KILGORE COLLEGE

A Memorandum of Understanding
Between the Kilgore College District and the Center
Independent School District Concerning Dual Credit Courses

Dual Credit is defined as a 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. While dual credit courses are often taught on the secondary school campus to high school students only, this definition also applies when a high school student takes a course on the college campus or electronically and receives both high school and college credit. Dual credit can also be referred to as concurrent course credit - the terms are equivalent. (Chapter 4, Subchapter D, §483, Texas Higher Education Code)

The **60x30TX** statewide dual credit goals for Texas and Kilgore College align to ensure that quality dual credit programs are provided to high school students. These goals include:

Goal 1: Independent school districts and institutions of higher education will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses.

Strategies for implementation of 60x30 TX statewide dual credit goals include the following:

Goal 1:
- Parent Nights and Student Presentations
- Website updates to reflect policies, rules and opportunities
- Counselor contacts throughout the year for all service area ISDs, homeschools, and private schools
- Dual Credit Coordinator contacts with ISD administrators

Goal 2:
- Student enrollment after high school is tracked through THECB and internal data
- Time to degree completion is tracked through THECB and internal data
- Semester credit hours to degree is tracked through THECB and internal data

Goal 3:
- Transcript audits are performed to determine degree completion and graduation options
- Student advising is performed to decrease the excess hours to degree completion
- Departments advise ISDs on the college prep program

Goal 4:
- Dual Credit enrollment, completion, and success data is analyzed and compared with data from subsequent course work

Kilgore College will:

1) Determine which dual credit classes will be taught - in concert with the high school personnel if the class is offered on the high school campus. The Kilgore College Board of Trustees will establish the tuition rate each year.

2) Hire the teacher or recommend a current high school teacher who is qualified by the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) guidelines and Kilgore College's faculty competence policy to teach a particular class on the high school campus.

3) Provide the dual credit teacher with a copy of the common syllabus with common course student learning outcomes for that course and a copy of the textbook.

4) Provide a College supervisor to monitor the instruction of all courses to assure the quality and uniformity of instruction in accordance with the standards established by the State of Texas, the SACSCOC, and Kilgore College. Part of that evaluation process will include an in-class visit.

5) Pay the prevailing rate per course to an instructor employed by the College for each course that meets requirements enumerated in this Agreement.
    a. A minimum class size of 20 students per section is required to receive full payment from the College. Below that number, the amount will be prorated or the course not offered, at the College's discretion.
    b. Class size is based on enrollment on the official reporting date for the College.

6) Ensure that a dual credit course and the corresponding course offered at any location or mode of delivery from the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These courses must observe all College instructional policies and College standards regardless of the location or student composition of the class.

7) Ensure that regular academic policies and student support services applicable to courses taught by the college also apply to dual credit courses. These policies include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus is distributed, etc.

8) Provide access to all applicable student learning and instructional support services, including admissions and registration, counseling and advising, testing, instructional student support, student success, student health, bookstore, open computer labs, Kilgore College Police Department, campus life, and the Parks Fitness Center.

9) Determine course curriculum, instruction, and grading standards, and at the end of each course, provide the ISD with a numerical grade for each dual enrollment student registered for the course. A complete transcript of College coursework will be provided when requested.

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The ISD will:

1) Ensure that all high school students wishing to participate in Dual Credit classes complete applications for admission to the College and all other required paperwork, including any Texas Success Initiative (TSI) requirements that must be satisfied.

2) Ensure that all students complete a Dual Credit Registration Form signed by the high school student, a parent, and a counselor or other school official.

3) Assume all costs associated with tuition, student textbooks, and supplies or have the student assume them.

4) Provide appropriate classroom facilities for dual credit courses taught on high school property, including computer lab access and learning resources access, such as library resources.

5) Provide the College with: (a) all student admission documentation, and (b) official student transcripts.

6) Provide a contact person who will fulfill the duties of a Dual Credit Coordinator who will:
   a. Assist students with obtaining TSI exemption records;
   b. Assist students in completing all required admissions documents;
   c. Provide academic advising to students who enroll in a dual credit course under the program before the student begins a course.
   d. Assist with student orientation;
   e. Deliver to the College in a timely manner all required paperwork including student transcripts, requests for exceptions, test scores and enrollment documents;
   f. Serve as liaison with students, parents, high school personnel and College personnel;
   g. Facilitate the operation of the Dual Credit program to ensure the smooth and timely operation of the process.

