluating and/or discussing, computer terminology and concepts regarding: computer hardware, software, input/output operations, secondary storage, file organization and databases, data communications, information systems, end-user computing, career opportunities, and computer ethics.		
2. Understand the importance of the disk operating system and be able to use DOS terminology (such as file, subdirectory, track, sector, disk capacity) correctly.		
3. Demonstrate basic knowledge, understanding and correct usage of essential DOS file handling commands such as the following: cls, date, time, format, dir (with switches /p /w), copy, del, type, print, diskcopy, chkdsk, prompt, md, cd, rd, path, and rem.		
4. Demonstrate competency with word processing, data base, spreadsheet, and graphics software to be able to produce integrated projects.		
5. Perform the following operations using a word processing applications package: establish page layout options such as margins, headers, and footers; enter text accurately; edit text; run a spell check utility; use block operations to delete, copy, or move text; print text including specifying print options and printer setup; and create, save, retrieve, delete, and merge text files.		
6. Perform the following operations using a spreadsheet application program: enter data, including numbers, labels, and formulas accurately: edit data; copy and move data; use absolute and relative addressing; use functions to calculate; and print a partial or complete spreadsheet.		
7. Perform the following operations using a database applications package: create a database form by defining fields; modify by adding or deleting fields; input records; edit and/or delete records; perform sort and query operations; print records; and create reports using specified criterion for selecting records and/or fields.		
8. Perform the following operations using a graphics application package: create simple bar/pie graphs and print graphics.		
9. Perform the following integrated functions: produce form letters by merging a database into a word processing document, merge a graphic into a word processing document, and merge a spreadsheet into a word processing document.		
10. Demonstrate a beginning level of proficiency in BASIC programming		

utilizing the programming concepts of input, output, calculation, select, and iteration.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____ **DATE:** _____

```
+----------------------------------------------------------------------+
| NORTH  HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION |
|                                 for                                  |
|              DESP 1432, Introduction to Desktop Publishing            |
|                            College Course                            |
+----------------------------------------------------------------------+
```

TO BE COMPLETED BY STUDENT:

```
+----------------------------------------------------------------------+
| Student's Name _____ High School_____ |
|                                                                      |
| Social Security No. _____ High School Teacher_____ |
|                                                                      |
| Home Address_____ School Telephone No. _____ |
|                                                                      |
|              _____  Graduation Date (HS) _____ |
| Home Telephone No. _____                                  |
+----------------------------------------------------------------------+
```

A student may receive college credit for <u>DESP, Introduction to Desktop Publishing</u>, through articulation
                                            (Course No. and Course Name)
if he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission
   and program entrance requirements. Additionally, a high school transcript must be
   presented.**

2. Enrolls in the **certificate or degree** _____ **program** at one of the following
   NHMCCD colleges <u>within one year after graduation from high school.</u>

North Harris College	**Tomball College**
Attn: Registrar	Attn: Registrar
2700 W. W. Thorn Drive	30555 Tomball Parkway
Houston, TX 77073	Tomball, TX 77375
(713) 443 - 5400	(713) 351 - 3300
Kingwood College	**Montgomery College**
Attn: Registrar	Attn: Registrar
20000 Kingwood Drive	2018 IH - 45 North
Kingwood, TX 77339	Conroe, TX 77301
(713) 359 - 1600	(409) 539 - 6851

3. Successfully completes **six** _____ **program** credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name
_____

Social Security Number
_____

High School/ISD
_____

High School Course
DESP 1432, Introduction to Desktop Publishing
_____
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Understand the functions of desktop publishing.		
2. Understand the strengths and weaknesses of desktop publishing.		
3. Have a basic understanding of the hardware and software components of DTP.		
4. Understand how to choose the correct software package to accomplish the end product.		
WINDOWS: 5. Use the basic mouse techniques of click, drag, and select.		
6. Understand the major aspects of using a GUI.		
7. Launch and control the windows environment including opening several windows.		
8. Work with Windows File Manager.		
9. Use the Control Manager to select printer, print drivers, and printer ports.		
MACINTOSH SYSTEM 7.0 AND 7.2 10. Understand and apply the basic file handling commands of copy, move, and delete.		
11. Use the Finder to move between multiple applications.		
12. Use the basic disk handling commands for initializing disks and checking memory available.		
13. Use the Find command to locate files.		
14. Organize files on hard disks with the use of folders.		
15. Correctly select available printer drivers.		
BIT-MAPPED GRAPHICS USING WINDOWS PAINTBRUSH OR MAC PAINT		
16. Understand the basic usage of bit-mapped graphics.		
17. Understand the strengths and limitations of bit-mapped graphics.		
18. Be able to use the graphic tools of Paintbrush to create simple graphics.		
19. Be able to use and understand the text capabilities of Paintbrush to add text to a graphic		
20. Use the correct file format to import graphic files into Paintbrush.		
21. Use the options to edit and modify bit-mapped graphics.		
WORD PROCESSING 22. Use major word processor to crate and edit simple text.		
24. Understand capabilities of a word processing package.		
25. Use style sheets to format documents.		
26. Save files in proper file formats to import into PageMaker or other page layout packages.		

27. Use the spell checker and thesaurus to insure accuracy of text.		
28. Understand the strengths and limitation of using work processors in the DTP schema.		
SCANNER		
29. Be able to utilize the scanner to scan graphics for use in the PageMaker or other DTP package.		
30. Use the scanner options to select the correct settings to maximize the quality of the end product.		
31. Be able to choose the correct file formats for placing files into PageMaker.		
32. Be able to choose the correct file formats for editing scanner files.		
33. Understand the memory requirements for color scans and other scanning options.		
PAGE LAYOUT (PAGEMAKER 5.0)		
34. Know how to open or create a new file in PageMaker.		
35. Know hot to set the application and publication defaults.		
36. Use the master pages to set common elements.		
37. Use the story editor to create and edit text.		
38. Place the text from other sources.		
39. Format text.		
40. Place and edit graphics from other sources		
41. Use graphical tools to create simple graphical elements.		
42. Use text wrap options.		
43. Use basic layout options.		
44. Create and use style sheets.		
45. Use color to modify and highlight graphics and/or LBO's.		
46. Use the control palette, library palette, and style sheets palette to maximize efficient production and documents.		
INDEPENDENT PROJECT		
47. Use the learned principles of good design and planning to independently create a project using text and graphics elements.		
48. Develop a basic understanding of the printing, binding and paper options to DTP.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
                                    for
                    DRFT 1300, INTRODUCTION TO DRAFTING
                            College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____	High School_____
Social Security No. _____	High School Teacher_____
Home Address_____	School Telephone No. _____
_____	Graduation Date (HS) _____
Home Telephone No. _____	

A student may receive college credit for <u>DRFT 1300, INTRODUCTION TO DRAFTING</u>, through
                                          (Course No. and Course Name)
articulation if he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission
   and program entrance requirements. Additionally, a high school transcript must be
   presented.**

2. Enrolls in the **certificate or degree <u>Drafting Technology</u> program** at one of the following
   NHMCCD colleges <u>within one year after graduation from high school.</u>

North Harris College	**Tomball College**
Attn: Registrar	Attn: Registrar
2700 W. W. Thorn Drive	30555 Tomball Parkway
Houston, TX 77073	Tomball, TX 77375
(713) 443 - 5400	(713) 351 - 3300
Kingwood College	**Montgomery College**
Attn: Registrar	Attn: Registrar
20000 Kingwood Drive	2018 IH - 45 North
Kingwood, TX 77339	Conroe, TX 77301
(713) 359 - 1600	(409) 539 - 6851

3. Successfully completes **six** <u>Drafting Technology</u> **program** credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name
_____

Social Security Number
_____

High School/ISD
_____

High School Course
DRFT 1300, INTRODUCTION TO DRAFTING
_____
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered

	YES	NO
1. ~lect proper lettering style (mech. font, height, rotation, etc.).		
2. rm freehand lettering.		
3. Select proper orthographic views.		
4. Determine and utilize line precedence.		
5. Prepare projection drawings.		
6. Prepare freehand orthographic sketches.		
7. Apply appropriate dimensioning to orthographic views.		
8. Bisect lines, arcs, and angles.		
9. Construct angles.		
10. Construct perpendicular and parallel lines.		
11. Construct geometric shapes.		
12. Construct circular shapes.		
13. Construct drawings of tangent lines and arcs.		
14. Construct drawings of ellipses.		
15. Construct involutes.		
16. Select and draw sections (half section, full section, revolved, off-set, cross section, assembly, etc.).		
17. Apply appropriate dimensions.		
18. Use common sectional symbols (metal, wood, etc.).		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
for
DRFT 1305, COMPUTER-AIDED DESIGN
College Course

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>DRFT 1305, Computer-Aided Design</u>, through articulation if
(Course No. and Course Name)
he/she satisfies the following conditions:

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

2. Enrolls in the certificate or degree <u>Drafting Technology</u> program at one of the following NHMCCD colleges <u>within one year after graduation from high school.</u>

   North Harris College
   Attn: Registrar
   2700 W. W. Thorn Drive
   Houston, TX 77073
   (713) 443 - 5400

   Tomball College
   Attn: Registrar
   30555 Tomball Parkway
   Tomball, TX 77375
   (713) 351 - 3300

   Kingwood College
   Attn: Registrar
   20000 Kingwood Drive
   Kingwood, TX 77339
   (713) 359 - 1600

   Montgomery College
   Attn: Registrar
   2018 IH - 45 North
   Conroe, TX 77301
   (409) 539 - 6851

3. Successfully completes six <u>Drafting Technology</u> program credit hours at a college of the NHMCCD.

4. Completes the articulated course with a grade of 85 (B) or above.

5. Presents this completed form and the attached signed competency certification to the Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course

College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered

	YES	NO
1. Use the basic DOS commands.		
2. Construct isometric drawing.		
3. Fully dimension and annotate both isometric and orthographic drawings.		
4. Maximize the potential of the work station to go from concept to completion.		
5. Set up the system to expedite the creation of drawings.		
6. Customize AutoCad to meet the desired application.		
7. Write macro to facilitate the drawing process.		
8. Customize the tablet.		
9. Combine their discipline with AutoCad.		
10. Develop a fully automate system drawing with a useable interface.		
11. Improve their techniques and speed in creating a drawing.		
12. Set up variables in a prototype drawing that will aid the drafter in creating a new drawing.		
13. Create and utilize mullet layers.		
14. Control the associative properties of elements BYLOCK or BYLAYER.		
15. Determine the proper use for Pline and the line command.		
16. Build selection sets and object groups.		
17. Use filters to select entities.		
18. Apply the offset command and know its potential.		
19. Construct orthographic and isometric drawings.		
20. Set up different dimensioning styles.		
21. Apply proper dimensioning to both orthographic and isometric drawings.		
22. Use associative dimensioning and its application.		
23. Edit dimensioning and retain its associative.		
24. Globally update dimensioning and text.		
25. Construct different line types and set the variables that control them.		
26. Determine dimension and linetype scales and their effects on previously drawn entities.		
27. Change associative properties of an entity.		
28. Set the proper origin of the system.		
29. Create symbols commonly used in a drawing.		
30. Attach associative attributes to these symbols.		
31. Develop a symbols library with associative attributes.		
32. Extract a primitive bill of materials using the predefined symbols.		

33. Create macros and script files to aid the drafter in expediting the drawing.		
34. Create slide library.		
35. Develop a custom menus screen, icon, and tablet directed toward a specific discipline.		
36. Use ACAD.PGP to access commands outside of AutoCad.		
37. Reference outside drawing file within the current work file.		
38. Utilize all of the above directed toward the final project.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   DATE: _____

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
for
DRFT 1301, INTRODUCTION TO AUTOCAD
College Course

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School _____

Social Security No. _____ High School Teacher _____

Home Address _____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for DRFT 1301, Introduction to Autocad, through articulation if
(Course No. and Course Name)
he/she satisfies the following conditions:

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

2. Enrolls in the certificate or degree <u>Drafting Technology</u> program at one of the following
   NHMCCD colleges <u>within one year after graduation from high school.</u>

   North Harris College   Tomball College
   Attn: Registrar   Attn: Registrar
   2700 W. W. Thorn Drive   30555 Tomball Parkway
   Houston, TX 77073   Tomball, TX 77375
   (713) 443 - 5400   (713) 351 - 3300

   Kingwood College   Montgomery College
   Attn: Registrar   Attn: Registrar
   20000 Kingwood Drive   2018 IH - 45 North
   Kingwood, TX 77339   Conroe, TX 77301
   (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes six <u>Drafting Technology</u> program credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of 85 (B) or above.

5. Presents this completed form and the attached signed competency certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course

College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered

	YES	NO
1. Construct a drawing using the digitizer.		
2. Manipulate the puck and 4 buttons.		
3. Print drawings.		
4. Set up a drawing.		
5. Use the status line.		
6 Identify the drawing editor.		
7. Use the pull-down menus.		
8. Use the side menus.		
9. Use the command area.		
10. Set up a grid.		
11. Set up the snap mode.		
12. Cancel a command.		
13. Use return key and space bar.		
14. Use help.		
15. Set up a file.		
16. Draw lines using digitizer, absolute, relative, and polar modes.		
17. Erase lines, arcs, circles, polygons, etc.		
18. Unlock a drawing.		
19. Write a paper about yourself.		
20. Draw circles five different ways.		
21. Draw arcs 13 different ways.		
22. Draw polygons 3 different ways.		
23. Use the coordinate system.		
24. Use the file utilities.		
25. Offset a line.		
26. Draw a polyline.		
27. Copy an entity.		
28. Use array.		
29. Draw in different colors.		
30. Draw different line types.		
31. Change properties in a drawing.		
32. Draw fillets		
33. Modify a drawing.		
34. draw outside of limits.		
35. Change grids.		
36. Change snap.		
37. Zoom in and out of a drawing.		

