



Dual Credit Agreement 2024-2025

- A. This Dual Credit Agreement “DCA” shall commence upon the date of its execution and shall continue until such time as the DCA is terminated. The agreement is made and entered into by and between Central Texas College, P.O. Box 1800, Killeen, Texas, 76540-1800, hereinafter referred to as “CTC” and **Copperas Cove Independent School District**, 408 South Main Street, Copperas Cove, Texas, 76522 hereinafter referred to as “ISD”.
- B. The purpose of this DCA is to approve the mechanism for the establishment of a dual credit partnership between CTC and the ISD. The DCA is defined as an agreement between CTC and the ISD that sets forth the process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school, thus accelerating the transition from high school to post-secondary education. Dual credit is also referred to as concurrent course credit; the terms are equivalent. The terms “faculty” and “instructor” is used interchangeably.
- C. This DCA aligns with the statewide dual credit program goals through collaborative outreach efforts, advising, and support services, while maintaining the quality and rigor of dual credit courses.
- D. ISDs Role and Responsibilities:
1. The ISD will provide classroom space, equipment and other peripherals on its campus as needed and applicable to enhance the education process.
 2. All instructional materials, such as books, handouts, calculators, etc., will be provided by the ISD.
 3. The ISD will pay tuition to CTC as outlined in this DCA and shall pay all invoices received by CTC for funds owed under this DCA within thirty (30) calendar days of the date of the invoice.
 4. Student transportation, if applicable, will be solely provided and paid for by the ISD.
 5. The ISD will adhere to CTC’s spring and fall semester start and end dates.
- E. CTC’s Role and Responsibilities:
1. CTC will hire all instructors and substitutes to teach the courses subject to the terms of this DCA.
 2. CTC will ensure that instructors, substitutes, and the curriculum meet the requirements of CTC, the Southern Association of Colleges and Schools Commission on Colleges, and the THECB.

3. CTC will pay all dual credit faculty for each section taught pursuant to Central Texas College's current part-time teaching rate. Payment will be twice a month as published on the CTC Payroll Calendar. All instructors paid by CTC will be obligated to sign a CTC adjunct instructor Part Time Employment Agreement.
 4. CTC will provide classroom space as needed on its campus, and will provide equipment and other peripherals when both parties mutually agree such materials are necessary to support the education process.
 5. CTC will ensure that all dual credit courses, whether taught at CTC, online blended or at the ISD are equivalent with respect to curriculum, materials, attendance requirements, instruction, method, and rigor as those courses offered at the CTC Central Campus. The quality and rigor of the dual credit courses will be sufficient to ensure student success in subsequent courses.
 6. CTC will provide academic and college support services to dual credit students as outlined in H.6. below.
 7. CTC tuition will be billed to ISD at the tuition rate prescribed by the Texas Higher Education Coordinating Board for the academic year and approved by the CTC Board of Trustees. Such invoices shall be delivered to the ISD via mail following the class census date, and before the class end date.
- F. CTC and the ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- G. Information about the dual credit program shall be made readily available by both CTC and the ISD through their marketing materials to include student handbooks, rack cards, and shall also be available on a designated dual credit page on the Central Texas College website, www.ctcd.edu.
- H. Under this DCA the following conditions must be met in order for the student to receive college credit at CTC:
1. CTC Eligible Courses and Degree Programs:
The only courses that may be offered for dual credit are
 - A) Courses in an active field of study curriculum developed by the Board under Section 61.8235;
 - B) Courses in CTC's Core Curriculum
 - C) Foreign Language courses; and
 - D) Career and Technical Education courses that apply to any certificate or associate degree offered by CTC including:
 - 1) Courses contained in the Workforce Education Course Manual (WECM);

- 2) Courses with the following rubrics contained in the Academic Course Guide Manual (ACGM): ACCT, AGRI, BCIS, BUSI, COSC, CRIJ, ENGR, HORT, RNSG

Courses offered for dual credit to the ISD will be reviewed annually by CTC in partnership with the ISD as part of the agreement revision, and are attached to this document and shall be incorporated herein as they are amended. CTC shall present the list of offered courses to the ISD as an attachment no later than 10 days before the beginning of fall semester and such list will be applicable for the academic year.

All students shall be placed on a CTC degree plan or certificate of completion plan as applicable. The number of credits for a student to earn a CTC degree may not exceed 60 credits. Dual credit students who are taking CTC courses on a full-time status may be able to complete the associate degree within two years. Under special circumstances, Dual Credit eligible students may be allowed to continue in the dual credit program to earn more than 60 credits with prior signed, written permission from CTC and the ISD.

2. Student Eligibility:

Student eligibility shall be determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, 4.85(b)1-8. The current Central Texas College Course Catalog shall determine all admission and registration requirements.

Students will not be accepted into a program after CTC late registration date.

3. Location of Classes:

CTC offers dual credit courses to the ISD at the CTC Central Campus located in Killeen, Texas, at the ISD high school campus, and by electronic means through CTC distance learning. The ISD will provide computers for instructional coursework for CTC distance learning courses.

4. Student Composition of CTC Classes:

Dual Credit Classes, held in-person on the high school campus, may be taught with only dual credit high school students enrolled. CTC, at its discretion, may enroll dual credit students attending classes on CTC Central Campus or through distance learning with mainstream college students and/or with other high school students. All such enrollments shall be governed by the criteria set forth in the Texas Administrative Code, Chapter 4, *Rules Applying to All Public Institutions of Higher Education*. Chapter 4, Subchapter D, Section 4.85(d)1-3 and SACSCOC rules relating to Dual Credit.