7) Provide students with notice of the ISD and the College's Code of Student Conduct and Academic calendar.

Student Eligibility Requirements for Academic Transfer Courses:
Policies are current as of the date of this revision. All policies are subject to change without notice to meet mandates of the Texas Higher Education Coordinating Board, Texas Education Agency, or Texas Legislature.

1. To be eligible for enrollment in dual credit courses, students normally have at least junior year high school standing at the time the course is taken and demonstrate appropriate college readiness for the courses that are taken. ***Exception:*** Younger students who demonstrate outstanding academic performance and show college readiness may be recommended by their high school and individually approved by the college's Vice President of Instruction.

2. High school students are generally limited to no more than two courses per semester. ***Exception:*** Students who have met the required minimum scores in reading, writing, and math may enroll in three dual credit courses during the fall or spring semesters. Students wishing to enroll in more than three courses require permission from the high school principal and the college's Vice President of Instruction. In a standard summer term, a student may enroll in a maximum of two courses. Students may enroll in only one mini-term course at a time.

3. Students taking dual credit courses for the first time must meet the minimum PLAN, PSAT, ACT, SAT, STAAR End-Of-Course (English II and Algebra I), or TSI Assessment scores in the section(s) of the test relevant to the course(s) in which they wish to enroll.

4. A dual credit student may neither enroll in a college level course in which he/she requires remediation nor take remedial classes at Kilgore College.

5. A final high school transcript must be provided upon graduation, even if not attending KC after graduation.

6. General academic courses offered through the dual credit program are courses that are commonly required for either an associate's or bachelor's degree. Acceptance of credit by another institution, however, is left to the discretion of the receiving institution. Public universities in Texas are not required to accept more than 66 hours of transfer coursework from community colleges, and some private universities do not accept dual credit courses.

7. While taking courses through Kilgore College, the student must adhere to all college policies and regulations contained in the dual credit handbook, college catalog, student handbook, registration guide, and course syllabus.

Dual Credit eligibility requirements for academic courses and workforce education courses not included in a level 1 certificate program (corrosion technology and process technology):

☐ **ACT:** composite score of 23 <u>with</u> 19 on English for Reading and Writing <u>and/or</u> 19 on Math.

☐ **SAT:** 480 on Reading and Writing (EBRW) and/or a score of 530 on Math. There is no composite score.

☐ **TSI Assessment** standards: **on or after January 11, 2021:** English, 945 or greater with an essay score of 5 or greater. If less than 945, Diagnostic Test Score of 5 or greater and an Essay Score of 5 or greater. Math, Score of 950 or greater. If less than 950, Diagnostic Score of 6. **Before January 11, 2021** Reading, 351; Writing, 340 <u>with</u> 4+ on essay <u>or</u> a score of less than 340, <u>and</u> an ABE Diagnostic level of at least a 4, and an essay score of at least a 5; Math: 350.

☐ **PSAT:** score of **460** on the Evidence-Based Reading and Writing (EBRW) test on a PSAT/NMSQT exam for Reading and Writing. For Math: A score of **510 on the Mathematics test** on a PSAT/NMSQT exam.

☐ ***STAAR End-of-Course (EOC)**
  ➢ a Level 2 score (4000) on the English II STAAR EOC
  ➢ a Level 2 score (4000) on the Algebra I STAAR EOC and passing grade in Algebra II
  ➢ a Level 2 score (4000) on the Algebra II STAAR EOC
  ➢ a Level 2 score (4000) on the English III STAAR EOC

Eligibility requirements for workforce education courses in Level 1 Certificate programs: (excludes Corrosion Technology and Process Technology)

  ☐ It is **STRONGLY RECOMMENDED** that students have passed the English II STAAR EOC in order to be successful in workforce education courses.
  ☐ Additional aptitude testing may be required for some programs to ensure that students have the skills necessary to be successful in the program.

