

Career Programs

Health Careers

Cardiovascular Technology

Community Mental Health Technology

 Basic Program (Generalist and Alcohol/Chemical Dependency options available)

 Habilitation Technology (Inactive)

Dental Assisting

Dental Hygiene

Dental Laboratory Technology (Inactive)

Dietetic Technology

Emergency Medical Technology

Health Information Management

Medical Assisting

Medical Laboratory Technology

Nursing

Occupational Therapy Assistant

Optical Technology

Pharmacy Technology

Physical Therapist Assisting Technology

Physician Assistant

Radiography

 Basic Program

 Diagnostic Medical Sonography

Respiratory Care

Surgeon's Assistant

Veterinary Technology

Career Programs

Health Careers

Cardiovascular Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Cardiovascular Technology

The Associate of Applied Science Degree in Cardiovascular Technology prepares students to perform an array of diagnostic examinations which generate anatomical and physiological data used in the diagnosis of congenital and acquired heart disease. Cardiovascular technologists play a major role in preventive cardiology, through their participation in early diagnosis of disease and patient education. The curriculum prepares students to become professionals who work closely with other members of the cardiac team performing various diagnostic tests from the very simple electrocardiogram to the most complex of cardiac ultrasound techniques. The cardiovascular technologist may find employment in the hospital, clinic, physician's office, mobile service or commercial industry settings. Graduates are eligible to sit for the National Board of Cardiovascular Testing to become registered Cardiovascular Technologists. (Certificate also available.)

Program Manager - Mr. Edward Stacey (216-987-5574).

This is a selective admission program. To be considered for admission to the program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs

Health Careers

Cardiovascular Technology

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- BIO 145 - Anatomy and Physiology III
- PHYS 110 - Physics of Ultrasound

III. Health or Physical Education Requirements

Complete ONE of the following: HLTH 101 -

Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required: CVT 101 - Electrocardiography (Interpretation)

CVT 106 - Introduction to the Health Care Setting

CVT 108 - EKG, Holter, Pacemaker Lab

CVT 109 - Stress Testing Lab

CVT 113 - Introduction to Cardiovascular Assessment

CVT 115 - Cardiovascular Anatomy and Physiology

VT 120 - Vascular Physical Principles and Instrumentation

CVT 126 - Principles and Practices of 2-D/M Mode Echocardiography

VT 127 - Principles and Practices of Cardiac Doppler

VT-130 - Vascular Technology

CVT 211 - Clinical Rotation, Applications and Interpretations I

CVT 212 - Clinical Rotation, Applications and Interpretations II

CVT 213 - Clinical Rotation, Applications and Interpretations III

CVT 214 - Clinical Rotation, Applications and Interpretations IV

CVT 220 - Trends in Cardiovascular Technology

CVT 226 - Advanced Clinical Correlations

EMT 131 - Cardiopulmonary Resuscitation

HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)

MA 102 - Medical Terminology I

*MATH-270 may not be used to meet this requirement.

Fall 1996-Summer 1998 Catalog

Career Programs
Health Careers
Cardiovascular Technology

Suggested Quarter Requirements for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO-121	4	CVT-127	
BIO-143	4	CVT-212	4
CVT-101	3	PSY-101	3
CVT-106	2	English... (See I.A.)	3-4
CVT-115	3	HLTH/PE... (See III.)	1
TOTAL	16	TOTAL	17-18
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO-144	4	CVT-130	6
CVT-108	2	CVT-213	4
CVT-113	3	CVT-220	2
ENG-101	3	PSY-102	3
MA-102	3	HLTH/PE... (See III.)	1
MATH-114*	3	TOTAL	16
TOTAL	18		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
CVT-109	2	CVT-214	4
CVT-126	6	CVT-226	2
EMT-131	1	HTEC-110	2
ENG-102	3	HLTH/PE... (See III.)	1
PHYS-110	3	Humanities... (See Grad Req.)	3
TOTAL	15	Psychology... (See Grad Req.)	4
		TOTAL	16
Summer Quarter	Cr. Hrs.		
BIO-145	4		
CVT-120	4		
CVT-211	4		
TOTAL	12	PROGRAM TOTAL	110-111

*MATH-270 may not be used to meet this requirement.

Career Programs

Health Careers

Community Mental Health Technology

- Specific Graduation Requirements
- Elective Graduation Requirements
- Health/Physical Education Requirements
- Program Requirements
- Suggested Quarter Sequence

Associate of Applied Science Degree in Community Mental Health Technology

Generalist Option

The community mental health technician who completes the generalist option will have the competencies which enable him/her to work with a variety of different people, with a variety of problems, under a variety of circumstances. Primary career opportunities are in community-based mental health and related programs which emphasize a practical approach to problem solving.

Alcohol/Chemical Dependency Option

The Community Mental Health Technology graduate who completes this option will be competent to provide services to clients who are chemically dependent. Graduates are employed in a variety of settings ranging from hospital in-patient treatment to community based out-patient and prevention programs.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
 - ENG 101 - College Composition
 - ENG 102 - College Composition
 - ENG 103 - College Composition

- B. Minimum competence in Social Sciences by completing the following:
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY 202 - Human Growth and Development

- C. Minimum competence in Mathematics by completing ONE of the following:
 - Successful completion of a mathematics course numbered 100 or higher
 - Achievement of 80% or better on the College wide Mathematics Proficiency Exam

- D. Minimum competence in Natural Sciences by completing the following:
 - BIO 105 - Introductory Biology - Human Body in Health and Disease

Career Programs

Health Careers

Community Mental Health Technology

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

PSY 207 - Behavior Modification

SOC 101 - Introduction to Sociology

SOC 255 - Racial and Ethnic Relations

SPCH 100 - Fundamentals of Interpersonal Communication

SPCH 101 - Fundamentals of Speech Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

CMHT 104 - Group Work in the Human Services

CMHT-121M - Introduction to the Human Services

CMHT-126M - Introduction to Human Services Principles and Practices

CMHT-127M - Human Services Principles and Practices I

CMHT 200 - Service Strategies in Community Mental Health Technology

CMHT 202 - Community Mental Health Technology Principles and Practices I

CMHT 203 - Community Mental Health Technology Principles and Practices II

CMHT 204 - Community Mental Health Technology Principles and Practices III

CMHT 251 - Community Mental Health Seminar

B. ONE group of courses as listed in Option 1 OR Option 2:

1. Chemical Dependency Option

CMHT 229 - Community Mental Health Issues in Chemical Dependency I

CMHT 230 - Community Mental Health Issues in Chemical Dependency II

CMHT 231 - Community Mental Health Issues in Chemical Dependency III

CMHT 232 - Community Mental Health Issues in Chemical Dependency IV

HLTH 106 - Health and Medical Aspects of Chemical Dependency

Career Programs

Health Careers

Community Mental Health Technology

2. Generalist Option

CMHT 224 - Roles in Community Mental Health

CMHT 225 - Legal Issues in Mental Health

CMHT 226 - Alternatives to Institutional Care

CMHT 227 - Prevention of Psychopathology

ONE of the following:

ANTH 101 - Cultural Anthropology

SOC 102 - Social Institutions

SOC 121 - Marriage and Family Life

SOC 201 - Social Problems

Career Programs
Health Careers
Community Mental Health Technology

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
CMHT-121M	4	CMHT-200	4
ENG -101	3	CMHT-202	4
PSY -101	3	CMHT-Elective*	3
SPCH-100	4	PSY-202	5
HLTH/PE... (See III.)	1	SOC-255	4
TOTAL	15	HLTH/PE... (See III.)	1
		TOTAL	21
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
CMHT-104	4	BIO -105	4
CMHT-126M	4	CMHT-203	4
ENG-102	3	CMHT-Elective*	3
PSY-102	4	PSY-207	4
SOC-101	4	SPCH-101	4
TOTAL	19	TOTAL	19
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
CMHT-127M	4	CMHT-204	4
CMHT-128M	3	CMHT-251	3
CMHT-Elective*	3	CMHT-Elective*	3
ENG-103	3	Humanities... (See I.E.)	3
HLTH/PE... (See III.)	1	Mathematics... (See I.C.)	3
ANTH-101**...OR	3-4	TOTAL	16
HLTH-106**...OR			
SOC-102**...OR			
SOC-121**...OR			
SOC-201**			
TOTAL	17-18	PROGRAM TOTAL	107-108

Electives (FOUR of the following; minimum of 12 credits)*

CMHT 224	3	CMHT 225	3	CMHT 226	3	CMHT 227	3	CMHT 229	3
CMHT 230	3	CMHT 231	3	CMHT 232	3	CMHT 270	3	CMTH 272	3

*CMHT-229, -230, -231, and -232 should be elected by students following the Chemical Dependency option.

CMHT-224, -225, -226, and -227 should be elected by students following the Generalist option.

**HLTH-106 should be elected by students following the Chemical Dependency option. Either ANTH-101 or SOC-102 or SOC-121 or SOC-201 should be elected by students following the Generalist option.

Career Programs

Health Careers

Community Mental Health Technology (Habilitation Technology)

Associate of Applied Science Degree in Community Mental Health Technology with a Concentration in Habilitation Technology

NOTE: The Community Mental Health Technology/Habilitation program is inactive for the 1996-97 academic year. For further information please contact the program coordinator at the Metro campus.

Career Programs
Health Careers
Dental Assisting

Degree Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Dental Assisting

Dental assistants are competent in technical, interpersonal, and management areas. They work directly with the dentist and patients and have responsibility for the following areas: chair side assisting, radiography (x-rays), laboratory procedures, business procedures and patient management. This program prepares graduates for entry-level positions and eligibility to take the Dental Assisting National Board certification exam. Some credits will apply toward the dental hygiene and dental laboratory technology degrees at CCC. The associate of applied science degree in dental assisting can be achieved through a second year of study in expanded functions at Jefferson Technical College in Steubenville, Ohio.

Program Manager - Ms. Mary Lou Gerosky (216-987-4494).

Program Options: Both full-time and part-time courses of study are possible.

A one-year certificate program is also available. ([Click here for One Year Certificate of Proficiency](#))

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

A. The following courses are required:

- BIO 105 - Introductory Biology - Human Body in Health and Disease
- BIO 107 - Oral Structure and Development
- DAST 121 - Dental Assisting Methods I
- DAST 122 - Dental Assisting Methods II
- DAST 131 - Dental Assisting Radiography I
- DAST 132 - Dental Assisting Radiography II
- DAST 150 - Dental Office Management
- DAST 191 - Dental Assisting Practicum I
- DAST 193 - Dental Assisting Practicum II
- ENG 101 - College Composition
- HTEC 161 - Introduction to Pharmacology
- HTEC 177 - Patient Management for Health Career Professionals
- MATH 114 - Applied Algebra

B. ONE of the following:

- OADM 108 - Business Language Skills
- SPCH 100 - Fundamentals of Interpersonal Communication

Fall 1996-Summer 1998 Catalog

Career Programs
Health Careers
Dental Assisting

Suggested Quarter Sequence for Full Time Students (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Third Quarter	Cr. Hrs.
BIO -105	4	DAST-193	6
BIO -107	4	HTEC-177	3
DAST-121	7	OADM-108...OR	3-4
DAST-131	4	SPCH-100	
TOTAL	19	TOTAL	12-13
Second Quarter	Cr. Hrs.	Summer Quarter	Cr. Hrs.
DAST-122	5	ENG -101	3
DAST-132	2	MATH-114	3
DAST-150	5	TOTAL	6
DAST-191	2		
HTEC-161	3		
TOTAL	17	PROGRAM TOTAL	54-55

Career Programs

Health Careers

Dental Hygiene

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Dental Hygiene

Dental hygienists work in private practice, in school systems' dental health programs, for health agencies, on government research programs and as teachers. Working with the supervision of a dentist, dental hygienists scale and polish teeth, chart abnormalities, take radiographs, apply fluoride, impart dental health information and perform other chair side and office duties. Upon successful completion of this curriculum, the student is eligible to take a national board examination and apply for state licensure in the state where the student chooses to practice.

Program Manager - Ms. Mary Lou Gerosky (216-987-4494).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
 - ENG 101 - College Composition
 - ENG 102 - College Composition AND EITHER
 - ENG 103 - College Composition OR
 - SPCH 100 - Fundamentals of Interpersonal Communication OR
 - SPCH 101 - Fundamentals of Speech Communication

- B. Minimum competence in Social Sciences by completing the following sequence:
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY - (any 200 level Psychology course)

- C. Minimum competence in Mathematics by completing the following:
 - Successful completion of a mathematics course numbered 100 or higher.
 - Achievement of 80% or better on the College wide Mathematics Proficiency Exam.

- D. Minimum competence in Natural Sciences by completing the following:
 - BIO 121 - Principles of Medical Science

- E. Minimum competence in Humanities by completing ONE of the following:
 - HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs
Health Careers
Dental Hygiene

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 108 - General and Oral Tissues*
- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- BIO 221 - Microbiology*

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- DENT 101 - Preventive Oral Health Service I
- DENT 102 - Tooth Morphology
- DENT 112 - Applied Oral Anatomy
- DENT 113 - Preventive Oral Health Service II
- DENT 126 - Radiology
- DENT 128 - Oral Histo-Pathology
- DENT 131 - Preventive Oral Health Service III
- DENT 136 - Concepts in Dental Materials
- DENT 138 - Periodontics I
- DENT 200 - Preventive Oral Health Service IV
- DENT 206 - Community Oral Health I
- DENT 208 - Periodontics II
- DENT 209 - Pharmacology and Therapeutics
- DENT 212 - Preventive Oral Health Service V
- DENT 221 - Preventive Oral Health Service VI
- DENT 222 - Community Oral Health II
- DENT 228 - Dental Specialties
- DENT 236 - Dental Practice Management
- DENT 241 - Preventive Oral Health Service VII
- DIET 111 - Normal Nutrition
- HTEC 108 - Introduction to Dental Health Careers

*These are special courses to be taken after admission into the program.

