

## CURRICULUM QUICK GUIDE

| AWARD   | SCH    | NOTES  |
|---|--------|--|
| <b>Occupational Skills Award (OSA)</b>  | 9-14   | Institutional award, not included in state reporting<br>Advisory Board recommended<br>May not contain any courses requiring TSI standards be met<br>WECM coursework only unless external committee recommends otherwise  |
| <b>Level I Certificate<br/>(max:2 Level I certificates per AAS)</b>                                 | 16-42  | State-approved<br>Federal Financial Aid requires 16 although Texas minimum is 15 SCH<br>May not contain any courses requiring TSI standards be met   |
| <b>Level II Certificate<br/>(max: 1 Level II certificate per AAS)</b>                               | 30-51  | State-approved<br>Students are subject to TSI requirements<br>There must be an eligibility requirement   |
| <b>Enhanced Skills Certificate (ESC)</b>  | 6-12   | State-approved<br>May be earned post associate or concurrent with degree<br>Cannot be required for the degree<br>ESC+AAS may not total more than 72 SCH<br>Students are subject to TSI requirements  |
| <b>Advanced Tech Certificate<br/>(ATC)</b>  | 16-45  | State-approved<br>Has defined associate or bachelor degree as a prerequisite<br>Students are subject to TSI requirements   |
| <b>AAS (Associate of Applied Science)</b>   | 60     | State approved<br>Some disciplines may exceed 60 SCHs based on statewide waiver<br>15 SCH of general education required: 3 SCHs each in Fine Arts/Humanities;<br>Math/Natural Sciences; Social/Behavioral Sciences + ENGL 1301<br>+ 3 additional SCHs<br>AAS requires TSI standards be met |
| <b>AA (Associate of Arts)<br/>AS (Associate of Science)<br/>AAT (Associate of Arts in Teaching)</b> | 60     | 42 SCHs core plus<br>AA - 3 SCHs sophomore literature course<br>AS - 6 SCHs Mathematics<br>AAT - see catalog<br>AA/AS/AAT students are subject to TSI requirements   |
| <b>Academic Fields of Study (FOS)<br/>Workforce Programs of Study (POS)</b>                         | Varies | THECB-led, statewide faculty committees set the curriculum for these programs  |

- Certificates should provide stackable pathway to a degree.
- Financial Aid eligibility requires every course in certificate to be included in related AAS degree.
- All prerequisites must be included within the number of hours listed for the degree or certificate.
- Title of program should reflect Collin County employment vernacular.
- Program CIP should reflect statewide use of CIP in THECB Program Inventory.

### Program Contact Hours

- Contact hours must be within allowable range per THECB workforce (WECM) or academic (ACGM) course manuals.
- Any lab contact hours must be included.

### Program Outcomes

- Program should have an appropriate mission statement, aligned with college mission.
- Program must have verified set of competencies (O\*NET preferred), confirmed by Program's Advisory Committee minutes.
- Competencies must be cross-walked to courses and to program-level outcomes.
- Program should have 4 program-level outcomes, approved by the Advisory Committee and documented in minutes.
- Ideally, each program outcome has at least 2 courses supporting it.
- Each course supports 1 or more program outcomes.
- Each outcome has an appropriate measure of student learning.
- Each outcome has an appropriate learning target set.

### Coursework

- The majority of courses should be selected from rubrics associated with the program CIP.
- State course titles and descriptions from WECM or ACGM must be used, along with any THECB-identified student learning outcomes. Collin SLOs may be added to the syllabus after the phrase, "Additional Collin Learning Outcomes."
- All courses with prerequisites must be identified & appropriately sequenced in the degree and certificates.