Courses Eligible for Dual Credit to Area High School Students:
Kilgore College offers a wide selection of courses to Dual Credit students at many locations and in a number of formats. Students must consult with their high school counselor about which subjects are available and most appropriate. The most common subjects have been English, Government, and History, but others may include courses in Fine Arts, Speech, Economics, Math, Sciences, and Workforce Training areas. Area superintendents and counselors work with the Coordinator of Dual Credit to develop all Dual Credit offerings on high school campuses. **(See Appendix A)**

Bacterial Meningitis Vaccination. As of October 1, 2013, Texas state law requires that college students under 22 years of age must provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. *Dual credit students who are not taking classes on a Kilgore College campus are exempt from this requirement.* Therefore, if students are enrolling only in classes taught on their high school campus or through distance education (online, interactive television), they are not required to show proof of vaccination. *However, dual credit students seeking to enroll in a course taught on a Kilgore College campus must provide proof of vaccination prior to registration.* Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student, or through completion of the conscientious objection form from the Department of State Health Services. Visit www.kilgore.edu/meningitis.asp for more information and to obtain the DSHS conscientious objection form.

State Funding Limitations:
KC will not enroll high school students in courses that are not eligible for state funding. The State of Texas will only fund dual credit courses that are: Core Curriculum or Foreign Language or Career/Technical/Workforce Courses, plus: ACCT (Accounting), AGRI (Agriculture), BCIS (Business Computer Information Systems), BUSI (Business), COSC (Computer Science). Academic transfer courses that are approved as part of Fields of Study are also funded. Dual credit courses shall be composed of dual credit students only or of dual and college credit students. Exceptions which include high school credit-only students, may be allowed only if the high school credit-only students are College Board Advanced Placement students or if the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

FERPA

Confidentiality of student education records is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). The act specifies that school officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the act.

Frequently Asked Questions about FERPA (pdf)

Health and Safety Exemption Requirement *34 CFR 99.31(a)(10) & 34 CFR 99.36:*
A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals.

The school follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Misrepresentation and Ethical Conduct:
Ethical conduct required of all employees includes providing complete and accurate information about all appropriate facets of the institution and operating with integrity in all matters. This applies to all information regardless of the mode of delivery or audience. Information includes, but is not limited to, programs, institutional charges, the employability of graduates, and the institution's relationship to accrediting agencies and the Department of Education. If employees become aware of any misrepresentation of institutional information, they are expected to report such incidents immediately to the Director of Human Resources.

Title IX
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 protects individuals from discrimination and harassment based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

Kilgore College is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

Students may also contact the U.S. Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment including sexual violence.

Members of the Kilgore College community, students, employees, and guests have the right to be free from discrimination and sexual harassment, including sexual assault. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated.

Whether you are a student, faculty, staff member or visitor, **you have the right to file a complaint.** Complaints or reports of sexual misconduct should be submitted to the Kilgore College Title IX Coordinator. In an emergency, please call 911, Kilgore College Police at (903) 983-8650, or your local Police Department.

Other Issues:

1) A high school may impose requirements for enrollment in courses for dual credit that are in addition to the College's minimum standards.

2) If the College provides the instructor, the College academic calendar will be followed. If a high school instructor is used on the high school campus, the high school academic calendar may be followed. A copy of that calendar will be provided to the College.

3) The College's performance of these duties under this agreement is contingent upon receipt of adequate funding from the state of Texas and its funding sources.

4) Payment by the College to the instructor will be made in regular installments each semester, according to College policy.

5) Revocation of this agreement can be accomplished by mutual written consent or by either party ninety days prior to the end of a semester of instruction. This will allow for a course in progress to be completed at the end of the semester in which notice is given.

6) Kilgore College has approved college preparation options listed below for high schools to use as fourth year courses for English and/or Math. These options prepare students who have been identified as below standards for college readiness in English and/or Math. Upon successful completion of the college preparation courses, students will be considered TSI Complete in English and/or Math at Kilgore College:

   a) Texas College Bridge Program. (English or Math) See the website for more details: https://www.texascollegebridge.org/

I have read the MOU for the 2022 – 2023 Academic Year and agree to its contents.