Career Programs
Health Careers
Dental Hygiene

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO-108*	3	BIO-221*	4
BIO-121	4	DENT-208	2
DENT-101	5	DENT-209	3
DENT-102	3	DENT-212	4
HTEC-108	1	English... (See I.A.)	3-4
TOTAL	16	HLTH/PE... (See III.)	1
		TOTAL	17-18
Second Quarter	Cr. Hrs.		
BIO-143	4		
DENT-112	3	Fifth Quarter	Cr. Hrs.
DENT-113	5	DENT-206	2
DENT-126	4	DENT-221	4
DENT-128	2	DENT-228	2
TOTAL	18	DIET-111	3
		PSY-102	3
Third Quarter	Cr. Hrs.	HLTH/PE... (See III.)	1
BIO-144	4	TOTAL	15
DENT-131	3		
DENT-136	4	Sixth Quarter	Cr. Hrs.
DENT-138	1	DENT-222	3
ENG-101	3	DENT-236	2
Mathematics... (See I.C.)	3	DENT-241	4
TOTAL	18	PSY-Elective... (See I.B.)	4
		Humanities... (See I.E.)	3
Summer Session	Cr. Hrs.	TOTAL	16
ENG-102	3		
DENT-200	3		
PSY-101	3		
HLTH/PE... (See III.)	1		
TOTAL	10	PROGRAM TOTAL	110-111

Career Programs

Health Careers

Dental Laboratory Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Dental Laboratory Technology

NOTE: The degree program in Dental Laboratory Technology is available to students who were admitted to this program prior to Fall, 1992, and are in the process of completing upper-level program requirements. Other interested students may apply to the Dental Laboratory Technology one-year Certificate of Proficiency Program. Please contact the Program Manager for additional information.

The dental laboratory technician provides an essential auxiliary service to the dental profession. The dental laboratory technician fabricates prosthetic appliances prescribed for a patient by a dentist. Dental laboratory technicians work with various specialized hand instruments, electric handpieces and furnaces, as well as a wide range of materials including impression compounds, plaster, waxes, acrylics, porcelain and various types of gold and semi-precious metals. The work of the dental laboratory technician is confined to the dental laboratory in private dental practices, in commercial dental laboratories, or in public clinical laboratories at local, state or federal levels.

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher*

Career Programs

Health Careers

Dental Laboratory Technology

D. Minimum competence in Natural Sciences by completing the following:
BIO 136 - Bio-Mechanics of Dentistry

E. Minimum competence in Humanities by completing ONE of the following:
HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. BIO 135 - Dental Anatomy and Terminology

B. AND any course(s) from the following:

1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- BADM 130 - Small Business Management I
- BADM 131 - Small Business Management II
- DLAB 112 - Complete Dentures I
- DLAB 113 - Complete Dentures II
- DLAB 132 - Fixed Restorations I
- DLAB 133 - Fixed Restorations II
- DLAB 152 - Principles of Dental Materials
- DLAB 153 - Practices in Orthodontics
- DLAB 161 - Dental Morphology
- DLAB 162 - Infection Control for the Dental Laboratory
- DLAB 210 - Complete Dentures III
- DLAB 224 - Partial Denture Designs
- DLAB 225 - Removable Partial Dentures
- DLAB 226 - Precision Attachments
- DLAB 230 - Fixed Partial Dentures I
- DLAB 234 - Fixed Partial Dentures II
- DLAB 245 - Dental Ceramics I
- DLAB 246 - Dental Ceramics II
- DLAB 266 - Professional Concerns in Dentistry

Career Programs
 Health Careers
 Dental Laboratory Technology

B. ONE of the following:

DLAB 217 - Dental Laboratory Practicum--Removable

DLAB 237 - Dental Laboratory Practicum--Fixed

*MATH-270 may not be used to meet this requirement.

**Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -135	4	BADM-130	3
BIO -136	4	DLAB-224	4
DLAB-161	3	DLAB-234	4
ENG -101	3	HLTH/PE... (See III.)	1
MATH-114*... (See I.C.)	3	Humanities... (See I.E.)	3
TOTAL	17	Social Sci...(See I.B.)	3
		TOTAL	18
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG -102	3	BADM-131	3
DLAB-112	4	DLAB-225	3
DLAB-132	4	DLAB-245	4
DLAB-152	4	Elective Req. (See II.B.)	3
DLAB-162	2	Social Sci...(See I.B.)	3
HLTH/PE... (See III.)	1	TOTAL	16
TOTAL	18		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
DLAB-113	4	DLAB-217...OR	3
DLAB-133	4	DLAB-237	
DLAB-153	4	DLAB-226	4
English... (See I.A.)	3-4	DLAB-246	3
HLTH/PE... (See III.)	1	DLAB-266	2
TOTAL	16-17	Social Sci...(See I.B.)	3
		TOTAL	15
SUMMER SESSION	Cr. Hrs.		
DLAB-210	4		
DLAB-230	4		
TOTAL	8	PROGRAM TOTAL	108-109

Career Programs
Health Careers
Dietetic Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Dietetic Technology

Graduates in the Dietetic Technology Program are trained in the areas of food and nutrition. They function as members of the foodservice or health care team under the supervision of a dietitian. Employment opportunities exist in hospitals, nursing homes, extended care facilities, health departments, early child development centers, community nutrition programs, schools and other health care agencies that provide food and nutrition services.

Program Manager - Ms. Barbara Mikuszewski (216-987-4497).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
 - ENG 101 - College Composition
 - ENG 102 - College Composition
 - SPCH 101 - Fundamentals of Speech Communication

- B. Minimum competence in Social Sciences by completing the following sequence:
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY - (any 200 level Psychology course)

- C. Minimum competence in Mathematics by completing the following:
 - MATH 114 - Applied Algebra or higher*

- D. Minimum competence in Natural Sciences by completing the following:
 - BIO 121 - Principles of Medical Science

- E. Minimum competence in Humanities by completing ONE of the following:
 - HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs
Health Careers
Dietetic Technology

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- A. BIO 143 - Anatomy and Physiology I
- B. AND any course(s) from the following areas:
 - 1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
 - 2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
 - 3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
 - 4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- CS 102 - Introduction to Computer Use
- DIET 102 - Dietetic Orientation and Nutrition Management Techniques
- DIET 106 - Nutrition Care I
- DIET 107 - Nutrition Care II
- DIET 129 - Fundamentals of Food Production and Management
- DIET 130 - Food Production Principles
- DIET 133 - Techniques of Dietetic Food Production and Management
- DIET 159 - Dietetic Quality Food Procedures
- DIET 170 - Dietetic Technology Practicum
- DIET 210 - Nutrition Care Practicum
- DIET 216 - Diet Therapy I
- DIET 219 - Diet Therapy II
- DIET 222 - Geriatric Nutrition
- DIET 225 - Geriatric Nutrition Practicum
- DIET 253 - Community Nutrition and Public Health
- DIET 260 - Community Nutrition Practicum
- HOSP 102 - Sanitation and Safety
- HOSP 200 - Hospitality Management I
- HOSP 234 - Hospitality Management II
- MA 100 - Introduction to Medical Terminology

Career Programs
Health Careers
Dietetic Technology

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO-121	4	DIET-210	4
DIET-102	4	DIET-219	3
DIET-106	4	HOSP-200	4
MATH-114*	3	PSY-101	3
HLTH/PE... (See III.)	1	SPCH-101	4
TOTAL	16	TOTAL	18
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO-143	4	CS-102	4
DIET-107	4	DIET-222	4
DIET-129	4	DIET-225	4
ENG-10	3	HOSP-234	3
MA-100	3	PSY-102	3
TOTAL	18	HLTH/PE... (See III.)	1
		TOTAL	19
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
DIET-130	1	DIET-253	3
DIET-133	3	DIET-260	3
DIET-159	3	PSY-	4
DIET-216	4	Elective Req. (See II.B.)	3
ENG-102	3	Humanities... (See I.E.)	3
HOSP-102	3	HLTH/PE... (See III.)	1
TOTAL	17	TOTAL	17
Summer Quarter	Cr. Hrs.		
DIET-170	5		
TOTAL	5	PROGRAM TOTAL	110

Career Programs

Health Careers

Emergency Medical Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Emergency Medical Technology

This program is designed for individuals providing Emergency Medical Service to the community. Four levels of training are available: EMT-B, EMT-I, EMT-P and Associate of Applied Science degree in Emergency Medical Technology. Certification is provided by the Ohio Department of Highway Safety, Division of EMS.

The program is designed so that the graduate may function on the levels required by Ohio Law to provide basic and advanced life support under the direction of a physician as well as to provide supervision of operations in an emergency service. EMT-Basic accreditation number: EMTB063404. EMT-Paramedic accreditation number: EMTP2-3-002.

Program Manager - Mr. Michael Kingery (987-4451).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 100 - Fundamentals of Interpersonal Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science

2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization

3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology

4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher*

Career Programs

Health Careers

Emergency Medical Technology

D. Minimum competence in Natural Sciences by completing the following:
BIO 121 - Principles of Medical Science

E. Minimum competence in Humanities by completing ONE of the following:
HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

BIO 143 - Anatomy and Physiology I
BIO 144 - Anatomy and Physiology II
BIO 145 - Anatomy and Physiology III

III. Health or Physical Education Requirements

A. Complete ONE of the following (2 credits):

PE 117 - Physical Conditioning I
PE 119 - Lifetime Fitness I

B. AND ONE additional course in Physical Education (minimum of 1 credit)

IV. Program Requirements

The following courses are required:

BADM 220 - Human Relations in Business
EMT 124 - EMT-Basic
EMT 131 - Cardiopulmonary Resuscitation
EMT 134 - Emergency Medical Technician-Ambulance II
EMT 136 - Heavy Rescue
EMT 137 - Defensive Driving
EMT 138 - Emergency Medical Services Communications
EMT 211 - Advanced Techniques of Assessment and Triage
EMT 212 - EMT-Intermediate
EMT 222 - Paramedic Theory I
EMT 223 - Paramedic Theory II
EMT 224 - Paramedic Theory III
EMT 229 - Instructional Techniques
EMT 230 - Technical Management
MA 102 - Medical Terminology I

*MATH-270 may not be used to meet this requirement.

Career Programs
 Health Careers
 Emergency Medical Technology

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

SUMMER SESSION	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121	4	EMT-222	10
EMT -124	7	EMT-230	3
EMT -131	1	PE-Elective... (See III.)	1
TOTAL	12	Social Sci...(See I.B.)	3
		TOTAL	17
First Quarter	Cr. Hrs.		
BIO-143	4		
EMT-134	1	Fifth Quarter	Cr. Hrs.
EMT-137	1	BADM-220	3
ENG-101	3	EMT -223	10
MA -102	3	EMT -229	3
Social Sci...(See I.B.)	3	TOTAL	16
TOTAL	15		
Second Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BIO -144	4	EMT -211	2
EMT -212	6	EMT -224	10
ENG -102	3	SPCH-100	4
Social Sci...(See I.B.)	3	TOTAL	16
TOTAL	16		
Third Quarter	Cr. Hrs.		
BIO -145	4		
EMT -136	3		
EMT -138	2		
MATH-114*	3		
PE -117...OR	2		
PE -119			
Humanities... (See I.E.)	3		
TOTAL	17	PROGRAM TOTAL	109

Career Programs

Health Careers

Health Information Management

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Health Information Management

(formerly Medical Records Technology)

Health information technicians are responsible for performing a variety of technical health information functions in hospitals, clinics, nursing homes, insurance companies, and health maintenance organizations. These functions include: organizing, analyzing, and technically evaluating health information; compiling various administrative and health statistics; and coding using ICD-9-CM and CPT.

Other duties may include: maintaining and using a variety of health information indexes; special registries and storage retrieval systems; inputting and retrieving computerized health data; and controlling the use and release of health information.

Tri-C's program is accredited by the American Health Information Management Association (AHIMA). Graduates are eligible to take the National Accreditation Examination given by the AHIMA. Successful graduates may add the initials ART, Accredited Record Technician, after their names.

