Memorandum of Understanding
for the Dual Credit Program

TYLER JUNIOR COLLEGE, A PUBLIC JUNIOR COLLEGE AUTHORIZED UNDER THE Laws of the State of Texas (herein called “The College” or “TJC”) and Tyler Independent School District (herein called “School District”) enter the following contract for the 2019-2020 school year and for the terms of which WITNESS THE FOLLOWING:

1. **PURPOSE:** The purpose of this Memorandum of Understanding (MOU) is to facilitate cooperation between TJC and the School District in the provision of Dual Credit courses for qualified students. Operating procedures and guidelines for specific programs are addressed through the Dual Credit Manual maintained by TJC.

2. **DUAL CREDIT ALIGN WITH STATE GOALS:**
   2.1. **Goal 1** Outreach Regarding the Benefits Of Dual Credit
      2.1.1. Collaboration of Information Sessions for Students and Parents, such as:
         2.1.1.1. Opportunity Fair (PTP)
         2.1.1.2. College Recruiters in Dual Credit High Schools in our region
      2.1.2. College Information Night (Dual Credit/ECHS), such as:
         2.1.2.1. Dual Credit / ECHS Counselors Professional Development Spring of each year
         2.1.2.2. Dual Credit / ECHS Principal Data Sharing Summer of each year
      2.1.3. Information available on website
         2.1.3.1. [https://www.tjc.edu/dualcredit](https://www.tjc.edu/dualcredit)
   2.2. **Goal 2** Success Transition To and Through Postsecondary Education
      2.2.1. Enrollment in Postsecondary after High School
         2.2.1.1. Dual Credit to FTIC handoff Spring of each year
   2.3. **Goal 3** Advising for “Dual Credit with a Purpose”
      2.3.1. Educate counselors on courses requested but not generally needed
      2.3.2. Create specific pathways for quickest transition from high school to college
   2.4. **Goal 4** Rigor Sufficient to Ensure Success in Subsequent Coursework
      2.4.1. Create a Dual Credit / ECHS Committee to review and make recommendations on rigor in the course;
      2.4.2. Pilot mentor pairings program between full time professors on the main campus and adjuncts in math and history on the high school campuses to support curriculum and pedagogy

3. **PROVISION OF ELIGIBLE COURSES:** TJC will issue transcripts when the Dual Credit courses have been completed.
   3.1. Courses must be identified as
      3.1.1. College-level academic courses (based on the current edition of TJC’s Catalog and TAC 19, Part 1 Chapter 4, Subchapter D, §4.85) OR.
      3.1.2. Workforce education courses (based on the current edition of the Workforce Education Course Manual).
   3.2. Instruction, instructional materials, and grading must be at the equivalent level of instruction, instructional materials, and grading used for the identical course taught on the campuses of TJC.
   3.3. Dual credit faculty assignments and courses to be taught at the high school are attached to this MOU.
   3.4. Location of classes must be on the SACS approved high school site and may not relocate with approval.
4. **STUDENT ELIGIBILITY, ENROLLMENT & SERVICES**

4.1. **Student Eligibility**

In order for a student to be admitted to the Dual Credit Program, he/she must meet the following eligibility requirements:

4.1.1. Be in grades 9-12 and meet all eligibility requirements in the THECB guidelines.

4.1.2. All students must meet dual credit admissions and eligibility requirements as outlined by the Texas Higher Education Coordinating Board laws and regulations and the Texas Administrative Code, Tit 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85. School District partners will work with the College to make certain that all dual credit students are enrolled by the first day of classes to help ensure student success and will comply with the College Admission and Registration timeline.

4.1.3. High school students are eligible to participate in the Dual Credit Program upon meeting the Texas Success Initiative (TSI) Assessment minimum passing scores established by the Texas Higher Education Coordinating Board and the TJC Dual Credit course pre-requisites.

4.2. **Enrollment**

Upon mutual agreement, TJC will conduct enrollment registration at the School District site for all qualifying students. Students in Dual Credit classes will be eligible to utilize all TJC student services. Students must follow TJC Student Handbook rules when accessing on-campus services.

4.2.1. Dual credit students may enroll in one (1) college-level course each semester beginning in fall of 9th grade, and then are limited to TJC’s Core Curriculum courses. All 10th grade students will be limited to only two (2) dual credit courses per semester, and 11th and 12th grade students shall not exceed 16 credit hours per semester.

4.2.2. Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students may attempt a maximum of 60 credit hours.

4.2.3. Dual credit students must comply with the College’s Academic Progress Standards and the Financial Aid Satisfactory Academic Progress (SAP). Students must successfully complete courses with a grade of “C” or better to be eligible to enroll in subsequent courses. Students who fall below 2.0 will go on probation for one semester then suspension for a subsequent semester if GPA does not come up to 2.0. Once on suspension, the student must sit out (cannot take classes) for a semester to regain eligibility.

4.2.4. Federal Financial Aid SAP requirements measure all students’ GPA and progression regardless if they are receiving aid or not and are applicable to dual credit students who are still in high school.

4.2.5. Dual Credit students will not be registered if they have an unpaid balance from previous semesters.

4.3. **Composition of Class**

The School District may not enroll both Dual Credit and Non-Dual Credit students in the same section unless prior approval from the department chair/dean has been granted.

4.4. **Advising**

The College and School District shall offer comprehensive college advising services for Dual Credit students consisting of a general advising module, group enrollment advising using Degree Works, and face-to-face advising. Academic advising for each student includes interpretation of test scores, selection of a major field of study, development of an educational plan, selection of courses, confirmation of final coursework, application for graduation and interpretation of TJC course transferability/progress from an associate’s degree to a bachelor’s degree at a university.

[https://www.tjc.edu/info/20025/academic_advising](https://www.tjc.edu/info/20025/academic_advising)

4.5. **Disability Services**

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. Accommodation:
for a Dual Credit student will be reviewed after the student has requested accommodations through his/her
Apache Access (Campus Life, Support Services, Request Accommodations) then meets with the Director of Disability Services or designee and provides the appropriate documentation. The Director of Disability Services or designee may coordinate class accommodations with the college faculty pending the outcome of discussing the request and needs with the student. https://www.tjc.edu/Disabilities

4.6. Student Complaints
Student Grievance or Complaint procedures for handling student complaints, regarding the college course, are applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the College's Student Grievance or Complaint as published in the College Student Handbook. https://www.tjc.edu/info/20017/consumer_information/267/grievance_and_complaint_procedures/1

4.7. Transcription of Credit
The College and the School District will transcript dual credit courses for both college credit and high school credit immediately upon student completion of the performance required in each course.

5. DATA SHARING AGREEMENT
5.1 The School District and TJC agree to collect data associated with Early College as required for reporting purposes and to share the data with the appropriate agencies or needed for internal purposes for use by either entity.
5.2 The School District, and TJC's School District Partnerships and Research departments will be the primary point of contact for all data collection for their respective institutions.
5.3 The School District and TJC agree to share any data required for the successful completion of the College students' graduation plans.
5.4 When applicable, TJC's Institutional Research will be conferred with when requesting and sharing data. When selected, the School District's dual credit students will participate in instruction success and facility satisfaction surveys and other local or national surveys administered to the School District's students.
5.5 The School District and TJC will collect and review the following aggregated/disaggregated data: number of credit hours taken and earned; number of credit hours dropped; GPAs; state assessment results; SAT/ACT PSAT; CLEP, TSI readiness by grade level; qualifications of the School District staff; and location(s) where courses are taught, grades, disability services / documentation, and any other data needed to provide appropriate services for the student's education.
5.6 Provisions for implementing program improvements will be based on the collection, review, and sharing of the following data: TJC's data; the School District's data; articulation of high school students in four-year colleges/universities and level of entry and enrollment/retention rates; and leaver codes and attrition rates, by grade level.
5.7 PLEASE NOTE: Requests are NOT guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on the identified need.

6. RESPONSIBILITIES
6.6. Tyler Junior College is responsible for:
   6.6.1. Providing a college credit-course that is the equivalent to a course that is offered on the campuses of TJC.
   6.6.2. Providing an orientation for the classroom instructor.
   6.6.3. Paying instructors (see Dual Credit Manual).
   6.6.4. Periodically evaluating all faculty members. A representative of TJC may visit the high school campus during the term of this contract to administer an evaluation instrument. The results of that evaluation will be available through the TJC website.
6.6.5. Registering qualified students.
6.6.6. Providing a syllabus for each student.
6.6.7. Posting grades based on the TJC grading system to the student’s transcript no later than five (5) work days after the conclusion of the school district’s semester once grades have been received from the high school instructor. (Six weeks grades are not given.)
6.6.8. Maintaining written policy prior to approving a student to enroll in more than two (2) dual credit courses per semester, not to exceed 15 hours.
6.6.9. Adhering to the policy that students enrolling in more than two (2) dual credit courses per semester must pass all courses during the semester with a grade of “C” or better to continue to enroll in more than two (2) dual credit courses in the following semester.