_____   9-1-22

Dr. Brian Morris, Superintendent   Date

Tracy Skopek   9/1/22

Dr. Tracy Skopek, Vice President of Instruction/CAO   Date

Revised July 2022

Appendix A: College Academic / High School Crosswalk

High School Requirement:	College Course Number:	College Course Name:	Accepted by the College as:	Core Class:
English				
English III or IV	ENGL 1301	Comp. & Rhetoric I	Communication Core	yes
English III or IV	ENGL 1302	Comp. & Rhetoric II	Communication Core	yes
English IV	ENGL 2322	British Literature I	Culture Core or Elective	yes
English IV	ENGL 2323	British Literature II	Culture Core or Elective	yes
English III	ENGL 2326	American Literature	Culture Core or Elective	yes
Mathematics				
4th Math or Algebra II	MATH 1314	College Algebra	Math Core or Elective	yes
4th Math	MATH 1342	Elementary Statistical Methods	Math Core or Elective	yes
4th Math	MATH 1332	Contemporary Mathematics	Math Core or Elective	yes
4th Math	MATH 1324	Math for Business & Social Science	Math Core or Elective	yes
4th Math	MATH 1325	Calculus for Business & Social Sci.	Math Core or Elective	yes
4th Math	MATH 2412	Pre-Calculus Math	Math Core or Elective	yes
4th Math	MATH 2413	Calculus I	Math Core or Elective	yes
4th Math	MATH 2414	Calculus II	Math Core or Elective	yes
Science				
4th Science Elective	GEOL 1301	Earth Science for non-Science majors	Science Core or Elective	yes
4th Science Elective	GEOL 1403	Physical Geology	Science Core or Elective	yes
4th Science Elective	GEOL 1404	Historical Geology	Science Core or Elective	yes
4th Science Elective	BIOL 1309	Biology II for Non-Science majors	Science Core or Elective	Yes
4th Science Elective	BIOL 1406	Biology I for Science majors	Science Core or Elective	yes
4th Science Elective	BIOL 1407	Biology for Science majors II	Science Core or Elective	Yes
4th Science Elective	BIOL 1408	Biology I for Non-Science majors	Science Core or Elective	yes
4th Science Elective	BIOL 1409	Biology II for Non-Science majors	Science Core or Elective	Yes
4th Science Elective	BIOL 2404	Anatomy & Physiology	Science Core or Elective	Yes
4th Science Elective	BIOL 2406	Environmental Biology for Non-Scien majors	Science Core or Elective	Yes
4th Science Elective	PHYS 1401	College Physics I	Science Core or Elective	Yes
4th Science Elective	PHYS 1303	Stars & Galaxies	Science Core or Elective	Yes
4th Science Elective	PHYS 1404	Solar System	Science Core or Elective	Yes
4th Science Elective	PHYS 1405	Elementary Physics I	Science Core or Elective	Yes
4th Science Elective	PHYS 2425	University Physics I	Science Core or Elective	Yes
4th Science Elective	PHYS 2426	University Physics II	Science Core or Elective	Yes
4th Science Elective	CHEM 1411	Chemistry I for Science majors	Science Core or Elective	Yes
4th Science Elective	CHEM 1412	Chemistry II for Science majors	Science Core or Elective	Yes
4th Science Elective	CHEM 1405	Chemistry for Non-Science majors	Science Core or Elective	Yes
4th Science Elective	CHEM 1406	Chemistry I for Allied Health	Science Core or Elective	Yes
4th Science Elective	BIOL 2401	Human Anatomy & Physiology I	Science Core or Elective	Yes
4th Science Elective	BIOL 2402	Human Anatomy & Physiology II	Science Core or Elective	Yes

4th Science Elective	ENVR 1401	Environmental Biology for Non-Science majors	Science Core or Elective	Yes

Social Studies

World History I	HIST 2321	World Civilization I	Culture Core or Elective	Yes
World History II	HIST 2322	World Civilization II	Culture Core or Elective	Yes

History

U.S. History or Advanced Elective	HIST 1301	United States History I	History Core	Yes
U.S. History	HIST 1302	United States History II	History Core	Yes

Social & Behavioral Sciences

Psychology Elective	PSYC 2301	Introduction to Psychology	Social Sciences Core or Elective	Yes
Psychology Elective	PSYC 2314	Lifespan Growth and Development	Social Sciences Core or Elective	Yes
Sociology Elective	SOCI 1301	Introduction to Sociology	Social Science Core or Elective	Yes

Government

U.S. Government	GOVT 2305	Federal Government	Political Science Core	Yes
Government Advanced Elective	GOVT 2306	Texas Government	Political Science Core	Yes

Economics

Economics	ECON 2301	Prin. Of Macroeconomics	Social Sciences Core or Elective	Yes

Fine Arts

Music Elective	MUSI 1306	Music Appreciation	Fine Arts Core or Elective	Yes
Art Elective	ARTS 1301	Art Appreciation	Fine Arts Core or Elective	Yes
Theater Elective	DRAM 1310	Theatre Appreciation	Fine Arts Core or Elective	Yes
Theater Elective	DRAM 2366	Introduction to Cinema	Fine Arts Core or Elective	Yes

