

APPENDIX A: Dual Credit Courses included in this Agreement (2022 -2023)

- Option 1: The following courses have been approved by the High School and the College Division Dean to be offered at the High School and taught by High School faculty members who have been determined by the College to meet the College’s part-time faculty hiring requirements.

Dual Credit Course	Approved High School Dual Credit Teacher	Faculty Liaison
OFM 101 – Business Software Essentials	Erin Derby	Terri Sullivan
OFM 110 – Microsoft Word Applications	Erin Derby	Terri Sullivan
OFM 161 – Modern Office Management	Erin Derby	Terri Sullivan
CIS 158 – Windows Server Admin & Support	Michael Refsnider	Marie Hartlein
CIS 170 – Introduction to Networks	Michael Refsnider	Marie Hartlein
CIS 208 – Implementing CISCO Network Security	Michael Refsnider	Marie Hartlein
CIS 171 – Switching, Routing, & Wireless	Michael Refsnider	Marie Hartlein
HCP 224 – Medical terminology	Allison Latzo	Renee Reyes

- Option 2: The following courses have been approved by the High School and the College Division Dean to be offered at the High School and taught by College faculty.

Dual Credit Course	Semester to be offered	College Faculty

- Option 3: Eligible students are permitted to take college level courses for dual credit with individual approval from the High School at the following locations:
 - Central Campus, 340 Dekalb Pike, Blue Bell, PA 19422
 - West Campus, 101 College Drive, Pottstown, PA 19464
 - Online courses

APPENDIX B: DUAL CREDIT KEY CONTACTS

Name	Role	Organization	Phone Number	Email Address
Christine Morris	Administrative Director of Educational Partnerships	Montgomery County Community College	610-718-1802	Cmorris@MC3.edu
Shannon Harley	Coordinator of High School Programs	Montgomery County Community College	610-718-1987	SHarley@mc3.edu
Jennifer West	Dual Enrollment Specialist	Montgomery County Community College	610-718-1915	JWest@mc3.edu