6.7. **The School District is responsible for:**

6.7.1. Ensuring that tuition and books are paid, if applicable.
6.7.2. Working with TJC in scheduling courses.
6.7.3. Guaranteeing that TJC courses meet the required number of contact hours
6.7.4. Communicating with TJC in a timely manner when a student has been dropped from a course.
6.7.5. Communicating with TJC in a timely manner when a student has moved from the School District.
6.7.6. Providing TJC’s School District Partnerships Office with a high school calendar, bell schedule, and master schedule prior to the first day of each semester in which a TJC course will be taught on the high school campus.
6.7.7. Maintaining the required class size as recommended by TJC. Enrollment of a minimum of fifteen (15) students and no more than the maximum allowed for each content area. Exceptions to enrollment minimum and maximum allotments require Department Chair/Dean approval. Other departments have maximums and should be checked prior to registration.
   a. ARTS 1301-25
   b. ENGL 1301, ENGL 1302, ENGL 2332, ENGL 2333-25
   c. EDUC 1300-30
   d. SPAN 1411-18, SPAN 1412-18, SPAN 2311-18, SPAN 2312-18
   e. HIST 1301/1302-35
   f. GOVT 2305/ECON 2301-35
   g. LIFE/PHYSICAL SCIENCES – varies by course; per TJC department chair
   h. MATH 1314-28, MATH 1316-28, MATH 1322-28, MATH 1342-28, MATH 2412-24, MATH 2413-24
   i. SOCI 1301/PSYC 2301/2314-35
   j. SPCH 1315-25
6.7.8. Sending a copy of the class syllabus for each class taught by School District faculty to the appropriate department chair at TJC. This will be done in accordance with established TJC deadlines.
6.7.9. Sending a copy of the final exam for each class taught by School District faculty to the appropriate department chair at TJC. This will be done at the end of each semester.
6.7.10. Maintaining discipline in the high school classroom environment.
6.7.11. Providing the name, email address and phone number of the primary contact person(s) from the School District with whom TJC personnel can communicate regarding the Dual Credit program at the School District’s site.
6.7.13. Notifying TJC that an extended administrative/FMLA/sick leave of more than 3 days or cumulative absences that extend more than 3 days over a
6.7.14. semester involves an ISD employee/TJC adjunct, it is the responsibility of the School District to inform TJC's Director of School District Partnerships in a timely manner to prevent disruption of instruction by a credentialed professor.

6.8. **The Instructors are responsible for:**
6.8.1. Adhere to TJC policies, course syllabi, handbooks, and standards, including but not limited to the TJC Dual Credit policies and/or handbooks.
6.8.2. Work with the TJC department chairs to ensure that the quality of instruction is maintained.
6.8.3. Ensure the course goals and standards are understood and that course guidelines are followed. Teaching assigned courses, with the same level of rigor of a regular college course, according to approved course syllabi and learning outcomes associated with course [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (f)].
6.8.4. Provide each student each semester with a syllabus/class outline that explains the expectations of the instructor, learning outcomes, attendance policy, academic honesty policy, and other information needed by the student. (Examples: timelines, required class materials, outside assignments, etc.).
6.8.5. Check student enrollment / rosters in the course.
6.8.6. Arrive on time for classes.
6.8.7. Maintain control of the class.
6.8.8. Meet all TJC deadlines for submission of class rosters, student grade reports, enrollment/no-show reports, etc.
6.8.9. Maintain accurate attendance records for all classes.
6.8.10. Faculty are required to administer and evaluate student assessment materials as well as collect and report data to the department chair.
6.8.11. Assign grades according to TJC policy and the grading criteria on the approved department syllabus.
6.8.12. Faculty are required to maintain college credit grades in the current gradebook/system at the college. Faculty are required to complete TJC's online or face to face gradebook training before classes begin. All full time and adjunct faculty are required to maintain the grading rubric set by the specific TJC department. Faculty are required to deliver mid-term and final grades within 72 hours to the designated person at the school district.
6.8.13. Adhere to the grading rubric set by the specific TJC department.
6.8.15. Attend faculty meetings and other special meetings required by TJC.
6.8.16. Provide the College with updated Curriculum Vitae, including educational and workforce history.
6.8.17. Participate in evaluation procedures in relation to the above stated requirements under this agreement. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (e)(2) and Southern Association of Colleges and Schools, Principles of Accreditation. 3.7.2].

6.9. **The Students are responsible for:**
6.9.1. The student is responsible for the enrollment process including, application, testing, registration, meningitis documentation, high school transcript, payment and textbooks.
6.9.2. The student is responsible for maintaining a minimum Grade Point Average (GPA) of 2.0.
6.9.3. The student is responsible for adhering to all college policies and regulations contained in the college catalogue, student handbook and course syllabus.
6.9.4. The student should not expect to repeat work, receive extra credit/turn work in late to improve a grade.
6.9.5. The student will be required to maintain regular and punctual attendance in class and laboratories to meet the required number of contact hours per semester. Therefore, absences, dismissal of classes, and early release (except in emergency or inclement weather or when related to state-mandated assessment days), are in violation of the contract between the School District, the College and the Texas Higher Education Coordinating Board (THECB). Students absent from TJC classes due to competitive athletic events including but not limited to football, tennis, basketball, baseball/softball,
volleyball and soccer, and competitive academic extracurricular high school activities including but not limited to One Act Play, Academic Decathlon, UIL competitions and Speech/Debate tournaments abide by the same policies as all other TJC students in giving prior notice to the professor and submitting or completing assignments before the absence.

6.9.6 The student will be responsible for withdrawing from both the high school and college course should this action be needed.

7. COURSE COMPLIANCE:
Designated TJC personnel will monitor the quality of instruction in order to assure compliance with the standards established by the State of Texas, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), TJC, and the School District. The College will ensure that a Dual Credit course and the corresponding course offered at the campus of the College are equivalent with respect to learning outcomes.

Syllabi, course outlines, and departmental requirements will be completed by the College as determined for courses that are offered for college credit. Syllabi must be posted online by the professor no later than seven (7) days after the semester begins. TJC will designate staff personnel to monitor the quality of instruction in order to assure compliance with any dual enrollment course agreements and all applicable rules and regulations, including without limitation, the standards established by the State of Texas, Southern Association of Colleges and Schools Commission on Colleges, the Texas Education Agency, TJC, and the ISD.

Coursework is expected to be college level and not include additional high school assignments or projects.

8. COMPOSITION OF CLASS:
To ensure curricular consistency as well as college-level academic rigor, co-seating of Dual Credit students with non-Dual Credit students is not allowed in TJC Dual Credit classes unless there is a "clear and compelling reason" for doing so (SACSCOC). The justification should be curricular or academic in nature.

Any school wishing to co-seat other students in a TJC Dual Credit class must submit a request and/or justification in writing at least forty-five (45) days prior to the beginning of the term to the TJC department chair who is responsible for the course. If approved by the department chair, the request must then be submitted to the division dean for consideration. Any request approved both by the department chair and the dean must be submitted to the provost for final approval.

9. SELECTION OF INSTRUCTORS:
The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called "Dual Credit Faculty") to teach dual credit course(s). Each approved Dual Credit Faculty will be supervised by the College’s respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College’s policies and procedures, in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

9.6 The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Program meets the credential requirements as stated in the College’s Board Policy which includes the criteria used by the College to determine teaching eligibility.

9.7 The School District will collaborate with the College in a timely manner, 6 weeks prior to the first day of class, to determine credentialing of new staff. Any staff presented to the College closer to the first day of class poses the risk of not completing the hiring process and the postponement of the course for one semester.

9.8 The College will ensure that College faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks. School District faculty approved as Dual Credit Faculty have to be cleared by the College’s Office of Human Resources to teach any dual credit courses.
9.9. Dual Credit Faculty will submit all required reporting documents such as roster verification, learning outcome results, syllabi/section outlines, and submission of grades by the deadline set by the College.

9.10. College and Dual Credit Faculty teaching dual credit courses will verify the First Week Class Roster to validate all students who are enrolled in the dual credit class and refer students not on the roster to the appropriate School District counselor. Any student not listed on the Official 12th Day Verification Census Roster will not be enrolled in the dual credit course.

9.11. College faculty and Dual Credit Faculty teaching college-level courses are expected to reach out to students who need academic assistance and direct them to the appropriate College or School District support services.

9.12. The School District will forward any concerns regarding Dual Credit Faculty or College faculty teaching the college-level course to the College Department Chair for investigation. To resolve the concerns, a meeting shall take place between the College Department Chair (and/or designee) and the School District Principals (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.

10. FACILITIES, TEACHING ENVIRONMENT, COLLEGE COURSES:
Dual Credit courses included in this Memorandum will be taught on the School District’s campus, the TJC campus, or by distance education. For Dual Credit courses taught exclusively to high school students on the high school campus and for Dual Credit courses taught electronically, Tyler Junior College shall comply with applicable rules and procedures for offering courses at a distance as related to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions. In addition, Dual Credit courses taught electronically shall comply with the Principles of Good Practice for Courses Offered Electronically.