38. Pan a drawing.		
39. Mirror several entities.		
40. Draw a chamfer.		
41. Use object snap properly.		
42. Move intities in a drawing.		
43. Rotate a line.		
44. Scale an entity.		
45. Use different text styles.		
46. Change height of text.		
47. Rotate text.		
48. Center text.		
49. Practice all inputs of text.		
50. Apply appropriate dimensions.		
51. Use layers in a drawing.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
                                    for
                    DRFT 2310, ARCHITECTURAL DRAWING
                              College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _ _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>DRFT 2310, ARCHITECTURAL DRAWING</u>, through articulation
                              (Course No. and Course Name)
if he/she satisfies the following conditions:

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

2. Enrolls in the certificate or degree <u>Drafting Technology</u> program at one of the following
   NHMCCD colleges <u>within one year after graduation from high school.</u>

   North Harris College   Tomball College
   Attn: Registrar   Attn: Registrar
   2700 W. W. Thorn Drive   30555 Tomball Parkway
   Houston, TX 77073   Tomball, TX 77375
   (713) 443 - 5400   (713) 351 - 3300

   Kingwood College   Montgomery College
   Attn: Registrar   Attn: Registrar
   20000 Kingwood Drive   2018 IH - 45 North
   Kingwood, TX 77339   Conroe, TX 77301
   (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes six <u>Drafting Technology</u> program credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of 85 (B) or above.

5. Presents this completed form and the attached signed competency certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course
DRFT 2310, ARCHITECTURAL DRAWING
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Select drafting final product (media/disk, reproduction requirements, pencil or pencil, etc.).		
2. Draw the alphabet of lines.		
3. Use drawing equipment (manual and CAD).		
4. Use drafting machines (elbow, parallel bar, V-track, etc.).		
5. Use metric scale.		
6 Use architect's drafting scale.		
7. Use civil drafter's scale.		
8. Operate diazo machines.		
9. Operate engineering copy machines.		
10. Operate printers and plotters.		
11. Draw dimension and extension lines.		
12. Use lettering equipment.		
13. Apply adequate drawing notations.		
14. Apply dimensions and tolerances to appropriate drawings (include circles and arcs).		
15. Use appropriate abbreviations.		
16. Construct leader lines.		
17. Apply finish marks.		
18. Construct axonometric drawings.		
19. Construct oblique drawings.		
20. Construct perspective drawings.		
21. Select appropriate type of drawing (perspective [one or two point], oblique, isometric, etc.).		
22. Prepare freehand pictorial sketches.		
23. Select proper auxiliary plane (included and oblique surfaces).		
24. Identify hardware of a CAD work station.		
25. Utilize various coordinate systems (absolute, relative, polar).		
26. Create/modify drawings with a CAD system.		
27. Digitize an existing drawing.		
28. Develop drawing management standards (drawing names/prototype, layers, line types, etc.).		
29. Set up plot parameters.		
30. Use applicable material pattern file (hatching).		
31. Construct commercial preliminary presentation sketches, site layouts, elevations, and sections.		
32. Construct drawings of commercial wall and roof sections.		
33. Construct drawings of stair details (steel and concrete).		

34. Construct commercial shaft section drawings (elevator, ventilator, and utility).		
35. Construct commercial interior elevation of drawings.		
36. Construct commercial electrical detail drawings.		
37. Construct residential preliminary presentation sketches, site layouts, elevations, and sections.		
38. Construct plot plans.		
39. Construct residential floor plans.		
40. Apply appropriate dimensions.		
41. Construct foundation/basement plans.		
42. Construct floor framing plans.		
43. Construct typical frame wall section drawings.		
44. Construct architectural elevation drawings.		
45. Construct residential roof framing plans.		
46. Construct residential electrical plans.		
47. Determine appropriate application software for architectural drafting.		
48. Construct plumbing system plans.		
49. Construct drawings of window and door details and sections.		
50. Prepare window, door, and finish schedules.		
51. Construct fireplace/chimney detail drawings.		
52. Construct drawings of cabinet details.		
53. Construct stair detail drawings.		
54. Select and use appropriate architectural sectional symbols.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   DATE: _____

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY
                            CERTIFICATION
                                 for
                       DRFT 2312, MACHINE DRAWING
                             College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School _____

Social Security No. _____ High School Teacher _____

Home Address _____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>DRFT 2312, MACHINE DRAWING,</u> through
                                      (Course No. and Course Name)
articulation if he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD)** admission
   and program entrance requirements. Additionally, a high school transcript must be
   presented.

2. Enrolls in the **certificate or degree** <u>Drafting Technology</u> program at one of the following
   NHMCCD colleges <u>within one year after graduation from high school.</u>

North Harris College	**Tomball College**
Attn: Registrar	Attn: Registrar
2700 W. W. Thorn Drive	30555 Tomball Parkway
Houston, TX 77073	Tomball, TX 77375
(713) 443 - 5400	(713) 351 - 3300
Kingwood College	**Montgomery College**
Attn: Registrar	Attn: Registrar
20000 Kingwood Drive	2018 IH - 45 North
Kingwood, TX 77339	Conroe, TX 77301
(713) 359 - 1600	(409) 539 - 6851

3. Successfully completes **six** <u>Drafting Technology</u> program credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name
_____

Social Security Number
_____

High School/ISD
_____

High School Course
DRFT 2312, MACHINE DRAWING
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Execute application software for CAD.		
2. Configure CAD work station.		
3. Develop basic 3D drawings.		
4. Integrate other software with CAD applications.		
5. Import/export drawings from/to various graphic formats.		
6 Use drafting references and vendor's product catalog.		
7. Specify strength of materials in drawings.		
8. Specify manufacturing treatments of materials in drawings.		
9. Specify shop processes to be used.		
10. Use precision measuring equipment.		
11. Prepare revision drawings and notes.		
12. Prepare drawings of screws.		
13. Prepare drawings of bolts.		
14. Specify and construct drawings of fasteners.		
15. Calculate tolerances, fits, and ratios.		
16. Apply geometric dimensioning and tolerancing.		
17. Construct working, assembly, and development drawings.		
18. Construct spur, bevel, and worm gear drawings.		
19. Construct cam drawings.		
20. Construct detailed, schematic, and simplified thread drawings.		
21. Construct welding symbols in completed drawings.		
22. Specify welding symbols in completed drawings.		
23. Construct casting drawings.		
24. Construct forging drawings.		
25. Construct spring drawings.		
26. Construct mechanical working drawings.		
27. Construct jig and fixture drawings.		
28. Construct mechanical power transmission drawings (belts, chains, and gears).		
29. Determine appropriate application software for mechanical drafting.		
30. Construct intersections.		
31. Construct developments.		
32. Construct revolution drawings.		
33. Construct sheet metal assembly drawings.		
34. Calculate bend allowances.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/INSTRUCTOR: _____   DATE: _____

104

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
for
OFAD 1300, OFFICE MANAGEMENT I
College Course

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School _____

Social Security No. _____ High School Teacher _____

Home Address _____ School Telephone No. _____

_____ Graduation Date (HS) _____
Home Telephone No. _____

A student may receive college credit for <u>OFAD 1300, Office Management I</u>, through articulation if
(Course No. and Course Name)
he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission and program entrance requirements. Additionally, a high school transcript must be presented.**

2. Enrolls in the **certificate or degree** _____ **program** at one of the following NHMCCD colleges <u>within one year after graduation from high school.</u>

   North Harris College
   Attn: Registrar
   2700 W. W. Thorn Drive
   Houston, TX 77073
   (713) 443 - 5400

   Tomball College
   Attn: Registrar
   30555 Tomball Parkway
   Tomball, TX 77375
   (713) 351 - 3300

   Kingwood College
   Attn: Registrar
   20000 Kingwood Drive
   Kingwood, TX 77339
   (713) 359 - 1600

   Montgomery College
   Attn: Registrar
   2018 IH - 45 North
   Conroe, TX 77301
   (409) 539 - 6851

3. Successfully completes **six** _____ **program** credit hours at a college of the NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course
OFAD 1300, OFFICE MANAGEMENT I
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Analyze case studies dealing with human relations situations identifying the best approach for resolving problem situations, developing teamwork, and establishing positive work attitudes.		
2. Demonstrate interpersonal communication skills.		
3. Demonstrate time-management skills.		
4. List and describe components of professionalism and work ethics.		
5. Inspect, index, code, sort, file, and retrieve records using ARMA filing rules.		
6. Demonstrate correct telephone techniques.		
7. Apply correct procedures for handling incoming and outgoing mail and select appropriate services for shipping and mailing.		
8. Apply office management skills to business simulations.		
9. Prepare a mailable resume, letter of application, and other job campaign correspondence.		
10. Demonstrate effective interviewing techniques.		
11. Dress appropriately for a job interview.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
                              for
                  OFAD 1302, COMPUTER KEYBOARDING
                          College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>OFAD 1302, Computer Keyboarding</u>, through articulation if

(Course No. and Course Name)

he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission and program entrance requirements. Additionally, a high school transcript must be presented.**

2. Enrolls in the **certificate or degree** _____ **program** at one of the following NHMCCD colleges <u>within one year after graduation from high school.</u>

North Harris College	**Tomball College**
Attn: Registrar	Attn: Registrar
2700 W. W. Thorn Drive	30555 Tomball Parkway
Houston, TX 77073	Tomball, TX 77375
(713) 443 - 5400	(713) 351 - 3300
Kingwood College	**Montgomery College**
Attn: Registrar	Attn: Registrar
20000 Kingwood Drive	2018 IH - 45 North
Kingwood, TX 77339	Conroe, TX 77301
(713) 359 - 1600	(409) 539 - 6851

3. Successfully completes **six** _____ **program** credit hours at a college of the NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course
OFAD 1302, COMPUTER KEYBOARDING
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Demonstrate proper keyboarding techniques.		
2. Keyboard at least 30 wpm for five minutes with no more than five errors.		
3. Create, revise, save, and print a mailable business document using a computer software package.		
4. Format mailable business letters, memos, reports, envelopes, tables, and business reports.		
5. Proofread and revise all work.		
6		
7.		
8.		
9.		
10.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION
                                    for
                        OFAD 1307, OFFICE ACCOUNTING
                              College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>OFAD 1307, Office Accounting,</u> through articulation if
                                        (Course No. and Course Name)
he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission
   and program entrance requirements. Additionally, a high school transcript must be
   presented.**

2. Enrolls in the **certificate or degree** _____ **program** at one of the following
   NHMCCD colleges <u>within one year after graduation from high school.</u>

   North Harris College   **Tomball College**
   Attn: Registrar   Attn: Registrar
   2700 W. W. Thorn Drive   30555 Tomball Parkway
   Houston, TX 77073   Tomball, TX 77375
   (713) 443 - 5400   (713) 351 - 3300

   Kingwood College   **Montgomery College**
   Attn: Registrar   Attn: Registrar
   20000 Kingwood Drive   2018 IH - 45 North
   Kingwood, TX 77339   Conroe, TX 77301
   (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes **six** _____ **program** credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the
   Registrar's Office when applying.

Student Name
_____

Social Security Number
_____

High School/ISD
_____

High School Course
OFAD 1307, OFFICE ACCOUNTING
_____
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Analyze, classify, and record business transactions by entering amounts within the correct account as a debit or credit.		
2. Record transactions in a general journal and post the amounts in the appropriate ledger accounts.		
3. Prepare a worksheet.		
4. Prepare adjusting and closing entries.		
5. Journalize transactions using special-purpose journals and post these transactions in subsidiary ledgers and control accounts.		
6. Prepare accounts receivable and accounts payable schedules and balance their totals with related control accounts.		
7. Prepare a trial balance, balance sheet, and an income statement using data from a previously completed worksheet.		
8. Prepare a bank reconciliation and record the necessary adjusting entries.		
9. Record payroll and payroll tax expense, and prepare the payroll for a small- or medium-sized business.		
0. Apply computer concepts to various accounting activities.		
1. Prepare journal entries to establish and replenish the petty cash fund.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   DATE: _____

APPENDIX D:

COMPETENCY COMPARISON CHART

ARTICULATION COMPETENCY COMPARISON CHART
(Used to identify and match course competencies between
NHMCCD courses and other entities)

North Harris Montgomery Community College	Independent School District (or other entity)
Course Title:	School (entity):
Course Number:	Course Title:
Course Contact Hours:	PEIMS Number:
Text Used:	Course Contact Hours (Length):
	Text Used:

COMPETENCIES TAUGHT	CHECK MATCHES	COMPETENCIES TAUGHT
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.
8.		8.
9.		9.

112

113

PERFORMANCE MEASURES

10.

11.

12.

13.

14.

15.

1.

2.

3.

4.

5.

6.

7.

PERFORMANCE MEASURES

10.

11.

12.

13.

14.

15.

1.

2.

3.

4.

5.

6.

7.

Curriculum Facilitator _____ Date _____

Originating Campus Vice President _____ Date _____

APPENDIX E:

ARTICULATION COMPETENCY CERTIFICATES

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
                  COMPETENCY CERTIFICATION
                            for
    CHID 1400, INTRODUCTION TO EARLY CHILDHOOD EDUCATION
                       College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____	High School_____
Social Security No. _____	High School Teacher_____
Home Address_____	School Telephone No. _____
_____	Graduation Date (HS) _____
Home Telephone No. _____	

A student may receive college credit for
        CHID 1400, INTRODUCTION TO EARLY CHILDHOOD EDUCATION,
                (Course No. and Course Name)
through articulation if he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission
   and program entrance requirements. Additionally, a high school transcript must be
   presented.**

2. Enrolls in the **certificate or degree Child Care and Development Program** at one of the
   following NHMCCD colleges **within one year after graduation from high school.**

North Harris College	**Tomball College**
Attn: Registrar	Attn: Registrar
2700 W. W. Thorn Drive	30555 Tomball Parkway
Houston, TX 77073	Tomball, TX 77375
(713) 443 - 5400	(713) 351 - 3300
Kingwood College	**Montgomery College**
Attn: Registrar	Attn: Registrar
20000 Kingwood Drive	2018 IH - 45 North
Kingwood, TX 77339	Conroe, TX 77301
(713) 359 - 1600	(409) 539 - 6851

3. Successfully completes **six Child Care and Development Program** credit hours at a college
   of the NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed form and the attached signed competency certification** to the
   Registrar's Office when applying.

117

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course
CHID 1400, INTRODUCTION TO EARLY CHILDHOOD EDUCATION
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Model the professional characteristics of an early childhood educator.		
2. Demonstrate the professional skills needed for entry into the early child care profession.		
3. Recognize the need for participation in professional organizations for young children.		
4. Recognize current leaders and forces relating to early childhood care and education.		
5. Analyze the major child development theories.		
6. Conduct objective observations of young children.		
7. Define and document awareness of developmental differences among groups of children.		
8. Demonstrate teacher behaviors that promote healthy development in young children.		
9. Implement age-appropriate learning environments for children.		
10. Plan for interventions when working with special needs children.		
11. Plan and implement program activities which incorporate multi-cultural, non-sexist themes and materials.		
12. Implement communication strategies which strengthen parent/child care provider relationships.		
13. Inform parents of services available for families.		
14. Implement advocacy activities which strengthen developmentally appropriate child care programs in the community.		

