

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

**OFFICE TECHNOLOGY—EXECUTIVE ASSISTANT AAS**

**TRANSFER OF TECH PREP COLLEGE CREDIT**

**(Petition for College Credit Worksheet)**

Check the Independent School District (ISD) where you completed your high school Tech Prep coursework:

- |  |                                     |  |                                 |                                     |                                      |
|--|-------------------------------------|--|---------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Carrollton/Farmers Branch | <input type="checkbox"/> Cedar Hill | <input type="checkbox"/> Coppell       | <input type="checkbox"/> Dallas | <input type="checkbox"/> Denton     | <input type="checkbox"/> Duncanville |
| <input type="checkbox"/> Forney                    | <input type="checkbox"/> Garland    | <input type="checkbox"/> Grand Prairie | <input type="checkbox"/> Irving | <input type="checkbox"/> Lewisville | <input type="checkbox"/> Richardson  |

- Check if this is your first time completing this form
- Check if you have completed this form on –line

- Check the DCCCD college where you plan to continue your Tech Prep studies:  
 Brookhaven    Cedar Valley    Eastfield    El Centro    North Lake    Richland
- The following is a list of approved **Tech Prep** high school courses and the corresponding college courses. Identify which of the following **Tech Prep** high school courses make you eligible to petition for Tech Prep college credit. Circle the final performance letter grade you received in that course. **Please use the following grading system on a 4.0 scale: A=90 to 100 & B=80 to 89**

<u>Projected Grade</u>	<u>Abbreviation</u>	<u>High School Course</u>	<u>College Equivalent</u>
A B	KEYBRDG or WDPROAPP or BEGBCIS1	Keyboarding or Word Processing and Apps or Bus. Comp. Info. Sys I	POFT 1329 Kybrd. & Doc. Frmt. or POFT 2301 Doc. Frmt. & Sklbldg.
A B	ADVBCIS1 or BECPI or BECPII or BCIS2CP	Bus. Comp. Info. Sys. II or Bus. Ed. Career Prep I or Bus. Ed. Career Prep II or Bus. Com. Info. Sys. II Car Prep	POFI 1301 Computer Appls. I
A B	BEGACCTI	Accounting I	ACNT 1303 Intro to Accounting
A B	ADVAPRI or ADVAPR2	Admin. Proc. Career Prep Admin. Procedures or Admin. Procedures	POFT 1309 Admin. Office Proc. I or POFT 1313 Prof. Dev. for Off. Pers.

- The student **must** declare a major by filing a degree plan toward an associate degree or certificate program.
- The student **must** request articulated credit within **15 months** after high school graduation.

**STUDENT INFORMATION**

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Print Student Name	Phone Number
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Address	City	State	Zip Code
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Current Grade Level (Check One): 11\_\_\_\_\_ 12\_\_\_\_\_ Date of Graduation\_\_\_\_\_

*I hereby petition for Tech Prep College credit I completed at \_\_\_\_\_ high school.*

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
High School Instructor/Counselor Signature

\_\_\_\_\_  
Date