10.6. FACILITIES:
The School District will work with the College to ensure that the School District’s facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction that includes the following:

10.6.1. School District will ensure that College faculty and dual credit students have appropriate access to all available instructional resources and essential technology;

10.6.2. School District shall permit access to the College’s electronic learning resources when the course is taught at the School District; and

10.6.3. School District offering science courses shall meet the laboratory safety standards and have material/equipment that comply with College science program requirements.

10.7. TEACHING ENVIRONMENTS
The School District will ensure that the classroom environment is conducive to college-level learning by:

10.7.1. Designating a classroom for the college dual credit classes;

10.7.2. Displaying the signs provided by the College outside of the classroom that indicate “College Course is in Session”; and

10.7.3. Assuring no interruptions take place in the college dual credit class while in session, such as removing students for high school activities or making announcements except for official business or emergencies.

10.8. COLLEGE COURSES
10.8.1. Dual Credit courses must use the College’s approved Learning Management System and gradebook.

10.8.2. School District shall not impose additional district curricular requirements on the College course or the College professor.

10.8.3. All evaluations of college courses and dual credit professors must be completed by the TJC department chair or TJC designee. ISD evaluations should not change the college curriculum, grading weighting or pedagogy.
11. TUITION AND FEES:

11.1 INVOICING The College will invoice the School District for required tuition and fees according to the MOU for the applicable charges, as approved by the College Board of Trustees (ECSH, professors, low socio-economic agreements, etc).

11.2 FACULTY CHARGES The School District assumes responsibility for reasonable and documented expenses incurred by high school faculty. When the College provides a professor on the high school campus, TJC will invoice the School District and the School District will reimburse TJC for the professor's cost and mileage from the TJC campus location to the location of the ISD. The College will invoice the School District for additional College Faculty when needed. Current semester costs are:

- 3 hour per week course per section - $2100
- 4 hour per week course per section - $2672

Mileage reimbursement is aligned with the IRS standard rate

The cost of a TJC faculty member might vary from the standard cost listed above based on the number of teaching overloads and annual salary of the professor.

11.3 PAYMENT OF TUITION AND FEES (Check all options below that apply to your institution):

- [ ] Site agrees to pay full tuition and fees per each student enrollment.
- [x] Site agrees to pay half tuition of economically disadvantaged students and TJC pays half tuition.
- [ ] Site agrees to pay half tuition and fees per each student enrollment.
- [ ] Site agrees that students shall pay full tuition and fees.
- [ ] Other arrangements (please list): ____________________________

11.4 LATE REGISTRATION:

A fee of $100 per class will be assessed for each student enrolled after the College’s Census Date when it is determined that the student or school was responsible for not meeting the deadline.

11.5 PAYMENT OF TEXTBOOKS (Check one of the options below that applies to your institution):

- [ ] School District agrees to purchase textbooks, relevant instructional supplies, and Inclusive Access for all students.
- [x] School District agrees to purchase textbooks, relevant instructional supplies, and Inclusive Access for economically disadvantaged students.
- [ ] Students shall purchase textbooks, relevant instructional supplies and Inclusive Access.

12 BOOKS, DIGITAL RESOURCES AND SUPPLEMENTAL MATERIALS:

12.1 All textbooks (printed or digital resources), equipment and supplemental materials required for classes as determined by this agreement, are the responsibility of the School District or the student and shall be the current textbook as adopted by the College.

12.2 Textbooks purchased by the School District for Dual Credit college courses taught as part of the Dual Credit academic program can be used for a minimum period of (3) years from the date of college adoption. In some cases there is a two year cycle (government). Other options must be worked out in advance with the department chair. It is the ISD’s responsibility to verify the textbook being ordered is the most recently approved text. Digital Resources attached to the student’s account will be invoiced back to the School District or charged to the student. The ISD or the student is responsible for the books whether electronic or hard copy.

13 FUNDING

13.1 State funding for college courses offered for dual credit will be available to both the School District and TJC based on current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (i)(1)]
13.2 TJC may only claim funding for students getting college credit in core curriculum, career and technical education, and foreign language Dual Credit courses. [TAC 19, Part 1, Chapter 4, Subchapter D, §4.85 (i)(2)]

14 **HUMAN RESOURCES DEPARTMENT, DATA PRIVACY and SHARING AGREEMENT:**

The School District will collaborate with the College to ensure that all School District Faculty applying to teach in the Dual Credit Program meet the credential requirements as stated in the College’s Board Policy. The School District is required to submit all documents for the hiring process to the Human Resources Department and Department Chair, as well as agree to full information sharing in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

13.1 Any non-academic complaints or concerns against or removals of Dual Credit Faculty teaching a College course are required to be reported to the appropriate Department Chair, Dean, and the College’s Office of Human Resources to the attention of Human Resources Assistant Director of Employee Relations and Compliance for investigation.

13.2 The School District will comply with Title IX of the Education Amendments 1972 regulations as stated in the College’s Board Policy, Freedom from Discrimination, Harassment, Retaliation and Sexual Misconduct and the School District Title IX policy in resolving complaints.

13.3 The College and the School District will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

13.4 Any termination or suspension of employment with the ISD will automatically cause termination or suspension from the College.

13.5 TJC reserves the right to no longer employ/use a dual credit professor employed by the School District who refuses to abide by TJC departmental and college standards or who continues to exhibit poor performance and poor evaluations.

15 **INSTRUCTIONAL CALENDAR:**

The School District’s Dual Credit schedule will comply with TJC’s instructional calendar including beginning dates, ending dates and all roster checks and grade reporting dates.

16 **MODIFICATION OF AGREEMENT:**

This MOU may be amended by mutual written agreement of both parties.

17 **TERMINATION OF AGREEMENT:**

TJC and the School District reserves the right to terminate this MOU upon service of written notice to the other party ninety (90) days prior to the day of termination. In this event, the date of termination will be the day after the end of the semester during which the ninety (90) day period expires.

18 **INDEMNIFICATION:**

To the fullest extent permitted by law, both parties will and do hereby agree to indemnify, protect, defend with respective counsel, and hold harmless their respective affiliated enterprises, Board of Trustees, officers, directors, attorneys, employees, representatives and agents (collectively “Indemnitees”) from and against all damages, losses, liens, causes of action, suits, judgments, expenses, and other claims of any nature, kind, or description, including reasonable attorneys’ fees and costs incurred investigating, defending or settling any of the foregoing (collectively “Claims”) by any person or entity, arising out of, caused by, or resulting from either party’s performance under or breach of this Agreement and that are caused in whole or in part by any negligent act, negligent omission or willful misconduct of either party, anyone directly employed by either party or anyone for whose acts as either party may be liable. The provisions of this Section will not be construed to eliminate or reduce any other indemnification or right which any indemnity has by law or equity.
19 **VENUE; GOVERNING LAW:**
Smith County, Tyler Texas, will be the proper place of venue for suit on or in respect to this Agreement. This Agreement and all of the rights and obligations of the parties and all of the terms and conditions will be construed interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas.

20 **PUBLIC INFORMATION:**
TJC strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the Texas Public Information Act, Chapter 552, Texas Government Code.

21 **CONFIDENTIALITY AND SAFEGUARDING TJC RECORDS, PRESS RELEASES, PUBLIC INFORMATION:**
Under this agreement the School District may: (1) create, (2) receive from or on behalf of TJC, or (3) have access to, records or record systems (collectively, "TJC Records"). Among other things, TJC Records may contain social security numbers, credit card numbers, or data protected or made confidential or sensitive by applicable laws, including the Gramm-Leach-Bliley Act (Public Law No: 106-102), the Texas Identity Theft Enforcement and Protection Act (ITEPA), and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA). If TJC records are subject to FERPA, (1) TJC will designate the School District as a TJC official with a legitimate educational interest in TJC records, and (2) the School District will acknowledge that its improper disclosure or re-disclosure of personally identifiable information from TJC records will result in the Schoo District’s exclusion from eligibility to contract with TJC for at least five (5) years. The School District represents warrants, and agrees that it will: (1) hold TJC records in strict confidence and will not use or disclose TJC records except as (a) permitted or required by this Agreement, (b) required by applicable laws, or (c) otherwise authorized by TJC in writing; (2) safeguard TJC records according to reasonable administrative, physical and technical standards (such as standards established by (i) the National Institute of Standards and Technology and (ii) the Center for Internet Security, as well as the Payment Card Industry Data Security Standards) that are no less rigorous than the standards by which the School District protects its own confidential information; (3) continually monitor its operations and take any action necessary to assure that TJC records are safeguarded and the confidentiality of TJC records is maintained in accordance with all applicable laws, including FERPA, ITEPA and the Gramm-Leach Bliley Act, and the terms of this Agreement; and (4) comply with TJC's rules, policies and procedures regarding access to and use of TJC’s computer systems. At the request of TJC, the School District agrees to provide TJC with a written summary of the procedures used to safeguard and maintain the confidentiality of TJC records.

22 **NOTICE OF IMPERMISSIBLE USE:**
If an impermissible use or disclosure of any TJC records occurs, the School District will provide written notice to TJC within one (1) business day after the School District’s discovery of that use or disclosure. The School District will promptly provide TJC with all information requested by TJC regarding the impermissible use or disclosure.