5. Faculty Selection, Supervision, and Evaluation:

Faculty members must meet the minimum requirements of the Southern Association of Colleges and Schools Commission on Colleges and Central Texas College. Approval procedures outlined in *CTC Instructor Qualification and Approval Procedures*, Human Resources Policy #160 will be followed. CTC shall hire, supervise, and evaluate instructors of dual credit courses using the same comparable procedures used for faculty at the Central Campus.

A. Dual Credit Faculty:

- 1) Be credentialed and hired at sole discretion of CTC.
- 2) Provide students the course syllabus on the first day of class.
- 3) Maintain college-level rigor of the course.
- 4) Follow the curriculum provided by CTC.

B. Alert the department chair immediately if there is an issue with equipment or text books.

C. Follow the protocol for communicating with the department chair on any grading or student conduct items.

D. Submit rosters and grades on time.

E. Check rosters daily to ensure all students in the class are on the college roster. Report discrepancies immediately to the Dual Credit Programs office.

F. Maintain communication with the department chair throughout the semester.

G. Attend trainings provided by the Dual Credit Programs department and CTC.

H. Complete all mandated online training by the due date.

I. Communicate with dual credit students through CTC email or Blackboard.

J. Attend the Faculty Preservice at the beginning of fall semester. Attend Faculty Inservice at the beginning of spring semester.

Payment and benefits to CTC faculty will be in accordance with CTC's regular faculty payroll schedule.

All dual credit faculty will conform to all CTC policies and procedures.

6. Academic Policies and Student Support Services:

Students must meet all CTC admissions requirements as published in the current CTC course catalog.

Students must adhere to the requirements, policies, and procedures as set forth in current CTC Student Handbook and CTC Catalog.

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct sanctions are administered in accordance with policy and procedures set forth in the current CTC Course Catalog.

CTC Academic advising will be available to all students throughout their enrollment with Central Texas College. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and as applicable, with the goal being the student successfully completing the dual credit courses.

CTC Disability Support Services: Disability support services are available to dual credit students while taking dual credit or college courses only, and shall be administered consistent with the disability services afforded to college level students. Disability Support provided by the ISD may not be consistent with such support services offered at the college level.

7. The student must obtain approval from parent/guardian and high school counselor for enrollment each semester. The student must obtain approval from the high school counselor for all dual credit course changes and each new course enrollment request before enrollment.

The student must submit a CTC application with high school transcript, qualifying test scores, and dual credit/early admissions advising form. In addition, the student must complete the Dual Credit/Early Admissions Advising form for each semester that they enroll in dual credit courses.

8. Transcribing of Credit:

College course grades and associated credit will be transcribed upon a students' completion of the course as defined in the current Central Texas College Course Catalog and Central Texas College Student Handbook, and in accordance with the Texas Administrative Code: Title 19, Part 1, Chapter 4, Subchapter D, rule 4.85.

9. Sources of Funding for Tuition, Transportation, Textbooks, and Payment

The ISD will claim all students in Average Daily Attendance for purposes of state aid. CTC will claim all other funding for all students receiving college credit in dual credit courses.

FAST Eligible Students: Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. Eligibility will be further determined based on certification reports and data provided

by the Texas Higher Education Coordinating Board. Tuition for FAST eligible students is zero per credit hour to the ISD and student, and zero for book costs to the student. There is no cost to ISD for tuition regarding FAST eligible students. ISD is however responsible for the cost of books, differential tuition, instructional materials, and supplies such as computing devices or other items not specifically provided for within this agreement.

Non-FAST Eligible Students: For students that do not meet the criteria for FAST eligibility as prescribed above, the tuition rate is \$55.00 per credit hour, and will be adjusted as prescribed by the Texas Higher Education Board and approved by the Central Texas College Board of Trustees, for the academic year. Invoices billed to ISD are payable net 30 days. ISD will be billed per student for tuition, fees, and books for up to 60 credit hours over the course of the student's high school enrollment as approved by ISD. Tuition, fees, and books for additional courses will be billed to the student for courses and materials outside of this agreement. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds for student withdrawal are calculated effective the date Dual Credit Programs Office receives notification of student withdrawal from the ISD.

Students who take courses which are not approved under this agreement are obligated to pay the full in-district tuition rate and are responsible for all books and material costs. Dual enrollment or concurrent enrollment under the Texas Admin Code section 4.83 is defined as follows: "Dual enrollment (previously referred to as dual or concurrent enrollment)—Refers to a system under which a student is enrolled in more than one educational institution (including a high school and a public institution of higher education). When a student in a dual enrollment system enrolls in courses that student earns appropriate course credit from each distinct educational institution that offered the course. Dual Enrollment is not equivalent to dual credit."

Student Reimbursement: ISD at its sole discretion may choose to require reimbursement from any ISD student that is not FAST-eligible for tuition, fees, books, or other course materials paid for by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by the College to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.

All instructional materials, such as books, handouts, calculators, computers for online learning, etc, will be provided by the ISD.

The ISD is responsible for all costs of transportation of students as required under this DCA.

10. Metrics: The following metrics will be maintained by CTC:

- A. Student enrollment in postsecondary after high school;
- B. Time to degree completion;
- C. Semester credit hours to degree; and

- D. Analysis of measure in enrollment in and persistence through postsecondary education, disaggregated by student sub-population.