Program Manager - Ms. Nancy Donahue (987-4456). This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

Career Programs

Health Careers

Health Information Management

- C. Minimum competence in Mathematics by completing the following:
 - Successful completion of a mathematics course numbered 100 or higher
 - Achievement of 80% or better on the College wide Mathematics Proficiency Exam

- D. Minimum competence in Natural Sciences by completing the following:
 - BIO 121 - Principles of Medical Science

- E. Minimum competence in Humanities by completing ONE of the following:
 - HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- BIO 145 - Anatomy and Physiology III
- BIO 221 - Microbiology
- BIO 222 - Pathophysiology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

- A. The following courses are required:
 - BADM 220 - Human Relations in Business
 - CS 102 - Introduction to Computer Use
 - HIM 110 - Introduction to the Health Care Field
 - HIM 112 - Principles of Health Information Management I
 - HIM 114 - Principles of Health Information Management II
 - HIM 118 - Health Data Collection and Analysis
 - HIM 220 - Coding, Nomenclature and Classification Systems
 - HIM 222 - Medicolegal Aspects of Health Care Services
 - HIM 224 - Coding Using Current Procedural Terminology (CPT)
 - HIM 226 - Evaluating Health Care Services
 - HIM 230 - Management Practices in Health Information
 - HIM 232 - Tumor Registry
 - HIM 240 - Clinical Experience I
 - HIM 242 - Clinical Experience II
 - HIM 244 - Clinical Experience III
 - HTEC 161 - Introduction to Pharmacology
 - MA 102 - Medical Terminology I
 - MA 103 - Medical Terminology II

- B. ONE of the following:
 - HIM 116 - Health Records in Ancillary Care Facilities
 - HIM 131 - Introduction to Medical Transcription
 - HIM 133 - Medical Office Coding

Career Programs
Health Careers
Health Information Management

C. ONE of the following:

- HIM 120 - Computer Applications in Health Information Management
- HIM 135 - Introduction to Coding with CPT
- HIM 137 - Introduction to Coding with ICD-9-CM

D. ONE of the following:

- HIM 228 - Coding for Fiscal Reimbursement
- HIM 231 - Advanced Medical Transcription

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Summer Quarter	Cr. Hrs.
BIO -121	4	BIO -221	4
BIO -143	4	HLTH/PE.... (See III.)	1
HIM -110	3	Humanities. (See I.E.)	3
HIM -112	3	TOTAL	8
MA -102	3		
Mathematics... (See I.C.)	3	Fourth Quarter	Cr. Hrs.
TOTAL	20	BIO -222	3
		ENG -102	3
Second Quarter	Cr. Hrs.	HIM -220	3
BIO -144	4	HIM -222	3
CS -102	4	HIM -240	3
MA -103	3	Social Sci...(See I.B.)	3
HIM -114	3	TOTAL	18
HIM -116...OR	2-3		
HIM -131...OR		Fifth Quarter	Cr. Hrs.
HIM -133		HIM -224	3
HLTH/PE.... (See III.)	1	HIM -226	3
TOTAL	17-18	HIM -232	3
		HIM -242	3
Third Quarter	Cr. Hrs.	HLTH/PE.... (See III.)	1
BIO -145	4	Social Sci...(See I.B.)	3
ENG -101	3	TOTAL	16
HIM -118	3		
HIM -120...OR	2	Sixth Quarter	Cr. Hrs.
HIM -135...OR		BADM-220	3
HIM -137		HIM -228...OR	2
HTEC-161	3	HIM -231	
Social Sci...(See I.B.)	3	HIM -230	3
TOTAL	18	HIM -244	3
		English... (See I.A.)	3-4
		TOTAL	14-15
		PROGRAM TOTAL	111-113

Career Programs

Health Careers

Medical Assisting

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Medical Assisting

The medical assistant is a multi-skilled professional who assists the physician with the administrative and clinical aspects of patient care management in a private office, clinic or other health care facility. The program includes courses that lead to competence in administrative, clinical, and communication skills, and adherence to ethical and legal standards of medical practice. After successful completion of the program, graduates are eligible to take the National Certifying Examination given by the American Association of Medical Assistants. An accredited one-year Medical Assisting Certificate of Proficiency is also available.

Program Manager - Ms. Barbara Freeman (216-987-4438). This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 100 - Fundamentals of Interpersonal Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

Career Programs
Health Careers
Medical Assisting

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- BIO 145 - Anatomy and Physiology III
- PSY 101 - General Psychology
- PSY 102 - General Psychology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- HIM 131 - Introduction to Medical Transcription
- HIM 133 - Medical Office Coding
- HTEC 110- Ethics for Health Care Professional (formerly HTEC-251)
- HTEC 161 - Introduction to Pharmacology
- MA 102 - Medical Terminology I
- MA 103 - Medical Terminology II
- MA 160 - Medical Office Lab I
- MA 170 - Medical Office Lab II
- MA 248 - Medical Office Procedures
- MA 249 - Clinical Medical Assisting
- MA 254 - Applied Medical Assisting
- MA 255 - Medical Office Practicum
- MA 260 - Medical Billing
- OADM 108 - Business Language Skills
- OADM 119 - Introductory Typewriting
- OADM 121 - Business Typewriting
- OADM 130 - Microcomputer Word Processing

B. ONE of the following (minimum of 3 credits):

- DIET 110 - Nutrition for Consumers
- MA - Elective

C. ONE of the following:

- OADM 210 - Business Communications
- SPCH 213 - Business and Professional Communications
- SPCH 251 - Intercultural Communication

Career Programs
Health Careers
Medical Assisting

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BI0-121	4	BI0-143	4
MA-102	3	ENG-102	3
MA-160	4	OADM-130	3
OADM-108	3	PSY-101	3
OADM-119	3	HLTH/PE... (See III.)	1
TOTAL	17	Social Sciences... (See I.B.)	3
		TOTAL	17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
HTEC-161	3	BI0-144	4
MA-103	3	PSY-102	3
MA-170	4	SPCH-100	4
MATH-114*	3	HLTH/PE... (See III.)	1
OADM-121	3	Social Sciences... (See I.B.)	3
TOTAL	16	TOTAL	15
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
HIM-131	2	BI0-145	4
HIM-133	2	DIET-110...OR	3-4
HTEC-110	2	MA-Elective	
MA-248	5	OADM-210...OR	4
MA-249	5	SPCH-213...OR	
TOTAL	16	SPCH-251	
Summer Quarter	Cr. Hrs.	HLTH/PE... (See III.)	1
ENG-101	3	Humanities... (See I.E.)	3
MA-254	1	Social Sciences... (See I.B.)	3
MA-255	3	TOTAL	18-19
MA-260	2		
TOTAL	9	PROGRAM TOTAL	108-109

*MATH-270 may not be used to meet this requirement.

Career Programs

Health Careers

Medical Laboratory Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Medical Laboratory Technology

The medical laboratory technician works in a hospital, private or research laboratory or clinic, performing a wide variety of complex biochemical, bacteriological, serological, hematological and other diagnostic tests. The course of study includes mathematics, chemistry, anatomy and physiology, medical laboratory procedures, medical ethics, general education courses and supervised clinical experience. The program is seven academic quarters, including the summer session between freshmen and sophomore years. One academic year of clinical experience is included. Graduates are eligible to sit for the National Certification Examination given by the American Society of Clinical Pathologists (ASCP).

Program Manager - Ms. Barbara Freeman (216-987-4438).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

Career Programs
Health Careers
Medical Assisting

- C. Minimum competence in Mathematics by completing the following:
MATH-120 - Intermediate algebra or higher*
- D. Minimum competence in Natural Sciences by completing the following:
BIO 121 - Principles of Medical Science
- E. Minimum competence in Humanities by completing ONE of the following:
HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- CHEM 101 - Introduction to Inorganic Chemistry
- CHEM 130 - General Chemistry I AND
- CHEM 135 - General Chemistry - Lab I

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)
- MLT 103 - Introduction to Blood Collection
- MLT 215 - Medical Laboratory Technology Practicum***
- MLT 216 - Medical Laboratory Procedures
- MLT 217 - Medical Laboratory Procedures
- MLT 218 - Medical Laboratory Procedures
- MLT 219 - Medical Laboratory Procedures
- MLT 220 - Medical Laboratory Procedures
- MLT 240 - Medical Technology Procedures
- MLT 241 - Medical Technology Procedures
- MLT 242 - Medical Technology Procedures

B. ONE of the following:

- BIO 221 - Microbiology**
- MLT 104 - Clinical Phlebotomy Techniques

*MATH-270 may not be used to meet this requirement.

**Highly recommended.

***Repeatable course. Must be taken 3 times.

Career Programs
Health Careers
Medical Assisting

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121	4	MLT -215	4
CHEM-101	5	MLT -240	5
ENG -101	3	HLTH/PE... (See III.)	1
MLT -103	4	Social Sci...(See I.B.)	3
TOTAL	16	TOTAL	13
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -143	4	MLT -215	4
CHEM-130...AND	4	MLT -241	5
CHEM-135	1	HLTH/PE.... (See III.)	1
MATH-120*	5	Humanities. (See I.E.)	3
MLT -219	4	Social Sci...(See I.B.)	3
TOTAL	18	TOTAL	16
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BIO -144	4	MLT -215	4
ENG -102	3	MLT -242	5
HTEC-110	2	English..... (See I.A.)	3-4
MLT -217	4	HLTH/PE.... (See III.)	1
MLT -218	4	Social Sci...(See I.B.)	3
TOTAL	17	TOTAL	16-17
Summer Quarter	Cr. Hrs.		
BIO -221**...OR	2-4		
MLT -104			
MLT -216	4		
MLT -220	4		
TOTAL	10-12	PROGRAM TOTAL	106-109

Career Programs

Health Careers

Nursing

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Nursing

The Associate Degree Nursing program provides students with the opportunity to become registered nurses. The curriculum consists of 103 credit hours equally divided among nursing courses and non-nursing courses (see degree requirements). The nursing courses consist of classroom activities and hospital experience caring for clients of all ages with a variety of health deviations. Upon successful completion of the program requirements, graduates are eligible to take the National Council Licensing Examination for registered nursing.

Assistant Dean - Dr. Barbara Pennel (216-987-4468). This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing the following:

PSY 101 - General Psychology
PSY 102 - General Psychology
PSY 202 - Human Growth and Development

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher***

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs

Health Careers

Nursing

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A.

BIO 143 - Anatomy and Physiology I

BIO 144 - Anatomy and Physiology II

BIO 145 - Anatomy and Physiology III

BIO 221 - Microbiology

B. ONE of the following:

ANTH 101 - Cultural Anthropology

SOC 101 - Introductory Sociology

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

A.

NURS 110 - Deviations in Mental Health

NURS 214 - Self-Care - Childbearing

NURS 215 - Health Deviations II

NURS 216 - Health Deviations III

NURS 217 - Self-Care - Children

NURS 218 - Health Deviations IV

NURS 219 - Health Management

B. COMPLETE Option 1 (basic track) or Option 2 (ACCESS track)

1.

NURS 107 - Basic Health Assessment**

NURS 108 - Basic Self-Care Needs**

NURS 109 - Health Deviations I**

NURS 111 - Self-Care - Elderly

2.

NURS 181 - ACCESS in Nursing**

*CHEM-101 Introduction to Inorganic Chemistry and CHEM-102 Introduction to Organic Chemistry and Biochemistry may be substituted for BIO-121 Principles of Medical Science for students planning to transfer to a Baccalaureate Nursing Program.

**NURS-181 ACCESS in Nursing is a transition course which replaces NURS-107 Basic Health Assessment, NURS-108 Basic Self-Care Needs, NURS-109 Health Deviations I, NURS-111 Self Care - Elderly.

Career Programs
Health Careers
Nursing

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

Summer Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121*	4	ENG -102	3
ENG -101	3	NURS-214	4
PSY -101	3	NURS-215	4
MATH-114***	4	HLTH/PE... (See III.)	2
TOTAL	14	TOTAL	13
First Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -143	4	ANTH-101...OR	4
PSY -102	3	SOC -101	
NURS-107** ...AND	4-8	ENG -103	3
NURS-108**...OR		NURS-216	4
NURS-181**		NURS-217	4
TOTAL	11-15	TOTAL	15
Second Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BIO -144	4	NURS-218	7
BIO -221	4	NURS-219	2
NURS-109**	8	HLTH/PE.... (See III.)	1
TOTAL	16	Humanities. (See I.E.)	3
		TOTAL	13
Third Quarter	Cr. Hrs.		
BIO -145	4		
PSY -202	5		
NURS-110	4		
NURS-111**	4		
TOTAL	17	PROGRAM TOTAL	98-102

*CHEM-101 Introduction to Inorganic Chemistry and CHEM-102, Introduction to Organic Chemistry and Biochemistry, may be substituted for BIO-121, Principles of Medical Science, for students planning to transfer to a Baccalaureate Nursing Program.

**NURS-181, ACCESS in Nursing, is a transition course which replaces NURS-107 Basic Health Assessment, NURS-108 Basic Self-Care Needs, NURS-109 Health Deviations I, and NURS-111 Self Care - Elderly.

***MATH-116 and 270 may not be used to meet this requirement.

Career Programs

Health Careers

Occupational Therapy Assistant

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Occupational Therapy Assistant Technology

Occupational therapy is an allied health service that uses purposeful activities to treat people who have limitations in performing daily living activities in the areas of self care, play and work. The goal of occupational therapy is to help the person be as independent as possible in all activities of daily living. The occupational therapist assistant works under the supervision of a registered occupational therapist in a variety of health services such as rehabilitation centers, substance abuse treatment centers, schools, nursing homes, institutions for the mentally retarded, mental health agencies and institutions, home health agencies, pediatric centers, general hospitals and private practices.

Upon successful completion of this program, graduates are eligible to sit for a national certification examination administered by the American Occupational Therapy Certification Board. Successful completion of this exam is required to become a licensed Certified Occupational Therapy Assistant in Ohio and other states.

