

**Operations Manual
Tarrant County College District
Birdville Independent School District
Tarrant County College-Northeast / Birdville ISD Collegiate Haltom High School**

THIS OPERATIONS MANUAL ("OM") is entered into by and between the TARRANT COUNTY COLLEGE DISTRICT, a Texas political subdivision of higher education, on behalf of Tarrant County College Northeast Campus ("TCCD") and BIRDVILLE INDEPENDENT SCHOOL DISTRICT ("BISD"), pursuant to the authority granted in compliance with Section 29.908 the Texas Education Code.

WITNESSETH:

Whereas, the parties desire to agree upon the operations of that certain Early College High School ("ECHS") established pursuant to the terms of that certain Memorandum of Understanding ("MOU") dated as of February 1, 2021 entered into by and between the parties hereto;

NOW, THEREFORE, the parties to this OM mutually agree to the following:

1. Safety and Health:

- BISD shall require the ECHS students provide verification that they have received all legally required immunizations (including but not limited to meningitis) and other health test on or before the first day of each academic term.
- TCCD shall provide all ECHS students, faculty and staff with standard TCCD identification badges.
- BISD shall require that ECHS students wear their TCCD identification badges at all times when they are on TCCD property.
- BISD shall be responsible for Clery reporting to the TCCD Police Department for all activity within the portion(s) of the BISD facility that is used for ECHS operations when that portion of the facility is in use for ECHS purposes.
- BISD shall make such reports to the TCCD Police immediately after the occurrence of an incident to be reported and thereafter cumulatively annually upon request.
- BISD shall be responsible for required criminal background checks (BISD system) of all personnel, whether BISD, TCCD or contract custodial. Charges associated with such background checks will be borne by BISD.

2. Operations:

- BISD shall ensure that attendance and grades are correctly and timely entered in BISD's administrative software.
- TCCD shall ensure that grades for college courses are timely and correctly entered in TCCD's administrative software.
- TCCD will not provide ECHS students with computers, laptops ore-readers, and to the extent

the BISD elects to provide students with such equipment, BISD shall first confirm with TCCD that the hardware and software for such equipment is compatible with TCCD's computer system.

- BISD shall provide intentionally intrusive and intense support to any underperforming ECHS student, to assist that student to become Texas Success Initiative ("TSI") compliant prior to the commencement of that student's junior year. The College shall have the right, but not the obligation, to participate in the support efforts.
- ECHS faculty and staff shall be permitted to participate in TCCD's in-house professional development courses at no charge.

3. Expiration of Termination:

- Expiration or earlier termination of the MOU shall automatically terminate this OM.

EXECUTED in duplicate original counterparts effective upon the date indicated above.

Darell Brown

6/24/2021

Dr. Darell Brown
Superintendent, Birdville Independent School District

Date

Dr. Eugene Giovannini
Chancellor, Tarrant County College District

Date

Approved as to Form: J. E. Long
ISD Legal Services

6/24/21

Date

Approved as to Form: _____
TCCD Legal Services

Date

DUAL CREDIT COURSE CROSSWALK (Business I Cert1) (In Collaboration With High School Representative)

		9 th Grade			10 th Grade			11 th Grade			12 th Grade		
		English I or II	English I or II	English II or *III	English II or *III	English III or IV	English III or IV	English III or IV	English IV or *English Elective	English IV or *English Elective	English IV or *English Elective	English IV or *English Elective	
High School		Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Statistics	*Pre-Calculus or *Statistics	*Pre-Calculus or *Statistics	*Pre-Calculus or *Statistics	*Pre-Calculus or *Statistics	
		*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*AP US History	*Government	*Government	*Government	Economics	
		Biology	Biology	Chemistry	Chemistry	Physics	Physics	Physics					
College						<input checked="" type="checkbox"/> (BUSI 1301) (13012100)	<input checked="" type="checkbox"/> (MRKG 1311) (13034700) OR <input checked="" type="checkbox"/> (MRKG 2333) (13034200)	<input checked="" type="checkbox"/> (ECON 2301) (03310300)	<input checked="" type="checkbox"/> (ECON 2302) <input checked="" type="checkbox"/> (BUSI 2301) (13011700)				

The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate strategic course offerings for students participating in the dual credit program towards college degree completion through the term of the agreement. Career and Technical Education (CTE) program requirements will be provided for CTE course offerings.