11. Accreditation and Standards:

The educational partners to this DCA are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this DCA shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

12. Data Sharing: Data shall be provided by CCISD to CTC and data shall be provided by CTC to CCISD. Information needed is listed in section 12 a-g. The data shall be provided in the following format: Either Microsoft Excel or Access. All information will be provided in a timely manner to meet reporting deadlines set-forth by the Texas Higher Education Coordinating Board.

CCISD will provide:

- A. Enrollment information for all students:
 - 1) First Name, Last Name, Middle Initial;
 - 2) Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, provide the state-approved alternative student identification number.
 - 3) Date of Birth (DOB);
 - B. High School Attending;
 - C. Date of High School graduation;
 - D. Endorsement areas of each student;
 - E. Special group identification, for example Early College Program or STEM; and
 - F. Cumulative GPAs
 - G. Texas Student Data System (TSDS) Unique ID
- I. Term: This DCA shall commence upon the date of its execution and shall continue until such time as the DCA is terminated.
- J. Termination: This DCA may be terminated by either party providing thirty (30) calendar days' written notice to the other party. Such notice shall be hand delivered or sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to courses that have already begun and such courses shall be allowed to finish the term already begun. Likewise, courses which have not yet begun, but in which dual credit students are actually enrolled at the time of receipt of the notice of termination, shall be allowed to commence and finish that particular course for that particular term/semester. Upon receipt of a notice of termination, the parties shall immediately cease to enroll students in a dual credit program under this DCA.

- K. To the extent permitted under Texas law and without waving any defenses including governmental immunity, each party to this DCA agrees to be responsible for its own acts or failure to act, including acts of negligence, which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this DCA or any of its activities or from any act or omission of any employee or invitee of the parties of this DCA. The provisions in this paragraph are solely for the benefit of the parties to this DCA and are not intended to create or grant any rights, contractually or otherwise to any third party.
- L. Limitation of Liability. FOR BREACH OF ANY PROVISION HEREIN, THE LIABILITY OF THE DEFAULTING PARTY SHALL BE LIMITED TO DIRECT ACTUAL DAMAGES ONLY AND ALL OTHER DAMAGES AND REMEDIES ARE WAIVED. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES IN TORT, CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE.
- M. This DCA shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- N. This DCA contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This DCA may be revised or modified in any fashion only by signed written agreement between the parties.
- O. This DCA is executed at Killeen, Texas, on the date of the last signature herein. This Agreement supersedes all prior DCA(s), verbal, and/or written agreements made between the parties as to the subject matter herein and shall commence upon the date of execution, and continue until such time as the Agreement is terminated.



Mr. Mark Harmsen
Vice Chancellor Finance and Administration
Central Texas College

6/11/24

Date



Dr. Joe Burns
Superintendent,
Copperas Cove Independent School District

7/16/24

Date

Attachment
Comprehensive Listing of Dual Credit Courses

Interdisciplinary Studies (AA.IDS4)

Associate of Arts Degree

Endorsement Multidisciplinary Studies

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Grade 9				
Learning Frameworks	EDUC 1100	1	College Readiness & Study Skills	0.5
Suggested Grade 10				
Public Speaking or Business and Professional Communication	SPCH 1315 or SPCH 1321	3	Professional Communication	0.5
Creative Arts – Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1
United States History	History 1301 and HIST 1302	6	US History A and US History B	1
Suggested Grade 11				
Composition I and II	ENGL 1301 and ENGL 1302	6	English 3A or 4A or English 3B or 4B	1
College Electives	2 College Electives	6	High School Elective	1
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC and Social Studies Advanced Studies	1
Social & Behavioral Science	ECON 2301	3	Economics	0.5
College Elective	College Elective	3	High School Elective	0.5
Suggested Grade 12				
Language/Philosophy/Culture	ENGL 2322	3	English 4B	0.5
Life and Physical Science Options	2 Science Options BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	8	Scientific Research & Design or Scientific Research & Design I Or Scientific Research & Design or Scientific Research & Design II	1
College Algebra	MATH 1314 or MATH 1414	3,4	College Algebra A or College Algebra B	0.5
College Electives	2 College Electives	6	High School Elective	1
College Elective(90)	College Elective	3	High School Elective	0.5
Elective Options				
<i>Students may select 18 semester credit hours from courses listed below.</i>				
AGRI 1415, ANTH 2351, ARTS 1303, ARTS 1304, BCIS 1305, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2420, BUSI 1301, CHEM 1406, CHEM 1407, CHEM 1411, CHEM 1412, COSC 1301, DRAM 1310, DRAM 2361, DRAM 2366, ECON 2302, ENGL 2322, ENGL 2327, ENVR 1401, GEOG 1301, GEOG 1302, GEOG 1303, GEOL 1403, GEOL 1404, GERM 1411, GERM 1412, HIST 2301, HIST 2311, HIST 2312, HIST 2381, MATH 1332, MATH 1342, MATH				

2412, MATH 2413, MUSI 1306, MUSI 1307, PHIL 1301, PHIL 1304, PHIL 2306, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, PSYC 2301, PSYC 2308, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319, SPAN 1411, SPAN 1412

Air Conditioning and Refrigeration Technicians Assistant (ACR17.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Refrigeration Principles	HART 1407	4	HVAC and Refrigerant Tech	1
Basic Electricity for HVAC	HART1401	4	HVAC and Refrigerant Tech II A	1
Gas and Electric Heating	HART 1445	4	HVAC and Refrigerant Tech II B	1
Residential Air Conditioning	HART 1341	3	Practicum in Construction Tech I B	1
Air Conditioning Control Principles	HART 1403	4	Practicum in Construction Tech I A	1