Program Manager - Mr. Hector Merced (216-987-4498). This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 100 - Fundamentals of Interpersonal Communication OR

B. Minimum competence in Social Sciences by completing the following:

PSY 101 - General Psychology
PSY 102 - General Psychology
PSY 202 - Human Growth and Development

C. Minimum competence in Mathematics by completing the following:

MATH-120 - Intermediate algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs

Health Careers

Occupational Therapy Assistant

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

BIO 143 - Anatomy and Physiology I

BIO 144 - Anatomy and Physiology II

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)

MA 102 - Medical Terminology I

MA 256 - Allied Health Seminar

OTAT 111 - Occupational Therapy Principles

OTAT 112 - Occupational Therapy Media

OTAT 113 - Fundamentals of Developmental Disabilities

OTAT 115 - Techniques in Developmental Disabilities

OTAT 117 - Field Practice in Developmental Disabilities

OTAT 123 - Fundamentals of Physical Dysfunction

OTAT 125 - Techniques in Physical Dysfunction

OTAT 127 - Physical Dysfunction Field Practice

OTAT 213 - Fundamentals of Psychosocial Dysfunction

OTAT 215 - Techniques in Psychosocial Dysfunction

OTAT 217 - Psychosocial Field Practice

OTAT 223 - Fundamentals of Long Term Care

OTAT 225 - Techniques in Long Term Care

OTAT 227 - Long Term Care Field Practice

OTAT 250 - Occupational Therapy Topics

OTAT 264 - Occupational Therapy Field Work I

OTAT 265 - Occupational Therapy Field Work II

PTAT 103 - Functional Anatomy II

B. ONE of the following:

OTAT 104 - Resident Activity Coordinator Course

OTAT 120 - Occupational Therapy Leisure Skills Development

*MATH-270 may not be used to meet this requirement.

Career Programs
 Health Careers
 Occupational Therapy Assistant

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

Summer Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121	4	MA -256	3
BIO -143	4	OTAT-213	3
ENG -101	3	OTAT-215	4
MA -102	3	OTAT-217	2
TOTAL	14	SPCH-100	4
		TOTAL	16
First Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -144	4	OTAT-223	3
ENG -102	3	OTAT-225	4
OTAT-111	3	OTAT-227	2
OTAT-112	3	OTAT-250	2
PTAT-103	4	PSY -202	5
HLTH/PE... (See III.)	1	Humanities. (See I.E.)	3
TOTAL	18	TOTAL	19
Second Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
HTEC-110	2	OTAT-264	5
MATH-120*	5	OTAT-265	5
OTAT-113	3	HLTH/PE.... (See III.)	1
OTAT-115	4	TOTAL	9
OTAT-117	2		
PSY -101	3		
TOTAL	19		
Third Quarter	Cr. Hrs.		
OTAT-104...OR	3		
OTAT-120			
OTAT-123	3		
OTAT-125	4		
OTAT-127	2		
PSY -102	3		
HLTH/PE.... (See III.)	1		
TOTAL	16	PROGRAM TOTAL	111

Career Programs
Health Careers
Optical Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Optical Technology
(formerly Ophthalmic Dispensing Technology)

A licensed optician can work in a retail outlet, optical laboratory or a doctor's office. In retail outlets and the doctors' offices the optician helps select frames and adjust and fit the glasses to the patients as well as assist in visual screening of the patients. In laboratories, opticians manufacture lenses using precise machinery to meet the specifications of prescriptions. In the newest eyewear delivery systems (operations that combine a retail and laboratory function), opticians find opportunities to work directly with patients and in the manufacturing process at the same location.

Opticians with the appropriate educational background can move into management positions in the doctors' offices as well as retail outlets, or they can even establish their own business or purchase a franchise. Other career paths can lead to related work as a sales representative for optical products. For the person enthusiastic about the health care aspects of the field, advanced education can be pursued to become an optometrist or ophthalmologist.

(One year Certificate also available)
Program Manager - Mr. Frank Corsello (216-987-4454).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing the following sequence:
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)
- C. Minimum competence in Mathematics by completing the following:
MATH 116 - Technical Mathematics I
- D. Minimum competence in Natural Sciences by completing the following:
BIO 121 - Principles of Medical Science

Career Programs
Health Careers
Optical Technology

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 131 - Anatomy and Physiology of the Eye
- MATH 120 - Intermediate Algebra
- PHYS 130 - Physics of Optical Materials

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- ACCT 115 - Accounting/Business Applications with Electronic Calculations
- OPT 105 - Theoretical Optics I
- OPT 106 - Theoretical Optics II
- OPT 107 - Theoretical Optics III
- OPT 121 - Mechanical Optics
- OPT 122 - Mechanical Optics
- OPT 123 - Mechanical Optics
- OPT 124 - Mechanical Optics
- OPT 195 - Ophthalmic Dispensing I
- OPT 196 - Ophthalmic Dispensing II
- OPT 197 - Ophthalmic Dispensing III
- OPT 198 - Ophthalmic Refraction
- OPT 200 - Optical Business
- OPT 201 - Ophthalmic Dispensing IV
- OPT 202 - Ophthalmic Dispensing V
- OPT 203 - Ophthalmic Dispensing Applications
- OPT 205 - Contact Lenses I
- OPT 211 - Lens Design
- OPT 212 - Contact Lenses II
- OPT 214 - Contact Lenses III
- OPT 215 - Contact Lenses Applications
- OPT 225 - Mechanical Optics
- OPT 226 - Mechanical Optics
- OPT 227 - Mechanical Optics
- OPT 275 - Ophthalmic Dispensing Practicum

Fall 1996-Summer 1998 Catalog

**Career Programs
Health Careers
Optical Technology**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -131	3	OPT -201	3
ENG -101	3	OPT -225	3
MATH-116	5	PHYS-130	6
OPT -105	1	PSY -101	3
OPT -121	3	HLTH/PE... (See III.)	1
OPT -195	2	TOTAL	16
OPT -205	2		
TOTAL	19	Fifth Quarter	Cr. Hrs.
		ACCT-115	4
Second Quarter	Cr. Hrs.	OPT -202	3
ENG -102	3	OPT -226	3
MATH-120	5	PSY-102	3
OPT -106	1	HLTH/PE... (See III.)	1
OPT -122	3	TOTAL	14
OPT -196	2		
OPT-212	3	Sixth Quarter	Cr. Hrs.
TOTAL	17	OPT -203	1
		OPT -215	1
Third Quarter	Cr. Hrs.	OPT -227	3
OPT -107	1	OPT -275	3
OPT -123	3	PSY -Elective... (See I.B.)	4
OPT -197	3	HLTH/PE... (See III.)	1
OPT -198	3	TOTAL	13
OPT -211	3		
OPT 214	3		
English... (See I.A.)	3-4		
TOTAL	19-20		
Summer Quarter	Cr. Hrs.		
BIO -121	4		
OPT -124	3		
OPT -200	2		
Humanities... (See I.E.)	3		
TOTAL	12	PROGRAM TOTAL	110-111

Career Programs

Health Careers

Pharmacy Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Pharmacy Technology

A pharmacy technician assists in the various activities of the pharmacy department not requiring the professional judgment of the pharmacist. Such duties include, but need not be limited to: maintaining patient records; setting up packaging and labeling of medication dosages; filling and dispensing routine orders for stock supplies and patient care areas; maintaining inventory of drug supplies and mixing parenteral fluids. The program is designed to train the pharmacy technician to function in a hospital based program and also in community, retail or other institutional pharmacies. Qualified pharmacy technicians will find employment after graduation in community and hospital pharmacies, clinics or other institutions.

(One-Year Certificate also available)

Program Manager - Mr. Peter Vonderau (216-987-2381)

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 100 - Fundamentals of Interpersonal Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 100N - Allied Health Sciences Mathematics

Career Programs
Health Careers
Pharmacy Technology

D. Minimum competence in Natural Sciences by completing the following:
BIO 121 - Principles of Medical Science

E. Minimum competence in Humanities by completing ONE of the following:
HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.
Minimum of 6 credits must be completed to include all of the following:

A. BIO 221 - Microbiology*

B. AND any course(s) from the following areas:

1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies
2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts
3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics
4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education
Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

BADM 220 - Human Relations in Business
CS 102 - Introduction to Computer Use
MA 102 - Medical Terminology I
OADM 118 - Keyboarding
PHM 101 - Introduction to Pharmacy
PHM 102 - Pharmaceutical Compounding
PHM 105 - Hospital Pharmacy I
PHM 106 - Hospital Pharmacy II
PHM 115 - Pharmacology I
PHM 116 - Pharmacology II
PHM 117 - Pharmacology II
PHM 120 - Community Pharmacy
PHM 123 - Alternative Practices
PHM 124 - Pharmacy Law and Ethics (formerly PHM-122)
PHM 211 - Pharmacy Clinical I
PHM 212 - Pharmacy Clinical II
PHM 213 - Pharmacy Clinical II
PHM 270 - Advanced Topics in Pharmacy Practice

*Not to be taken until BIO-121 Principles of Medical Science and PHM-115 Pharmacology I have been completed.

Career Programs
Health Careers
Pharmacy Technology

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

Summer Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	CS -102	4
MATH-100N	4	ENG -102	3
TOTAL	7	PHM -211	4
		Elective Req. (See II.B.)	3
First Quarter	Cr. Hrs.	HLTH/PE.... (See III.)	1
BIO -121	4	Social Sci. (See I.B.)	3
PHM -101	4	TOTAL	18
PHM -102	2		
PHM -105	4	Fifth Quarter	Cr. Hrs.
PHM -115	4	BADM-220	3
TOTAL	18	PHM -212	4
		SPCH-100	4
Second Quarter	Cr. Hrs.	HLTH/PE.... (See III.)	1
BIO -221*	4	Social Sci...(See I.B.)	3
PHM -106	4	TOTAL	15
PHM -116	4		
PHM -124	1	Sixth Quarter	Cr. Hrs.
TOTAL	13	PHM -213	4
		PHM -270	2
Third Quarter	Cr. Hrs.	HLTH/PE.... (See III.)	1
MA -102	3	Humanities. (See I.E.)	3
OADM-118	2	Social Sci...(See I.B.)	3
PHM -117	4	TOTAL	13
PHM -120	4		
PHM -123	2		
TOTAL	15	PROGRAM TOTAL	99

Career Programs

Health Careers

Physical Therapist Assisting Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Physical Therapist Assisting Technology

The physical therapist assistant assists in the provision of physical therapy treatments under the supervision of a licensed physical therapist. The program prepares the graduate to work in acute and chronic hospitals, skilled nursing facilities, residences for the aged, for the mentally retarded and in other health care centers where physical therapists are employed. Upon successful completion of the program, the student is eligible to take an examination to qualify for licensure in the state in which the graduate chooses to practice.

Program Manager - Ms. Toby Sternheimer (987-4502).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
 - ENG 101 - College Composition
 - ENG 102 - College Composition
 - ENG 103 - College Composition

- B. Minimum competence in Social Sciences by completing the following sequence:
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY 201 - Child Growth and Development OR
 - PSY 202 - Human Growth and Development

- C. Minimum competence in Mathematics by completing the following:
 - MATH 120 - Intermediate Algebra or higher*

- D. Minimum competence in Natural Sciences by completing the following:
 - BIO 121 - Principles of Medical Science

- E. Minimum competence in Humanities by completing ONE of the following:
 - HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs

Health Careers

Physical Therapist Assisting Technology

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A.

BIO 143 - Anatomy and Physiology I

BIO 144 - Anatomy and Physiology II

B. ONE of the following:

PHYS 101 - Introductory Physics**

PHYS 111 - Physics for Health Technologies

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

HTEC 161 - Introduction to Pharmacology

MA 102 - Medical Terminology I

PTAT 102 - Functional Anatomy I

PTAT 103 - Functional Anatomy II

PTAT 104 - Fundamentals of Physical Therapy (formerly PTAT-101)

PTAT 110 - Introduction to Physical Therapy Assisting

PTAT 120 - Introduction to Clinical Conditions

PTAT 122 - Musculoskeletal Dysfunction

PTAT 151 - Physical Therapy Procedures: Treatment Without Physical Agents

PTAT 153 - Clinical Observation

PTAT 154 - Physical Therapy Procedures: Physical Agents (formerly PTAT-201)

PTAT 204 - Physical Rehabilitation Procedures

PTAT 205 - Physical Therapy Procedures

PTAT 206 - Physical Therapy Procedures: Electrical Modalities

PTAT 254 - Application of Physical Therapy

PTAT 255 - Application of Physical Therapy

PTAT 256 - Application of Physical Therapy

PTAT 257 - Application of Physical Therapy

PTAT 262 - Functional Anatomy III

PTAT 263 - Geriatric Physical Therapy

PTAT 264 - Pediatric Physical Therapy

*MATH-123 and 270 may not be used to meet this requirement.