This form must be signed by the instructor who taught and observed the student .

**EVALUATOR/
INSTRUCTOR:** _____   **DATE:** _____

```
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT
              COMPETENCY CERTIFICATION
                        for
        CHID 1404, HEALTH, SAFETY, AND NUTRITION
                  College Course
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address _____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for
             CHID 1404, HEALTH, SAFETY, AND NUTRITION,
                  (Course No. and Course Name)
through articulation if he/she satisfies the following conditions:

1. Meets all **North Harris Montgomery Community College District (NHMCCD) admission
   and program entrance requirements.** Additionally, a high school transcript must be
   presented.

2. Enrolls in the **certificate or degree Child Development Program** at one of the following
   NHMCCD colleges **within one year after graduation from high school.**

   North Harris College   **Tomball College**
   Attn: Registrar   Attn: Registrar
   2700 W. W. Thorn Drive   30555 Tomball Parkway
   Houston, TX 77073   Tomball, TX 77375
   (713) 443 - 5400   (713) 351 - 3300

   Kingwood College   **Montgomery College**
   Attn: Registrar   Attn: Registrar
   20000 Kingwood Drive   2018 IH - 45 North
   Kingwood, TX 77339   Conroe, TX 77301
   (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes **six Child Development Program** credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of **85 (B) or above.**

5. Presents this **completed** form and the **attached signed competency** certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course
CHID 1404, HEALTH, SAFETY, AND NUTRITION
College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Monitor health, safety, and nutrition principles in a child care setting.		
2. Apply health, safety, and nutrition standards in a child care setting.		
3. Comply with the Minimum Standards for Day Care Centers, TDPRS.		
4. Implement a developmentally appropriate health, safety, and nutrition curriculum for children birth to age eight.		
5. Develop and implement plans for a specified age group in areas of health, safety, and nutrition.		
6. Plan and teach a developmentally appropriate health, safety, and nutrition lesson for young children.		
7. Design interest centers for a specific age group in all the major content areas.		
8. Demonstrate effective communication skills when working with children.		
9. Perform skillfully appropriate guidance techniques when working with children.		
10. Demonstrate caregiver behaviors which facilitate learning activities.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   **DATE:** _____

easd\tech\competency\chid1404.doc