Automotive System Specialist (AUSS5.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Automotive Electronics	AUMT 2337	3	Auto Technology IB	1
Automotive Climate Control Systems	AUMT 1445	4	Auto Technology II	1
Suggested Year 2				
Automotive Drive Train and Axles	AUMT 2413	4	Practicum in Transportation Systems Ext IB	1.5
Automotive Automatic Transmission and Transaxle	AUMT 2425	4	Automotive Technology II: Automotive Service + Advanced Transportation Systems Laboratory	3
Suggested Year 3				
Automotive Engine Repair	AUMT 1319	3	Automotive Basics	1

Baking (HMBK9.CC1)
Restaurant Skills (HMR13.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Sanitation and Safety	CHEF 1305	3	Culinary Arts B	1
Basic Food Preparation	CHEF 1301	3	Culinary Arts A	1
Principles of Healthy Cuisine	CHEF 1302	3	Introduction to Culinary Arts	1
Introduction to Hospitality Industry	HAMG 1321	3	Principles of Hospitality and Tourism A	.5
Suggested Year 2				
Fundamentals of Baking	PSTR 1301	3	Practicum in Culinary Arts A	1
Principles of Food and Beverage Operations	HAMG 2301	3	Principles of Hospitality and Tourism B	.5
Menu Management	RSTO 1321	3	Menu Management	.5
Cake Baking and Production	PSTR 1302	3	Culinary Arts	1

Upon completion of CHEF 1305, students are eligible to sit for the ServSafe exam.

Basic Automotive Technician (AUB13.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Automotive Technology	AUMT 1405	4	Automotive Basics B	1
Theory of Automotive Engines	AUMT 2305	3	Automotive Basics A	1
Suggested Year 2				
Automotive Electrical Systems	AUMT 1407	4	Automotive Technology IA	1
Automotive Brake Systems	AUMT 1410	4	Practicum in Transportation Systems Ext IA	1.5
Suggested Year 3				
Automotive Suspension and Steering Systems	AUMT 1416	4	Automotive Technology II Automotive Service	2

Carpentry Trades (MTC15.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Carpentry	CRPT 1429	4	Principles of Construction	1
Floor Systems	CRPT 1423	4	Construction Tech I	2

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Suggested Year 2				
Wall Systems	CRPT 1415	4	Construction Tech II	2
Roof Systems	CRPT 1411	4	Practicum in Construction Tech	3
Suggested Year 3				
Interior and Exterior Paint and Refinishing	CBFM 1334	3	Practicum in Construction Tech	3

Courses toward Agriculture Production (AGP14.AAS)

Associate of Applied Science Degree

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introductory Animal Science	AGRI 1419	4	Adv. Animal Science	1
Animal Health	AGAH 1343	3	Veterinary Medical Application	3

Courses toward Basic Diesel Technician (DESP7.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Shop Safety and Procedures	DEMR 1301	3	Practicum in Transportation Systems Ext 2A	1.5
Basic Electrical Systems	DEMR 1405	4	Diesel Equip. Tech II A	1
Diesel Engine I	DEMR 1306	3	Practicum in Transportation Systems Ext 2B	1.5
Diesel Engine Testing and Repair I	DEMR 1410	4	Auto Tech 2 Lab B	1.5

Courses toward Business Management (BUBM5.AAS)

Associate of Applied Science Degree

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Principles of Retailing	MRKG 1302	3	Retail Management	1
Principles of Marketing	MRKG 1311	3	Marketing	1
Principles of Financial Accounting	ACCT 2301	3	Accounting 1	1
Principles of Managerial Accounting	ACCT 2302	3	Accounting 2	1

Courses toward Computer Science (CS17.AS)**Associate of Science Degree****Endorsement Technology**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Computing	COSC 1301	3	Principles of IT	1
Introduction to Computer Programming	COSC 1315	3	Introduction to C# Programming Application	1
Programming Fundamentals I	COSC 1336	3	Computer Science I	1
Suggested Year 2				
Programming Fundamentals II	COSC 1337	3	Computer Science II	1
Computer Organization	COSC 2325	3	Independent Studies in Technology Applications	1
Programming Fundamentals III	COSC 2336	3	Independent Studies in Technology Applications	1

Courses toward Construction Trades (MTCO.CC1)**Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Residential Wiring	ELPT 1429	4	Electrical Technology II	2
Residential Construction Plumbing I	PFPB 2409	4	Plumbing Tech I Dual Credit	1
Residential Construction Plumbing II	PFPB 2445	4	Plumbing Tech II	2

Courses toward Criminal Justice Studies with Specialization (CJCJ.CC1)**Certificate of Completion****Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Criminal Justice	CRIJ 1301	3	Criminal Justice	1
Court System and Practices	CRIJ 1306	3	Court System and Practices	1
Suggested Year 2				
Criminal Investigation	CRIJ 2314	3	Criminal Investigation	1

Courses toward Diesel System Specialist (DES15.CC1)**Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Basic Hydraulics	DEMR 1416	4	Auto Tech 2 Lab A	1.5
Power Train II	DEMR 1447	4	Diesel Equip Tech I B	1
Basic Brake Systems	DEMR 1417	4	Diesel Equip Tech II B	1
Heating, Ventilation and Air Conditioning, Troubleshooting and Repair	DEMR 1423	4	Diesel Equip Tech I A	1

Courses toward EMT-Paramedic (EMP15.CC1)**Certificate of Completion****Endorsement Public Safety**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Emergency Medical Technician	EMSP 1401	4	Extended Practicum in Law, Public Safety, Corrections, and Security	3
Clinical- Emergency Medical Technology/Technician	EMSP 1160	1	EMTB Clinical	1

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.