**Recommended for those interested in transferring to a four-year college.

Career Programs
 Health Careers
 Physical Therapist Assisting Technology

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121	4	ENG -102	3
BIO -143	4	PSY -201...OR	4-5
MA -102	3	PSY -202	
PTAT-104	4	PTAT-205	3
PTAT-110	2	PTAT-206	3
PTAT-120	2	PTAT-256	4
TOTAL	19	TOTAL	17-18
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -144	4	ENG -103	3
MATH-120*	5	HTEC-161	3
PTAT-102	4	PTAT-204	3
PTAT-153	2	PTAT-262	3
PTAT-154	4	PTAT-263	2
TOTAL	19	PTAT-264	2
		HLTH/PE... (See III.)	1
		TOTAL	17
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ENG -101	3	PTAT-254	4
PHYS-101**...OR	4	PTAT-257	4
PHYS-111		HLTH/PE... (See III.)	1
PSY -101	3	Humanities... (See I.E.)	3
PTAT-103	4	TOTAL	12
PTAT-151	3		
TOTAL	17		
Summer Session	Cr. Hrs.		
PSY -102	3		
PTAT-122	3		
PTAT-255	4		
HLTH/PE... (See III.)	1		
TOTAL	11	PROGRAM TOTAL	112-113

Career Programs
Health Careers
Physician Assistant

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Physician Assistant

The physician assistant works with the supervision of a licensed doctor of medicine or osteopathy and carries out many of the tasks previously performed only by physicians. These tasks include performing physical examinations, requesting and carrying out various laboratory and diagnostic tests, performing certain therapeutic procedures, and providing patient education/counseling. The physician assistant, as part of the physician's team, will be able to provide patient care services in any setting, hospital, nursing home, office or clinic in which the physician functions professionally.

Program Manager - Ms. Joyce Janicek (216-987-5123).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing the following:

PSY 101 - General Psychology
PSY 102 - General Psychology AND EITHER
PSY 201 - Child Growth and Development OR
PSY 202 - Human Growth and Development OR
PSY 210 - Introduction to Aging

C. Minimum competence in Mathematics by completing ONE of the following:

MATH 100N - Allied Health Sciences Mathematics
MATH 114 - Applied Algebra
MATH-120 - Intermediate algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs
Health Careers
Physician Assistant

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- BIO 145 - Anatomy and Physiology III
- BIO 221 - Microbiology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)
- PA 117 - Technical Clinical Skills
- PA 130 - Introduction to Interviewing and Counseling
- PA 131 - History and Physical Examination Techniques I
- PA 132 - History and Physical Examination Techniques II
- PA 140 - Pharmacology and Therapeutic Principles
- PA 145 - Primary Care Psychiatric and Social Problems
- PA 150 - Introduction to Clinical Medicine
- PA 151 - Clinical Medicine
- PA 155 - Primary Care Patient Management
- PA 250 - Obstetrics, Gynecology and Pediatrics
- PA 271 - Clinical Field Experience I
- PA 272 - Clinical Field Experience II
- PA 273 - Clinical Field Experience III
- PA 274 - Clinical Field Experience IV
- PA 291 - Clinical Seminar I
- PA 292 - Clinical Seminar II
- PA 293 - Clinical Seminar III
- PSA 112 - Electrocardiography
- PSA 116 - Clinical Laboratory Interpretation
- PSA 118 - Special Diagnostic and Therapeutic Procedures
- PSA 119 - Basic Surgical Skills
- PSA 131 - Surgical Anatomy I
- PSA 132 - Surgical Anatomy II
- PSA 220 - Emergency Medicine

*MATH-123 and 270 may not be used to meet this requirement.

Fall 1996-Summer 1998 Catalog

**Career Programs
Health Careers
Physician Assistant**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121	4	ENG -102	3
BIO -143	4	PA -271	3
HTEC-110	2	PA -272	3
PA -130	2	PA -291	2
PA -145	2	PSY -101	3
PSA -116	2	TOTAL	14
PSA -131	2		
HLTH/PE.... (See III.)	1		
TOTAL	19		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -144	4	PA -273	3
BIO -221	4	PA -292	2
PA -131	2	PSY -102	3
PA -150	3	HLTH/PE... (See III.)	1
PSA -118	2	Humanities... (See I.E.)	3
PSA -132	2	Mathematics... (See I.C.)	3-5
TOTAL	17	TOTAL	15-17
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BIO -145	4	PA -274	3
PA -132	2	PA -293	2
PA -140	4	PSY -201...OR	4-5
PA -151	4	PSY -202...OR	
PSA -112	1	PSY -210	
PSA -119	2	English... (See I.A.)	3-4
TOTAL	17	HLTH/PE... (See III.)	1
		TOTAL	13-15
Summer Quarter	Cr. Hrs.	PROGRAM TOTAL	106-110
ENG -101	3		
PA -117	1		
PA -155	2		
PA -250	3		
PSA -220	2		
TOTAL	11		

Career Programs

Health Careers

Radiography

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Radiography

The radiographer is the health professional responsible for performing radiographic examinations that aid the physician in the diagnosis and treatment of injury and disease. The trained radiographer understands radiation and knows how to produce high quality diagnostic examinations safely. The radiographer is employed in hospitals, clinics, doctor's offices and industry, providing patient services around the clock. Graduates of the program are eligible for the American Registry of Radiologic Technologist examination for Registered Radiographers. The Radiography program is accredited by the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA).

Program Manager - Ms. Marilyn A. Rep (216-987-5264).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing the following:

PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 110 - Anatomy and Physiology for Radiographers

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs
Health Careers
Radiography

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

BIO 220 - Radiobiology

PHYS 226 - Fundamentals of Radiologic Physics and Quality Control

(formerly PHYS-115 and RADT-254)

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

CS 102 - Introduction to Computer Use

HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)

MA 102 - Medical Terminology I

RADT 121 - Radiologic Pathology

RADT 125 - Methods of Patient Care

RADT 152 - Fundamentals of Radiography (formerly RADT-151)

RADT 155 - Radiographic Positioning-A

RADT 160 - Radiographic Positioning-B (formerly RADT-156)

RADT 218 - Special Imaging Procedures

RADT 231 - Imaging Systems

RADT 242 - Radiography Technique

RADT 265 - Introductory Radiological Clinical Experience I

RADT 266 - Introductory Radiological Clinical Experience II

RADT 267 - Intermediate Radiological Clinical Experience

RADT 268 - Advanced Radiological Clinical Experience

RADT 269 - Final Radiological Clinical Experience

RADT 270 - Trends in Diagnostic Radiography

*MATH-270 may not be used to meet this requirement.

Career Programs
Health Careers
Radiography

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -110	5	CS -102	4
MA -102	3	PSY -102	3
RADT-125	2	RADT-267	6
RADT-152	5	TOTAL	13
RADT-155	3		
TOTAL	18	Sixth Quarter	Cr. Hrs.
		PHYS-226	5
Second Quarter	Cr. Hrs.	RADT-121	3
ENG -101	3	RADT-218	3
MATH-114*	3	RADT-231	3
RADT-265	6	TOTAL	14
HLTH/PE.... (See III.)	1		
TOTAL	13	Seventh Quarter	Cr. Hrs.
		PSY -Elective... (See I.B.)	4
Third Quarter	Cr. Hrs.	RADT-268	6
BIO -220	2	HLTH/PE.... (See III.)	1
ENG -102	3	TOTAL	11
RADT-160	3		
RADT-242	4	Eighth Quarter	Cr. Hrs.
TOTAL	12	HTEC-110	2
		RADT-269	6
Fourth Quarter	Cr. Hrs.	RADT-270	1
PSY -101	3	HLTH/PE.... (See III.)	1
RADT-266	6	Humanities... (See I.E.)	3
English... (See I.A.)	3	TOTAL	13
TOTAL	12		
		PROGRAM TOTAL	106

Career Programs

Health Careers

Radiography (Diagnostic Medical Sonography)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree with a Concentration in Diagnostic Medical Sonography

The Associate of Applied Science Degree with a concentration in Diagnostic Medical Sonography prepares the student for positions as a diagnostic medical sonographer or ultrasound technologist in hospitals or other health care agencies. The sonographer is a highly skilled professional qualified to provide patient services using ultrasound procedures under the direction of a physician responsible for the use and interpretation of these procedures. The program combines didactic instruction with practical application of knowledge and skills at affiliated institutions in the Radiology and Sonography Departments. Graduates are eligible for certification by examination sponsored by the American Registry of Diagnostic Medical Sonography.

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing the following:

PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 110 - Anatomy and Physiology for Radiographers

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs

Health Careers

Radiography (Diagnostic Medical Sonography)

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

PHYS 110 - Physics of Ultrasound

PHYS 227 - Advanced Sonography Physics (formerly RADT-225)

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

CS 102 - Introduction to Computer Use

MA 102 - Medical Terminology I

RADT 103 - Introduction to Cross-Sectional Anatomy and Gynecological Sonography

RADT 123 - Introduction to Abdominal Ultrasound

RADT 125 - Methods of Patient Care

RADT 152 - Fundamentals of Radiography (formerly RADT-151)

RADT 155 - Radiographic Positioning - A

RADT 160 - Radiographic Positioning - B (formerly RADT-156)

RADT 233 - Introductory Sonography Clinical Experience

RADT 234 - Abdominal Sonography Anatomy and Physiology

RADT 235 - Obstetrical Ultrasound/First Trimester

RADT 242 - Radiography Technique

RADT 243 - Intermediate Sonography Clinical Experience

RADT 244 - Cross-Sectional Anatomy of Small Parts and Vascular Studies

RADT 245 - Obstetrical Ultrasound and Interventional Procedures

RADT 253 - Advanced Sonography Clinical Experience

RADT 255 - Advanced Obstetrical Anatomy and Pathology

RADT 265 - Introductory Radiologic Clinical Experience I

RADT 266 - Introductory Radiologic Clinical Experience II

RADT 275 - Vascular Ultrasound and Color Flow Studies (formerly RADT-274)

RADT 283 - Final Sonography Clinical Experience

*MATH-270 may not be used to meet this requirement.

Career Programs
 Health Careers
 Radiography (Diagnostic Medical Sonography)

Suggested Quarter Sequence for Full Time Students
 (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -110	5	PSY -102	3
MATH-114*	3	RADT-233	5
RADT-125	2	HLTH/PE... (See III.)	1
RADT-152	5	Humanities... (See I.E.)	3
RADT-155	3	TOTAL	12
TOTAL	18		
Second Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ENG -101	3	CS -102	4
MA -102	3	RADT-234	2
PHYS-110	3	RADT-235	2
RADT-265	6	RADT-243	5
TOTAL	15	English... (See I.A.)	3-4
		TOTAL	16-17
Third Quarter	Cr. Hrs.	Seventh Quarter	Cr. Hrs.
RADT-103	3	PHYS-227	3
RADT-123	2	RADT-244	2
RADT-160	3	RADT-245	2
RADT-242	4	RADT-253	5
TOTAL	12	HLTH/PE... (See III.)	1
		TOTAL	13
Fourth Quarter	Cr. Hrs.	Eighth Quarter	Cr. Hrs.
ENG -102	3	PSY -Elective (See I.B.)	4
PSY -101	3	RADT-255	2
RADT-266	6	RADT-275	2
HLTH/PE... (See III.)	1	RADT-283	6
TOTAL	13	TOTAL	14
		PROGRAM TOTAL	113-114

Career Programs
Health Careers
Respiratory Care

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Respiratory Care

Respiratory Care is a health career in which professionals specialize in the evaluation of cardiopulmonary function, the treatment of cardiopulmonary impairment, the assessment of treatment effectiveness, and the care of patients with deficiencies or abnormalities associated with the cardiopulmonary system. Opportunities exist for further specialization within the profession in the areas of critical care, homecare, neonatal/pediatrics, education, and management as a licensed professional in Respiratory Care. The individual will, under the prescription and supervision of a physician, actively participate in the development of patient care plans, diagnostic testing and in the decision-making process regarding the care and treatment of patients.

Responsibilities include the assessment, treatment, management, control, diagnostic evaluation and care of patients of all ages with lung and/or health problems. Employment is primarily in hospitals but extends to home care, education and specialty in neonatal/pediatrics, critical care and cardiopulmonary diagnostics.

Program Manager - Mr. David Lucas (216-987-5267).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication

B. Minimum competence in Social Sciences by completing the following sequence:

PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

MATH 114 - Applied Algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual
HUM 102 - Introduction to the Humanities: Man and Society
HUM 103 - Introduction to the Humanities: Man and the Cosmos
ART 101 - Art Appreciation
MUS 103 - Survey and Appreciation of Music
THEA 101 - Theater Appreciation
PHIL 101 - Introduction to Philosophy
ENG - (any 200 level Literature course)
Any Foreign Language course

Career Programs
Health Careers
Respiratory Care

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- BIO 221 - Microbiology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)
- RESP 119 - Applied Physics for Respiratory Care
- RESP 121 - Respiratory Therapy Equipment
- RESP 129 - Respiratory and Renal Acid-Base Physiology
- RESP 131 - Pharmacology for Respiratory Care
- RESP 150 - Cardiopulmonary Physiology
- RESP 155 - Assessment of the Cardiopulmonary System
- RESP 157 - Pulmonary Pathophysiology
- RESP 158 - Pulmonary Diseases
- RESP 223 - Basic Therapeutic Procedures
- RESP 226 - Respiratory Care Clinicals I
- RESP 229 - Respiratory Homecare/Rehabilitation
- RESP 233 - Mechanical Ventilators
- RESP 236 - Respiratory Care Clinicals II
- RESP 243 - Clinical Application of Mechanical Ventilation
- RESP 246 - Respiratory Care Clinicals III
- RESP 249 - Neonatal and Pediatric Respiratory Care
- RESP 256 - Respiratory Care Clinicals IV
- RESP 258 - Patient Management Problems
- RESP 262 - Introduction to Respiratory Care Research
- RESP - Elective (minimum of 1 credit) **

*MATH-270 may not be used to meet this requirement.