Enter Program Information Example Below:

Business I
BUAD.T011.UG
Level 1 Certificate

Offered at All TCC Campuses

Program Requirements
Fall Term

ACCT 2301 - Principles of Financial Accounting +
BUSI 1301 - Business Principles +
ECON 2301 - Principles of Macroeconomics +

Choose one from the following:

**MRKG 1311 - Principles of Marketing or
MRKG 2333 - Principles of Selling
Spring Term
ACCT 2302 - Principles of Managerial Accounting +
ECON 2302 - Principles of Microeconomics +
Approved Elective Semester Hours: 3 **
BUSI 2301 - Business Law + (Capstone) *
Total Certificate Hours: 24**

*** Capstone is taken during the semester of certificate completion.**

**** Approved Electives for all programs must be chosen from subjects ACNT, BMGT, BUSI, COSC, ECON, FSHN, GIS, HRPO, IBUS, ITCC, ITNW, ITSE, ITSC, ITSW, LMGT, MRKG or RELE. COSC 1301 may not be used as an elective.**

DUAL CREDIT COURSE CROSSWALK (CISCO SUPPORT) (In Collaboration With High School Representative)

	9 th Grade			10 th Grade			11 th Grade			12 th Grade		
	English I or II	English I or II	English II or *III	English II or *III	English II or *III	English III or IV	English III or IV	English III or IV	English IV or *English Elective	English IV or *English Elective	English IV or *English Elective	English IV or *English Elective
High School	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Geometry or Algebra II	Algebra II or Calculus	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Statistics	*Pre-Calculus or *Statistics	*Pre-Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics
	*AP Human Geography	*AP World History	*AP World History	*AP World History	*AP World History	*AP US History	*AP US History	*AP US History	*Government	*Government	*Government	Economics
	Biology	Chemistry	Chemistry	Chemistry	Chemistry	Physics	Physics	Physics				
College						<input checked="" type="checkbox"/> (ITCC 1414) (13027400)	<input checked="" type="checkbox"/> (ITCC 1414) (13027400)	<input type="checkbox"/> (ITCC 1440) (13027400)	<input checked="" type="checkbox"/> (ITCC 2412) (1302803)	<input checked="" type="checkbox"/> (ITCC 2413) (1302804)		

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Enter Program Information Example Below:

- Cisco Support**
- ITCS.T001.UG Level 1 Certificate*
- Offered at Northeast, South, and Southeast Campus*
- Program Requirements**
- First Year**
- Fall Term**
- ITCC 1414 - CCNA 1: Introduction to Networks
- ITCC 1440 - CCNA 2: Routing and Switching Essentials

- Spring Term**
- ITCC 2412 - CCNA 3: Scaling Networks
- ITCC 2413 - CCNA 4: Connecting Networks

Total Certificate Hours: 16

The Capstone experience for this program will be the Cisco CCNA examinations. The above curriculum is designed to assist the student in preparing for the examinations required to become a Cisco Certified Network Associate (CCNA).