Courses toward Engineering (ENGF4.AS)**Associate of Science Degree****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Engineering	ENGR 1201	2	Intro to Engineering & Design	1
Engineering Mechanics Dynamics Statistics	ENGR 2301	3	Engineering Math	1
Engineering Mechanics Dynamics	ENGR 2302	3	Scientific Research & Design	1
Mechanics of Material	ENGR 2332	3	Civil Engineering & Architecture	1

Courses toward Horticulture Development (AGH14.AAS)**Associate of Applied Science Degree****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introductory Animal Science	AGRI 1419	4	Adv. Animal Science	1
Agronomy	AGRI 1407	4	Range Ecology & Management	1
Suggested Year 2				
Horticulture	AGRI 1415	4	Horticulture Science	1
Horticultural Food Crops	HALT 2307	3	Horticulture Science/Lab	2
Suggested Year 3				
Soil Science	AGCR 2318	3	Advanced Plant and Soil Science	1
Greenhouse Management	HALT 2308	3	Greenhouse Operations	1

Farm and Ranch (WLFR9.CC1)**Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Welding Safety, Tools, and Equipment	WLDG 1323	3	Dual Credit Welding	1
Introduction to Oxy-Fuel Welding and Cutting	WLDG 1425	4	Dual Credit Welding	1
Introduction to Shielded Metal Arc Welding (SMAW)	WLDG 1428	4	Advanced Dual Credit Welding	1.5
Intermediate Shielded Metal Arc Welding (SMAW)	WLDG 1457	4	Advanced Dual Credit Welding	1.5
Suggested Year 2				
Introduction to Blueprint Reading for Welders	WLDG 1313	3	Blueprint Reading for Manufacturing Applications	1

Graphics and Printing Technology Graphic Design (GPGF5.CC1)**Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Graphic Arts & Printing	GRPH 1305	3	Principles of Arts, Audio/Video Technology, and Communications	1
Digital Publishing I	ARTC 1313	3	Printing and Imaging Technology	1

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Digital Imaging I	ARTC 1302	3	Printing and Imaging Technology	1
Digital Publishing II	ARTC 2313	3	Printing and Imaging Technology II	2
Digital Imaging II	ARTC 2305	3	Printing and Imaging Technology II	2
Digital Publish III	ARTC 2348	3	Practicum in Printing and Imaging Technology	2

IT Core Fundamentals (ITC24.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Computing	COSC 1301	3	Principles of IT	1
Business Computer Applications	BCIS 1305	3	Business Information Mgmt. I	1
Fundamentals of Networking Technologies	ITNW 1325	3	Computer Maintenance Lab	2
Introduction to the Internet	ITNW 1337	3	Computer Science 1	1
Information Technology Security	ITSY 1342	3	Practicum in IT	3
Suggested Year 2				
Implementing & Supporting Client Operating Systems	ITNW 1308	3	Computer Science 2	1
Fundamentals of Cloud Computing	ITNW 1309	3	Advanced Cloud Computing	2
Introduction to Computer Programming	COSC 1315	3	Introduction to C# Programming Application	1
Personal Computer Hardware	ITSC 1325	3	Computer Maintenance	1
Project Management Software	ITSC 1315	3	Computer Science 3	1

Residential Heating, Air Conditioning and Refrigeration (HAC17.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Heat Pumps	HART 2449	4	Practicum in Construction Tech 2 A	1
Air Conditioning Installation and Startup	HART 2438	4	Practicum in Construction Tech 2 B	1
Advanced Electricity for HVAC	HART 2431	4	Electrical Technology II	2

Air Conditioning Troubleshooting	HART 2436	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1
Residential Air Conditioning System Design	HART 2445	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II	2

Robotics Technology (RBT19.CC1)

Certificate of Completion

Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Robotic Fundamentals	RBTC 1305	3	Robotics I	1
Suggested Year 2				
Robotic Mechanisms	RBTC 1351	3	Robotics II	1
Suggested Year 3				
Robot Application, Set-Up & Testing	RBTC 2345	3	Practicum in Science, Technology, Engineering and Math	1
Electro-Mechanical Devices	RBTC 1347	3	Practicum in Science, Technology, Engineering and Math	1
Robot Programming and Diagnostics	RBTC 2339	3	Practicum in Science, Technology, Engineering and Math	1
Pneumatics	RBTC 1309	3	Practicum in Science, Technology, Engineering and Math	1

Structural Welding Technology (WLS19.CC1)

Certificate of Completion

Endorsement Business and Industry

Requires Completion of WLFR9.CC1 prior to enrollment

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Advanced Shielded Metal Arc Welding (SMAW)	WLDG 2443	4	Welding I or Welding II + Welding II Lab	2 or 3
Introduction to Gas Metal Arc (GMAW) Welding	WLDG 1430	4	Introduction to Welding	1
Advanced Gas Metal Arc Welding (GMAW)	WLDG 2447	4	Welding I or Welding II + Welding II Lab	2 or 3
Introduction to Gas Tungsten Arc (GTAW) Welding	WLDG 1434	4	Introduction to Welding	1

Suggested Year 2				
Advanced Gas Tungsten Welding (GTAW)	WLDG 2451	4	Welding I or Welding II + Welding II Lab	2 or 3

Comprehensive List of Courses

Courses taken toward the following degrees and certificates: Interdisciplinary Studies (AA IDS4), Basic Automotive Technician CC (AUB13), Farm and Ranch CC (WLFR3) and Paramedic (EMP15). Courses under the following high school endorsements: Arts and Humanities, Business and Industry, Multidisciplinary, Public Service or STEM.