Speech

Speech	SPCH 1315	Public Speaking	Institutionally Designated Option Core	Yes

Elective Credit Options

Elective	EDUC 1300	Learning Frameworks	Institutionally Designated Option Core	Yes
Elective	BCIS 1305	Introduction to Computing	Institutionally Designated Option Core and Field of Study	Yes
Elective	BUSI 1301	Business Principles	Field of Study	No
Elective	ACCT 2401	Principles of Financial Accounting	Field of Study	No
Elective	ACCT 2402	Principles of Managerial Accounting	Field of Study	No

Criminal Justice (transfer)

Elective	CRIJ 1301	Introduction to Criminal Justice	Field of Study	No
Elective	CRIJ 1306	Court Systems & Practices	Field of Study	No
Elective	CRIJ 2313	Correctional Systems & Practices	Field of Study	No

Elective	CRIJ 1310	Fundamentals of Criminal Law	Field of Study	No
Elective	CRIJ 2328	Police Systems & Practices	Field of Study	No

Appendix B: College Workforce / High School Crosswalk

High School Course	College Course Number:	College Course Name:	Accepted by the College as part of:	Core Class:
Welding				
Welding	WLDG 1421	Welding Fundamentals	Level I Welding Certificate	no
Welding	WLDG 1428	Introduction to SMAW	Level I Welding Certificate	no
Welding	WLDG 1457	Intermediate SMAW	Level I Welding Certificate	no
Welding	WLDG 2443	Advanced SMAW	Level I Welding Certificate	no
Culinary Arts				
CulArts	RSTO 1204	Dining Room Services	Level I Culinary Certificate	no
CulArts	CHEF 1205	Sanitation & Safety	Level I Culinary Certificate	no
CulArts	CHEF 1301	Basic Food Preparation	Level I Culinary Certificate	no
CulArts	PSTR 1301	Fundamentals of Baking	Level I Culinary Certificate	no
CulArts	CHEF 1302	Principles of Healthy Cuisine	Level I Culinary Certificate	no
CulArts	HAMG 1221	Introduction to Hospitality Industry	Level I Culinary Certificate	no
Cosmetology				
CosMet 1	CSME 1401	Orientation to Cosmetology	Level I Operator Certificate	no
CosMet 1	CSME 1391	Special Topics in Cosmetology	Level I Operator Certificate	no
CosMet 1	CSME 1310	Introduction to Haircutting & Theory	Level I Operator Certificate	no
CosMet 2	CSME 1453	Chemical Reformation & Theory	Level I Operator Certificate	no
CosMet 2	CSME 2401	Principles of Hair Coloring & Theory	Level I Operator Certificate	no
CosMet 2	CSME 1354	Artistry of Hair Design	Level I Operator Certificate	no
Criminal Justice				
Crim Justice	CJSA 1322	Introduction to Criminal Justice	A.A.S. Criminal Justice	no
Crim Justice	CJLE 1249	Intermediate Arrest, Search & Seizure	A.A.S. Criminal Justice	no
Crim Justice	CJLE 1345	Intermediate Crime Scene Investigation	A.A.S. Criminal Justice	no
Crim Justice	CJLE 1425	Criminal Justice Survey	A.A.S. Criminal Justice	no
Automotive Technology				
AutoTech	AUMT 1405	Introduction to Automotive Technology	Level I Automotive Cert.	no
AutoTech	AUMT 1307	Automotive Electrical Systems	Level I Automotive Cert.	no
Adv Auto	AUMT 1410	Automotive Brake Systems	Level I Automotive Cert.	no
AutoTech	AUMT 1312	Basic Automotive Service	Level I Automotive Cert.	no
Adv Auto	AUMT 1316	Automotive Suspension & Steering Sys	Level I Automotive Cert.	no
Drafting				
IntermCAD	DFTG 1309	Basic Computer Assisted Drafting	Drafting Elective	no
IntermCAD	DFTG 1325	Blueprint Reading & Sketching	Level I Welding Certificate	no
Industrial Maintenance/Instrumentation & Electrical Technology				
OccSafety	ENTC 1347	Safety & Ergonomics	Level I INMT Certificate	no