DUAL CREDIT COURSE CROSSWALK (Computer Graphics Cert1)

(In Collaboration With High School Representative)

		10 th Grade			11 th Grade		12 th Grade	
		English I or II	English II or *III	English II or *III	*English III or IV	*English III or IV	*English IV or *English Elective	*English IV or *English Elective
High School	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics
	*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*Government	Economics
		Biology	Chemistry	Chemistry	Physics	Physics		
College					<input checked="" type="checkbox"/> (ARTS 1316) (03500500) <input checked="" type="checkbox"/> (ARTC 1305) (13008810) <input checked="" type="checkbox"/> (ARTC 1313) (13009600)	<input checked="" type="checkbox"/> (ARTC 1355) (13008800) <input checked="" type="checkbox"/> (ARTC 1302) (13009610) <input checked="" type="checkbox"/> (ARTS 1311) (13008910)	<input checked="" type="checkbox"/> (IMED 1316) (03580820) <input checked="" type="checkbox"/> (ARTC 2317) (13009710) <input checked="" type="checkbox"/> (ARTV 1303) (13008310)	<input checked="" type="checkbox"/> (ARTC 2305) (13009710) <input checked="" type="checkbox"/> (ARTC 2335) (Capstone) (13009000) <input checked="" type="checkbox"/> (ENGL 1301) (03220400)

The COLLEGE DISTRICT and SCHOOL DISTRICT will utilize Attachment A to collaborate strategic course offerings for students participating in the dual credit program towards college degree completion through the term of the agreement. Career and Technical Education (CTE) program requirements will be provided for CTE course offerings.

Enter Program Information Example Below:

Computer Graphics

GRPH.T004.UG

Level 1 Certificate

Offered at Northeast Campus

Program Requirements

First Year

Fall Term

- [ARTC 1305 - Basic Graphic Design](#)
- [ARTC 1313 - Digital Publishing I](#)
- [ARTC 1353 - Computer Illustration](#)
- [ARTS 1316 - Drawing I +](#)

Spring Term

- [ARTC 1302 - Digital Imaging I](#)
- [ENGL 1301 - Composition I +](#)
- [ARTS 1311 - Design I \(2-Dimensional\) +](#)
- [IMED 1316 - Web Design I](#)

Second Year

Fall Term

- [ARTC 2317 - Typographic Design](#)
- [ARTC 2305 - Digital Imaging II](#)
- [ARTV 1303 - Basic Animation](#)
- [ARTC 2335 - Portfolio Development for Graphic Design \(Capstone\) *](#)

Total Certificate Hours: 36

** Capstone is taken during the graduating semester.*

DUAL CREDIT COURSE CROSSWALK (Information Technology Support)

(In Collaboration With High School Representative)

	9 th Grade		10 th Grade		11 th Grade		12 th Grade	
High School	English I or II	English I or II	English II or *III	English III or IV	*English III or IV	*English IV or *English Elective	*English IV or *English Elective	
	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics	
	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	*Government	Economics	
	Biology	Chemistry	Chemistry	Physics	Physics			
College				<input checked="" type="checkbox"/> ITSC 1305 (13027300)	<input checked="" type="checkbox"/> (ITYS 1300) (03580850) <input checked="" type="checkbox"/> (ITSC 1425) (13027310)	<input checked="" type="checkbox"/> (COSC 1301) (13011400) OR <input checked="" type="checkbox"/> (BCIS 1305) (13011400) <input checked="" type="checkbox"/> (ITCC 1414) (13027400)	<input checked="" type="checkbox"/> (ITNW 1425) (13027400)	

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Enter Program Information Example Below:

Information Technology Support

Level 1 Certificate of Completion

ITSC.T004.UG • South, Northeast, Northwest, and Southeast Campus

Program Requirements

Fall Term

ITSC 1305 - Introduction to PC Operating Systems

ITSC 1425 - Personal Computer Hardware

ITYS 1300 - Fundamentals of Information Security

Choose one from the following:

COSC 1301 - Introduction to Computing + or

BCIS 1305 - Business Computer Applications +

Spring Term

COSC 1436 - Programming Fundamentals I +

Choose one from the following:

ITCC 1414 - CCNA 1: Introduction to Networks or

ITNW 1425 - Fundamentals of Networking Technologies (Capstone)

Total Certificate Hours: 21

The capstone experience for this program will be the Cisco CCNA examinations. The above curriculum is designed to assist the student in preparing for the examinations required to become a Cisco Certified Network Associate (CCNA).