CTC	CTC	CTC Credits	ISD	ISD Credits
ACCT 2301	Principles of Financial Accounting	3	Accounting 1	1.0
ACCT 2302	Principles of Managerial Accounting	3	Accounting 2	1.0
AGAH 1343	Animal Health	3	Veterinary Medical Application	3.0
AGCR 2318	Soil Science	3	Advanced Plant and Soil Sc.	1.0
AGRI 1407	Agronomy	4	Range Ecology & Management	1.0
AGRI 1415	Horticulture	4	Horticulture Science	1.0
AGRI 1419	Introductory Animal Science	4	Adv. Animal Science	1.0
ANTH 2301	Physical Anthropology	3	Special Topics in Language and Culture	1.0
ANTH 2351	Cultural Anthropology	3	Discovering Languages and Cultures	1.0
ARTC 1313	Digital Publishing I	3	Printing and Imaging Technology	1.0
ARTC 1302	Digital Imaging I	3	Printing and Imaging Technology	1.0
ARTC 2313	Digital Publishing II	3	Printing and Imaging Technology II	2.0
ARTC 2305	Digital Imaging II	3	Printing and Imaging Technology II	2.0
ARTC 2348	Digital Publish III	3	Practicum in Printing and Imaging Technology	2.0
ARTS 1303	Art History I	3	Art I Appreciation (SEM. 1)	1.0
ARTS 1304	Art History II	3	Art I Appreciation (SEM. 2)	1.0
AUMT 1319	Automotive Engine Repair	3	Automotive Basics	1.0
AUMT 1405	Introduction to Automotive Technology	4	Automotive Basics A	1.0
AUMT 1407	Automotive Electrical System	4	Auto Technology I A	1.0
AUMT 1410	Automotive Brake Systems	4	Practicum in Transportation Systems Ext I A	1.5

AUMT 1445	Automotive Climate Control Systems	4	Auto Technology II	1.0
AUMT 2305	Automotive Engine Theory	3	Automotive Basics B	1.0
AUMT 2337	Automotive Electronics	3	Auto Technology I B	1.0
AUMT 2413	Automotive Drive Train and Axels	4	Practicum in Transportation Systems Ext 1B	1.5
AUMT 2425	Automotive Automatic Transmission and Transaxle	4	Automotive Technology II: Automotive Service + Advanced Transportation Systems Laboratory	3
BCIS 1305	Business Computer Applications	3	Business Information Mgmt. I	1.0
BIOL 1406	Biology for Science Majors I	4	Scientific Research & Design	1.0
BIOL 1407	Biology for Science Majors II	4	Scientific Research & Design	1.0
BIOL 1408	Biology for Non-Science Majors I	4	Scientific Research & Design I	1.0
BIOL 1409	Biology for Non-Science Majors II	4	Scientific Research & Design II	1.0
BIOL 1411	General Botany	4	Special Topics in Science	1.0
BIOL 1413	General Zoology	4	Special Topics in Science	1.0
BIOL 2401	Anatomy and Physiology I	4	Anatomy and Physiology (SEM. 1)	1.0
BIOL 2402	Anatomy and Physiology II	4	Anatomy and Physiology (SEM. 2)	1.0
BIOL 2420	Microbiology for Non-Science Majors	4	Medical Microbiology	1.0
BUSI 1301	Business Principles	3	Principles of Business, Marketing & Finance	1.0
BUSI 2301	Business Law	3	Business Law	1.0
CBFM 1334	Interior and Exterior Painting & Refinishing	3	Practicum in Const. Tech	3.0
CHEF 1301	Basic Food Preparation	3	Culinary Arts A	1.0
CHEF 1302	Principles of Healthy Cuisine	3	Introduction to Culinary Arts	1.0
CHEF 1305	Sanitation & Safety	3	Culinary Arts B	1.0
CHEF 1310	Garde Manger	3	Adv. Culinary Arts A	1.0
CHEF 2301	Intermediate Food Preparation	3	Adv. Culinary Arts B	1.0
CHEF 2302	Saucier	3	Practicum in Cul. Arts B	1.0
CHEM 1406	Introductory Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1407	Introductory Chemistry II	4	Scientific Research & Design I, II, III	1.0
CHEM 1411	General Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1412	General Chemistry II	4	Scientific Research & Design I, II, III	1.0
COSC 1301	Introduction to Computing	3	Principles of IT	1.0