ElectTech	ELPT 1311	Basic Electrical Theory	Level I INMT Certificate	no
AC/DC Elect	INTC 1357	AC/DC Motor Control	Level I IETA Certificate	no

Emergency Medical Services

EMT	EMSP 1471	Anatomy & Physiology for EMT	Level I EMT Certificate	no
EMT	EMSP 1501	Emergency Medical Technician	Level I EMT Certificate	no
EMT	EMSP 1001	Emergency Medical Technician	Level I EMT Certificate	no
EMT	EMSP 1060	Clinical – EMT Technician	Level I EMT Certificate	no

Fire Protection

Fire Pro	FIRS 1001	Firefighter Certification I	A.A.S. Fire Protection	no
Fire Pro	FIRS 1007	Firefighter Certification II	A.A.S. Fire Protection	no
Fire Pro	FIRS 1013	Firefighter Certification III	A.A.S. Fire Protection	no
Fire Pro	FIRS 1019	Firefighter Certification IV	A.A.S. Fire Protection	no
Fire Pro	FIRS 1023	Firefighter Certification V	A.A.S. Fire Protection	no
Fire Pro	FIRS 1029	Firefighter Certification VI	A.A.S. Fire Protection	no

Health Science - Nursing Assistant

NurseAide	MDCA 1313	Medical Terminology	Level I CNA Certificate	no
NurseAide	MDCA 1205	Medical Law & Ethics	Level I CNA Certificate	no
NurseAide	NURA 1407	Body Systems	Level I CNA Certificate	no
NurseAide	RNSG 1201	Pharmacology	Level I CNA Certificate	no
NurseAide	NURA 1401	Nurse Aide for Health Care	Level I CNA Certificate	no
NurseAide	NURA 1160	Clinical/Nursing Assistant/Aide	Level I CNA Certificate	no

Health Science - Patient Care Technician

Patient Care Tech	MDCA 1313	Medical Terminology	Level I PCT Certificate	no
Patient Care Tech	ECRD 1291	Electrocardiograph	Level I CNA Certificate	no
Patient Care Tech	NURA 1407	Body Systems	Level I CNA Certificate	no
Patient Care Tech	PLAB 1323	Phlebotomy	Level I CNA Certificate	no
Patient Care Tech	NUPC 1420	Patient Care Technician/Assistant	Level I CNA Certificate	no
Patient Care Tech	NUPC 1160	Clinical - Patient Care Assistant/Aide	Level I CNA Certificate	no

Advertising/Graphic Design

GraphDesign	ARTC 1325	Introduction to Computer Graphics	Level I Graphic Design Cert.	no
GraphDesign	ARTC 1302	Digital Imaging I	Level I Graphic Design Cert.	no
GraphDesign	ARTC 1313	Digital Publishing I	Level I Graphic Design Cert.	no
GraphDesign	ARTC 1317	Design Communication I	Level I Graphic Design Cert.	no

Pharmacy Technology

Pharm Tech	PHRA 1001	Introduction to Pharmacy Structure	Level I Pharmacy Tech Cert.	no
Pharm Tech	PHRA 1013	Pharmacy Technician Practice in Comm.	Level I Pharmacy Tech Cert.	no
Pharm Tech	PHRA 1005	Applying Pharmacology to Practice	Level I Pharmacy Tech Cert.	no
Pharm Tech	PHRA 1061	Pharmacy Technician Clinicals	Level I Pharmacy Tech Cert.	no

Process Technology

ProcessTech	PTAC 1302	Introduction to Process Technology	A.A.S. Process Technology	no
ProcessTech	PTAC 1310	Process Technology I Equipment	A.A.S. Process Technology	no
ProcessTech	PTAC 1408	Safety, Health & Environment I	A.A.S. Process Technology	no
ProcessTech	PTAC 1332	Process Instrumentation I	A.A.S. Process Technology	no

Information Technology

Information Tech	ITSE 1359	Intro to Scripting Languages	A.A.S. Computer Support Specialist	no
Information Tech	ITSY 1342	Information Technology Security	A.A.S. Computer Support Specialist	no
Information Tech	ITSC 1319	Internet/Web Page Development	A.A.S. Computer Support Specialist	no
Information Tech	ITSC 1316	Linux Installation and Configuration	A.A.S. Computer Support Specialist	no