23 **RETURN OF TJC RECORDS:**
The School District agrees that within thirty (30) days after the expiration or termination of this Agreement for any reason, all TJC records created or received from or on behalf of TJC will be (1) returned to TJC, with no copies retained by School District; or (2) if return is not feasible, records will be destroyed. Twenty (20) days before destruction of any TJC records, the contractor will provide TJC with written notice of the School District’s intent to destroy TJC records. Within five (5) days after destruction, the School District will confirm to TJC in writing of the destruction of TJC records. Any such destruction will be done in compliance with the requirements of ITEPA or the Gramm-Leach Bliley Act.
24 **COMPLIANCE WITH LAW:**

25 **TOBACCO POLICY:**
TJC provides a friendly, tobacco-free environment at all of its campuses and satellite facilities.

26 **WEAPONS POLICY:**
Texas Penal Code 46.03 Places Weapons Prohibited and Penal Code 46.035 Unlawful Carrying of a Handgur by License Holder identify premises where handguns are not permitted by Texas Statutes.

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon listed in Section 46.05 (a) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or education institution is being conducted or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private.

A license holder is prohibited from carrying a concealed handgun on Tyler Junior College campus premises where prohibited by law and where prohibited by TJC policy.

27 **LIMITATIONS:**
THE PARTIES ARE AWARE THAT THERE ARE CONSTITUTIONAL AND STATUTORY LIMITATIONS ON THE AUTHORITY OF A SCHOOL DISTRICT AND TJC TO ENTER INTO CERTAIN TERMS AND CONDITIONS THAT MAY BE A PART OF THIS AGREEMENT, INCLUDING THOSE TERMS AND CONDITIONS RELATING TO LIENS ON A SCHOOL DISTRICT AND TJC'S PROPERTY DISCLAIMERS AND LIMITATIONS OF WARRANTIES: DISCLAIMERS AND LIMITATIONS OF LIABILITY FOR DAMAGES; WAIVERS, DISCLAIMERS AND LIMITATIONS OF LEGAL RIGHTS REMEDIES, REQUIREMENTS AND PROCESSES; LIMITATIONS OF PERIODS TO BRING LEGAL ACTION; GRANTING CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY LIABILITY FOR ACTS OR OMISSIONS OF THIRD PARTIES; PAYMENT OF ATTORNEYS' FEES DISPUTE RESOLUTION; INDEMNITIES; AND CONFIDENTIALITY (COLLECTIVELY, THE "LIMITATIONS"), AND TERMS AND CONDITIONS RELATED TO THE LIMITATIONS WILL NOT BE BINDING ON A SCHOOL DISTRICT AND TJC EXCEPT TO THE EXTENT AUTHORIZED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS.
SIGNATURES:
The terms and provisions, as outlined above, are true and exact to the best of the knowledge by the parties whose signatures appear below and their assignees. This Agreement constitutes the entire agreement of the parties and replaces any prior verbal understandings, written communications or representations related to the subject matter contained in this Agreement. In the event any portion of this Agreement is deemed illegal or unenforceable, the entire remaining portion of this Agreement shall remain valid and in effect. A waiver by either party of any breach or default by the other party is not a waiver of any other breach or default of this Agreement that may occur. This Agreement, including any rights or obligations hereunder, may not be assigned or otherwise transferred to any third party without the express written consent of the other party. This Agreement is nonexclusive between the parties; both parties have the right to enter into similar relationships with any other party. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

EXECUTED IN TWO (2) original counterparts on this 17th day of June, 2019.

Dr. Mike Metke, Chancellor
Tyler Junior College

Dr. Marty Crawford, Superintendent
Tyler Independent School District

President, Board of Trustees
Tyler Junior College

President, Board of Trustees
Tyler Independent School District

PLEASE RETURN THE SIGNED ORIGINAL MEMORANDUM OF UNDERSTANDING TO
TYLER JUNIOR COLLEGE
## EXHIBIT A
Tuition and Fees for Dual Credit Students
For FY 2019-2020
(Fall 2019, Spring 2020, Summer 2020)

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<th>DUAL CREDIT TUITION/FEES:</th>
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<tr>
<td>Fee for dual credit students attempting a course three or more times</td>
<td>75.00 per credit hr</td>
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<td>Dual Credit Late Processing Fee per course per student after Census Day</td>
<td>100.00</td>
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**DIFFERENTIAL TUITION OFFERED ON A TJC CAMPUS**

**Culinary Arts (knives/uniform)**

**Emergency Medical Technology**

- EMSP 1166 – Emergency Medical Technology/Technician Practicum: 298.00
- EMSP 1167 – Emergency Medical Technology/Technician Practicum: 388.00

**COURSE INCLUSIVE ACCESS FEES:**

- ACCT 2301-Principles of Financial Accounting: 106.00
- ACCT 2302-Principles of Managerial Accounting: 106.00
- ACNT 1303-Introduction to Accounting I: 143.00
- ACNT 1304-Introduction to Accounting II: 143.00
- ACNT 2311-Managerial Accounting: 106.00
- BCIS 1405-Business Computer Applications: 75.00
- BIOL 2401-Anatomy & Physiology: TBD
- BIOL 2401-Anatomy & Physiology I: 75.00
- BIOL 2402-Anatomy & Physiology II: 75.00
- BIOL 2420-Microbiology for non-science majors: 70.00
- COMM 1307-Introduction to Mass Communications: 60.00
- COSC 1301-Introduction to Computing: 100.00
- ECON 2301-Principles of Macroeconomics: 84.00
- ECON 2302-Principles of Microeconomics: 84.00
- GOVT 2305-Federal Government: 76.00
- HITT 1305-Medical Terminology: 54.00
- HUMA 1301-Introduction to Humanities: 60.00
- PHIL 1301-Introduction to Philosophy: 60.00
- PHIL 2306-Introduction to Ethics: 24.00
- WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting: 20.00

**DUAL CREDIT REIMBURSEMENT OF COSTS:**

School Districts Requesting TJC Faculty to teach Dual credit courses per course per semester: Recovery of faculty salaries, fringe benefits, mileage and other associated costs and processing fees
# EXHIBIT B
TJC/Dual Credit Academic Course Equivalency Crosswalk

**Teacher credentials required for technical dual credit:**
A Master's degree with 18 hours in the field of study, or (Masters of English)
A Master’s degree and 18 hours in the field of study. (Masters of Education and 18 hours in English)
*Not available for Dual Credit. Course is not in the Core Curriculum. Available to ECHS only.*

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<thead>
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<th>Course Number</th>
<th>Tyler Junior College Course Title</th>
<th>High School TEKS Course</th>
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EXHIBIT C
TJC/Dual Credit Technical Course Equivalency Crosswalk

Teacher credentials required for technical dual credit:
* A Master's degree with 18 hrs in the field of study.
* A bachelor's degree with a major directly related to the field/course taught, or
* A bachelor's degree in any field with a minimum of 3 yrs of verifiable work force experience directly related to field/course taught, or
* An associate's degree with a minimum of three-five years of verifiable work force experience directly related to the field/course taught.

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<td>Basic Computer Aided Design</td>
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<td>DFTG 1405*</td>
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**ARCHITECTURE and CONSTRUCTION**