COSC 1315	Introduction to Computer Programming	3	Introduction to C# Programming Application	1.0
COSC 1336	Programming Fundamentals I	3	Computer Science I	1.0
COSC 1337	Programming Fundamentals II	3	Computer Science II	1.0
COSC 2325	Computer Organization	3	Independent Studies in Technology Applications	1.0
COSC 2336	Programming Fundamentals III	3	Independent Studies in Technology Applications	1.0
CRIJ 1301	Introduction to Criminal Justice	3	Criminal Justice	1.0
CRIJ 2314	Criminal Investigation	3	Criminal Investigation	1.0
CRIJ 1306	Court Systems and Practices	3	Court Systems & Practices	1.0
CRPT 1411	Roof Systems	4	Practicum in Const. Tech	3.0
CRPT 1415	Wall Systems	4	Construction Tech II	2.0
CRPT 1423	Floor Systems	4	Construction Tech I	2.0
CRPT 1429	Introduction to Carpentry	4	Principles of Construction	1.0
DEMR 1301	Shop Safety and Procedures	3	Practicum in Transportation Systems Ext 2A	1.5
DEMR 1306	Diesel Engine I	3	Practicum in Transportation Systems Ext 2B	1.5
DEMR 1405	Basic Electrical Systems	4	Diesel Equip. Tech II A	1.0
DEMR 1410	Diesel Engine Testing and Repair	4	Auto Tech 2 Lab B	1.5
DEMR 1416	Basic Hydraulics	4	Auto Tech 2 Lab A	1.5
DEMR 1417	Basic Brake Systems	4	Diesel Equip. Tech II B	1.0
DEMR 1423	Heating Ventilation and Air Conditioning, Troubleshooting and Repair	4	Diesel Equip. Tech 1 A	1.0
DEMR 1447	Power Train II	4	Diesel Equip. Tech 1 B	1.0
DRAM 1310	Theater Appreciation	3	Visual Media Analysis & Production	1.0
DRAM 2361	History of Theater I	3	Theatre I, Theatre Production I	0.5
DRAM 2366	Film Appreciation	3	Audio/Video Production I	0.5
ECON 2301	Principles of Macroeconomics	3	Economics	0.5
ECON 2302	Principles of Microeconomics	3	Economics Advanced Studies	0.5
EDUC 1100	Learning Frameworks	1	College Readiness & Study Skills	0.5
EDUC 1301	Introduction to the Teaching Profession	3	Instructional Practices in Education & Training	1.0
EDUC 2301	Introduction to Special Populations	3	Instructional Practices in Education & Training	2.0
ELPT 1429	Residential Wiring	4	Electrical Technology II	2.0
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1	Clinical-Emergency Medical Technology/Technician	1.0

EMSP 1401	Emergency Medical Technician-Based	4	Emergency Medical Technician-Based	1.0
ENGL 1301	Composition I	3	English 3A or 4A	1.0
ENGL 1302	Composition II	3	English 3B or 4B	1.0
ENGL 2322	British Literature I	3	English 4A	1.0
ENGL 2323	British Literature II	3	English 4B	1.0
ENGL 2327	American Literature I	3	Independent Study of English	1.0
ENGR 1201	Introduction to Engineering	2	Intro to Engineering & Design	1.0
ENGR 2301	Engineering Mechanics Dynamics Statistics	3	Engineering Math	1.0
ENGR 2302	Engineering Mechanics Dynamics	3	Scientific Research & Design	1.0
ENGR 2332	Mechanics of Materials	3	Civil Engineering & Architecture	1.0
ENVR 1401	Environmental Science I	4	Environmental Science	1.0
GEOG 1301	Physical Geography	3	Special Topics in Social Studies	1.0
GEOG 1302	Human Geography	3	AP Human Geography	1.0
GEOG 1303	World Regional Geography	3	World Geography	1.0
GEOL 1403	Physical Geology	4	Special Topics in Science	1.0
GEOL 1404	Historical Geology	4	Special Topics in Science	1.0
GERM 1411	Beginning German I	4	German I	1.0
GERM 1412	Beginning German I	4	German III	1.0
GOVT 2305	Federal Government	3	Government	0.5
GOVT 2306	Texas Government	3	Social Studies Advanced Studies	0.5
GRPH 1305	Introduction to Graphic Arts & Printing	3	Principles of Arts, Audio/Video Technology, and Communications	1.0
HALT 2307	Horticultural-Food Crops	3	Horticulture Science/Lab	2.0
HALT 2308	Greenhouse Management	3	Greenhouse Operations	1.0
HAMG 1321	Introduction to the Hospitality Industry	3	Principles of Hospitality and Tourism A	0.5
HAMG 2301	Principles of Food & Beverage Operations	3	Principles of Hospitality and Tourism B	0.5
HART 1341	Residential Air Conditioning	3	Practicum in Const. Techn I B	1.0
HART 1401	Basic Electricity for HVAC	4	HVAC & Refrigerant Tech II A	1.0
HART 1403	Air Conditioning Control Principles	4	Practicum in Const. Techn 1A	1.0
HART 1407	Refrigeration Principles	4	HVAC and Refrigerant Tech	1.0
HART 1445	Gas and Electric Heating	4	HVAC & Refrigerant Tech II B	1.0
HART 2438	Air Conditioning Installation and Startup	4	Practicum in Const. Techn 2 B	1.0
HART 2449	Heat Pumps	4	Practicum in Const. Techn 2 A	1.0