**RESP-253 Management Practices in Respiratory Care is recommended.

Fall 1996-Summer 1998 Catalog

**Career Programs
Health Careers
Respiratory Care**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO-121	4	PSY-101	3
BIO-143	4	RESP-229	2
ENG-101	3	RESP-233	4
HTEC-110	2	RESP-236	5
MATH-114*	3	HLTH/PE... (See III.)	1
RESP-119	4	TOTAL	15
TOTAL	20		
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO-144	4	PSY-102	3
ENG-102	3	RESP-243	4
RESP-121	4	RESP-246	5
RESP-129	3	RESP-249	3
RESP-150	4	HLTH/PE... (See III.)	1
TOTAL	18	TOTAL	16
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BIO-221	4	RESP-Elective**	1
ENG-103...OR	3-4	RESP-256	5
SPCH-100		RESP-258	2
RESP-131	3	RESP-262	1
RESP-155	4	PSY-Elective (See I.B.)	4
RESP-157	2	HLTH/PE... (See III.)	1
TOTAL	16-17	Humanities... (See I.E.)	3
 		TOTAL	17
Summer Quarter	Cr. Hrs.		
RESP-158	2		
RESP-223	4		
RESP-226	4		
TOTAL	10	PROGRAM TOTAL	112-113

Career Programs
Health Careers
Surgeon's Assistant

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Surgeon's Assistant

Graduates of the Surgeon's Assistant program are eligible to sit for the NCCPA (National Commission on Certification on Physician Assistant) Exam and to apply for registration with the Ohio State Medical Board as a "Physician Assistant".

The surgeon's assistant is a person who assists in operative procedures and performs other clinical duties with the supervision of a licensed physician/surgeon or osteopath, and carries out many of the tasks previously performed only by physicians. These tasks include obtaining patient histories, performing physical examinations, requesting and carrying out various laboratory and diagnostic tests for pre-operative and post-operative assessments; performing certain therapeutic procedures; assisting in surgery; and providing patient education/counseling. The surgeon's assistant, as part of the physician's team, will be able to provide patient care services in any setting, hospital, office or clinic in which the physician functions professionally.

Program Manager - Ms. Joyce Janicek (216-987-5123).

This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition AND EITHER
ENG 103 - College Composition OR
SPCH 100 - Fundamentals of Interpersonal Communication OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing the following:

PSY 101 - General Psychology
PSY 102 - General Psychology AND EITHER
PSY 201 - Child Growth and Development OR
PSY 202 - Human Growth and Development OR
PSY 210 - Introduction to Aging

C. Minimum competence in Mathematics by completing ONE of the following:

MATH 100N- Allied Health Sciences Mathematics
MATH 114 - Applied Algebra
MATH 120 - Intermediate Algebra or higher*

D. Minimum competence in Natural Sciences by completing the following:

BIO 121 - Principles of Medical Science

Career Programs
Health Careers
Surgeon's Assistant

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include the following:

- BIO 143 - Anatomy and Physiology I
- BIO 144 - Anatomy and Physiology II
- BIO 145 - Anatomy and Physiology III
- BIO 221 - Microbiology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- HTEC 110 - Ethics for Health Care Professionals (formerly HTEC-251)
- PA 117 - Technical Clinical Skills
- PA 130 - Introduction to Interviewing and Counseling
- PA 131 - History and Physical Examination Techniques I
- PA 132 - History and Physical Examination Techniques II
- PA 140 - Pharmacology and Therapeutic Principles
- PA 150 - Introduction to Clinical Medicine
- PA 151 - Clinical Medicine
- PA 250 - Obstetrics, Gynecology and Pediatrics
- PSA 112 - Electrocardiography
- PSA 116 - Clinical Laboratory Interpretation
- PSA 118 - Special Diagnostic and Therapeutic Procedures
- PSA 119 - Basic Surgical Skills
- PSA 120 - Advanced Surgical Skills
- PSA 131 - Surgical Anatomy I
- PSA 132 - Surgical Anatomy II
- PSA 145 - Surgical Patient Management
- PSA 220 - Emergency Medicine
- PSA 231 - Fundamentals of Clinical Surgery I
- PSA 232 - Fundamentals of Clinical Surgery II
- PSA 271 - Clinical Field Experience I
- PSA 272 - Clinical Field Experience II
- PSA 273 - Clinical Field Experience II
- PSA 274 - Clinical Field Experience IV
- PSA 291 - Clinical Seminar I
- PSA 292 - Clinical Seminar II
- PSA 293 - Clinical Seminar III

*MATH-270 may not be used to meet this requirement.

Fall 1996-Summer 1998 Catalog

Career Programs Health Careers Surgeon's Assistant

Suggested Quarter Sequence for Full Time Students (It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121	4	ENG -102	3
BIO -143	4	PSA -231	3
PA -130	2	PSA -271	3
PSA -116	2	PSA -272	3
PSA -119	2	PSA -291	2
PSA -131	2	PSY -101	2
TOTAL	16	HLTH/PE.... (See III.)	1
		TOTAL	18
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
BIO -144	4	PSA -232	3
PA -131	2	PSA -273	3
PA -150	3	PSA -292	2
PSA -118	2	PSY -102	3
PSA -120	3	English... (See I.A.)	3-4
PSA -132	2	TOTAL	14-15
TOTAL	16		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BIO -145	4	PSA -274	3
BIO -221	4	PSA -293	2
PA -132	2	PSY -201...OR	4-5
PA -140	4	PSY -202...OR	
PA -151	4	PSY -210	
PSA -112	1	Humanities... (See I.E.)	3
TOTAL	19	HLTH/PE... (See III.)	1
		TOTAL	13-14
Summer Quarter	Cr. Hrs.		
ENG -101	3		
HTEC-110	2		
PA -117	1		
PA -250	3		
PSA -145	2		
PSA -220	2		
HLTH/PE... (See III.)	1		
Mathematics... (See I.C.)	3-5		
TOTAL	17-19	PROGRAM TOTAL	113-117

Career Programs
Health Careers
Veterinary Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Veterinary Technology

Veterinary technicians assist with the care and treatment of animals under the supervision of a veterinarian. The career fields of graduate technicians vary. Work includes employment in private veterinary practices, emergency clinics, specialty clinics, teaching facilities, research and the USDA Animal and Plant Health Inspection Service. Program course work includes work with companion pet animals, food animals, horses, laboratory animals and other species.

The program includes classroom, laboratory and clinical experience. Students participate in clinical practicums during their fourth, fifth and sixth quarters of study. The seventh quarter of study is predominantly clinical experience and students participate in two, five-week internships in Cleveland area clinical settings. Students are expected to provide their own transportation to all off-campus practicums, internships and large animal laboratory experiences. This is a selective admission program. To be considered for admission to this program, please refer to admission requirements for specific application/admission information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
- ENG 101 - College Composition
 - ENG 102 - College Composition...AND EITHER
 - ENG 103 - College Composition...OR
 - SPCH 100 - Fundamentals of Interpersonal Communication...OR
 - SPCH 101 - Fundamentals of Speech Communication
- B. Minimum competence in Social Sciences by completing ONE of the following sequences****:
1.
 - SSCI 103 - Introduction to Social Science
 - SSCI 104 - Introduction to Social Science
 - SSCI 105 - Introduction to Social Science
 2.
 - HIST 101 - History of Civilization
 - HIST 102 - History of Civilization
 - HIST 103 - History of Civilization
 3.
 - POL 101 - American National Government
 - ECON 161 - Principles of Economics I AND EITHER
 - ANTH 101 - Cultural Anthropology OR
 - SOC 101 - Introductory Sociology
 4.
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY - (any 200 level Psychology course)
- C. Minimum competence in Mathematics by completing the following:
MATH 100N - Allied Health Sciences Mathematics or higher***
- D. Minimum competence in Natural Sciences by completing the following:
BIO 121 - Principles of Medical Science

Career Programs
Health Careers
Veterinary Technology

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- BIO 141 - Anatomy and Physiology of Domestic Animals I
- BIO 142 - Anatomy and Physiology of Domestic Animals II
- BIO 221 - Microbiology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education*

IV. Program Requirements

The following courses are required:

- VT-100 - Veterinary Terminology
- VT-102 - Breeds of Domestic Animals
- VT-104 - Veterinary Science I
- VT-106 - Veterinary Radiography
- VT-110 - Veterinary Law and Ethics
- VT-112 - Veterinary Office Applications I
- VT-114 - Veterinary Office Applications II
- VT-118 - Veterinary Parasitology
- VT-120 - Animal Health and Disease I
- VT-122 - Veterinary Science II
- VT-200 - Clinical Practicum I**
- VT-202 - Clinical Seminar I
- VT-204 - Clinical Practicum II**
- VT-206 - Clinical Seminar II
- VT-208 - Clinical Practicum III**
- VT-210 - Clinical Seminar III
- VT-212 - Veterinary Surgical Nursing and Assisting
- VT-214 - Pharmacology for Veterinary Technicians
- VT-216 - Electrocardiology
- VT-218 - Avian and Exotic Animal Medicine
- VT-220 - Clinical Pathology I
- VT-222 - Clinical Pathology II
- VT-224 - Animal Health and Disease II
- VT-226 - Anesthesiology, Emergency Techniques and Dentistry
- VT-250 - Clinical Field Experience
- VT - Elective (minimum of 3 credits)

*Physical Education is highly recommended.

**Each student will be assigned one of three different practicum's during the fourth, fifth and sixth quarters.

Career Programs
Health Careers
Veterinary Technology

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
BIO -121	4	VT-120	3
BIO -141	5	VT-200**...OR	1
VT -100	2	VT-204**...OR	
VT -102	2	VT-208**	
VT -104	4	VT-206	1
TOTAL	17	VT-216	1
		VT-218	2
		VT-220	3
Second Quarter	Cr. Hrs.	Communication Skills. (See I.A.)	3-4
BIO -142	5	Social Sciences... (See I.B.)****	3
ENG -101	3	TOTAL	17-18
MATH-100N***	4		
VT-106	3		
VT-110	1		
VT-112	2	Fifth Quarter	Cr. Hrs.
HLTH/PE... (See III.)*	1	VT-200**...OR	1
TOTAL	19	VT-204**...OR	
		VT-208**	
		VT-210	1
Third Quarter	Cr. Hrs.	VT-222	3
BIO-221	4	VT-224	3
ENG-102	3	VT-226	4
VT-114	2	HLTH/PE... (See III.)*	1
VT-118	4	Social Sciences... (See I.B.)****	3
VT-122	5	TOTAL	16
TOTAL	18		
Summer Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
VT-200**...OR	1	VT-250	3
VT-204**...OR		VT-Elective	3
VT-208**		Social Sciences... (See I.B.)***	3
VT-202	1	TOTAL	9
VT-212	4		
VT-214	2		
HLTH/PE... (See III.)*	1		
Humanities... (See I.E.)	3		
TOTAL	12	PROGRAM TOTAL	108-109

*Physical Education is highly recommended.

**Each student will be assigned one of three different practicum's during the summer, fourth and fifth quarters. Each practicum is 1 credit hour and consists of 7 hours of off-campus experience each week. Students must concurrently enroll in a clinical seminar. Only one practicum experience is reflected in the total proposed course hours each quarter.

***MATH-270 may not be used to meet this requirement.

****PSY-101 and PSY-102, and any 200 level Psychology course sequence are highly recommended.

Career Programs

Public Service Technologies

Early Childhood Education

Basic Program (Pre-K Associate Certificate Option available)

Special Needs Assisting

Fire Technology

Basic Program

Law Enforcement

Basic Program

Corrections

Security Administration

Paralegal Studies

Basic Program

Career Programs

Public Service Technologies

Early Childhood Education

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Early Childhood Education

The Early Childhood Education program provides training for those wishing to teach young children in preschool and pre-kindergarten settings. Students will receive a basic understanding of principles of early childhood education, child growth and development and will develop specific skills in planning and implementing the curriculum in centers for young children. Upon completion of the program, students will be prepared to take charge of groups of young children, working under the supervision of educational directors. This program is intended to train students for state teacher certification as Pre-Kindergarten Associate teachers. Graduates of this program are not qualified for kindergarten/primary, kindergarten/elementary or elementary state teachers certification. These certificates require a baccalaureate degree.

Pre-Kindergarten Associate Certificate

The Pre-Kindergarten (Pre-K) Associate Certification training program, which is offered on all campuses, parallels the two year associate degree program but requires a formal application.