**ARTS, AUDIOVISUAL TECHNOLOGY and COMMUNICATIONS**

**BUSINESS MANAGEMENT and ADMINISTRATION**

**FINANCE**

**FIRE ACADEMY**

**HEALTH SCIENCE**

**16 | TJC-Dual Credit**
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<td>CHEF 2331</td>
<td>Culinary Arts I</td>
<td>13022600</td>
<td>Adv. Food Prep (restaurant cooking)</td>
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<td>HAMG 1321</td>
<td>Hospitality Services</td>
<td>13022800</td>
<td>Introduction to Hospitality Industry</td>
</tr>
<tr>
<td>PSTR 1301</td>
<td>Advanced Culinary</td>
<td>13022650</td>
<td>Fundamentals of Baking</td>
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<tr>
<td>PSTR 1305</td>
<td>Advanced Culinary</td>
<td>13022650</td>
<td>Breads and Rolls</td>
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<td>PSTR 1310</td>
<td>Advanced Culinary</td>
<td>13022650</td>
<td>Pies, Tarts, Teacakes and Cookies</td>
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<td>RSTO 1204</td>
<td>Advanced Culinary</td>
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<td>Dining Room Service (restaurant service)</td>
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<td>RSTO 1313</td>
<td>Advanced Culinary</td>
<td>13022650</td>
<td>Hospitality Supervision</td>
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<td>Child Guidance</td>
<td>13024800</td>
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<td>CDEC 1354</td>
<td>Child Development</td>
<td>13024700</td>
<td>Child Growth and Development</td>
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<td>CPMT 1311*</td>
<td>Computer Maintenance Tech</td>
<td>13027300</td>
<td>Intro to Computer Maintenance (ITSC 1305)</td>
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<td>ITNW 1325</td>
<td>Telecommunications &amp; Network</td>
<td>13027400</td>
<td>Fundamentals of Network Technologies</td>
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<tr>
<td>IMED 1301</td>
<td>Digital &amp; Interactive Media</td>
<td>13027800</td>
<td>Introduction to Digital Media</td>
</tr>
<tr>
<td>IMED 1316*</td>
<td>Web Technologies</td>
<td>13027900</td>
<td>Web Design I (ARTC1313 or COMM 1335)</td>
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<td>CRIJ 1301</td>
<td>Law Enforcement 1</td>
<td>13029300</td>
<td>Intro to Criminal Justice</td>
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<td>CRIJ 1306</td>
<td>Court Systems &amp; Practices</td>
<td>13029600</td>
<td>Court Systems and Practices</td>
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<tr>
<td>CRIJ 1310</td>
<td>Principles of Law, Public Safety</td>
<td>13029200</td>
<td>Fundamentals of Criminal Law</td>
</tr>
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<td>CRIJ 2328</td>
<td>Law Enforcement 2</td>
<td>12568704</td>
<td>Police Systems &amp; Practices</td>
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<td>WLDG 1204</td>
<td>Welding Advanced</td>
<td>13032300</td>
<td>Fundamental of Oxy Fuel Weld &amp; Cut</td>
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<td>WLDG 1428*</td>
<td>Welding Advanced</td>
<td>13032400</td>
<td>Intro to Shielded Metal Arc Welding</td>
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<td>BUSG 2309</td>
<td>Entrepreneurship</td>
<td>13034400</td>
<td>Small Business Management or Entrepreneurship</td>
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<tr>
<td>MRKG 1302</td>
<td>Retailing</td>
<td>13034500</td>
<td>Principles of Retailing</td>
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<td>MRKG 1311</td>
<td>Marketing Dynamics</td>
<td>13034700</td>
<td>Principles of Marketing</td>
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</table>

$ Fees/uniforms may be required
$$ Academic transfer courses are not free and require a Master's level teacher
*Pre-requisite required
EXHIBIT D
TJC 2018-2020 Core Curriculum

Degree/Certificate Plans

TJC Core Curriculum*

The Core Curriculum at TJC provides students with a solid foundation of knowledge and academic skills which will assist them throughout life. Students planning to continue their education toward a baccalaureate degree can complete core curriculum courses designed to provide a sound background in the liberal arts. Students who successfully complete the TJC core curriculum can transfer that block of courses to any Texas public college or university. Articulation agreements with other Texas colleges and universities mean seamless transfer.

TJC Core requirements are in 3-hour increments. However, some courses offered, such as Mathematics and Life and Physical Sciences, are 4-hour classes. Any overflow (extra) hours above the required Core of 42 hours will apply to the degree requirements.

COMMUNICATIONS CORE (6 HRS)
ENGL 1301 Composition I*
SPCH 1315 Public Speaking OR
SPCH 1321 Business & Professional Communication

MATHEMATICS CORE (3 HRS)
MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics for Business & Social Sciences
MATH 1332 Contemporary Mathematics
MATH 1342 Elementary Statistical Methods
MATH 1414 College Algebra
MATH 1442 Elementary Statistical Methods
MATH 2412 Pre-Calculus Math
MATH 2413 Calculus I

LIFE AND PHYSICAL SCIENCES CORE (6 HRS) *
BICL 1406 Biology for Science Majors I
BICL 1407 Biology for Science Majors II
BICL 1408 Biology for Non-Science Majors I
BICL 1409 Biology for Non-Science Majors II
BICL 1411 General Botany
BICL 2401 Anatomy & Physiology I
BICL 2402 Anatomy & Physiology II
BICL 2404 Anatomy & Physiology
BICL 2406 Environmental Biology
CHEM 1405 Introductory Chemistry I
CHEM 1406 Introductory Chemistry I - Allied Health Emphasis
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
GEOL 1401 Earth Science
GEOL 1403 Physical Geology
GEOL 1404 Historical Geology
PHYS 1401 College Physics I
PHYS 1403 Stars and Galaxies
PHYS 1404 Solar System
PHYS 1405 Elementary Physics I
PHYS 2425 University Physics I
PHYS 2426 University Physics II

LANGUAGE, PHILOSOPHY AND CULTURE CORE (3 HRS)
ENGL 2332 World Literature I
ENGL 2333 World Literature II
HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
HUMA 1301 Introduction to Humanities I
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 2306 Introduction to Ethics

CREATIVE ARTS CORE (3 HRS)
ARTS 1301 Art Appreciation
DANC 2303 Dance Appreciation
DRAM 1310 Introduction to Theater
MUSI 1306 Music Appreciation
MUSI 1310 American Music

AMERICAN HISTORY CORE (6 HRS)
HIST 1301 United States History I*
HIST 1302 United States History II OR
HIST 2301 Texas History

GOVERNMENT/POLITICAL SCIENCE CORE (6 HRS)
GOVT 2305 Federal Government
GOVT 2306 Texas Government

SOCIAL AND BEHAVIORAL SCIENCES CORE (3 HRS)
COMM 1307 Introduction to Mass Communication
ECON 2301 Principles of Macroeconomics
GEOG 1303 World Regional Geography
PSYC 2301 General Psychology
PSYC 2314 Lifespan Growth & Development
SOCI 1301 Introduction to Sociology

COMPONENT AREA OPTION CORE (6 HRS)
EDUC 1300 Learning Framework OR
COSC 1301 Introduction to Computing
ENGL 1302 Composition II OR
ENGL 2311 Technical & Business Writing

*Institution requires all core complete students to take ENGL 1301, HIST 1301 and two lab sciences.
EXHIBIT E.1
TJC 2018-2020 Defined Course Sequence

General Studies-AA

If you haven’t really decided what you’re passionate about yet, then a General Studies associate’s degree is a great starting point. Many people pick a General Studies degree as a way to earn credits while having the flexibility to decide on a career path.

Our general studies program prepares you for transfer to a four-year college or university. The flexible curriculum allows you to set and meet your individual goals while studying a balanced schedule of humanities, mathematics, science and social science courses.

Associate of Arts
TSI Complete

MAJOR COURSES^ 16 CREDITS

Select any number of elective hours needed to bring the total semester hours to no fewer than 60.*

TJC CORE CURRICULUM 44 CREDITS

In addition to the Major Courses, the student is required to take 44 credit hours from the TJC Core Curriculum. These courses must not duplicate courses taken to fulfill the major course requirement.

Major Courses: 16
TJC Core Curriculum: 44
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER CREDIT HOURS
ENGL 1301 Composition I........................................3
HIST 1301 United States History I.............................3
MATH xxx Mathematics Core..................................3
xxxx x4xx Life and Physical Sciences Core...............4
EDUC 1300 Learning Framework............................3

SECOND SEMESTER
ENGL 1302 Composition II OR................................3
ENGL 2311
HIST 1302 United States History II OR......................3
HIST 2301
xxxx x4xx Life and Physical Sciences Core.................4
xxxx x3xx Creative Arts Core..................................3
xxxx x3xx Major Elective......................................3

THIRD SEMESTER
SPCH 1315 Public Speaking OR............................3
SPCH 1321
xxxx x3xx Lang., Philosophy, and Culture Core..........3
xxxx x3xx Major Elective......................................3
GOVT 2305 Federal Government............................3
xxxx x3xx Social and Behavioral Sciences Core........3

FOURTH SEMESTER
GOVT 2306 Texas Government................................3
xxxx x3xx Major Elective......................................3
xxxx x3xx Major Elective......................................3
xxxx x3xx Major Elective......................................3
xxxx x1xx Elective..............................................1

Total Semester Hours: 60

^Classes chosen in major must be different from courses used for Core requirements.
*For a General Studies Associate of Arts degree, students must complete all CORE requirements and select any number of additional elective courses to meet no fewer than 60 hours for graduation. Some or all courses should include foreign language, humanities, English, fine arts, sciences or math.
Automotive Technology-AAS

The Automotive Technology program uses cutting-edge technology and highly specialized training to prepare you for a lucrative career in the automotive industry.

The automobile industry has evolved dramatically during the past two decades from mechanical to highly technical vehicles. TJC will provide state-of-the-art training and intensive hands-on experience you will need to become a successful, highly effective automotive technician.

We are a National Automotive Technicians Education Foundation (NATEF) accredited Master Automobile Service Technology (MAST) program and are a participant in the Mopar Career Automotive Program (CAP) LOCAL national program in partnership with the National Coalition of Certification Centers (NC3). Automotive program courses will enable you to seek employment as an entry-level technician.

Please see an academic advisor, program professor, or the department chair for details if you're interested in a career as an automotive service technician.

