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**Transfer – general education webpages style guide**

**Purpose**

The goal of style guide is to ensure that all degrees, certificates, and areas of study webpages are -

* formatted and presented in a clear, cohesive way
* consistent with the official Collin College Catalog, and
* in compliance with accreditation standards

transfer program and General Education webpages

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| ***Section 1*** | ***Title*** |
|  | *This is the title of the page, includes the award title and/or information regarding whether it is a degree, field of study, or area of study.*  *Example 1:* Biology  *Example 2*: AAT – Early Childhood – Grade 6  *Example 3*: AS Electrical Engineering Field of Study |
| ***Section 2*** | ***Overview***  *An overview and/or brief description can be provided. Highlight the benefits of the program and/or courses - include degree and transfer information if applicable.*  *Example 1:* Known for excellence in dance education, performance and choreography, Collin College’s Dance Department has a reputation for preparing students for prestigious university dance programs. As a student here, you’ll have the opportunity to study multiple genres of dance technique (ballet, modern, jazz, tap and ballroom), as well as courses in performance, improvisation, choreography and dance appreciation. Through studying the art of dance, you will develop self-discipline, recognize diversity and expand your awareness of aesthetics.  *Example 2:* Take your first steps toward becoming a teacher with an Associate of Arts in Teaching (AAT) degree from Collin College. Collin offers degree plans with three specializations in mind: early childhood through grade 6; middle grades (grades 4-8); and high school (grades 8-12). All will prepare you to transfer to a baccalaureate program that lead to initial Texas teacher certification.  *Example 3:* You have the power to begin a dynamic career as an electrical engineer with a degree from Collin College. Study the foundations of electronics design, build electrical components and learn to harness one of the primal powers of nature in a program that will prepare you for a rewarding career.  From large power supplies to miniature electrical components, the Electrical Engineering program at Collin College will make sure you are ready to take charge of a bright future, whether you plan to pursue an Associate of Science degree or plan to transfer under the program's field of study (FOS). |
| ***Section 3*** | **Program/General Description**  *Example 1:* To earn an associate degree, complete the 42-credit hour General Education Core, and 18 credit hours of general studies electives and the Associate of Arts (AA) or Associate of Science (AS) degree requirements. Check with your transfer institution before registering for general studies electives to ensure that the courses will be degree applicable to your bachelor degree at the transfer institution.  *Example 2:*A Field of Study is a set of courses that will transfer and apply to a corresponding bachelor’s - level degree at a Texas college or university. Both the Field of Study and the Core Curriculum courses are transferrable for full academic credit to any public college or university in Texas. Students who complete the Field of Study block of courses will earn a certificate in that Field of Study.  Did you know that you can also earn an AA or AS degree in addition to the Field of Study certificate? Contact an academic adviser today to learn more about how to develop an educational plan that is right for you.  *Example 3:* The AAT – Early Childhood - Grade 6 is designed for the student pursuing a Certification for only the elementary grades. Areas are: Generalist; Bilingual Generalist; ESL Generalist; other content area teaching field / academic disciplines / interdisciplinary TBA. |
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| ***Section 4***  ***Section 5*** | ***Formats Offered\****  *If applicable, include information regarding unique offering formats.*  *Example 1:* Audio Engineering courses (MUSC-1327, MUSC-2427, MUSC-2447 and MUSC-2448) are offered in both eight- and sixteen-week formats. Students planning to follow the curriculum outline above would need to take the courses in the eight-week format in order to meet the prerequisite requirements.  ***Marketable Skills***  ***Links to Program Award or List of Course Options*** |
| ***Section 6*** | *This section provides the listing of coursework requirements, areas of study, and related electives offered at Collin college. Programs with awards to should link to award page.*  *Example 1:* <http://www.collin.edu/academics/programs/FOS_Elec_Cert.html>  *Example 2:* <http://www.collin.edu/academics/programs/AAT_Early%20Childhood%20Grade%206.html>  *Example 3:*   |  |  |  | | --- | --- | --- | | DANC | 1110 | Tap Dance | | DANC | 1112 | Dance Practicum | | DANC | 1128 | Ballroom and Social Dance | | DANC | 1151 | Freshman Dance Performance | | DANC | 1201 | Dance Composition - Improvisation | | DANC | 1241 | Beginning Ballet | | DANC | 1245 | Beginning Modern Dance | | DANC | 1247 | Beginning Jazz Dance | | DANC | 1301 | Dance Composition - Choreography | | DANC | 1305 | World Dance | | DANC | 2151 | Sophomore Dance Performance | | DANC | 2241 | Intermediate Ballet | | DANC | 2245 | Intermediate Modern Dance | | DANC | 2247 | Intermediate Jazz Dance | | DANC | 2303 | Dance Appreciation | | DANC | 2389 | Academic Cooperative | |
| ***Section 7*** | ***Department Website\**** |
|  | *Only included if applicable, this section only includes a link to the department website.* ***Please note that department websites should not include curriculum outlines; instead, they should include a link to the respective webpage managed and maintained by the Curriculum Office.***  *Example 1:* <http://www.collin.edu/department/music/>  *Example 2:* [www.collin.edu/department/dance/](http://www.collin.edu/department/dance/) |

***\* sections are optional***

transfer – general EDUCATION WEBPAGE example

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| Webpage Section | *Webpage Example* |
| Section 1 – Title | Math |
| Section 2 - Overview | Collin College’s mathematics department offers the courses you need to prepare for an associate degree or for advanced math, science or engineering studies at a four-year college or university. From basic college algebra to advanced calculus, the Math Department provides the guidance you need, no matter your skill level.  Most courses include graphing calculator or computer use and lab components that emphasize applications of mathematical concepts. Collin features a mathematics laboratory providing personal, computer and audio-visual tutorial assistance. |
| Section 3 – Program Description | To earn an associate degree, complete the 42 credit hour [General Education Core](http://www.collin.edu/academics/programs/Core_Academic.html), and 18 credit hours of general studies electives and the Associate of Arts (AA) or Associate of Science (AS) degree requirements. Check with your transfer institution before registering for general studies electives to make sure your courses will be degree applicable to your bachelor degree at the transfer institution |
| Section 4 – Special Formats Offered | Not Applicable. |
| Section 5 – Marketable Skills | When you complete math courses in the General Education Core Curriculum, you will have many skills that you can use to market yourself to employers.  List of Marketable Skills for Math:   * Analyze a given problem and computational method for solving the problem. * Develop mathematical or statistical models to be used to simulate or analyze a problem. * Apply mathematical concepts and theories to obtain the solution to a problem. * Create sets of assumptions based on a procedure to solve a problem and determine the reasonableness of a solution based on these assumptions. |
| Section 6 –  Program Award Link/Course List | Related Electives - Check with your transfer institution for degree applicability prior to selecting individual electives.  MATH 1314 College Algebra MATH 1316 Plane Trigonometry MATH 1342 Elementary Statistical Methods MATH 1414 College Algebra MATH 2305 Discrete Mathematics MATH 2318 Linear Algebra MATH 2320 Differential Equations MATH 2412 Pre-Calculus Math MATH 2413 Calculus I MATH 2414 Calculus II MATH 2415 Calculus III ENGL 2311 Technical and Business Writing ENGL 23XX Any Literature course PHIL 2303 Introduction to Formal Logic |
| Department Website | No Department Website |