```
┌──────────────────────────────────────────────────────────────────────┐
│  NORTH  HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT COMPETENCY CERTIFICATION │
│                                  for                                    │
│           OFAD 1320 OR 1321 OR 1322, WORD PROCESSING I                  │
│                            College Course                               │
└──────────────────────────────────────────────────────────────────────┘
```

TO BE COMPLETED BY STUDENT:

Student's Name _____ High School_____

Social Security No. _____ High School Teacher_____

Home Address_____ School Telephone No. _____

_____ Graduation Date (HS) _____

Home Telephone No. _____

A student may receive college credit for <u>OFAD 1320 or 1321 or 1322</u>, through articulation if
                           (Course No. and Course Name)
he/she satisfies the following conditions:

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

2. Enrolls in the certificate or degree ____ _____ program at one of the following
   NHMCCD colleges <u>within one year after graduation from high school.</u>

      North Harris College   Tomball College
      Attn: Registrar   Attn: Registrar
      2700 W. W. Thom Drive   30555 Tomball Parkway
      Houston, TX   77073   Tomball, TX 77375
      (713) 443 - 5400   (713) 351 - 3300

      Kingwood College   Montgomery College
      Attn: Registrar   Attn: Registrar
      20000 Kingwood Drive   2018 IH - 45 North
      Kingwood, TX 77339   Conroe, TX   77301
      (713) 359 - 1600   (409) 539 - 6851

3. Successfully completes six _____ program credit hours at a college of the
   NHMCCD.

4. Completes the articulated course with a grade of 85 (B) or above.

5. Presents this completed form and the attached signed competency certification to the
   Registrar's Office when applying.

TO BE COMPLETED BY HIGH SCHOOL INSTRUCTOR:

Student Name

Social Security Number

High School/ISD

High School Course
OFAD 1320 OR 1321 OR 1322

College Course Number and Name

Please check the appropriate box to indicate if the listed competency has been mastered.

	YES	NO
1. Format a variety of business documents in mailable format (letters, memos, envelopes, reports, and tables).		
2. Perform basic DOS commands (date, time, format, dir, delete, copy, diskcopy, and cd).		
3. Perform the basic functions of word processing software to produce mailable documents (insert, delete, underline, center bold, move, copy, spell check, block functions, display text codes, coded space, tabs, indent, search, replace, font changes, headers, footers, page numbers, file management, merge, tables, character, line, paragraph, and page format changes, cancel/undo commands, and super/subscripts).		
4. Operate printer functions correctly.		
5. Proofread and revise all work.		
6		
7.		
8.		
9.		
10.		

This form must be signed by the instructor who taught and observed the student .

EVALUATOR/
INSTRUCTOR: _____   DATE: _____

122

APPENDIX F:

ARTICULATION DATA BASE

ID	ISD Code	Date	course	isdcourse	piems #	grade	tprep	comments
185					0	0		
12	Aldine	9/3/90	AIRC 1301, Refrigeration Theory	Air Conditioning Program	11620400	85		
13	Aldine	9/3/90	AIRC 1303, Elec. Control & Power Circuits	Air Conditioning Program	11620400	85		
14	Aldine	9/3/90	AUTO 1411, Intro. to Auto. Service Technology	Auto Mechanics Program	11620007	85		
1	Aldine	9/3/90	CRIJ 1301, Intro. to Criminal Justice	Intro. to Criminal Justice		85	CRIJ	
2	Aldine	9/3/90	CRIJ 1307, Crime in America	Crime in America		85	CRIJ	
5	Aldine	12/9/93	CSCI 1401, Introduction to Computers	Business Information Processing OR	11672100	85	OFAD	
4	Aldine	12/9/93	CSCI 1401, Introduction to Computers	Advanced Keyboarding OR		85	OFAD	
3	Aldine	12/9/93	CSCI 1401, Introduction to Computers	Microcomputer Applications OR	11673100	85	OFAD	
7	Aldine	1/11/94	DRFT 1300, Introduction to Drafting	Manufacturing Graphics OR	11601201	85	DRFT	
6	Aldine	1/11/94	DRFT 1300, Introduction to Drafting	Construction Graphics OR	11601202	85	DRFT	
8	Aldine	1/11/94	DRFT 1301, CAD I	Drafting I	11622700	85	DRFT	
11	Aldine	1/11/94	DRFT 1305, CAD II	Drafting II	1162700	85	DRFT	
9	Aldine	1/11/94	DRFT 2310 Architectural Drafting OR	Drafting II	1162700	85	DRFT	
10	Aldine	1/11/94	DRFT 2312, Machine Drafting OR	Drafting II	1162700	85	DRFT	
15	Aldine	12/9/93	OFAD 1300, Office Management	Office Administration Systems	11672000	85	OFAD	
16	Aldine	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD	
17	Aldine	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85		
21	Aldine	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
22	Aldine	12/9/93	OFAD 1308, Speedwriting	Shorthand	3701600	85		
20	Aldine	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing OR	3700200	85	OFAD	
18	Aldine	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications OR	11673100	85	OFAD	
19	Aldine	12/9/93	OFAD 1320 or 1321 or 1322, Word Processng I	Business Information Processing OR	11672100	85	OFAD	
203	Bellvilee	5/26/95	OFAD 1307, Office Accounting	Accounting	3700600	85		
201	Bellville	5/26/95	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85		
202	Bellville	5/26/95	OFAD 1321 or 1322, Word Processing I	Keyboarding/Word Processing	3702000	85		
204	Bryan	7/6/95	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85		
206	Bryan	7/6/95	OFAD 1300, Office Management	Office Admin. Systems Coop.	1167200	85		
207	Bryan	7/6/95	OFAD 1307, Office Accounting	Accounting	3700600	85		
205	Bryan	7/6/95	OFAD 1321 or 1322, Word Processing I	Keyboarding/Word Processing	3702000	85		
23	Cleveland	3/25/94	CSCI 1401, Introduction to Computers	Microcomputer Applications OR	11673100	85	OFAD	
24	Cleveland	3/25/94	CSCI 1401, Introduction to Computers	Business Computer Programming OR	11672400	85	OFAD	
25	Cleveland	3/25/94	OFAD 1300, Office Management	Office Administrative Systems Coop.	11672000	85	OFAD	
26	Cleveland	3/25/94	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD	
28	Cleveland	3/25/94	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
27	Cleveland	3/25/94	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	OFAD	
194	Columbus	5/26/95	CSCI 1401, Introducton to Computers	Microcomputer Applications	11673100	85		
196	Columbus	5/26/95	OFAD 1307, Office Accounting	Accounting	3700600	85		
195	Columbus	5/26/95	OFAD 1321 or 1322, Word Processing I	Busines Computer Applications I	11672200	85		
163	Conroe	3/28/95	AUTO 1411, Introduction to Auto. Service Tech.	Automotive Specilialization I	11621100	85		
178	Conroe	5/10/95	CRIJ 1301, Intro. to Criminal Justice	Intro. to Criminal Justice	0	85		
179	Conroe	5/10/95	CRIJ 1307, Crime in America	Crime in America	0	85		
29	Conroe	12/9/93	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	OFAD	
30	Conroe	2/6/95	DRFT 1300, Introduction to Drafting OR	Communication Graphics	11601203	85		
31	Conroe	2/6/95	DRFT 1301, CAD I OR	Communication Graphics	11601203	85		
32	Conroe	2/6/95	DRFT 2310, Architectural Drafting OR	Communication Graphics	11601203	85		
33	Conroe	2/6/95	DRFT 2312, Machine Drafting	Manufacturing Graphics	11601201	85		

artic1

ID	ISD Code	Date	course	isdcourse	piems #	grade	tprep	comments
34	Conroe	12/9/93	OFAD 1300, Office Management	Office Administraton System Lab and/or Coop	11672000	85	OFAD	
36	Conroe	12/9/93	OFAD 1302, Computer Keyboarding	Microcomputer Applications	11673100	85	OFAD	
38	Conroe	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85		
42	Conroe	12/9/93	OFAD 1307, Office Accounting	Accounting I	3700600	85	OFAD	
43	Conroe	12/9/93	OFAD 1309, Business Computations	Office Support Systems	11672000	85	OFAD	
40	Conroe	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	OFAD	
44	Cypress Fairb	0/12/90	AUTO 1411, Intro. to Auto. Service Technician	Automotive Technology Program	11620007	85		
45	Cypress Fairb	4/18/94	CHID 1400, Intro. to Early Childhood Educ.	Early Childhood Professions I	0	85		
46	Cypress Fairb	4/18/94	CHID 1402, Instructional Materials for Child Care	Early Childhood Professions II	0	85		
164	Cypress Fairb	12/9/93	CSCI 1401, Introcution to Computrs	Computer competencies	0	85		
48	Cypress Fairb	10/5/90	DRFT 1300, Introduction to Drafting	Drafting/graphics Program	0	85		
50	Cypress Fairb	12/9/93	OFAD 1300, Office Management	Office Administration Coop OR	11672000	85	OFAD	
49	Cypress Fairb	12/9/93	OFAD 1300, Office Management	Office Administration Pre-Lab OR	11672000	85	OFAD	
51	Cypress Fairb	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD	
55	Cypress Fairb	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
56	Cypress Fairb	12/9/93	OFAD 1308, Speedwriting	Speedwriting/Shorthand	3701600	85		
52	Cypress Fairb	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	OFAD	
58	Dayton	12/9/93	CSCI 1401, Introduction to Computers	Computer Applications AND	11672200	85		
57	Dayton	12/9/93	CSCI 1401, Introduction to Computers	Microcomputer Applications (1yr) OR	11673100	85		
59	Dayton	12/9/93	CSCI 1401, Introduction to Computers	Computer Programming AND	11672400	85		
60	Dayton	12/9/93	OFAD 1300, Office Management	Office Administrative Systems	11672000	85		
61	Dayton	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85		
63	Dayton	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85		
64	Dayton	12/9/93	OFAD 1308, Speedwriting	SuperWrite/Shorthand	3701600	85		
62	Dayton	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Typewriting/Word Processing	3700200	85		
65	Goose Creek	12/9/93	CSCI 1401, Introduction to Computers	Microcomputer Applications OR	11673100	85		
66	Goose Creek	12/9/93	CSCI 1401, Introduction to Computers	Business Computer Applications	11672200	85		
67	Goose Creek	12/9/93	OFAD 1300, Office Management	Office Admin. Systems Coop.	11672000	85		
68	Goose Creek	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85		
71	Goose Creek	12/9/93	OFAD 1307, Office Accounting	Advanced Accounting OR	3700700	85		
70	Goose Creek	12/9/93	OFAD 1307, Office Accounting	Accounting OR	3700600	85		
69	Goose Creek	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications	11673100	85		
72	Goose Creek	3/4/87	WELD 1410, Plate Welding I	Welding Program	11627200	85		
74	Houston	5/5/88	WELD 1410, Plate Welding I	Welding Program	11627200	85		
75	Houston	5/5/88	WELD 2410, Plate Welding II	Welding Program	11627200	85		
79	Huffman	12/9/93	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	OFAD	
76	Huffman	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD	
78	Huffman	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
77	Huffman	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Keyboarding/Word Processing	3702000	85	OFAD	
91	Humble	10/1/90	AUTO 1411, Intro. to Automotive Service Technolo	Auto Mechanics Program	11620007	85		
169	Humble	8/3/95	CHID 1400, Intro. to Early Childhood Educ.	Early Childhood Professions I	0	85		
170	Humble	8/3/95	CHID 1404, Health Safety and Nutrition	Early Childhood Professions II	0	85		
172	Humble	8/8/95	CRIJ 1301, Intro. to Criminal Justice	Intro. to Criminal Justice	0	85		
173	Humble	8/8/95	CRIJ 1307, Crime in America	Crime in America	0	85		
81	Humble	12/9/93	CSCI 1401, Introduction to Co...uters	Business Computer Programming I AND	11672400	85	OFAD	
80	Humble	12/9/93	CSCI 1401, Introduction to Computers	Business Computer Applications I AND	11672200	85	OFAD	
90	Humble	8/23/94	DESP 1432, Introduction to Desktop Publishing	Journalism I AND Adv. Journalism; Yearbook	0	85		terminates 9/1/96

artic1

ID	ISD Code	Date	course	isdcourse	piems #	grade	tprep	comments
89	Humble	8/23/94	DESP 1432, Introduction to Desktop Publishing	Journalism I AND Adv. Journalism: Newspaper 0	0	85		terminates 9/1/96
83	Humble	12/9/93	OFAD 1300, Office Managment	Office Admin. Systems Coop.	11672000	85	OFAD	
84	Humble	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Proccessing	3702000	85	OFAD	
85	Humble	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85		
88	Humble	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
87	Humble	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing OR	3700200	85	OFAD	
86	Humble	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing OR	11672100	85	OFAD	
101	Klein	12/9/93	CSCI 1401, Introduction to Computers	Business Computer Applications I (1 yr) OR	11672200	85		
102	Klein	12/9/93	CSCI 1401, Introduction to Computers	Business Computer Applications II OR	0	85		
100	Klein	12/9/93	CSCI 1401, Introduction to Computers	Microcomputer Applications OR	11673100	85		isd course name changed 8-30-95
103	Klein	1/26/93	DRFT 1401, Introduction to Drafting	Communications Systems	11601203	85		isd course name changed 8-30-95: NH
104	Klein	1/26/93	DRFT 2310, Architectural Drawing	Manufacturing Graphics	11601203	85		isd course name changed 8-30-95: NH
105	Klein	1/26/93	DRFT 2312, Machine Drawing	Construction Graphics	11601203	85		
92	Klein	12/9/93	OFAD 1300, Office Management	Office Administrative Systems Coop.	11672000	85		
93	Klein	12/9/93	OFAD 1302, Computer Keyboarding	Advanced Word Processing	3700200	85		
97	Klein	12/9/93	OFAD 1307, Office Accounting	Accounting I OR	3700600	85		
98	Klein	12/9/93	OFAD 1307, Office Accounting	Advanced Accounting OR	3700700	85		
99	Klein	12/9/93	OFAD 1308, Speedwriting	Shorthand/SuperWrite	3701600	85		
96	Klein	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications OR	11673100	85		
94	Klein	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing OR	3700200	85		
95	Klein	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Computer Applications OR	11672200	85		
106	Klein	10/2/90	WELD 1410, Plate Welding I	Vocational Welding Program	0	85		
107	Klein	10/2/90	WELD 2410, Plate Welding II	Vocational Welding Program	0	85		
174	Magnolia	8/29/95	CSCI 1401, Intro. to Comuters	Business Computer Systems	11672400	85	OFAD	
177	Magnolia	8/29/95	OFAD 1300, Office Management	Office Admin. Systems Coop	11672000	85	OFAD	
176	Magnolia	8/29/95	OFAD 1307, Office Accounting	Accounting I	3700600	85	OFAD	
175	Magnolia	8/29/95	OFAD 1320 or 1321 or 1322, Word Processing I	Office Admin. Systems	11672000	85	OFAD	
208	Montgomery	9/2/95	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85		
209	Montgomery	9/2/95	OFAD 1300, Office Management	Office Admin. Systems	11672000	85		
211	Montgomery	9/2/95	OFAD 1307, Office Accounting	Accounting	3700600	85		
210	Montgomery	9/2/95	OFAD 1320/21/22, Word Processing I	Advanced Word Processing	3700200	85		
117	New Caney	0/12/90	AUTO 1411, Intro. to Automotive Service Technolo	Auto Mechanics Program	0	85		
212	New Caney	10/5/95	CHID 1400, Intro. to Early Childhood Educ.	Early Childhood Professions I	11610701	85		