Course Sequence:

FIRST SEMESTER CREDIT HOURS
AUMT 1305 Introduction to Automotive Technology .......................... 3
AUMT 1407 Automotive Electrical Systems ........................................ 4
AUMT 1419 Automotive Engine Repair .............................................. 4
ENGL 1301 Composition I .............................................................. 3

SECOND SEMESTER
AUMT 2321 Automotive Electrical Diagnosis and Repair ......................... 3
AUMT 2417 Automotive Engine Performance Analysis I ......................... 4
AUMT 2434 Automotive Engine Performance Analysis II ....................... 4
MATH 1314 College Algebra OR ...................................................... 3
MATH 1332 ................................................................. 3

SUMMER I
AUMT 2357 Automotive Alternative Fuels .......................................... 3

THIRD SEMESTER
AUMT 1445 Automotive Climate Control Systems .................................. 4
AUMT 1410 Automotive Brake Systems .............................................. 4
AUMT 1416 Automotive Suspension and Steering Systems ........................ 4
PHIL 2306 Introduction to Ethics ..................................................... 3

FOURTH SEMESTER
AUMT 2413 Automotive Drive Train and Axles .................................... 4
AUMT 2425 Automotive Automatic Transmission and Transaxle ............... 4
SPCH 1321 Bus. & Professional Communication OR ............................... 3
SPCH 1315 ................................................................. 3
PSYC 2301 ................................................................. 3

Total Semester Hours: 60

Courses titled in bold type represent general education requirements.
NOTE: Applicants must meet the admission requirements for TJC and achieve minimum scores on the TSI assessments in reading, writing, and math, and on the Bennett Mechanical Comprehension Test.
NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.
All new students are required to attend automotive orientation.
Students are required to furnish their own tools. (See an academic advisor, program professor, or the department chair for a required tool list.)

Associate of Applied Science
TSI Complete
MAJOR COURSES 45 CREDITS
AUMT 1305 Introduction to Automotive Technology .......................... 3
AUMT 1407 Automotive Electrical Systems ........................................ 4
AUMT 1419 Automotive Engine Repair .............................................. 4
AUMT 2321 Automotive Electrical Diagnosis and Repair ......................... 3
AUMT 2417 Automotive Engine Performance Analysis I ......................... 4
AUMT 2434 Automotive Engine Performance Analysis II ....................... 4
AUMT 2357 Automotive Alternative Fuels .......................................... 3
AUMT 1445 Automotive Climate Control Systems .................................. 4
AUMT 1410 Automotive Brake Systems .............................................. 4
AUMT 1416 Automotive Suspension and Steering Systems ........................ 4
PHIL 2306 Introduction to Ethics ..................................................... 3

GENERAL EDUCATION REQUIREMENTS 15 CREDITS
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15

Total Semester Hours: 60
Welding Technology-AAS

If you like working with your hands, a career in welding technology may be just right for you. Earn your Associate of Applied Science degree through our Welding Technology program and join an industry that is in demand and has a great outlook for the future.

Our hands-on teaching methods and state-of-the-art lab allow you to get your hands dirty and really experience what welding is like. You will get acclimated to the tools used in the industry, safety procedures and the latest welding techniques.

The experience you will gain with our program is as close as you can get to the real thing. The program is designed to qualify the student for entry-level code welding for industry.

Join the Welding Technology program and let us ignite what could be a lucrative future for you.

Associate of Applied Science
TSI Complete

MAJOR COURSES 45 CREDITS
WLDG 1204 Fundamentals of Oxy-Fuel Welding & Cutting
WLDG 1313 Introduction to Blueprint Reading for Welders
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)
WLDG 1317 Introduction to Layout and Fabrication
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)
WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW)
WLDG 1435 Introduction to Pipe Welding
WLDG 2453 Advanced Pipe Welding
ITSC 1309 Integrated Software Applications I
WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)
WLDG 1327 Welding Codes and Standards

GENERAL EDUCATION REQUIREMENTS 15 CREDITS
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/ American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15

Total Semester Hours: 60

Recommended Course Sequence:
FIRST SEMESTER CREDIT HOURS
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting ..... 2
WLDG 1313 Introduction to Blueprint Reading for Welders ..... 3
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) ..... 4
WLDG ENGL 1301 Composition I .................................................. 3

SECOND SEMESTER
WLDG 2443 Advanced Shielded Metal Arc Welding .......... 4
(SMAW)
WLDG 1317 Introduction to Layout and Fabrication .......... 3
WLDG 1430 Introduction to Gas Metal Arc Welding .......... 4
(GMAW)
MATH 1314 College Algebra OR .............................................. 3
MATH 1316 OR MATH 1324 OR MA-TI 1332

SUMMER I
WLDG 1312 Introduction to Flux Cored Arc Welding .... 3
(FCAW)

THIRD SEMESTER
WLDG 1435 Introduction to Pipe Welding ...................... 4
WLDG 2453 Advanced Pipe Welding ...................... 4
ITSC 1309 Integrated Software Applications I .................. 3
SPCH 1321 Bus. & Professional Communication .............. 3

FOURTH SEMESTER
WLDG 1434 Introduction to Gas Tungsten Arc Welding .......... 4
(Welding (GTAW)
WLDG 2451 Advanced Gas Tungsten Arc Welding .......... 4
(GTAW)
PHIL 2306 Introduction to Ethics ..................................... 3
PSYC 2301 General Psychology OR ...................................... 3
SOC 1301

SUMMER I
WLDG 1327 Welding Codes and Standards .................. 3

Total Semester Hours: 60

Courses titled in bold type represent general education courses.
NOTE: Applicants must meet the admission requirements for TJC, meet minimum standards on the TSI assessments in reading, writing, and math and achieve a minimum score on the Bennett Mechanical Comprehension Test. NOTE: Department-specific courses must be taken in sequence and may have a prerequisite course. Exceptions must be approved in writing by the department chair.
All new students are required to attend welding orientation.
EXHIBIT E.4
TJC 2018-2020 Defined Course Sequence

Business Management-AAS

Business Management is about ideas and capabilities; leading, not following. Our business management program instills you with the tools and skills needed to successfully manage a business.

We engage in real-world scenarios and projects that will allow you to develop leadership as well as managerial and strategic skills, setting you up for a career in business management. Our program allows you to transfer on to a four year degree, but is also ideal if you are currently employed and are looking for the knowledge and credentials to help you advance within your organization.

We provide several certificates to give you a quick path to the workforce, while maintaining the ability to complete an AAS in Business Management.

Associate of Applied Science
TSI Complete

MAJOR COURSES 42 CREDITS
BUSI 1301 Business Principles
ACNT 1303 Introduction to Accounting I OR
ACCT 2301 Principles of Financial Accounting
BMGT 1327 Principles of Management
ITSW 1304 Introduction to Spreadsheets OR
COSC 1301 Introduction to Computing OR
BCIS 1405 Business Computer Applications
BUSG 1304 Financial Literacy
HRPO 2307 Organizational Behavior
MRKG 1311 Principles of Marketing
ACNT 2311 Managerial Accounting
BUSG 2309 Small Business Mgmt/Entrepreneurship
BMGT 2310 Financial Management
HRPO 2301 Human Resources Management
BMGT 2309 Leadership
BMGT 1341 Business Ethics
BMGT 2341 Strategic Management

GENERAL EDUCATION REQUIREMENTS 18 CREDITS
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 42
General Education Requirements: 18
Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER CREDIT HOURS
BUSI 1301 Business Principles ........................................ 3
ACNT 1303 Introduction to Accounting I OR ...................... 3
ACCT 2301
BMGT 1327 Principles of Management .................................. 3
ITSW 1304 Introduction to Spreadsheets OR ...................... 3
COSC 1301 OR
BCIS 1405
ENGL 1301 Composition I ............................................ 3

SECOND SEMESTER
BUSG 1304 Financial Literacy ........................................... 3
HRPO 2307 Organizational Behavior ..................................... 3
MRKG 1311 Principles of Marketing ..................................... 3
ACNT 2311 Managerial Accounting ..................................... 3
ENGL 2311 Technical & Business Writing OR ..................... 3
ENGL 1302

THIRD SEMESTER
BUSG 2309 Small Business Mgmt/Entrepreneurship .......... 3
BMGT 2310 Financial Management ..................................... 3
HRPO 2301 Human Resources Management ..................... 3
BMGT 2309 Leadership ..................................................... 3
MATH 1314 College Algebra OR ....................................... 3
MATH 1332 OR
MATH 1342

FOURTH SEMESTER
BMGT 1341 Business Ethics ............................................. 3
BMGT 2341 Strategic Management ..................................... 3
ECON 2301 Principles of Macroeconomics ......................... 3
SPCH 1315
ENGL 2332 World Literature I OR ..................................... 3
Creative Arts Core

Total Semester Hours: 60

Courses titled in bold type represent general education requirements.
Completion of BCIS 1405 is strongly recommended prior to enrollment in ACCT 2301 and ACCT 2302.
Law Enforcement Investigations-AAS

One of the growing interests today is the area of criminal investigations, especially as they are related to the field of crime scene or forensic investigations. The need for proper investigations and use of crime scene forensics is at an all-time high.

The Associate of Applied Science in Law Enforcement Investigations is intended for those who wish to seek employment with a law enforcement agency upon graduation. We instill in our students the sharp and instinctive skills needed to become a criminal investigator. More importantly, we incorporate specialized courses in the field of criminal investigations, including basic field work in crime scene processing. Our program's emphasis is to provide you the basic background skills needed to become a criminal investigator.