HART 2431	Advanced Electricity for HVAC	4	Electrical Technology II	2.0
HART 2436	Air Conditioning Troubleshooting	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1.0
HART 2445	Residential Air Conditioning System Design	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II	2.0
HIST 1301	United States History I	3	US History A	0.5
HIST 1302	United States History II	3	US History B	0.5
HIST 2301	Texas History	3	Special Topics in Social Studies	1.0
HIST 2311	Western Civilization I	3	Social Studies Advanced Studies	1.0
HIST 2312	Western Civilization II	3	Social Studies Advanced Studies	1.0
HIST 2381	African-American History I	3	Ethnic Studies-African American Studies	1.0
HITT 1305	Medical Terminology I	3	Medical Terminology	1.0
HPRS 2300	Pharmacology for Health Professions	3	Pharmacology	1.0
HUMA 1315	Fine Arts Appreciation	3	Art Appreciation	1.0
IFWA 1318	Nutrition for the Food Service Professional	3	Lifetime Nutrition And Wellness	0.5
ITNW 1308	Implementing & Supporting Client Operating Systems	3	Computer Science 2	1.0
ITNW 1309	Fundamentals of Cloud Computing	3	Advanced Cloud Computing	2.0
ITNW 1325	Fundamentals of Networking Technologies	3	Computer Maintenance Lab	2.0
ITNW 1316	Network Administration	3	Comp. Tech Practicum	2.0
ITNW 1337	Introduction to the Internet	3	Computer Science 1	1.0
ITNW 1454	Implementing and Supporting Servers	4	Practicum in IT	2.0
ITSC 1315	Project Management Software	3	Computer Science 3	1.0
ITSC 1316	Linux Installation and Configuration	3	Networking Lab	2.0
ITSC 1325	Personal Computer Hardware	3	Computer Maintenance	1.0
ITSY 1342	Information Technology Security	3	Practicum in IT	3.0
ITSY 2401	Firewalls and Network Security	4	Practicum in IT	3.0
MATH 1314	College Algebra	3	College Algebra A	1.0
MATH 1324	Mathematics for Business and Social Sciences	3	Statistics and Business Decision Making	1.0
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3	Advanced Quantitative Reasoning	1.0

MATH 1342	Elementary Statistical Methods	3	Statistics	1.0
MATH 2318	Linear Algebra	3	Linear Algebra	1.0
MATH 1414	College Algebra	4	College Algebra B	1.0
MATH 2412	PreCalculus Math	4	PreCalculus	1.0
MATH 2413	Calculus I	4	Calculus	1.0
MATH 2414	Calculus II	4	Calculus II	1.0
MATH 2415	Calculus III	4	Calculus III	1.0
MRKG 1302	Principles of Retailing	3	Retail Management	1.0
MRKG 1311	Principles of Marketing	3	Marketing	1.0
MUSI 1306	Music Appreciation	3	Music Appreciation 1	1.0
MUSI 1307	Music Literature	3	Humanities	1.0
MUSI 1311	Music Theory I	3	Music Theory 1	1.0
MUSI 1312	Music Theory II	3	Music Theory 2	1.0
PFPB 2409	Residential Construction Plumbing I	4	Plumbing Tech. I Dual Credit	1.0
PFPB 2445	Residential Construction Plumbing II	4	Plumbing Tech II	2.0
PHIL 1301	Introduction to Philosophy	3	Special Topics in Language and Culture	1.0
PHIL 1304	Introduction to World Religions	3	Special Topics in Social Studies	0.5
PHIL 2306	Introduction to Ethics	3	Special Topics in Social Studies	0.5
PHYS 1401	College Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 1402	College Physics II	4	Scientific Research & Design I, II, III	1.0
PHYS 2425	University Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 2426	University Physics II	4	Scientific Research & Design I, II, III	1.0
PSTR 1301	Fundamentals of Baking	3	Practicum in Culinary Arts. A	1.0
PSTR 1302	Cake Baking and Production	3	Culinary Arts	1.0
PSYC 2301	General Psychology	3	Psychology	0.5
PSYC 2308	Child Psychology	3	Child Guidance	1.0
PSYC 2314	Life Span Growth and Development	3	Human & Growth Development	1.0
RBTC 1301	Programmable Logic Controllers	3	Practicum in Science, Technology, Engineering and Math	1.0
RBTC 1343	Robotics	3	Robotics I	1.0
RBTC 1351	Robotics Mechanisms	3	Robotics II	1.0
RBTC 1309	Pneumatics	3	Practicum in Science, Technology, Engineering and Math	1.0

RBTC 2339	Robot Programming and Diagnostics	3	Practicum in Science, Technology, Engineering and Mathematics	1.0
RBTC 2345	Robot Application, Set-up, and Testing	3	Practicum in Science, Technology, Engineering and Mathematics	1.0
RSTO 1321	Menu Management	2	Menu Management	0.5
SOCI 1301	Introduction to Sociology	3	Sociology	0.5
SOCI 2301	Marriage and The Family	3	Special Topics in Social Studies	1.0
SOCI 2319	Minority Students	3	Special Topics in Social Studies Ethnic Studies	1.0
SPAN 1411	Beginning Spanish I	4	Spanish 2	1.0
SPAN 1412	Beginning Spanish II	4	Spanish 3	1.0
SPAN 2311*	Intermediate Spanish I	4	Spanish 4	1.0
SPCH 1315	Public Speaking	3	Professional Communication	0.5
SPCH 1321	Business and Professional Communications	3	Prof. Communication	0.5
WLDG 1313	Introduction to Blueprint Reading for Welders	3	Welding I A	1.0
WLDG 1323	Welding Safety, Tools and Equipment	3	DC Welding	1.0
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4	Welding I B	1.0
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	Welding II A	1.0
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4	Welding II B	1.0
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4	Welding I or Welding II + Welding II Lab	2 or 3
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4	Introduction to Welding	1
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	4	Welding I or Welding II + Welding II Lab	2 or 3
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4	Introduction to Welding	1.0
WLDG 2451	Advanced Gas Tungsten Welding (GTAW)	4	Welding I or Welding II + Welding II Lab	2 or 3