213	New Caney	10/5/95	CHID 1404, Health, Safety and Nutrition	Early Childhood Professions II	11610701	0		
116	New Caney	12/9/93	CSCI 1401, Introduction to Computers	Microcomputer Applications AND	11673100	85	OFAD	
115	New Caney	12/9/93	CSCI 1401, Introduction to Computers	Introduction to Computers AND	0	85	OFAD	
110	New Caney	12/9/93	OFAD 1300, Office Management	Business Information Processing	11672100	85	OFAD	
111	New Caney	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85	OFAD	
113	New Caney	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
114	New Caney	12/9/93	OFAD 1309, Business Computations	Business Math	0	85	OFAD	
112	New Caney	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Office Support Systems	11672000	85	OFAD	
108	North Forest	0/31/90	AIRC 1301, Refrigeration Theory	Air Conditioning Program	0	85		
109	North Forest	0/31/90	AIRC 1303, Elec. Control and Power Circuits	Air Conditioning Program	0	85		
186	Sealy	6/29/95	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85		
188	Sealy	6/29/95	OFAD 1300, Office Management	Avanced Word Processing	3700200	85		
189	Sealy	6/29/95	OFAD 1307, Office Accounting	Accounting	3700600	85		
187	Sealy	6/29/95	OFAD 1321 or 1322, Word Processing I	Keyboarding/Word Processing	3700200	85		

ID	ISD Code	Date	course	isdcourse	piems #	grade	tprep	comments
184	Splendora	2/12/90	AUTO 1411, Intro. to Auto. Serv. Tech.	Complete the high school auto mechanics progra	0	85		
171	Splendora	8/3/95	CHID 1400, Intro. to Early Childhood Educ.	Parenting & Adv. Child Development	0	85		
131	Splendora	1/22/93	CSCI 1401, Introduction to Computers	Busines Computer Applications	11672200	85	OFAD	
125	Splendora	1/19/93	OFAD 1300, Office Management	Office Support Systems	11672000	85	OFAD	
126	Splendora	1/19/93	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85	OFAD	
128	Splendora	1/19/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
129	Splendora	1/19/93	OFAD 1308, Speedwriting	Speedwriting/Shorthand	3701600	85		
130	Splendora	1/19/93	OFAD 1309, Business Computations	Math of Money	0	85	OFAD	
127	Splendora	1/19/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing	11672100	85	OFAD	
123	Spring	1/19/95	CRIJ 1301, Introduction to Criminal Justice	Introduction to Criminal Justice	0	85		
124	Spring	1/19/95	CRIJ 1307, Crime in America	Crime in America	0	85		
146	Spring	3/21/95	CSCI 1401, Introduction to Computers	Business Computer Applications	11672200	85	OFAD	
148	Spring	3/21/95	DRFT 1300, Introduction to Drafting	Manufacturing Graphics OR	11601201	85		
147	Spring	3/21/95	DRFT 1300, Introduction to Drafting	Construction Graphics OR	11601202	85		
149	Spring	3/21/95	DRFT 2310, Architectural Draftng OR	Drafting II	11627000	85		
150	Spring	3/21/95	DRFT 2312, Machine Draftng OR	Drafting II	11627000	85		
180	Spring	8/31/89	ELTE 1401, Circuit Analysis I	Complete first year of electronics program	0	85		
181	Spring	8/31/89	ELTE 1402, Circuit Analysis II	Complete first year of electronics program	0	85		
182	Spring	8/31/89	ELTE 1403, Electronics I	Complete second year of electronics program	0	85		
183	Spring	8/31/89	ELTE 2403, Digital Electronics	Complete second year of electronics program	0	85		
118	Spring	12/9/93	OFAD 1300, Office Management	Office Education Coop	0	85	OFAD	
119	Spring	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD	
120	Spring	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85		
122	Spring	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
121	Spring	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing	11672100	85	OFAD	
168	Spring Branc	12/9/95	CSCI 1401, Introduction to Computers	Bus. Comuter Applications I or II	11672200	85		
165	Spring Branc	0/15/90	DRFT 1300, Intro. to Drafting	Drafting program	0	85		
167	Spring Branc	0/15/90	DRFT 2310, Architectural Drafting OR	Drafting program	0	85		
166	Spring Branc	0/15/90	DRFT 2312, Machine Drafting OR	Drafting program	0	85		
156	Spring Branc	12/9/95	OFAD 1300, Office Management	Office Administrative Systems	11672000	85		
157	Spring Branc	12/9/95	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85		
158	Spring Branc	12/9/95	OFAD 1307, Office Accounting	Accounting	3700600	95		
153	Spring Branc	12/9/95	OFAD 1308, Speedwriting	Notetaking/Speedwriting	3701600	85		
162	Spring Branc	12/9/95	OFAD 1309, Businss Computations	Business Information Processing	11672100	85		
160	Spring Branc	12/9/95	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications OR	11673100	85		
161	Spring Branc	12/9/95	OFAD 1320 or 1321 or 1322, Word Processing I	Business Computer Applications OR	11672200	85		
132	System One	2/4/91	TRAV 1301, Intro. to Travel and Tourism	Travel/Tourism Program	0	0		
133	System One	2/4/91	TRAV 1304, Travel Industry Operations I	Travel/Tourism Program	0	0		
134	System One	2/4/91	TRAV 2206, Current Issues & Problems in Travel/T	Travel/Tourism Program	0	0		
135	System One	2/4/91	TRAV 2401, Travel Industry Operations II	Travel/Tourism Progrm	0	0		
136	Tarkington	5/25/94	OFAD 1300, Office Management	Office Administration Systems Coop	11672000	85	OFAD	
138	Tarkington	5/25/94	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
137	Tarkington	5/25/94	OFAD 1320 or 1321 or 1322_Word Processing I	Advanced Word Processing	3700200	85	OFAD	
140	Tomball	12/9/93	CSCI 1401, Introduction to Computers	AP Computer Science I OR	0	85	OFAD	
139	Tomball	12/9/93	CSCI 1401, Introduction to Computers	Computer Science I OR	0	85	OFAD	
141	Tomball	12/9/93	OFAD 1300, Office Managaement	Office Administrative Systems	11672000	85	OFAD	
142	Tomball	12/9/93	OFAD 1302, Computer Keyboarding	Microcomputer Applications	11673100	85	OFAD	

ID	ISD Code	Date	course	isdcourse	piems #	grade	tprep	comments
144	Tomball	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
145	Tomball	12/9/93	OFAD 1308, Speedwriting	Speedwriting/Shorthand	3701600	85		
143	Tomball	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	OFAD	
190	Waller	7/31/95	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85		
192	Waller	7/31/95	OFAD 1300, Office Management	Office Support Systems & Ofc. Adm., Sys. Coop.	11673000	85		
193	Waller	7/31/95	OFAD 1307, Office Accounting	Accounting	3700600	85		
191	Waller	7/31/95	OFAD 1321 or 1322, Word Processing I	Business Computer Applications I	11672200	85		
197	Wallis-Orchar	6/2/95	CSCI 1401, Introduction to Computers	Business Computer Applications I	11672200	85		
199	Wallis Orchar	6/2/95	OFAD 1300, Office Management	Office Support Systems	11673000	85		
200	Wallis Orchar	6/2/95	OFAD 1307, Office Accounting	Accounting	3700600	85		
198	Wallis-Orchar	6/2/95	OFAD 1321 or 1322, Word Processing I	Keyboarding (03703200)& Microcomputer Appls	11673100	85		
155	Willis	1/22/94	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	OFAD	
151	Willis	1/22/94	OFAD 1300, Office Management	Office Administration Systems Coop.	11672000	85	OFAD	
152	Willis	1/22/94	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD	
154	Willis	1/22/94	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD	
153	Willis	1/22/94	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Procssing	11672100	85	OFAD	

163

162

APPENDIX G:

ARTICULATION/TECH PREP CHECKSHEET

ARTICULATION/TECH PREP CHECKSHEET

PROGRAM AREA: _____

ISD: _____

Activity	Date Completed

1. Semester overview meeting with school district representatives held
   (NHMCCD Curriculum Services Office)   _____

2. ISD articulation reviewer information sheets sent to ISDs
   (NHMCCD Curriculum Services Office)   _____

3. Articulation reviewer information sheets returned from ISD
   (ISD representative)   _____

4. NHMCCD reviewer information sheets sent to curriculum facilitator
   (NHMCCD Curriculum Services Office)   _____

5. NHMCCD reviewer information sheets returned from curriculum facilitator
   (curriculum facilitator)   _____

6. Orientation meeting for all faculty held
   (NHMCCD Curriculum Services Office)   _____

7. Faculty review materials, fill in competency comparison chart and
   checklist, make recommendation on articulation, and form sent to
   Curriculum Office
   (curriculum facilitator)   _____

8. Competency comparison/recommendation on articulation received
   from reviewers
   (Curriculum Services Office)   _____

9. Competency comparison/recommendation shared internally and
   with ISD representative and faculty for verification   _____

10. Develop articulation agreement
    (Curriculum Services Office)   _____

11. Articulation agreement sent to ISD for signatures
    (NHMCCD Curriculum Services Office)   _____

12. Articulation agreement returned to Curriculum Services Office from ISD
    (ISD representatives)   _____

13. Articulation agreement sent to Division Chair (Associate Dean) for signature
    (NHMCCD Curriculum Services Office)   _____

14. Articulation agreement returned to Curriculum Services Office from
    Associate Deans (Associate deans)   _____

15. Articulation agreement sent to VP of Educ. Programs and Resources for
    signature   (NHMCCD Curriculum Services Office)   _____

16. Articulation agreement returned to Curriculum Services Office from VP
    (VP of Educ. Programs and Resources)   _____

17. Articulation agreement sent to Curr. Dir. for signature
(NHMCCD Curriculum Services Office)   _____

18. Articulation agreement returned to Curriculum Services Office
(Curriculum Director)   _____

19. Articulation agreement sent to Vice Chancellor of Educ. & Stu. Dev. for
signature   (NHMCCD Curriculum Services Office)   _____

20. Articulation agreement returned to Curriculum Services Office
(Vice Chancellor)   _____

21. Articulation posted to data base in Curriculum Services Office
(NHMCCD Curriculum Services Office)   _____

22. Articulation agreement and data base duplicated and distributed to ISD and
Associate Deans   (NHMCCD Curriculum Services Office)   _____

TECH PREP PROCESS BEGINS HERE:

23. ISD develops high school component of Tech Prep educational plan   _____

24. Educational plan submitted to NHMCCD Curriculum Services Office   _____

25. Post-secondary component of educational plan added by Curriculum
Services Office   _____

26. Articulation verified on educational plan   _____

27. Educational plan and articulation agreement shared internally and with
ISD faculty and representative for verification   _____

28. Documentation prepared by Curriculum Services Office for submission of
Tech Prep packet   _____

29. Tech Prep packet submitted by Curriculum Services Office to Tri-Agency _____

30. Response received by Curriculum Services Office from Tri-Agency
and information shared internally   _____

31. ISD notified of Tri-Agency response by NHMCCD Curriculum Services Office _____

APPENDIX H:

SUMMARY OF PERSONNEL DUTIES

SUMMARY OF PERSONNEL DUTIES

Curriculum Services Office (Articulation/Tech Prep Specialist)

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 vacinity 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 vacinity 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 data base 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 I:

ARTICULATION PROMOTIONAL MATERIALS

TO BE DEVELOPED

DURING

FALL 1995

(EXAMPLES:

FLYER,

BROCHURE,

POSTER,

ETC.)

APPENDIX J:

ARTICULATION EXPIRATION FORM

ARTICULATION EXPIRATION FORM

District Name (LEA) _____

NHMCCD Reviewer's Name _____

District Course Name: _____

NHMCCD Course Name & No.: _____

Reason for expiration: _____

_____

_____

_____
               Date

_____   _____
     Reviewer's Signature   ISD Program Director

_____   _____
Curriculum Facilitator (Associate Dean)   Superintendent

_____
  VP of Educ. Progs. & Resources

_____
   Director of Curriculum Services

_____
  Vice Chancellor for Educ. & Stu. Dev.

APPENDIX K:

ISD ARTICULATION REVIEWER INFORMATION SHEET

ISD ARTICULATION REVIEWER
INFORMATION SHEET FOR FALL 1995

Independent School District:

Primary Contact Name:

Title:

Address:

City, ST Zip:

Phone: Fax:

E-mail:

* & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * &

Program area:

Faculty Reviewer's Name:

School:

Address:

City, ST ZIP:

Phone: Fax:

E-mail:

* & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * &

Program area:

Faculty Reviewer's Name:

School:

Address:

City, ST ZIP:

Phone: .   Fax:

E-mail:

* & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * & * &

APPENDIX L:

WORKING ARTICULATION LOG

The Working Articulation Database/Log

is currently under development. It will be provided

to you when design and input are complete.

Estimated completion date: October 29, 1995.

APPENDIX M:

APPLICATION FOR ADVANCED PLACEMENT CREDIT/

ADVANCED STANDING FORM

(DRAFT REVISED FORM)
APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING

NOTE: It is the student's responsibility to notify the Director of Counseling Services when eligibility requirements have been completed.

Date: _____

Name: _____   SS#: _____

Applying for credit for Course Name(s) and Number(s):

_____   _____

_____   _____

_____   _____

Eligibility Requirements:

_____ a. Currently enrolled at NHMCCD, _____ Campus.

_____ b. Completed a minimum of six (6) semester hours at NHMCCD in the appropriate program area.

_____ c. Has not completed a course at a higher sequential level.

_____ d. An examination may not be taken for a course in which the student has been enrolled past the official day of record.

_____ e. Validated non-traditional evaluation if applicable.

_____ f. Course is part of student's degree plan.

_____ g. Student has applied for articulated credit within 28 months of high school graduation.

_____ h. Student has attained a grade of 85 or better in high school articulated course.

Student is eligible to:

_____ take departmental exam.   _____ to receive credit by ACT, CLEP, PEP, or articulation.

Fees paid:

_____ ACT and articulation (no charge)   _____ Departmental Exam - $25.00

_____ CLEP, PEP - $5.00 (does not include fee for test)

Signatures:

_____   _____   _____
Business Office   Date   Receipt Number

_____   _____   _____
Counselor   Date   Registrar's Office   Date

131

APPENDIX N:

UNIVERSITY CENTER

FACT SHEET

THE UNIVERSITY CENTER

PURPOSE

NHMCCD has developed a partnership of seven universities and the private sector to provide unduplicated bachelor's degrees, master's degrees, and continuing professional 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 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 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