DUAL CREDIT COURSE CROSSWALK (Management I) (In Collaboration With High School Representative)

	9 th Grade				10 th Grade				11 th Grade				12 th Grade			
	English I or II	English I or II	English II or *III	English II or *III	English II or *III	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	*English III or IV	Algebra II or *Pre-Calculus	*English III or IV	Algebra II or *Pre-Calculus	*English III or IV	Algebra II or *Pre-Calculus	*English IV or *English Elective	*English IV or *English Elective
High School	Algebra I or Geometry	Algebra I or Geometry	*AP Human Geography	*AP World History	Geometry or Algebra II	*AP World History	*AP US History	Algebra II or *Pre-Calculus	*Pre-Calculus or *Statistics	*English III or IV	*AP US History	*Pre-Calculus or *Statistics	*English III or IV	*Pre-Calculus or *Statistics	*English IV or *English Elective	*English IV or *English Elective
	Biography	Biography	Chemistry	Chemistry	Chemistry	Chemistry	Physics	Physics	Physics	Physics	Physics	Physics	Physics	Economics	Economics	Economics
College							<input checked="" type="checkbox"/> (BUSI 1301) (13012100) <input checked="" type="checkbox"/> (BCIS 1305) (13011400)	<input type="checkbox"/> (HRPO 1311) (13011900) <input type="checkbox"/> (BMGT 1327) (13012100)	<input checked="" type="checkbox"/> (HRPO 2301) (13011900) <input checked="" type="checkbox"/> (BMGT 1301) (13011510)	<input checked="" type="checkbox"/> (BMGT 1305) (13011600) <input checked="" type="checkbox"/> (BMGT 2309) (13011510)						

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Enter Program Information Example Below:

- Management I**
- BUAD.T016.UG Level 1 Certificate***
- Offered at South, Northeast, Southeast and TCC Connect Campus***
- Program Requirements**
- Fall Term**
- HRPO 1311 - Human Relations**
- BUSI 1301 - Business Principles +**
- BMGT 1327 - Principles of Management**
- BCIS 1305 - Business Computer Applications +**
- Spring Term**
- HRPO 2301 - Human Resources Management**
- BMGT 1301 - Supervision**
- BMGT 1305 - Communications in Management**

BMGT 2309 - Leadership (Capstone) *

Total Certificate Hours: 24

*** Capstone is taken during the semester of certificate completion.**

DUAL CREDIT COURSE CROSSWALK (Multimedia Production) (In Collaboration With High School Representative)

9 th Grade		10 th Grade		11 th Grade		12 th Grade	
English I or II	English I or II	English II or *III	English II or *III	English III or IV	English III or IV	*English IV or *English Elective	*English IV or *English Elective
Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or *Pre-Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics
*AP Human Geography	*AP Human Geography	*AP World History	*AP World History	*AP US History	*AP US History	Economics	Economics
Biology	Biology	Chemistry	Chemistry	Physics	Physics		
High School							
College				<input checked="" type="checkbox"/> (COMM 2303) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (COMM 1336) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (RTVB 2347) <input checked="" type="checkbox"/> (13008610)	<input checked="" type="checkbox"/> (RTVB 1347) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (RTVB 1355) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (COMM 1307) <input checked="" type="checkbox"/> (13008610) OR <input checked="" type="checkbox"/> (COMM 1335) <input checked="" type="checkbox"/> (13008610)	<input checked="" type="checkbox"/> (RTVB 1302) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (RTVB 1321) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (ENGL 1301) <input checked="" type="checkbox"/> (03220400)	<input checked="" type="checkbox"/> (FLMC 1304) <input checked="" type="checkbox"/> (FLMC 2333) <input checked="" type="checkbox"/> (FLMC 2334) Choose one: <input checked="" type="checkbox"/> (COMM 2311) OR <input checked="" type="checkbox"/> (COMM 2339) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (13008610) <input checked="" type="checkbox"/> (13008610)