Program Manager - Ms. Rejean Schulte (216-987-5058). This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
 - ENG 101 - College Composition
 - ENG 102 - College Composition
 - ENG 103 - College Composition

- B. Minimum competence in Social Sciences by completing the following:
 - SSCI 103 - Introduction to Social Science
 - SSCI 104 - Introduction to Social Science
 - SSCI 105 - Introduction to Social Science

- C. Minimum competence in Mathematics by completing ONE of the following:
 - Successful completion of a mathematics course numbered 100 or higher
 - Achievement of 80% or better on the College wide Mathematics Proficiency Exam

- D. Minimum competence in Natural Sciences by completing the following:
 - BIO 105 - Introductory to Biology - Human Body in Health and Disease

- E. Minimum competence in Humanities by completing ONE of the following:
 - HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs
Public Service Technologies
Early Childhood Education

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. The following courses are required:

- PSY 101 - General Psychology
- PSY 102 - General Psychology
- PSY 201 - Child Growth and Development
- PSY 207 - Behavior Modification
- SOC 102 - Social Institutions
- SOC 121 - Marriage and Family Life
- SPCH 100 - Fundamentals of Interpersonal Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in physical education

IV. Program Requirements

A. The following courses are required:

- DIET 115 - Nutrition for Children and Families
- ECED 101 - Introduction to Early Childhood Education
- ECED 102 - Early Childhood Education
- ECED 120 - Early Language Development
- ECED 121 - Literature for Early Childhood Education
- ECED 124 - Music for Early Childhood
- ECED 125 - Music for Early Childhood Education
- ECED 160 - Experience in ECED Learning Center
- ECED 170 - Role of the Special Child
- ECED 220 - Child Behavior and Guidance
- ECED 232 - Early Childhood Education Student Teaching
- ECED 233 - Early Childhood Education Student Teaching Practicum
- ECED 234 - Early Childhood Education Student Teaching
- ECED 235 - Early Childhood Education Student Teaching Practicum
- ECED 240 - Infant and Toddler Care

B. ONE group of courses as listed in Option 1 or Option 2:

1. Early Childhood Education Pre-K Option

- ECED 122 - Art for Early Childhood Education
- ECED 123 - Science for Early Childhood Education
- ECED 222 - Center-Family Relationships: Child Health Concerns

2. Administration Concentration Option

- ECED 130 - Administration, Budgeting, Policy and Procedures for Child Care Centers
- ECED 131 - Quality Programming and Staff Relationships
- ECED 132 - Communication in Sensitive Situations

Career Programs
Public Service Technologies
Early Childhood Education

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ECED-101	4	BIO -105	4
ENG -101	3	ECED-121	3
PSY -101	3	ECED-123*...OR	3
SSCI-103	3	ECED-131*	
HLTH/PE... (See III.)	1	PSY -207	4
TOTAL	14	SSCI-104	3
		TOTAL	17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ECED-102	4	ECED-220	3
ECED-120	3	ECED-232	3
ECED-124	3	ECED-233	2
ENG -102	3	ECED-240	3
PSY -102	3	SSCI-105	3
TOTAL	16	HLTH/PE... (See III.)	1
		Mathematics... (See I.C.)	3
Third Quarter	Cr. Hrs.	TOTAL	18
ECED-122*...OR	3		
ECED-130		Sixth Quarter	Cr. Hrs.
ECED-125	3	DIET-115	3
ECED-160	2	ECED-132*...OR	3
ENG -103	3	ECED-222*...OR	
PSY -201	4	ECED-234	3
SPCH-100	4	ECED-235	2
TOTAL	19	ECED-170	3
		SOC -102...OR	3-4
		SOC -121	
		HLTH/PE... (See III.)	1
		Humanities... (See I.E.)	3
		TOTAL	21-22
		PROGRAM TOTAL	105-106

*Students in the Pre-Kindergarten option must complete ECED-102, 123 and 222. Students in the Administrative option must complete ECED-130, 131 and 132.

Career Programs

Public Service Technologies

Early Childhood Education (Special Needs Assisting)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Early Childhood Education with a Concentration in Special Needs Assisting

Special Needs Assisting is a two-year concentration in Early Childhood Education which leads to an Associate of Applied Science Degree in Early Childhood Education. Students will gain knowledge of the developmental characteristics of young children including the impact of special needs/handicaps. Experiences and activities related to major curriculum areas, planning and implementation of quality programs and positive techniques of individual and group management will also be addressed. Modification and adaptations of all aspects of daily routines, schedules, activities and programs will be incorporated in order to assure appropriate support for the special needs/handicapped child within a group setting. Practical experiences in sites serving children with a wide variety of special needs are an integral part of the course work. Graduates will be qualified to work as assistants in public schools, county, community and private agencies. This degree does NOT qualify graduates to apply for Pre-Kindergarten Associate Certification unless additional course work is completed.

Program Manager - Ms. Colleen Olson (216-987-4601). This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing the following:

Successful completion of a mathematics course numbered 100 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

Career Programs

Public Service Technologies

Early Childhood Education (Special Needs Assisting)

D. Minimum competence in Natural Sciences by completing ONE of the following:

- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
- BIO 105 - Introductory Biology - Human Body in Health and Disease

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. The following courses are required:

- PSY 101 - General Psychology
- PSY 102 - General Psychology
- PSY 201 - Child Growth and Development
- PSY 207 - Behavior Modification
- SPCH 100 - Fundamentals of Interpersonal Communication

B. ONE of the following:

- SOC 102 - Social Institutions
- SOC 121 - Marriage and Family Life

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in physical education

IV. Program Requirements

The following courses are required:

- DIET 115 - Nutrition for Children and Families
- ECED 101 - Introduction to Early Childhood Education
- ECED 120 - Early Language Development
- ECED 121 - Literature for Early Childhood
- ECED 122 - Art for Early Childhood
- ECED 123 - Science for Early Childhood
- ECED 124 - Music for Early Childhood
- ECED 140 - Community Resources for the Special Needs Child
- ECED 141 - The Role of the Special Needs Assistant
- ECED 142 - Personal/Professional Skills Assessment for the Special Needs Assistant
- ECED 150 - Curriculum, Materials and Equipment for the Special Needs Child
- ECED 151 - Behavior Observation, Individualized Planning and Group Management
- ECED 170 - The Special Child
- ECED 220 - Child Behavior and Guidance
- ECED 222 - Center-Family Relationships: Child Health Concerns
- ECED 240 - Infant and Toddler Care
- ECED 252 - Independent Living Skills for the Special Needs Child
- ECED 253 - Field Experience with the Special Needs Child

Fall 1996-Summer 1998 Catalog

Career Programs
Public Service Technologies
Early Childhood Education (Special Needs Assisting)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ECED-101	4	BIO -104...OR	4
ECED-140	3	BIO -105	
ENG -101	3	ECED-121	3
PSY -101	3	ECED-123	3
HLTH/PE... (See III.)	1	PSY -207	4
Social Sci...(See I.B.)	3	Social Sci...(See I.B.)	3
TOTAL	17	TOTAL	17
		Fifth Quarter	Cr. Hrs.
Second Quarter	Cr. Hrs.	ECED-220	3
ECED-120	3	ECED-240	3
ECED-141	3	ECED-252	4
ECED-150	3	ECED-253	3
ECED-170	3	HLTH/PE... (See III.)	1
ENG -102	3	Mathematics... (See I.C.)	3
PSY -102	3	Social Sci...(See I.B.)	3
TOTAL	18	TOTAL	20
		Sixth Quarter	Cr. Hrs.
Third Quarter	Cr. Hrs.	DIET-115	3
ECED-122	3	ECED-124	3
ECED-142	3	ECED-222	3
ECED-151	3	SOC -102...OR	3-4
ENG -103	3	SOC -121	
PSY -201	4	HLTH/PE... (See III.)	1
SPCH-100	4	Humanities... (See I.E.)	3
TOTAL	20	TOTAL	16-17
		PROGRAM TOTAL	108-109

Career Programs
Public Service Technologies
Fire Technology

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Fire Technology

This curriculum offers a balanced and broad education to students who plan to enter fire service as a career. It also helps active firefighters upgrade themselves for advancement within the service. Included are such specialized areas of instruction as fire prevention, inspection, fire protection systems and municipal public relations.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition
- B. Minimum competence in Social Sciences by completing ONE of the following sequences:
1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
 2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
 3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
 4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)
- C. Minimum competence in Mathematics by completing the following:
MATH 120 - Intermediate Algebra or higher*
- D. Minimum competence in Natural Sciences by completing the following:
PHYS 101 - Introduction to Physics

Career Programs

Public Service Technologies

Fire Technology

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A.

POL 101 - American National Government

POL 102 - State and Local Government

B. ONE of the following:

SPCH 100 - Fundamentals of Interpersonal Communication

SPCH 101 - Fundamentals of Speech Communication

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

BADM 220 - Human Relations in Business

BADM - Electives (minimum of 6 credits)

EMT 131 - Cardiopulmonary Resuscitation

EMT 136 - Heavy Rescue

EMT 137 - Defensive Driving

EMT 138 - Emergency Medical Services Communications

FIRE 100 - Introduction to Fire Science

FIRE 210 - Fire-Fighting Command

FIRE 211 - Fire-Fighting Command and Administration

FIRE 220 - Chemistry of Hazardous Materials

FIRE 230 - Building Construction for Fire Prevention

FIRE 232 - Fire Prevention and Protection Systems

FIRE 235 - Fire Investigation Methods

FIRE 236 - Fire Investigation Methods

FIRE 240 - Fire Hydraulics

FIRE 260 - Cooperative Field Experience (minimum of 1 credit)

FIRE 270 - Fire Services Training and Public Relations

FIRE 280 - Managing Fire Services

*MATH-270 may not be used to meet this requirement.

Fall 1996-Summer 1998 Catalog

**Career Programs
Public Service Technologies
Fire Technology**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG -101	3	BADM-220	3
FIRE-100	3	BADM-Elective	3
MATH-120*	5	FIRE-211	3
POL -101	4	FIRE-230	3
HLTH/PE... (See III.)	1	SPCH-100...OR	4
Social Sci...(See I.B.)	3	SPCH-101	
TOTAL	19	TOTAL	16
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
EMT -131	1	EMT -136	3
ENG -102	3	FIRE-220	3
FIRE-240	3	FIRE-232	3
PHYS-101	4	FIRE-235	3
HLTH/PE... (See III.)	1	POL -102	4
Social Sci...(See I.B.)	3	TOTAL	16
TOTAL	15		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
BADM-Elective	3	EMT -137	1
ENG -103		EMT -138	2
FIRE-210	3	FIRE-236	3
HLTH/PE... (See III.)	1	FIRE-260	1-3
Social Sci...(See I.B.)	3	FIRE-270	3
TOTAL	13	FIRE-280	3
		Humanities... (See I.E.)	3
		TOTAL	16-18
		PROGRAM TOTAL	95-97

Career Programs
Public Service Technologies
Law Enforcement

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Law Enforcement

Various aspects of police work are covered, from administrative and investigative to industrial security and juvenile delinquency. The course sequence offers a balanced and broad education to students who plan to enter law enforcement as a career. It helps in-service police officers upgrade themselves for advancement within the ranks. Most students join a municipal force but career opportunities also are available in county, state and federal governments.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

- A. Minimum competence in Communication Skills by completing the following:
 - ENG 101 - College Composition
 - ENG 102 - College Composition
 - SPCH 101 - Fundamentals of Speech Communication

- B. Minimum competence in Social Sciences by completing the following sequence:
 - PSY 101 - General Psychology
 - PSY 102 - General Psychology
 - PSY - (any 200 level Psychology course)

- C. Minimum competence in Mathematics by completing ONE of the following:
 - Successful completion of a math course numbered 100 or higher
 - Achievement of 80% or better on the College wide Mathematics Proficiency Exam

- D. Minimum competence in Natural Sciences by completing the following:
 - BIO 105 - Introductory Biology - Human Body in Health and Disease

- E. Minimum competence in Humanities by completing ONE of the following:
 - HUM 101 - Introduction to the Humanities: Man as an Individual
 - HUM 102 - Introduction to the Humanities: Man and Society
 - HUM 103 - Introduction to the Humanities: Man and the Cosmos
 - ART 101 - Art Appreciation
 - MUS 103 - Survey and Appreciation of Music
 - THEA 101 - Theater Appreciation
 - PHIL 101 - Introduction to Philosophy
 - ENG - (any 200 level Literature course)
 - Any Foreign Language course

Career Programs
Public Service Technologies
Law Enforcement

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- POL 101 - American National Government
- POL 102 - State and Local Government
- SOC 101 - Introductory Sociology

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- CS 102 - Introduction to Computer Use
- LAWE 102 - Introduction to Policing (formerly LAWE-101)
- LAWE 110 - Police Supervision (formerly LAWE-222)
- LAWE 121 - Criminal Law Procedure
- LAWE 122 - Constitutional Law
- LAWE 123 - Laws of Evidence
- LAWE 150 - Introduction to Security
- LAWE 152 - Physical Security
- LAWE 164 - Patrol Techniques (formerly LAWE-232)
- LAWE 170 - Introduction to Corrections (formerly LAWE-226)
- LAWE 200 - Ohio Criminal Law (formerly LAWE-168)
- LAWE 201 - Delinquency Prevention and Control
- LAWE 211 - Criminal Investigation
- LAWE 212 - Criminalistics
- LAWE 220 - Traffic Enforcement (formerly LAWE-223)
- LAWE 221 - Police Administration
- LAWE 242 - Crime Prevention (formerly LAWE-241)
- LAWE 250 - Computers in Criminal Justice
- LAWE 257 - Special Issues in Criminal Justice (formerly LAWE-256)
- LAWE 268 - Police Report Writing
- LAWE - Elective (minimum of 2 credits)

Fall 1996-Summer 1998 Catalog

**Career Programs
Public Service Technologies
Law Enforcement**

**Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)**

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG-101	3	LAWE-164	4
LAWE-102	3	LAWE-201	3
LAWE-121	3	LAWE-220	3
POL-101	4	LAWE-268	2
PSY-101	3	SOC-101	4
HLTH/PE... (See III.)	1	Mathematics... (See I.C.)	3
TOTAL	17	TOTAL	19
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG-102	3	BIO-105	4
LAWE-122	3	CS-102	4
LAWE-150	3	LAWE-110	3
LAWE-200	4	LAWE-152	3
POL-102	4	LAWE-211	4
PSY-102	3	TOTAL	18
TOTAL	20		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
LAWE-123	3	LAWE-212	3
LAWE-170	3	LAWE-221	4
PSY-Elective... (See I.B.)	4	LAWE-242	3
SPCH-101	4	LAWE-250	3
Humanities... (See I.E.)	3	LAWE-257	2
HLTH/PE... (See III.)	1	LAWE-Elective	2-4
TOTAL	18	HLTH/PE... (See III.)	1
		TOTAL	18-20
		PROGRAM TOTAL	110-112