MAJOR COURSES 33 CREDITS
CRJ 1301 Introduction to Criminal Justice
CRJ 1310 Fundamentals of Criminal Law
CRJ 2328 Police Systems and Practices
CRJ 1306 Court Systems and Practices
CJSA 1308 Criminalistics I
CRJ 2314 Criminal Investigation
CJSA 2323 Criminalistics II
CRJ 1307 Crime in America
CJSA 2332 Criminalistics III
CRJ 2323 Legal Aspects of Law Enforcement
CJSA 1393 Special Topics in Criminal Justice Studies

GENERAL EDUCATION REQUIREMENTS 18 CREDITS
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Recommended Course Sequence:

FIRST SEMESTER CREDIT HOURS
ENGL 1301 Composition I .................................................. 3
HIST 1301 United States History I ...................................... 3
CRJ 1301 Introduction to Criminal Justice ........................ 3
CRJ 1310 Fundamentals of Criminal Law .......................... 3
CRJ 2328 Police Systems and Practices ............................. 3

SECOND SEMESTER
ENGL 2311 Technical & Business Writing ........................ 3
SPCH 1321 Bus. & Professional Communication ................. 3
CRJ 1306 Court Systems and Practices ................................ 3
CJSA 1308 Criminalistics I .................................................. 3
CRJ 2314 Criminal Investigation .......................................... 3

THIRD SEMESTER
GOVT 2305 Federal Government ......................................... 3
MATH 1314 College Algebra OR .......................................... 3
MATH 1332 OR
MATH 1342
xxxx x3xx Lang., Philosophy and Culture Core OR ............ 3
Creative Arts Core
CJSA 2323 Criminalistics II ................................................. 3
CRJ 1307 Crime in America .................................................. 3

FOURTH SEMESTER
GOVT 2306 Texas Government ............................................ 3
xxxx x3xx Social and Behavioral Sciences Core .................... 3
CJSA 2332 Criminalistics III ............................................ 3
CRJ 2323 Legal Aspects of Law Enforcement ....................... 3
CJSA 1393 Special Topics in Criminal Justice Studies ....... 3

Total Semester Hours: 60

Courses titled in bold type represent general education requirements

Major Courses: 33
General Education Requirements: 27

Total Semester Hours: 60
Culinary Arts-AAS

The Associate of Applied Science in Culinary Arts prepares students for entry-level restaurant management positions. Students will learn culinary and baking skills as well as management theories, practices, and strategies. Students will spend much of their time working in a culinary arts lab learning traditional, current, American, and international cooking techniques as well as inventory management and purchasing.

**Basic Culinary, Certificate of Proficiency**

This certificate introduces students to food safety, kitchen equipment, and basic cooking techniques. These courses teach the fundamental principles of knife and food handling as well as nutrition and menu management. Students earning this certificate will be prepared for entry level positions in various types of kitchens.

**Pastry Arts, Certificate of Proficiency**

This certificate is for individuals interested in the professional baking industry. Students will learn the fundamentals of baking and cake decorating as well as food safety. Graduates will be prepared for entry level positions in the baking/pastry industry.

**Associate of Applied Science**

**TSI Complete**

**MAJOR COURSES 45 CREDITS**

- CHEF 1205 Sanitation and Safety
- IFWA 1218 Nutrition for the Food Service Professional
- HAMG 1321 Introduction to Hospitality Industry
- PSTR 1301 Fundamentals of Baking
- CHEF 1401 Basic Food Preparation
- RSTO 1325 Purchasing for Hospitality Operations
- CHEF 2331 Advanced Food Preparation*
- RSTO 1321 Menu Management
- RSTO 1204 Dining Room Service*
- CHEF 1441 American Regional Cuisine*
- CHEF 1340 Meat Preparation and Cooking*
- RSTO 1313 Hospitality Supervision
- CHEF 1445 International Cuisine*
- CHEF 1364 Practicum (or Field Experience)
- Culinary Arts/Chef Training
- CHEF 1310 Garde Manger*

*Students interested in an AAS with emphasis in Pastry should take ‘OR’ courses and associated prerequisites/corequisites.

**GENERAL EDUCATION REQUIREMENTS 15 CREDITS**

Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15
Total Semester Hours: 60

**Recommended Course Sequence:**

**FIRST SEMESTER CREDIT HOURS**

- ENGL 1301 Composition I .......................... 3
- HIST 1301 United States History I .......... 3
- CRJU 1301 Introduction to Criminal Justice .... 3
- CRJU 1310 Fundamentals of Criminal Law ....... 3
- CRJU 2328 Police Systems and Practices .......... 3

**SECOND SEMESTER**

- ENGL 2311 Technical & Business Writing .......... 3
- SPCH 1321 Bus. & Professional Communication ....... 3
- CRJU 1306 Court Systems and Practices .......... 3
- CJSA 1308 Criminalistics I ....................... 3
- CRJU 2314 Criminal Investigation ................................. 3

**THIRD SEMESTER**

- GOVT 2305 Federal Government ........................ 3
- MATH 1314 College Algebr a OR .......................... 3
- MATH 1332 OR
- MATH 1342
- xxxxx x3xx Lang., Philosophy and Culture Core OR .... 3
- Creative Arts Core
- CJSA 2323 Criminalistics II .............................. 3
- CRJU 1307 Crime in America ................................. 3

**FOURTH SEMESTER**

- GOVT 2306 Texas Government .......................... 3
- xxxxx x3xx Social and Behavioral Sciences Core .... 3
- CJSA 2332 Criminalistics III ................................ 3
- CRJU 2323 Legal Aspects of Law Enforcement ........... 3
- CJSA 1393 Special Topics in Criminal Justice Studies .... 3

Total Semester Hours: 60

*Courses titled in bold represent general education requirements.*
Emergency Medical Service Prof.-AAS

Our fast-paced Emergency Medical Services program will train you to provide lifesaving care to the sick and injured on the scene and during emergency transport.

The AAS in our EMS program provides a close-knit community of hardworking healthcare professionals guiding you toward a fulfilling career in emergency medical care. You will be trained to respond to and assess, treat and transport victims of sudden illness or injury.

Upon successful completion of the EMSP program, you can apply for certification as an emergency medical technician.

Course Sequence:
PREREQUISITES CREDIT HOURS
EMSP 1501 Emergency Medical Technician ............. 5
EMSP 1160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) ... 1
Technology/Technician (EMT Paramedic) OR Currently certified/registered as an Emergency Medical Technician

FIRST SEMESTER*
EMSP 1338 Introduction to Advanced Practice .................. 3
EMSP 1356 Patient Assessment and Airway Management .......... 3
EMSP 1355 Trauma Management .................................. 3
EMSP 2306 Emergency Pharmacology ................................ 3
EMSP 1260 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) ............ 2
Technology/Technician (EMT Paramedic)

SECOND SEMESTER
EMSP 2444 Cardiology ........................................... 4
EMSP 2434 Medical Emergencies .............................. 4
EMSP 2330 Special Populations .................................. 3
EMSP 2260 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) ............ 2
Technology/Technician (EMT Paramedic)

SUMMER I
EMSP 2305 EMS Operations ....................................... 3
EMSP 2243 Assessment Based Management ................. 2
EMSP 2266 Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic)

THIRD SEMESTER
BIOL 2401 Anatomy & Physiology I** ...................... 4
HITT 1305 Medical Terminology I ............... 3
PSYC 2314 Lifespan Growth & Development OR 3
PSYC 2301
ENGL 1301 Composition I ........................................ 3

FOURTH SEMESTER
BIOL 2402 Anatomy & Physiology II .................. 4
xxxx x3xx Lang., Philosophy and Culture Core OR ........ 3
Creative Arts Core

Total Semester Hours: 60

Courses titled in bold type represent general education requirements.
*EMS Certification as an EMT-Basic is required 30 days after the beginning of Semester I. Failure to do so will result in expulsion from the program.
**BIOI 2404 is recommended as preparation for BIO1 204 for students who do not have a strong background in biology; but BIOI 2404 will not substitute for BIO1 2041
EXHIBIT E.8
TJC 2018-2020 Defined Course Sequence

Fire Protection Technology-AAS

Fire Protection is about creating, maintaining and providing a safer environment for society.

Our team at TJC offers some of the best fire protection instruction. All instructors are full-time, professional firefighters with approximately 200 cumulative years of experience in the fields of fire protection and prevention.

In our program, you will learn basic training and education in fire and arson investigation practices and industrial emergency responses, as well as prepare to become firefighters and fire officers. With this degree, you can also pursue further academics in Fire Technology.

Your training for building a safer tomorrow starts today, at TJC.