Rice University
The Woodlands Corporation

OVERVIEW

This Center will serve as the centerpiece for multi-level instruction of universities and the NHMCCD community colleges. The center will include a dedicated classroom/ laboratory facility of approximately 70,000 sq. ft. adjacent to the Montgomery College campus as well as an interactive, technology-based extension that will connect all of the colleges of NHMCCD and the partner universities. Montgomery College opened in Fall, 1995, with 3,600 students. Phase I of course offerings will be at Montgomery College and the Conroe Center.

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-base of the programs.

CONCEPT

* The University Center will serve all of 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 data base approach to application, admission, degree planning/audit/validation, course equivalency, transcript analysis, and common reports.

THE TARGETED NEED

* 8,000+ credit students from NHMCCD's 4 college campuses.
* 187,708 individuals in the service area that have some college but no bachelors degree.
* 1.2 million+ citizens residing in one of Texas' fastest growing areas and served by 14 school districts within the service area.
* Rapid growth of knowledge-based industries including The Woodlands' Research Forest, now home to more than 30 technology-based corporations, COMPAQ Computer Corporation, and Houston Area Research Center (HARC).
* Employees and employers of the 11 Chamber of Commerce Alliance housed at NHMCCD.
* Increased number of students in high schools pursuing a Tech Prep or 2 + 2 + 2 program of study.
* Population of the district service area shifting to majority minority populations at a greater rate than the colleges' student populations creating an even greater need for seamless higher education.

SAMPLE PROFILES OF TARGETED UNIVERSITY CENTER STUDENTS

- Recent high school graduates desiring to complete their baccalaureate degree as directly, as focused, and as close to home as possible.
- Students completing Tech Prep, 2 + 2 + 2, and articulated degree programs.
- Ongoing community college students completing AA degrees and the transfer curriculum.
- Returning adults entering the college for the first time through one of NHMCCD's colleges and continuing through the bachelors' degree.
- Returning adults (from home, work sites, dislocated due to family moves, job displacement, etc.).
- Returning adults with a "shoebox full of transcripts" desiring to complete their bachelors degree.
- Currently enrolled students at the universities desiring to add a course or two close to home.
- Current employed individuals (from NHMCCD, area businesses/industry/government agencies/etc.).
- Adults desiring to redirect their careers or enhance their lifelong learning opportunities.

THE PROGRAMS

PLANNED BACHELOR'S DEGREES

Nursing; Social Work; Sociology; Criminal Justice; General Business Administration; Psychology; Electronics and Telecommunications Engineering Technology; Industrial Distribution; Pharmacy (all but advanced lab courses); Human Performance; Interdisciplinary Studies: Bilingual Education, Early Childhood, and Special Education; Interdisciplinary Studies - Elementary Specialization: English. History, Speech Communications, Biology, or Mathematics; Geology; Hotel and Restaurant Management; Pre-Professional English; Industrial Supervision; Mechanical Technology

TARGETED MASTER'S DEGREES (CURRENTLY UNDER DISCUSSION)

Curriculum & Instruction - Early Childhood; Educational Administration; Engineering; Nurse Practitioner (currently under development); Business Administration, Criminal Justice; Elementary Education; Secondary Education; Administrators/Supervisors Certificate; Executive MBA - Business Administration; Computer Science; Education Technology; Electrical Engineering; Life Cycle Engineering and Operations Management; Petroleum Engineering; Counselor Education; Curriculum & Instruction: Reading Specialist Certification, Reading & Language Arts; Engineering Management; Hotel & Restaurant Management; Training and Development

GOVERNANCE AND COORDINATION

The policy level governance for The University Center will remain within the responsibility of the existing Boards of Regents of the university systems, universities, and community college district. The University Center will not be a separate entity (501, etc.) with a separate board of directors or trustees. NHMCCD will be the owner and operator of the facility and will be the facilitator for the directions and operations of The University Center. The universities will have the responsibility of the degree program and offerings and all the elements that exist for the delivery of quality programs. There is a collegial, partnership consortia among the colleges, universities, and private partners for the planning, development, delivery, and evaluation of The University Center.

GOVERNING BOARDS

The existing governing boards of the universities and NHMCCD. There will not be an additional governing board for The University Center.

CONSORTIUM PARTNERS

A Consortial Agreement of the Partners to guide the strategic directions, decision making, evaluation, and accountability of The University Center.

CONTRACTUAL AGREEMENTS

Specific Contractual Agreement with each University Partner and NHMCCD for the utilization of the facility and support services as well as the operational needs for each university partner.

GOVERNANCE

BOARD OF REGENTS

PARTNERSHIP CONSORTIA

STEERING COMMITTEE

TASK FORCE ON
COMMON
ELEMENTS FOR
APPLICATION,
ADMISSIONS,
REGISTRATION,
AND
CONCURRENT
ENROLLMENTS

TASK FORCE
ON
LRC/LIBRARY

TASK FORCE
ON
TECHNOLOGY

DEAN'S ADVISORY
COMMITTEES

- BUSINESS
- EDUCATION
- ENGINEERING
- COMPUTER SCIENCE

FUTURE

OPERATIONS

MARKETING

155
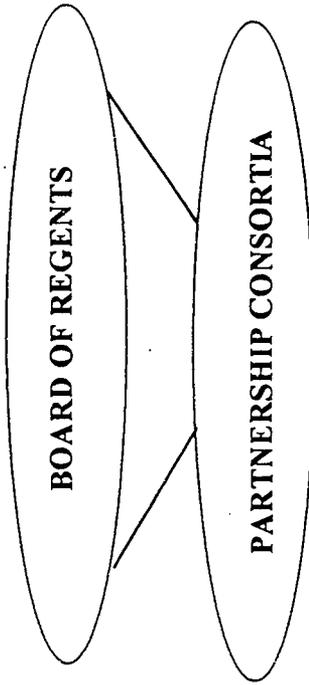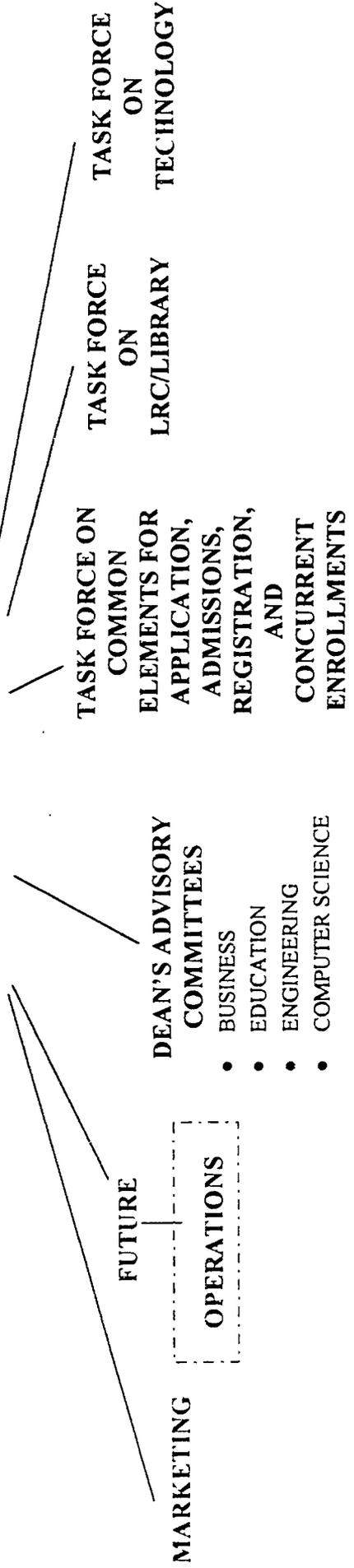
UNIVERSITY CENTER
Interactive Technology Diagram
+
Libraries

CONROE ★ [2]

CARVER ★ [1]

PARKWAY ★

MONTGOMERY COLLEGE [2] Pb ★

NORTH HARRIS COLLEGE ★

TOMBALL COLLEGE ★

DEERBROOK ★

KINGWOOD COLLEGE [1] ★

NHMCCD INTERACTIVE HUB [2] ★

UNIVERSITY CENTER

DISTRICT OFFICE

CLI - FULL T1 SPEED

CLI - FULL T1 SPEED

TEXAS A&M ★

TTVN

PRAIRIE VIEW A&M ★

UNIVERSITY OF HOUSTON ★

UTHSC
UTMB

FUTURE ?

TSU
SHSU
HBU
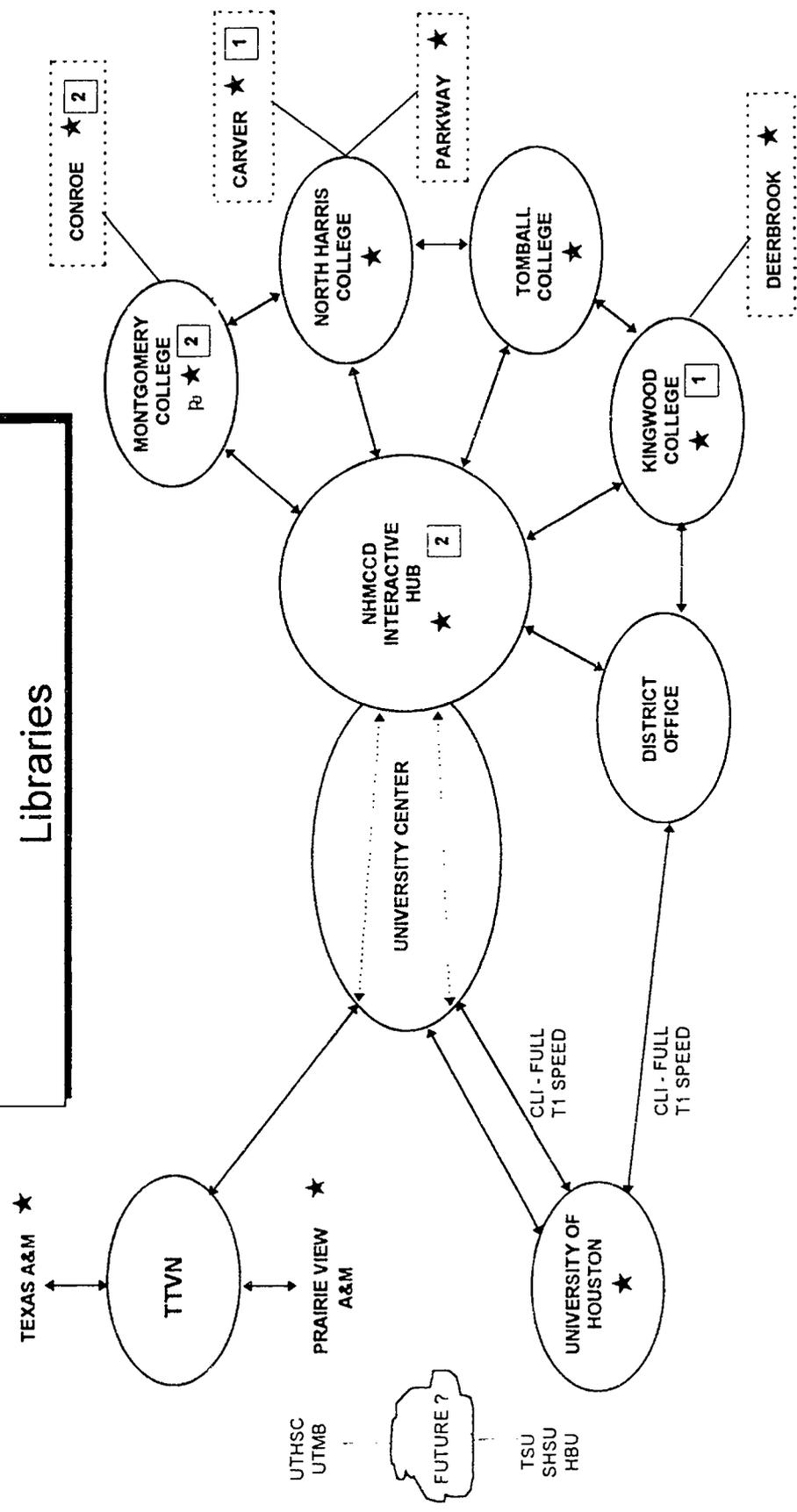
★ COLLEGE LIBRARY

[1] COUNTY LIBRARY 1) Harris
                    2) Montgomery

CI CITY LIBRARY

Pb RESEARCH FOREST LIBRARY

The facility will be an interactive, technology-based extension that connects all the NHMCCD colleges and the universities that utilize this mode of instruction.

ucenterlib_dwg.doc

157 developed 6/29/95

APPENDIX O:

DISTANCE LEARNING

Learn at Home!

(and still earn college credits)

DISTANCE LEARNING CREDIT COURSES

You can take credit courses in several ways that are more convenient than weekly class attendance. Study on your own schedule with far fewer on-campus meetings than regular college courses.

Telecourses: Watch televised lessons (Channel 8) weekly and come to campus to take tests. Instructor will be available for consultation.

Video Courses: View video tapes in the learning resource center on your own schedule and take your exams on campus. Instructor will be available for consultation.

Computer Courses – Modem: Use your computer's modem to communicate with your instructor. Download assignments, "lectures," questions and upload your finished work, and take exams on campus. **Internet:** Use on-line course material from the Internet, and communicate and send assignments through e-mail to your instructor.

Print-based Independent Study: Pick up your assignments and lectures in print format at your orientation session. Then complete the work on your own, consulting your instructor as needed. And of course, you take your exams on campus.

You can be successful in these courses if you are goal-directed, able to study independently and willing to devote the same amount of time that you would to any college credit course. It is **MANDATORY** that you attend an orientation session. Optional review sessions are usually held prior to exams.

Here's how you sign up:

1 Call to request a credit application and complete the admissions process as soon as possible.

2 For specific course information, call the telephone number listed by the course.

3 Participate in credit registration beginning October 30, 1995.

4 Attend orientation and pick up your assignments.

REGISTRATION INFORMATION

For applications and specific registration times, call the NHMCCD college most convenient to you:

Kingwood College	(713) 359-1614	20000 Kingwood Drive, Kingwood, TX 77339-3801
Montgomery College	Metro: (409) 321-5161	3200 Hwy 242 West/College Park Dr., Conroe, TX 77384
	Local: (409) 273-2900	
North Harris College	(713) 443-5410	2700 W.W. Thorne Drive, Houston, TX 77073-3499
Tomball College	(713) 351-3310	30555 Tomball Parkway, Tomball, TX 77375-4036

DISTANCE LEARNING CREDIT COURSES
Distance Learning Schedule

Reg. #	Begin	End	Day	Sec.#	Instructor

Accounting

ACCT 2401 Principles of Accounting I   4 cr

Reg.# 02809	6:00pm	8:20pm	TuTh	27002	
Lab	TBA		TuTh		
Reg.# 02811	6:00pm	9:00pm	F	27901	
Reg.# 02811	9:00am	2:00pm	S		
Reg.# 02811	2:00pm	5:00pm	Su		
Lab	TBA		SuFS		

Above classes are Independent Study: first class orientation, thereafter reviews & exams. (Kingwood)

Reg.# 02265	Independent Study		17051	Carter

Required Orientation: January 17 or 18, 1:00 or 7:30pm, WNSP 174. Students must pick up memo in WNSP 174 prior to January 17. (North Harris)

* ACCT 2402 Principles of Accounting II   4 cr

Reg.# 02810	6:00pm	8:20pm	TuTh	27001	
Lab	TBA		TuTh		
Reg.# 02812	6:00pm	9:00pm	F	27901	
Reg.# 02812	9:00am	2:00pm	S		
Reg.# 02812	2:00pm	5:00pm	Su		
Lab	TBA		SuFS		

Above classes are Independent Study: first class orientation, thereafter reviews & exams. (Kingwood)

Reg.# 02299	Independent Study		17051	Haywood

Required Orientation: January 17 or 18, 1:00 or 7:30pm, WNSP 174. Students must pick up memo in WNSP 174 prior to January 17. (North Harris)

* ACCT 2407 Acct Co-op Work Exp & Seminar I 4 cr

Reg.# 01415	TBA	TBA	37050	Pittman

* ACCT 2408 Acct Co-op Work Exp & Seminr II 4 cr

Reg.# 01416	TBA	TBA	37050	Pittman

Art

ARTS 2303 Portfolio   3 cr   Lab Fee $10

Reg.# 02787	4:30pm	7:20pm	MW	27001	
Lab			MW		

Independent Study: first class orientation, thereafter reviews & exams. (Kingwood)

Business

BUSI 1301 Business Principles   3 cr

Reg.# 02501	Independent Study		17051	Jackson

Required Orientation: January 23, & April 23, 7:00 to 8:20pm, WNSP 174. (North Harris)

Reg.# 03921	Independent Study		67051	Parkway Center

Required Orientation: Call 448-9191 ext. 105

BUSI 2302 Business Law II   3 cr

Reg.# 02506	Independent Study		17051	Steuer

Required Orientation: January 18, February 15, 5:30 to 7:00pm, WNSP 174. (North Harris)

BUSI 2303 Business Psychology   3 cr

Reg.# 02508	Independent Study		17051	Jackson

Required Orientation: January 24 & April 24, 9:00 to 10:20am, WNSP 174. (North Harris)

Reg.# 03918	Independent Study		67051	Parkway Center

Required Orientation: Call 448-9191 ext. 105.

* BUSI 2304 Business Communications   3 cr

Reg.# 02509	Independent Study		17051	Steuer

Required Orientations: January 17, February 21, March 18, March 25, 7:00 to 9:50pm, WNSP 174. (North Harris)

Reg.# 03915	Independent Study		67051	Parkway Center

Required Orientation: Call 448-9191 ext. 105.

* Corequisite or Prerequisite Required. See 1995 96 NHMCCD Catalog.

Child Care & Development

CHID 1400 Intro to Early Childhood Edu   4 cr   Lab Fee $10

Reg.# 02090	Independent Study		17051	Thornton
Lab	Independent Study			Thornton

Required Orientation: Thur, January 18, 1:00 or 7:00pm, A133. (North Harris)

CHID 2407 Child Developmt Co-op Work Exp 4 cr Lab Fee $10

Reg.# 02153	TBA	TBA	10001	

Must Contact Sue Thornton, 443-5663.

* CHID 2408 Montessori Infant Practicum I   4 cr   Lab Fee $10

Reg.# 02149	TBA	TBA	10001	

Must Contact Grace Hively, 443-5456.

* CHID 2409 Montessori Infant Practicum II   4 cr   Lab Fee $10

Reg.# 02150	TBA	TBA	10001	

Must Contact Grace Hively, 443-5456.

* CHID 2410 Montessori Toddler Practicum I   4 cr   Lab Fee $10

Reg.# 02151	TBA	TBA	10001	

Must Contact Grace Hively, 443-5456.

* CHID 2411 Montessori Toddler Practicum II   4 cr   Lab Fee $10

Reg.# 02152	TBA	TBA	10001	

Must Contact Grace Hively, 443-5456.

Computer Information Systems

CSCI 1401 Intro to Computers   4 cr   Lab Fee $10

Reg.# 00304	4:00pm	8:50pm	Tu	27001	Humble Center

Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

Reg.# 01094	Independent Study	17001	

Required Orientation: January 13, noon, WNSP 106 or January 17, 7:00 pm, A126. (North Harris)

Reg.# 02185	Independent Study	37050	

Required Orientation: Contact Kal Hamza, 357-3796. (Tomball)

Reg.# 04195	independent Study	47051	

Students will require a modem & an Internet Service Provider. (Montgomery)

* CSCI 1405 Data Comunications & Networks 4 cr Lab Fee $10

Reg.# 00306	4:00pm	9:00pm	Th	27001	Humble Center

Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

* CSCI 1415 Personal Computer Operating Sys 4 cr Lab Fee $10

Reg.# 02557	8:00am	1:00pm	S	27001	Humble Center
Lab	TBA		S		Humble Center

Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

Reg.# 02620	Independent Study	17001	

Required Orientation: January, 13, noon, WNSP 106 or January 17, 7:00pm, A126. (North Harris)

Reg. #	Begin	End	Day	Sec.#	Instructor

* CSCI 1420   Spreadsheets   4 cr   Lab Fee $10
Reg.# 00308   7:30pm   9:50pm   TuTh   27001
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03091   Independent Study   17001
Required Orientation: January 13, noon, WNSP 106 or January 17, 7:00 pm, A126. (North Harris)
Reg.# 02188   Modem   39050
Required Orientation: Contact Kal Hamza, 357-3796. (Tomball)
Reg.# 04198   Modem   49051
Modem & an Internet Service Provider required. Contact Rijav Maikan, (409) 273-7344. (Montgomery)

* CSCI 1421   Data Bases   4 cr   Lab Fee $10
Reg.# 00309   7:30pm   9:50pm   TuTh   27001
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03099   Independent Study   17001
Required Orientation: January 13, noon, WNSP 106 or January 17, 7:00 pm, A126. (North Harris)
Reg.# 02190   Independent Study   37050
Reg.# 02191   Independent Study   37051
Above classes have Required Orientation: Contact Kal Hamza, 357-3796. (Tomball)
Reg.# 04199   Modem   49051