Career Programs

Public Service Technologies

Law Enforcement (Corrections)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Law Enforcement with a Concentration in Corrections

This program provides a broad overview of corrections, probation and parole in both concepts and procedures. There are opportunities for employment in this growing field in local, state and federal agencies working in corrections at both community and institutional levels.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
SPCH 100 - Fundamentals of Interpersonal Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing ONE of the following:

Successful completion of a math course numbered 100 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing the following:

BIO 105 - Introductory Biology - Human Body in Health and Disease

Career Programs

Public Service Technologies

Law Enforcement (Corrections)

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- POL 101 - American National Government
- POL 102 - State and Local Government
- PSY 101 - General Psychology
- PSY 102 - General Psychology
- SOC 201 - Social Problems

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

- CMHT 121 - Introduction to Community Mental Health
- CMHT 126 - Inquiry, Observation and Assessment
- CMHT 225 - Legal Issues in Mental Health
- LAWE 102 - Introduction to Policing (formerly LAWE-101)
- LAWE 121 - Criminal Law Procedure
- LAWE 122 - Constitutional Law
- LAWE 144 - Probation and Parole
- LAWE 170 - Introduction to Corrections (formerly LAWE-226)
- LAWE 201 - Delinquency Prevention and Control
- LAWE 227 - Community Intervention Resources
- LAWE 228 - Correctional Case Management
- LAWE 229 - Corrections: Principles and Practices
- LAWE 230 - Criminology
- LAWE 242 - Crime Prevention (formerly LAWE-241)
- LAWE - Elective (minimum of 3 credits)
- OADM 119 - Introductory Typewriting

Career Programs
Public Service Technologies
Law Enforcement (Corrections)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG-101	3	CMHT-121	4
LAWE-102	3	LAWE-201	3
POL-101	4	PSY-101	3
HLTH/PE... (See III.)	1	Humanities... (See I.E.)	3
Social Sciences... (See I.B.)	3	Social Sciences... (See I.B.)	3
TOTAL	14	TOTAL	16
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG-102	3	BIO-105	4
LAWE-121	3	CMHT-126	4
LAWE-144	3	LAWE-227	3
POL-102	4	LAWE-228	3
HLTH/PE... (See III.)	1	PSY-102	3
Social Sciences... (See I.B.)	3	TOTAL	17
TOTAL	17		
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
LAWE-122	3	CMHT-225	3
LAWE-170	3	LAWE-229	3
LAWE-242	3	LAWE-230	3
OADM-119	3	LAWE-Elective	3
SPCH-100	4	SOC-201	4
HLTH/PE... (See III.)	1	Mathematics... (See I.C.)	3
TOTAL	17	TOTAL	19
		PROGRAM TOTAL	100

Career Programs

Public Service Technologies

Law Enforcement (Security Administration)

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Science Degree in Law Enforcement with a Concentration in Security Administration

This program is designed to prepare individuals working in various aspects of private or contract security service to assume administrative roles, as well as to broaden the knowledge of those employed in limited functional activities within the industry to assume more responsible positions in areas of loss prevention and detection, protection of life and property or investigative work.

This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition
ENG 103 - College Composition

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
POL 101 - American National Government
ECON 161 - Principles of Economics I AND EITHER
ANTH 101 - Cultural Anthropology OR
SOC 101 - Introductory Sociology
4.
PSY 101 - General Psychology
PSY 102 - General Psychology
PSY - (any 200 level Psychology course)

C. Minimum competence in Mathematics by completing ONE of the following:

Successful completion of a math course numbered 100 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

D. Minimum competence in Natural Sciences by completing the following:

BIO 105 - Introductory Biology - Human Body in Health and Disease

Career Programs

Public Service Technologies

Law Enforcement (Security Administration)

E. Minimum competence in Humanities by completing ONE of the following:

HUM 101 - Introduction to the Humanities: Man as an Individual

HUM 102 - Introduction to the Humanities: Man and Society

HUM 103 - Introduction to the Humanities: Man and the Cosmos

ART 101 - Art Appreciation

MUS 103 - Survey and Appreciation of Music

THEA 101 - Theater Appreciation

PHIL 101 - Introduction to Philosophy

ENG - (any 200 level Literature course)

Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

A. SPCH 101 - Fundamentals of Speech Communication

B. AND any course(s) from the following areas:

1. SOCIAL SCIENCES - Anthropology, Economics, Education, Geography, History, Political Science, Psychology, Social Science, Sociology, Urban Studies

2. HUMANITIES - Art, Dance, English, Foreign Language, Humanities, Journalism, Music, Philosophy, Religious Studies, Speech Communications, Theatre Arts

3. NATURAL SCIENCES - Biology, Chemistry, Earth Science, Physical Science, Physics

4. MATHEMATICS

III. Health or Physical Education Requirements

Complete ONE of the following:

HLTH 101 - Personal Health Education

Three credit hours in Physical Education

IV. Program Requirements

The following courses are required:

ACCT 115 - Accounting/Business Applications with Electronic Calculations

BADM 220 - Human Relations in Business

FIRE 232 - Fire Prevention and Protection Systems

HLTH 223 - Standard First Aid and Personal Safety

INDT 224 - Employee and Plant Safety (formerly INDT-134)

LAWE 102 - Introduction to Policing (formerly LAWE-101)

LAWE 121 - Criminal Law Procedure

LAWE 122 - Constitutional Law

LAWE 123 - Laws of Evidence

LAWE 150 - Introduction to Security

LAWE 151 - Principles of Loss Prevention

LAWE 152 - Physical Security

LAWE 154 - Security Administration

LAWE 155 - Security Investigation

LAWE 156 - Contemporary Security Problems

LAWE 157 - Legal Considerations in Security

LAWE - Electives (minimum of 6 credits):

OADM 119 - Introductory Typewriting

Fall 1996-Summer 1998 Catalog

Career Programs
Public Service Technologies
Law Enforcement (Security Administration)

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ENG-101	3	HLTH-223	2
LAWE-102	3	LAWE-154	4
LAWE-121	3	LAWE-155	3
LAWE-150	3	SPCH-101	4
Social Sci...(See I.B.)	3	HLTH/PE... (See III.)	1
TOTAL	15	Mathematics... (See I.C.)	3
		TOTAL	17
 Second Quarter	 Cr. Hrs.	 Fifth Quarter	 Cr. Hrs.
BIO-105	4	ACCT-115	4
ENG-102	3	BADM-220	3
LAWE-122	3	LAWE-Elective	3
LAWE-151	3	Humanities... (See I.E.)	3
LAWE-152	3	Social Sci...(See I.B.)	3
TOTAL	16	TOTAL	16
 Third Quarter	 Cr. Hrs.	 Sixth Quarter	 Cr. Hrs.
ENG-103	3	LAWE-156	4
FIRE-232	3	LAWE-157	3
INDT-224	3	LAWE-Elective	3
LAWE-123	3	HLTH/PE... (See III.)	1
OADM-119	3	Elective... (See II.B.)	3
HLTH/PE... (See III.)	1	Social Sci...(See I.B.)	3
TOTAL	16	TOTAL	17
		 PROGRAM TOTAL	 97

Career Programs
Public Service Technologies
Paralegal Studies

Specific Graduation Requirements
Elective Graduation Requirements
Health/Physical Education Requirements
Program Requirements
Suggested Quarter Sequence

Associate of Applied Business Degree in Paralegal Studies

The program is designed to educate/train paralegals to work independently under the supervision of attorneys in all areas of law. Graduates are prepared for careers in law firms, insurance companies, government agencies, title companies and large corporations. Paralegals organize and manage the flow of work, generally in law offices, and handle routine legal documents in other office settings. They do background research and investigation for attorneys, research legal issues, interview and prepare witnesses and clients for depositions and court appearances. They prepare drafts of briefs or arguments, maintain files and letters about cases, organize, file, and maintain case histories. They may conduct business with the police, other attorneys, government officials and the courts. Paralegals cannot accept a case, set fees, give legal advice, or represent a client in court. This is an ABA approved program.

Program Manager - Ms. Ellen Erzen (216-987-5214). (Certificate Program available) This program has application and/or progression requirements. Please refer to admission requirements for specific information.

Degree Requirements

I. Specific Graduation Requirements

A. Minimum competence in Communication Skills by completing the following:

ENG 101 - College Composition
ENG 102 - College Composition...AND EITHER
ENG 103 - College Composition...OR
SPCH 100 - Fundamentals of Interpersonal Communication...OR
SPCH 101 - Fundamentals of Speech Communication

B. Minimum competence in Social Sciences by completing ONE of the following sequences:

1.
SSCI 103 - Introduction to Social Science
SSCI 104 - Introduction to Social Science
SSCI 105 - Introduction to Social Science
2.
HIST 101 - History of Civilization
HIST 102 - History of Civilization
HIST 103 - History of Civilization
3.
HIST 151 - United States History to 1841
HIST 152 - United States History from 1841 to 1896
HIST 153 - United States History from 1896 to the Present
4.
POL 101 - American National Government
ECON 161 - Principles of Economics I...AND EITHER
ANTH 101 - Cultural Anthropology...OR
SOC 101 - Introductory Sociology

C. Competence in Mathematics by completing ONE of the following:

Successful completion of a 4 credit math course numbered 106 or higher
Achievement of 80% or better on the College wide Mathematics Proficiency Exam

Career Programs

Public Service Technologies

Paralegal Studies

D. Minimum competence in Natural Sciences by completing ONE of the following:

- BIO 104 - Introduction to Biology - Cellular Controls/Genetics/Ecology
- BIO 105 - Introductory Biology - Human Body in Health and Disease
- A more advanced laboratory science course

E. Minimum competence in Humanities by completing ONE of the following:

- HUM 101 - Introduction to the Humanities: Man as an Individual
- HUM 102 - Introduction to the Humanities: Man and Society
- HUM 103 - Introduction to the Humanities: Man and the Cosmos
- ART 101 - Art Appreciation
- MUS 103 - Survey and Appreciation of Music
- THEA 101 - Theater Appreciation
- PHIL 101 - Introduction to Philosophy
- ENG - (any 200 level Literature course)
- Any Foreign Language course

II. Elective Graduation Requirements

Courses taken in this area cannot fulfill BOTH Specific and Elective Graduation Requirements.

Minimum of 6 credits must be completed to include all of the following:

- POL 101 - American National Government
- POL 110 - Introduction to Constitutional Law

III. Health or Physical Education Requirements

Complete ONE of the following:

- HLTH 101 - Personal Health Education
- Three credit hours in Physical Education

IV. Program Requirements

A. The following courses are required:

- ACCT 115 - Accounting/Business Applications with Electronic Calculations
- ACCT 125 - Survey of Financial Accounting
- PL 101 - Introduction to the Paralegal Profession
- PL 103 - Civil Procedure
- PL 112 - Real Property Transactions
- PL 121 - Legal Research and Drafting (formerly PL-120)
- PL 125 - Law Practice Management (formerly PL-124)
- PL 130 - Business Transactions
- PL 204 - Business Organizations
- PL 205 - Advanced Legal Research and Drafting
- PL 212 - Legal Practicum
- PL 213 - Legal Practicum Seminar
- PL 215 - Probate Law (formerly PL-211)

B. PL - Electives (FOUR of the following; minimum of 12 credits)

- PL 220 - Domestic Relations
- PL 221 - Litigation and Trial Preparation
- PL 222 - Worker's Compensation Law
- PL 223 - Bankruptcy Law
- PL 270 - Special Topics in Paralegal Studies*

*No more than 8 credits may be used to fulfill degree requirements.

Career Programs
Public Service Technologies
Paralegal Studies

Suggested Quarter Sequence for Full Time Students
(It will take Part Time Students longer to complete this program)

First Quarter	Cr. Hrs.	Fourth Quarter	Cr. Hrs.
ACCT-115	4	PL-204	4
ENG-101	3	PL-Elective	3-4
PL-101	3	PL-	3-4
PL-103	4	POL-110	4
Social Science... (See I.B.)	3	HLTH/PE... (See III.)	1
TOTAL	17	TOTAL	15-17
Second Quarter	Cr. Hrs.	Fifth Quarter	Cr. Hrs.
ENG-102	3	PL-205	4
PL-112	3	PL-215	3
PL-121	3	Communication Skills... (See I.A.)	3-4
PL-130	4	HLTH/PE... (See III.)	1
Social Science... (See I.B.)	3	Natural Sciences... (See I.D.)	4
TOTAL	16	TOTAL	15-16
Third Quarter	Cr. Hrs.	Sixth Quarter	Cr. Hrs.
ACCT-125	4	PL-212	2
PL-125	3	PL-213	1
PL-Elective	3-4	PL-Elective (See IV.B.)	3-4
HLTH/PE... (See III.)	1	TOTAL	6-7
Social Science... (See I.B.)	3		
TOTAL	14-15		
Summer Quarter	Cr. Hrs.	PROGRAM TOTAL	94-99
POL-101	4		
Humanities... (See I.E.)	3		
Mathematics... (See I.C.)	4		
TOTAL	11		