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Enter Program Information Example Below:

MULTIMEDIA PRODUCTION

RTVF.T004.UG
Level 2 Certificate
Arts & Humanities Pathway
Offered at Northeast Campus
Program Requirements

First Year

Fall Term

COMM 2303 - Audio Production +
COMM 1336 - Video Production I +
RTVB 2347 - Electronic Media Business Management

Choose one from the following:

COMM 1307 - Introduction to Mass Communication + **or**
COMM 1335 - Introduction to Electronic Media +
Spring Term

RTVB 1347 - Audio/Radio Production II
RTVB 1355 - Radio and Television Announcing
RTVB 1321 - TV/Video Field Production
ENGL 1301 - Composition I +
RTVB 1302 - Computer Applications Media Production
Second Year

Fall Term

FLMC 1304 - Lighting for Film or Video

Choose one from the following:

COMM 2311 - Media Writing + **or**
COMM 2339 - Writing for Radio, Television and Film +

FLMC 2333 - Cinematography
FLMC 2334 - Directing for Film or Video (Capstone) *
Total Certificate Hours: 39

** A granted petition is required by the Program Coordinator for Capstone courses.*

DUAL CREDIT COURSE CROSSWALK (Sound Recording Technology)

(In Collaboration With High School Representative)

9 th Grade		10 th Grade		11 th Grade		12 th Grade	
English I or II	English I or II	English II or *III	English III or IV	*English III or IV	*English IV or *English Elective		
Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Algebra II or Calculus	Algebra II or *Pre-Calculus	*Pre-Calculus or *Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics	*Pre-Calculus or *Calculus or *Statistics
*AP Human Geography	*AP Human Geography	*AP World History	*AP US History	*AP US History	*Government	Economics	Economics
Biology	Biology	Chemistry	Chemistry	Physics	Physics	Physics	Physics
High School	High School	High School	High School	High School	High School	High School	High School
College	College	College	College	College	College	College	College
			<input checked="" type="checkbox"/> COMM 2303 (13008610 PEIMS CODE) <input checked="" type="checkbox"/> RTVB 1302 (13008610 PEIMS CODE)	<input checked="" type="checkbox"/> RTVB 2347 (13008610 PEIMS CODE) <input checked="" type="checkbox"/> COMM 1336 (13008610 PEIMS CODE)	<input checked="" type="checkbox"/> RTVB 1347 (13008610 PEIMS CODE) <input checked="" type="checkbox"/> RTVB 1355 (13008610 PEIMS CODE)	<input checked="" type="checkbox"/> RTVB 1321 (13008610 PEIMS CODE) <input checked="" type="checkbox"/> ENGL 1301 (03220300 PEIMS CODE) <input checked="" type="checkbox"/> RTVB 2343 (13008610 PEIMS CODE)	

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For Dual Credit CTE classes indicated above offered at BCTAL, BISSD pays tuition and fees and provides required student learning materials including textbooks or TCC Plus (electronic access to course materials i.e. digital textbooks, courseware, etc.)

SOUND RECORDING TECHNOLOGY

RTVF.T002.UG

*Level 1 Certificate
Offered at Northeast Campus
Program Requirements*

First Year

Fall Term

- COMM 2303 - Audio Production +
- RTVB 1302 - Computer Applications Media Production
- COMM 1336 - Video Production I +
- RTVB 2347 - Electronic Media Business Management
-

Choose one from the following:

- COMM 1307 - Introduction to Mass Communication + or
- COMM 1335 - Introduction to Electronic Media +

Spring Term

-
- RTVB 1347 - Audio/Radio Production II
 - RTVB 1355 - Radio and Television Announcing
 - RTVB 1321 - TV/Video Field Production
 - ENGL 1301 - Composition I +
 - RTVB 2343 - Commercial Recording Techniques (Capstone) *

Total Certificate Hours: 30