Modem & an Internet Service Provider required. Contact Rijav Malkan, (409) 273-7344. (Montgomery)

* CSCI 2402   Software Develop & Implement   4 cr   Lab Fee $10
Reg.# 03151   Independent Study   17001
Required Orientation: January 13, noon, WNSP 106 or January 17, 7:00 pm, A126. (North Harris)

* CSCI 2405   Business Software Packages   4 cr   Lab Fee $10
Reg.# 03275   Independent Study   17001
Required Orientation: January 13, noon, WNSP 106 or January 17, 7:00 pm, A126. (North Harris)

* CSCI 2409   PC Specialist Practicm & Semnr I   4 cr   Lab Fee $10
Reg.# 03542   1:30pm   3:50pm   MW   27001   Humble Center
Lab   TBA   MW   Humble Center
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

Criminal Justice

* CRIJ 2429   Practicum in Criminal Justice   4 cr
Reg.# 02159   TBA   TBA   10001   Becker
Open to Day/Evening Students — Contact R. Becker, 443-5522. (North Harris)

Desktop Publishing

* DESP 1330   Text Processing   3 cr   Lab Fee $10
Reg.# 01311   Independent Study   17051
Required Orientation: Contact Ginny Patten, 443-5730. (North Harris)

* DESP 1433   Intermediate DTP & Design   4 cr   Lab Fee $10
Reg.# 02781   5:00pm   7:20pm   TuTh   27001
Lab   TBA   TuTh
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

Drama

DRAM 1120   Theater Workshop I   1 cr
Reg.# 00972   Independent Study   37050   Mayer
Contact John Mayer, 357-3797. (Tomball)

* DRAM 1330   Intro to Technical Production   3 cr
Reg.# 02204   Independent Study   27051
Required Orientation: Contact Ron Jones, 359-1672. (Kingwood)

* DRAM 2331   Stagecraft   3 cr
Reg.# 02203   Individualized   27051
Required Orientation: Contact Ron Jones, 359-1672. (Kingwood)
Reg.# 00975   Individualized   37050   Mayer
Contact John Mayer, 357-3797. (Tomball)

Economics

ECON 2301   Macro-Economics   3 cr
Reg.# 01972   Independent Study   17051
Independent Study Course: Orientation Information A133. (North Harris)
Reg.# 03876   Independent Study   17914   Davoudi
9-Weeks Independent Study, 5/13/96 to 7/9/96: Orientation Information A133. (North Harris)
Reg.# 03670   Video   18001   Davoudi
For Video Course Information: Contact Dr. Davoudi, 443-5457. (North Harris)

ECON 2302   Micro-Economics   3 cr
Reg.# 01946   Independent Study   17051
Independent Study Course: Orientation Information A-133. (North Harris)
Reg.# 03878   Independent Study   17915   Cannon
9-Weeks Independent Study, 5/13/96 to 7/9/96: Orientation Information A133. (North Harris)

ECON 2311   Economic Geography   3 cr
Reg.# 03703   Independent Study   17051   Shafiee
Required Orientation: Contact Dr. Shafiee, 443-5450. (North Harris)

English

ENGL 1301   Composition & Rhetoric I   3 cr
Reg.# 02808   Independent Study   27001   Burkhardt
Required Orientation: January 16, 6:30 to 8:30pm, Burkhardt, LRC 203, call 359-1645. (Kingwood)
Reg.# 00906   Modem   39001   Dowden
Required Orientation: Call Rebecca Dowden, 357-3741. (Tomball)
Reg.# 00908   Modem   39002   Phelps
Required Orientation: Call Mary Ella Phelps, 351-3355. (Tomball)
Reg.# 00909   Modem   39003
Required Orientation: Call Rebecca Dowden, 357-3741. (Tomball)
Reg.# 04333   Modem   49071
Students are required to have an Internet Service Provider. For more information, call Sharon Humphries, (409) 273-7274. (Montgomery)

* ENGL 1302   Composition & Rhetoric II   3 cr
Reg.# 00935   Modem   39001   Dowden
Required Orientation: Call Rebecca Dowden, 357-3741. (Tomball)
Reg.# 00936   Modem   39002   Clark
Required Orientation: Call Larry Clark, 357-3766. (Tomball)
Reg.# 04334   Modem   49071
Students are required to have an Internet Service Provider. For more information, call Sharon Humphries, (409) 273-7274. (Montgomery)

* ENGL 2311   Technical Communications   3 cr
Reg.# 00939   Modem   39001   Clark
Required Orientation:Ccall Larry Clark, 357-3766. (Tomball)

* ENGL 2327   Survey of American Literature I   3 cr
Reg.# 00947   Modem   39001   Clark
Required Orientation: Call Larry Clark, 357-3766. (Tomball)

* Corequisite or Prerequisite Required. See 1995-96 NHMCCD Catalog.

Reg. #	Begin	End	Day	Sec.#	Instructor

Geography

GEOG 1300 Principles of Geography   3 cr
Reg.# 02289   Independent Study   17051   Mustoe, Jr.
Contact Miles Mustoe, Jr., 443-5585.

Government

GOVT 2301 American Government: National, State & Local I   3 cr
Reg.# 03396   8:00am   9:20am   Tu   26001   Davoudi
Reg.# 03396   5:30pm   6:50pm   Tu   Davoudi
Video class Orientation: January 16, 8:00 to 9:20am or 5:30 to 6:50pm. Davoudi, TEC 120, call 359-1668. (Kingwood)

Reg.# 02292   Independent Study   17051   Locander
Required Orientation: Thurs., January 18, noon or 8:00pm in A270. (North Harris)

Reg.# 02466   Telecourse   18051   Davis
Required Orientation: January 17, noon or 7:00pm in A270. (North Harris)

Reg.# 01880   Independent Study   37050   Kral
Required Orientation: Wed., January 17, 1:00 or 7:00pm. Call Nancy Kral, 351-3371. (Tomball)

GOVT 2302 American Government: National, State & Local II 3 cr
Reg.# 00451   Telecourse   W   28001   Davoudi
Required Orientation: January 17, 3:30 or 8:30pm, Davoudi, KLRC 203, call 359-1668. (Kingwood)

Reg.# 02293   Independent Study   17051   Locander
Required Orientation: Thurs., January 18, noon or 8:00pm in A270. (North Harris)

Reg.# 02428   Telecourse   18051   Puetz
Required Orientation: January 17, 11:30am or 7:00pm in A270. (North Harris)

Reg.# 03160   Independent Study   37050   Kral
Required Orientation: Wed., January 17, 1:00 or 7:00pm, Rm. E-105. Call Nancy Kral, 351-3371. (Tomball)

GOVT 2389 Political Science Internship   3 cr
Reg.# 02295   Independent Study   17051   Davis
Internship with political offices. (North Harris)

History

HIST 1301   United States History I   3 cr
Reg.# 00458   Video   W   26001   Wolfe
Video class Orientation: January 17, 2:00 or 5:30pm, Wolfe, KLRC 203, call 359-0405. (Kingwood)

Reg.# 02290   Independent Study   17051   Moore
Syllabus available in A264. (North Harris)

HIST 1302   United States History II   3 cr
Reg.# 00470   Telecourse   W   28001   Wolfe
Required Orientation: January 17, 12:30 or 7:00pm, Wolfe, KLRC 203, call 359-0405. (Kingwood)

Reg.# 02291   Independent Study   17051   Vogt
Syllabus available in A264. (North Harris)

Reg.# 03630   Independent Study   37050   Creden
Contact Monika Creden, 357-3798. (Tomball)

Human Development

HUMD 0100 TASP Lab   1 cr   Lab Fee $5
Reg.# 00477   Independent Study   27050
Reg.# 00478   Independent Study   27051   Sewell
Reg.# 00479   Independent Study   27052
Reg.# 00480   Independent Study   27053
Reg.# 00481   Independent Study   27054
Above classes have Required Orientation: January 16 or 17, 9:00am, 1:00 or 7:30pm, Skelton, LRC-215, call 359-0411. (Kingwood)

Journalism/Communications

COMM 1307 Intro to Mass Communications   3 cr
Reg.# 02805   Independent Study   27001   Calvert
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

Legal Support Services

LEGA 1305   Legal Practice & Procedures   3 cr
Reg.# 02878   Independent Study   17051   Fawcett
Required Orientation: January 17, 6:00pm, WNSP 104. (North Harris)

* LEGA 2301   Legal Research & Writing   3 cr
Reg.# 02886   Independent Study   17051   Fawcett
Required Orientation: January 17, 6:00pm, in WNSP 104. (North Harris)

LEGA 2307   Consumer Rights   3 cr
Reg.# 02893   Independent Study   17051   Fawcett
Required Orientation: January 17, 6:00pm, in WNSP 104. (North Harris)

LEGA 2407   Legal Co-op Work Exp & Seminar 4 cr
Reg.# 01360   TBA   TBA   37050

Management

MGMT 2307 Administrative Management   3 cr
Reg.# 02591   Independent Study   17051   Miller
Required Orientation: Sat., January 20, 11:00am to noon, WNSP 174. (North Harris)

MGMT 2407 Mgt Co-op Work Exp & Seminar I 4 cr
Reg.# 02927   12:00pm   12:50pm   TuTh   11001   Steuer
Reg.# 01418   TBA   TBA   37050   Pittman

* MGMT 2408 Mgt Co-op Work Exp & Seminr II 4 cr
Reg.# 01419   TBA   TBA   37050   Pittman

Marketing

MKTG 2305 Marketing Management   3 cr
Reg.# 02589   Independent Study   17051
Required Orientation: Sat., January 20, 2:00 to 3:00pm, WNSP 174. (North Harris)

MKTG 2306 Retail Operations & Methodology   3 cr
Reg.# 02590   Independent Study   17051
Required Orientation: Sat., January 20, 1:00 to 2:00pm, WNSP 174. (North Harris)

Reg.# 03974   Independent Study   67051   Parkway Center
Required Orientation: call 448-9191 ext. 105.

MKTG 2407 Mkt Co-op Work Exp & Seminar I 4 cr
Reg.# 01421   TBA   TBA   37050   Pittman

* MKTG 2408 Mkt Co-op Work Exp & Seminr II   4 cr
Reg.# 01422   TBA   TBA   37050   Pittman

Mathematics

* MATH 0110 Math Lab   1 cr   Lab Fee $10
Reg.# 02223   Independent Study   27051
Required Orientation: 1:00 or 7:00pm, Tues., January 16 or Wed., January 17. (Kingwood)

MATH 0306 Pre-Algebra Mathematics   3 cr
Reg.# 02663   Independent Study   27051
Required Orientation: 1:00 or 7:00pm, Tues., January 16 or Wed., January 17 (Kingwood)

Reg. #	Begin	End	Day	Sec.#	Instructor

• MATH 0308 Introductory Algebra 3 cr
Reg.# 02664 Independent Study 27051
Required Orientation: 1:00 or 7:00pm, Tues., January 16 or Wed., January 17. (Kingwood)

• MATH 0310 Intermediate Algebra 3 cr
Reg.# 02665 Independent Study 27051
Required Orientation: 1:00 or 7:00pm, Tues., January 16 or Wed., January 17. (Kingwood)
Reg.# 01249 Independent Study 37050
Contact Kitty Jay, 357-3750. (Tomball)
Reg.# 01840 Video class 16001
Required Orientation: January 16, 9:00am or 7:00pm, ACAD 2519, call 443-5685. (North Harris)

Office Administration

• OFAD 1300 Office Management I 3 cr Lab Fee $10
Reg.# 03558 10:00am 11:50am MTWTF 11961
Lab TBA MTWTF
Independent Study: Eight-week class starting week of 1/13/96. (North Harris)
Reg.# 01364 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)

• OFAD 1301 Business Writing I 3 cr
Reg.# 03512 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)

OFAD 1302 Computer Keyboarding 3 cr Lab Fee $10
Reg.# 01369 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3374. (Tomball)
Reg.# 04201 Independent Study 47051
Contact Rajiv Malkan, (409) 273-7344. (Montgomery)

OFAD 1307 Office Accounting 3 cr Lab Fee $10
Reg.# 00609 1:30pm 3:00pm TuTh 27001
Lab TBA TuTh
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03518 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)

OFAD 1309 Business Computations 3 cr Lab Fee $10
Reg.# 03521 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)

• OFAD 1311 Medical Office Terminology 3 cr Lab Fee $10
Reg.# 03525 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)

• OFAD 1320 WordPerfect I 3 cr Lab Fee $10
Reg.# 03526 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)

• OFAD 1321 Word for Windows I 3 cr Lab Fee $10
Reg.# 03528 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)
Reg.# 01374 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)
Reg.# 04202 Modem 47051
Students may require a modem & an Internet Service Provider. (Montgomery)

• OFAD 1322 WordPerfect for Windows I 3 cr Lab Fee $10
Reg.# 00621 5:00pm 7:20pm MW 27001
Lab TBA MW
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03530 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)
Reg.# 01375 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)

• OFAD 2301 Keyboarding Skillbuilding 3 cr Lab Fee $10
Reg.# 03560 3:00pm 3:50pm MTWTF 11961
Lab TBA MTWTF
Independent Study — Eight-week class starting week of 1/13/96. (North Harris)
Reg.# 03533 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)
Reg.# 01385 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)
Reg.# 04203 Independent Study 47051
Contact Rajiv Malkan, (409) 273-7344. (Montgomery)

• OFAD 2303 Adv. Legal Keyboard & Transcript 3 cr Lab Fee $10
Reg.# 01388 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)
Reg.# 04204 Independent Study 47051
Contact Rajiv Malkan, (409) 273-7344. (Montgomery)

• OFAD 2304 Office Management II 3 cr Lab Fee $10
Reg.# 00623 1:30am 3:00pm MW 27001
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03534 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)
Reg.# 01390 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)

• OFAD 2305 Office Management III 3 cr Lab Fee $10
Reg.# 03535 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)

• OFAD 2307 Word Processing Specializations 3 cr Lab Fee $10
Reg.# 00624 1:30pm 3:00pm TuTh 27001
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03537 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)

• OFAD 2308 Bus Writing II & Machine Trnscrpt 3 cr Lab Fee $10
Reg.# 00626 1:30pm 3:00pm MW 27001
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03539 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)
Reg.# 01391 Independent Study 37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)

• OFAD 2310 Medical Insurance 3 cr
Reg.# 03541 Independent Study 17051
Required Orientation: WNSP 117 — January 13, noon, or January 16 2:00pm, or January 17, 7:00pm. (North Harris)

• OFAD 2311 Medical Office Operations 3 cr Lab Fee $10
Reg.# 00629 2:00pm 3:30pm W 27001
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

* Corequisite or Prerequisite Required. See 1995-96 NHMCCD Catalog.

Distance Learning Schedule (continued)

• OFAD 2312 Medical Transcription   3 cr   Lab Fee $10
Reg.# 01392   Independent Study   37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)

• OFAD 2321 Word for Windows II   3 cr   Lab Fee $10
Reg.# 03544   Independent Study   17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)
Reg.# 01393   Independent Study   37050

• OFAD 2322 WordPerfect for Windows II   3 cr   Lab Fee $10
Reg.# 00794   5:00pm   7:20pm   MW   27002
Reg.# 00632   1:30pm   3:00pm   TuTh   27001
Above classes are Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)
Reg.# 03545   Independent Study   17051
Required Orientation: WNSP 117 — January 13, noon, or January 16, 2:00pm, or January 17, 7:00pm. (North Harris)
Reg.# 01407   Independent Study   37050
Contact Camille Pittman, 351-3374 or Theresa Capretta, 351-3314. (Tomball)

OFAD 2407 OFAD Co-op Work Exp & Seminar I   4 cr
Reg.# 01413   TBA   TBA   37050   Pittman
Contact Camille Pittman, 351-3374. (Tomball)

• OFAD 2408 OFAD Co-op Work Exp & Seminar II   4 cr
Reg.# 01414   TBA   TBA   37050   Pittman
Contact Camille Pittman, 351-3374. (Tomball)

Psychology

PSYC 2301 General Psychology   3 cr
Reg.# 00691   Telecourse   S   28001   Snaufer
Required Orientation: January 13, 9:00am, Snaufer, KLRC 203, call 359-0459, Ext. 264. (Kingwood)
Reg.# 02033   Independent Study   17051   Smith
Required Orientation: Wed., January 17 at 2:00 or 6:00pm in A168. (North Harris)