Associate of Applied Science
TSI Complete

MAJOR COURSES 45 CREDITS
FIRT 1301 Fundamentals of Fire Protection .......... 3
FIRT 1353 Legal Aspects of Fire Protection .......... 3
FIRT 1329 Building Codes and Construction .......... 3
FIRT 1338 Fire Protection Systems ................. 3
FIRT 1307 Fire Prevention Codes and Inspections .... 3
FIRT 1333 Fire Chemistry I ............. 3
COSC 1301 Introduction to Computing ....... 3
FIRT 1309 Fire Administration I ............ 3
FIRT 1315 Hazardous Materials I ............ 3
FIRT 1303 Fire and Arson Investigations I ........ 3
FIRT 1305 Public Education Programs .......... 3
FIRT 1349 Fire Administration II .......... 3
FIRT 2309 Firefighting Strategies and Tactics I .... 3
FIRT 1347 Industrial Fire Protection .......... 3
FIRT 2389 Internship – Fire Protection and Safety Technology/Technician ........ 3

GENERAL EDUCATION REQUIREMENTS 15 CREDITS
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).

Major Courses: 45
General Education Requirements: 15

Total Semester Hours: 60

Recommended Course Sequence:

FIRST SEMESTER CREDIT HOURS
FIRT 1301 Fundamentals of Fire Protection ............. 3
FIRT 1353 Legal Aspects of Fire Protection ............. 3
FIRT 1329 Building Codes and Construction ............. 3
ENGL 1301 Composition I ......... 3
MATH 1314 College Algebra OR ............. 3
MATH 1316 OR
MATH 1324 OR
MATH 1332

SECOND SEMESTER
FIRT 1338 Fire Protection Systems ............. 3
FIRT 1307 Fire Prevention Codes and Inspections .... 3
FIRT 1333 Fire Chemistry I ............. 3
SPCH 1321 Bus. & Professional Communication .......... 3
COSC 1301 Introduction to Computing .......... 3

THIRD SEMESTER
FIRT 1309 Fire Administration I ............ 3
FIRT 1315 Hazardous Materials I ............ 3
FIRT 1303 Fire and Arson Investigations I ........ 3
GOVT 2306 Texas Government .......... 3
xxxx x3xx Lang., Philosophy and Culture Core* ........ 3

FOURTH SEMESTER
FIRT 1305 Public Education Programs .......... 3
FIRT 1349 Fire Administration II .......... 3
FIRT 2309 Firefighting Strategies and Tactics I .......... 3
FIRT 1347 Industrial Fire Protection .......... 3
FIRT 2389 Internship – Fire Protection and Safety Technology/Technician ........ 3

Total Semester Hours: 60

Courses titled in bold type represent general education requirements.
*PHIL 2306 preferred.

Note: Upon review, students who have successfully completed an accredited Basic Fire Academy recognized by the Texas Commission on Fire Protection and successfully pass the State Certification Exam may be eligible to apply up to 15 hours' credit toward the associate degree in Fire Protection. Posting fee required. Students must complete a minimum of three semester credit hours at TJC to be eligible. Credit will be awarded and posted to the student's transcript during the final semester of coursework applicable to the AAS in Fire Protection Technology program. For more information, students should contact the department chair.

26 TJC-Dual Credit
Medical Office Management-AAS

One of the fastest growing occupations in the health care field is medical office management. To fill this growing need for skillful professionals, we offer an Associate of Applied Science and certificate of proficiency in Medical Office Management.

The Medical Office Management program is committed to meeting the needs of the medical community by providing well-qualified employees who understand the principles of medical office work.

During your time at TJC, you will receive specialized training from our expert faculty in the knowledge of medical administrative procedures, as well as learn excellent interpersonal skills and how to perform administrative tasks needed for an efficiently-run physician’s office or clinic.

Upon graduation, you will be highly qualified to seek employment or continue on to earn a bachelor’s degree.

With a degree from TJC, you will be ready to enter the workforce in no time.

Associate of Applied Science
TSI Complete

MAJOR COURSES 41 CREDITS
POFM 1317 Medical Administrative Support
HITT 1305 Medical Terminology I
POFM 1327 Medical Insurance
ITSW 1301 Introduction to Word Processing
POFT 1301 Business English
HRPO 2307 Organizational Behavior
POFT 1321 Business Math
POFT 1313 Professional Workforce Preparation
POFM 1300 Basic Medical Coding
ITSW 1304 Introduction to Spreadsheets
POFM 2310 Intermediate Medical Coding
POFM 1302 Medical Software Applications
POFM 2280 Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary
HITT 2245 Coding Certification Exam Review OR
HPRS 1201 Introduction to Health Professions
HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals

RECOMMENDED COURSE SEQUENCE:

FIRST SEMESTER CREDIT HOURS
POFM 1317 Medical Administrative Support .................. 3
HITT 1305 Medical Terminology I .......................... 3
POFM 1327 Medical Insurance ................................. 3
ITSW 1301 Introduction to Word Processing ................. 3
POFT 1301 Business English .................................. 3

SECOND SEMESTER
HRPO 2307 Organizational Behavior .......................... 3
POFT 1321 Business Math ..................................... 3
POFT 1313 Professional Workforce Preparation .......... 3
POFM 1300 Basic Medical Coding ............................ 3
SPCH 1321 Bus. & Professional Communication OR ... 3
SPCH 1315

THIRD SEMESTER
ITSW 1304 Introduction to Spreadsheets .................... 3
BIOL 2404 Anatomy & Physiology .......................... 4
POFM 2310 Intermediate Medical Coding .................. 3
ENGL 1301 Composition I .................................. 3
POFM 1302 Medical Software Applications ................ 3

FOURTH SEMESTER
POFM 2280 Cooperative Education .......................... 2
Medical Administrative/Executive Assistant and Medical Secretary
ENGL 2311 Technical and Business Writing OR ........ 3
ENGL 1302
PSYC 2301 General Psychology OR PSYC 2314 .......... 3
xxxx x3xx Creative Arts Core ................................ 3
HITT 2245 Coding Certification Exam Review OR ....... 2
HPRS 1201
HPRS 1105 Essentials of Medical Law/Ethics for .......... 1
Health Professionals

Total Semester Hours: 60

COURSES TITLED IN BOLD TYPE REPRESENT GENERAL EDUCATION COURSES.
ALL REQUIRED COURSES OF THE MOMG PROGRAM MUST BE COMPLETED WITH A "C" OR BETTER.

GENERAL EDUCATION REQUIREMENTS 19 CREDITS
Every Associate of Applied Science degree plan must contain at least 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts (language, philosophy & culture/creative arts), social/behavioral science (social and behavioral sciences/American history/government/political science), and natural science/mathematics (life and physical sciences/mathematics).
Major Courses: 41
General Education Requirements: 19

Total Semester Hours: 60
EXHIBIT E.10
TJC 2018-2020 Defined Course Sequence

Visual Communications-AAS

The Visual Communications program is an excellent career choice for those who are creative and like to think outside of the box. We offer you extensive training in everything from graphic design to photography.

Let our expert professors teach you how to use industry specific software to create quality products, as well as techniques used heavily in the industry. Class sizes are small, which makes for a close-knit atmosphere and allows you to really absorb training, all while building a substantial portfolio for the job market.

Upon graduation, you will be prepared to seek entry-level employment as an advertising designer, computer artist, freelance artist, graphic designer, layout artist or photographer.

Let your creativity soar and join the TJC Visual Communications program today.

Associate of Applied Science
TIS Complete

MAJOR COURSES 45 CREDITS
PHTC 1311 Fundamentals of Photography .......................... 3
ARTC 1305 Basic Graphic Design ........................................ 3
ARTC 1313 Digital Publishing I ............................................ 3
IMED 1301 Introduction to Digital Media ............................ 3
PHTC 2301 Intermediate Photography ................................. 3
ARTC 1302 Digital Imaging I ................................................ 3
ARTC 2348 Digital Publishing III ......................................... 3
GRPH 1359 Vector Graphics for Production ....................... 3
ENGL 1301 Composition I ................................................ 3

SECOND SEMESTER
PHTC 2301 Intermediate Photography ................................. 3
ARTC 1302 Digital Imaging I ................................................ 3
ARTC 2348 Digital Publishing III ......................................... 3
GRPH 1359 Vector Graphics for Production ....................... 3
ENGL 1301 Composition I ................................................ 3

THIRD SEMESTER
ARTC 2305 Digital Imaging II ........................................... 3
PHTC 1345 Illustrative Photography I ................................. 3
IMED 1316 Web Design I .................................................... 3
SPCH 1321 Bus. & Professional Communication .................. 3
xxxx.x3xx Lang., Philosophy and Culture Core OR .......... 3
Creative Arts Core

FOURTH SEMESTER
PHTC 1341 Color Photography I ......................................... 3
IMED 2311 Portfolio Development ...................................... 3
GRPH 2336 Prepress Techniques ........................................ 3
IMED 2315 Web Design II .................................................. 3
MATH 1332 Contemporary Mathematics OR .................... 3
MATH 1342 OR
MATH 1350 OR
MATH 1351 OR
MATH 1314 OR
MATH 1316 OR
MATH 1324

Total Semester Hours: 60

Recommended Course Sequence:

Courses titled in bold type represent general education courses.
ARTC 2338, Internship - Commercial and Advertising Art, can be substituted for one course in the degree plan with the approval of the department chair when a suitable internship experience is available.