Reg.# 02034   Telecourse   18001   Deabler
Required Orientation: January 16 at 3:30 or 6:00pm in A168. (North Harris)
Reg.# 02894   Independent Study   67001   Parkway Center
Required Orientation: Call 448-9191 Ext. 105 for information.
Reg.# 02117   Independent Study   37050   Parish
Contact Debra Parish, 351-3341. (Tomball)

• PSYC 2308 Child Growth & Development   3 cr
Reg.# 02044   Independent Study   17051   Hartgrove-Freile
Required Orientation: January 18 at 7:00pm or January 19 at 1:00pm in A168. (North Harrris)

• PSYC 2314 Life-Span Growth & Development   3 cr
Reg.# 02129   Independent Study   37050   Parish
Contact Debra Parish, 351-3341. (Tomball)

• PSYC 2315 Psychology of Adjustment   3 cr
Reg.# 02130   Independent Study   37050   Bullock
Contact Anice Bullock, 351-3344. (Tomball)

• PSYC 2316 Psychology of Personality   3 cr
Reg.# 02132   Independent Study   37050   Bullock
Contact Anice Bullock, 351-3344. (Tomball)

Records & Informaton Management

RECM 1301 Records & Information Mgmt I   3 cr
Reg.# 02594   Independent Study   17051
Required Orientation: Sat., January 20, 9:00 to 10:00am WNSP 174. (North Harris)
Reg.# 02833   Independent Study   67051   Parkway Center
Required Orientation: Call 448-9191 ext.105 for information.

• RECM 1303 Records & Information Mgmt II   3 cr
Reg.# 02597   Independent Study   17051
Required Orientation: Sat., January 20, 10:00 to 11:00am WNSP 174. (North Harris)

Sociology

SOCI 1301 Principles of Sociology   3 cr
Reg.# 01951   Independent Study   17051
Contact L. Dodgen, 443-5536 or A. Rapp, 443-5525 in A168. (North Harris)
Reg.# 03880   Independent Study   17919
Nine weeks Independent Study 5/13/96 through 7/9/96. (North Harris)
Reg.# 01954   Telecourse   18001
Student must contact L. Dodgen, 443-5536 or A. Rapp, 443-5525 in A168. (North Harris)
Reg.# 01590   Independent Study   37050   Telschow
Contact Ruth Telschow, 357-3745. (Tomball)

SOCI 1306 Social Problems   3 cr
Reg.# 02158   Independent Study   17051
Student must contact L. Dodgen, 443-5536 or A. Rapp, 443-5525 in A168. (North Harris)

SOCI 2331 Current Issues in Sociology   3 cr
Reg.# 01591   Independent Study   37050   Telschow
Health & Illness. (Tomball)

Spanish

SPAN 1411 Beginning Spanish I   4 cr   Lab Fee $2
Reg.# 03645   Telecourse   18001
Contact Dr. Harrison, 443-5540. (North Harris)

• SPAN 1412 Beginning Spanish II   4 cr   Lab Fee $2
Reg.# 03519   Telecourse   18001
Students who have taken two or more years of language in high school must be tested before placement. Contact Dr. Harrison, 443-5540. (North Harris)
Reg.# 02656   Independent Study   27051
Required Orientation: 11:00am, Sat., January 13; 7:00pm, Thurs., January 18. (Kingwood)

• SPAN 2311 Intermediate Spanish I   3 cr
Reg.# 03760   Independent Study   27051
Required Orientation: 11:00am, Sat., January13; 7:00pm, Thurs., January 18. (Kingwood)

• SPAN 2312 Intermediate Spanish II   3 cr
Reg.# 03783   Independent Study   27051
Required Orientation: 11:00am, Sat., January 13; 7:00pm, Thurs., January 18. (Kingwood)

Travel & Tourism

• TRAV 2206 Current Issues/Problems in Trav & Tour Industry 2 cr
Reg.# 02817   6:30pm   8:50pm   W   27001
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

TRAV 2302 Intro to Convention & Meetings Planning   3 cr
Reg.# 00859   8:30am   12:30pm   S   27901   Humble Center
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

• TRAV 2304 Intro to Wholesale Tour Operations   3 cr
Reg.# 02807   6:00pm   9:00pm   F   27901
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

• TRAV 2308 Applied Convention/Meetings Management   3 cr
Reg.# 00860   8:30am   12:30pm   S   27901   Humble Center
Independent Study: First class orientation, thereafter reviews & exams. (Kingwood)

APPENDIX P:

SAMPLE TECH PREP

EDUCATIONAL PLANS

CYPRESS FAIRBANKS ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep: 6-Year Plan

Child Care and Development-Associate of Applied Science Degree with Montessori Infant/Toddler Specialization

Approved Recommended Plan

HIGH SCHOOL

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	U.S. Government/ Economics
Physical Science	Biology	World History	*Early Childhood Professions II (CHID 1404 Health Safety & Nutrition)
U S History	Parenting and Child Development/ Advanced Parenting and Child Development	P E or Waiver	Recommended Electives
Health/ Independent Study in English	Physical Education or Recommended Elective	*Early Childhood Professions I (CHID 1400 Intro to Early Child. Ed.)	
P E or Recommended Elective		Recommended Electives	
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6

COMMUNITY COLLEGE

FRESHMAN	FRESHMAN	SOPHOMORE	SOPHOMORE	ADVANCED SKILLS
**PSYC 2301 General Psychology	**PSYC 2308 Child Growth & Development	CHID 2300 Early Childhood Program Mgt. I	SPCH 2341 Oral Interpretation	CHID 2404 MI/T Theory & Practice
**ENGL 1301 Composition & Rhetoric I	**ENGL 1302 Composition & Rhetoric II	CHID 2403 MI/T History & Philosophy	CHID 2407 Child Care Co-op Work Experience	CHID 2408/ 2410 Mont. Infant OR Toddler Practicum I
MATH/Nat. Sci. College-level course	CHID 1402 Instructional Materials for Child Care	CHID 2402 Infant Care Education	CHID 2301 Early Childhood Program Mgt. II	CHID 2409/ 2411 Mont. Infant OR Toddler Practicum II
CHID 1401 Creative Activities for Child Care	CHID 1403 Child Guidance	Elective Outside area of Specialization	CHID 2401 Child Care Curriculum Development	OFAD 2311 Medical Office Operations
PHED Pysical Activity	CHID 1301 Family Living & Parenting Skills		CHID 2405 The Exceptional Child	
	TECH PREP ARTICULATED CR. HRS. 8			
First Year Credits 39/40		Second Year Credits 47/48		TOTAL COLLEGE CREDIT 86/88

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

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

ISD Contact Name: _____   Telephone #: _____

NHMCCD Contact Name: _____   Telephone #: _____

166

167

SPRING ISD / NORH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep: 6-Year Plan

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

Approved Recommended Plan

HIGH SCHOOL

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Elective
Physical Science	Biology	U. S. History	Government/ Economics
World Hist./ Geography	Elective	Biology II, Chemistry or Principles of Technology	* Crime in Am. (CRIJ 1307) (1/2 credit)
			Fund. of Criminal Law (1/2 credit)
Physical Education	Physical Education/ Health	* Intro. to Criminal Justice (CRIJ 1301)	Elective (Recommend Speech)
Foreign Language	Foreign Language	* Business Comp. App. (CSCi 1401)	Elective (Recommend Soc/Psy)
Total Credit 6	Total Credit 6	Total Credit 6	Total Credit 6

COMMUNITY COLLEGE

FRESHMAN		SOPHORE	plus	ADVENCED SKILLS
**ENGL 1301 Composition and Rhetoric	**ENGL 1302 Composition and Rhetoric	**GOVT 2301 American Government I	CRIJ 2314 Criminal Investigation	CRIJ 2433 Texas Peace Officer Law
*CRIJ 1301 Introduction to Criminal Justice	CRIJ 1306 The Courts and Criminal Procedure	CRIJ 2323 Legal Aspects of Criminal Justice	CRIJ 2328 Police Systems and Practice	CRIJ 2434 Texas Peace Officer Procedures
CRIJ 1310 Fund. of Criminal Law	*CRIJ 1307 Crime in America	**PSYC 2301 General Psychology	*CSCI 1401 Introduction to Computer (4 Credits)	CRIJ 2435 Texas Peace Officer Skills
**MATH 1314 College Algebra	**SPCH 1315 Public Speaking	Elective (3 Credits)		
**SOCI 1301 Principles of Sociology	Elective (3 Credits)	Elective (Nat.Science) 4 Credits	*Tech Prep Articu.Cr. Hours 10	Adv. Skills Credit 12 hrs
**PHED 1111 - 1163 Physical Ed.	**PHED 1111 - 1163 Physical Ed.	Elective (Nat. Science) 4 Credits	Elective (3 Credits)	
First Sem Credit 13 hrs + 3 ACH	Second Sem Credit 10 hrs + 3 ACH	Third Sem Credit 13 hrs	Fourth Sem Credits 6 hrs + 4 ACH	Total College Credits 64 Hours

*Courses articulated with North Harris Montgomery Community college District for Articulated Credit Hours (ACH). (10 ACH maximum)

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

ISD Contact Name & Address : Carolyn Ramsey, Program Director for Occupational / Technical Education   Telephone #: (713) 586 - 1112
(Need address of Spring ISD)

WILLIS ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep 6-Year Plan

Office Administration–Associate of Applied Science Degree with Advanced Skills in Desktop Publishing Specialist

Approved Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN	FRESHMAN	SOPHOMORE	SOPHOMORE	ADVANCED SKILLS
English I	English II	English III	English IV	OFAD 1301 Business Writing I	OFAD 2308 Business Writing II & Transcription	SPCH 1315 **Public Speaking or SPCH 1321*** Business Spch	College-Level Math or Science***	DESP 1330 Text Proc. for Desktop Pub.
Physical Science	Geometry	Algebra II or Computer Math	U.S. Government/ Economics	OFAD 1309 Business Computations	DESP 1432 Intro. Desktop	ENGL 1301** Composition & Rhetoric I	ECON 2301 or ECON 2302** Prin. of Econ.I /II	DESP 1433 Desktop Pub. & Design
Algebra I	Biology	U. S. History	Accounting I* (OFAD 1307 Office Acct.)	OFAD 2304 Office Managemt II	OFAD 2305 Office Management III	PHED** Physical Activity	Humanities/ Fine Arts Elective**	DESP 2432 Desktop Pub. & Typography
World Geography	World History	Business Info. Processing* (OFAD 1320 OR 1321 OR 1322)	Office Adm Sys Coop* (OFAD 1300 Office Mgmt II)	OFAD 2320 or 2321 or 2322 Word Processing II	CSCI 1420 Bus. Applications Spreadsheets (Lotus or Excel)			DESP 2440, 2441, 2442 (choose one)
Physical Education or Equivalent	Physical Education/ Health	Microcomputing Applications* (CSCI 1401 Intro to Comp)	Elective	OFAD 2301 Kybdg/Sklbdg	Elective outside of area			
Keyboarding/ Word processing* (OFAD 1302)	Office Supp Systems	Elective						
Elective	Elective	Elective			TECH PREP ARTICULATED CR. HRS. 16			
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6		First Year Credits 47/48		Second Year Credits 31/33	TOTAL COLLEGE CREDIT 78/81

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 13 credits).

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

ISD Contact Name: _____   Telephone #: _____

NHMCCD Contact Name: _____   Telephone #: _____

G:\D1ST\SYS\GROUP\EASD\TECH\6YRPLAN\DTP\DT_WILLI.DOC (8-26-95)

HUFFMAN ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep: 6-Year Plan

Office Administration-Associate of Applied Science Degree with Advanced Skills in Legal Secretary

Approved Recommended Plan

HIGH SCHOOL

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
English I	English II	English III	English IV
Algebra I	Geometry or Algebra 1-4	Algebra II or Geometry	U.S. Government
Physical Science	Biology I	Chemistry I	Economics
World Geography	World History	U.S. History	Office Adm. Sys. Coop
Physical Education	P. E./Health	Accounting I* (OFAD 1307 Office Acct)	Adv. Word Proc* (OFAD 1320 OR 1321 OR 1322)
Other Language	Other Language	Speech	Business Computer Applications* (CSCI 1401 Intro to Computers)
Keyboarding / Word Processing* (OFAD 1302)	Microcomputer App./Art	Bus Info Proc	
Elective	World History	Elective	
Total Credits 8	Total Credits 8	Total Credits 8	Total Credits 8

COMMUNITY COLLEGE

FRESHMAN		SOPHOMORE		ADVANCED SKILLS
OFAD 1301 Business Writing I	OFAD 2308 Business Writing II & Transcription	SPCH 1315 **Public Speaking or SPCH 1321** Business Spch	College-Level Math or Science**	LEGA 1301 Legal Resources
OFAD 1309 Business Computations	OFAD 2303 Adv. Legal Kybdg. & Transcription	ENGL 1301** Composition & Rhetoric I	ECON 2301 or ECON 2302** Prin. of Econ. I /II	LEGA 1303 Legal Admin. Procedures
OFAD 1300 Office Management I	OFAD 2304 Office Management II	PHED** Physical Activity	Humanities/ Fine Arts Elective**	LEGA 1302 Survey of Legal Specialization
OFAD 2320 or 2321 or 2322 Word Processing II	CSCI 1420 Bus. Applications Spreadsheets (Lotus or Excel)	OFAD 2305 Office Management III or Co-op		LEGA 1304 Litigation Procedures
OFAD 2301 Kybdg/Skibdg	Elective outside of area	OFAD 2307 WP Spec or DESP 1432 Intro. to Desktop		
	TECH PREP ARTICULATED CR. HRS. 13			
First Year Credits 44/45		Second Year Credits 34/36		TOTAL COLLEGE CREDIT 78/81

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 13 credits).
* General Education block transferrable toward a four-year degree at most universities.

ISD Contact Name: _____ Telephone #: _____

NHMCCD Contact Name: _____ Telephone #: _____

GD1STSYS\GROUPEASD\TECH\6YRPLAN\LEGLG_HUFF.DOC (6-29-95)

172 173

ALDINE ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep: 6-Year Plan

Office Administration-Associate of Applied Science Degree with Advanced Skills in _Advanced Skills in Medical Office Specialist_

Approved Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ADVANCED SKILLS
English I	English II	English III	English IV	OFAD 1301 Business Writing I	OFAD 2308 Business Writing II & Transcription	**SPCH 1315 Public Speaking or **SPCH 1321 Business Spch	**College-Level Math or Science	OFAD 1310 Medical Office Procedures
Algebra I	Geometry	Algebra II or Computer Math	U.S. Government/ Economics	OFAD 1309 Business Computations	OFAD 2307 WP Spec.	**ENGL 1301 Composition & Rhetoric I	**ECON 2301 or ECON 2302 Prin. of Econ.I/II	OFAD 1311 Medical Office Terminology
Physical Science	Biology	United States History	Social Studies Elective	OFAD 2304 Office Managemt II	OFAD 2305 Office Management III or Co-op	**PHED Physical Activity	**Humanities /Fine Arts Elective	OFAD 2310 Medical Insurance
Elective	World History	*Accounting (OFAD 1307 Office Accounting)	*Adv. Wordproc. or Bus. Info. Proc. or Office Adm. Sys II or Office Adm. Sys. Coop II (OFAD 1320, or 1321, or 1322)	OFAD 2320 or 2321 or 2322 Word Processing II	CSCI 1420 Bus. Applications Spreadsheets (Lotus or Excel)			OFAD 2311 Medical Office Operations
Physical Education	P. E./Health	*Business Computer App. I (CSCI 1401 Intro to Computers)		OFAD 2301 Kybdg/Skibdg	Elective outside area			
Keyboarding/ Word Processing* (OFAD 1302)	Microcomputer Applications	Bus. Info. Proc or Office Adm. Systems or Bus. Comp. Prog. or Office Adm. Sys. Coop I (OFAD 1300 Office Management I)			TECH PREP ARTICULATED CR. HRS. 16			
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	First Year Credits 47/48		Second Year Credits 28/30		TOTAL COLLEGE CREDIT 75/78

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 16 credits).

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

ISD Contact Name: _____   Telephone #: _____

NHMCCD Contact Name: _____   Telephone #: _____

GD1STSYS\SYS\GROUP\EASD\TECH\6YRPLAN\MOSMOS_ALDI.DOC (6-28-95)