

## Program Course Requirements

- Associate Degree Program Listing in Alphabetical Order
  
- Degree Programs Listed by Technology
  - Associate Degree Programs
    - Agricultural and Natural Resources Technology
    - Business Technologies
    - Engineering and Other Technologies
    - Health Careers
    - Public Service Technologies
    - Apprenticeship Programs
  
  - Certificates
    - One-Year Certificates
    - Paralegal Studies (Post-Degree Professional Certificate)
  
- Programs Requiring Application and/or Proficiency Requirements for Progression
  - Architectural & Construction Engineering Technology
  - Automotive Technology
  - Automotive Technology (Certificate of Proficiency)
  - Aviation Technology
  - Commercial Art & Design Technology
  - Court & Conference Reporting (Degree and Certificate)
  - Early Childhood Education/Pre-K
  - Electrical-Electronic Engineering Technology (Three Programs)
  - Graphic Communications & Photography (Photography)
  - Hospitality Management (Three Programs)
  - Human Services
  - Law Enforcement
  - Law Enforcement (Corrections)
  - Law Enforcement (Security Administration)
  - Manufacturing/Industrial Technology
  - Mechanical Engineering Technology
  - Paralegal Studies
  - Paralegal Studies (Post Degree Professional Certificate)
  - Plant Science and Landscape Technology (Degree and Certificate)
  
- Nursing and Health Careers General Application Procedures
  
- Degree Program Suggested Semester Sequences

CAREER PROGRAMS IN ALPHABETICAL ORDER  
 A B C D E F G H I J K L M N O P Q R S T V W X Y Z

A

Accounting  
 Applied Industrial Technology - Bricklaying  
 Applied Industrial Technology - Cement Masonry  
 Applied Industrial Technology - Electrical  
 Construction  
 Architectural and Construction Engineering  
 Technology  
 Automotive Technology  
 Aviation Technology

B

Business Management - Basic  
 Business Management - Small Business Management

C

Cardiovascular Technology  
 Commercial Art and Design  
 Computer Studies - Mainframe  
 Computer Studies - Microcomputer  
 Court and Conference Reporting

D

Dental Assisting (1+1 Program)  
 Dental Hygiene  
 Dietetic Technology

E

Early Childhood Education  
 Electrical-Electronic Engineering Technology - Basic  
 Electrical-Electronic Engineering Technology -  
 Bio-Medical  
 Electrical-Electronic Engineering Technology -  
 Telecommunications  
 Emergency Medical Technology  
 Environmental, Health & Safety Technology -  
 Environmental Field Technology  
 Environmental, Health & Safety Technology -  
 Safety Compliance Management

F

Fire Technology

G

Graphic Communications and Photography -  
 Graphic Communications Management  
 Graphic Communications and Photography -  
 Photography

H

Health Information Management  
 Hospitality Management - Culinary Art  
 Hospitality Management - Hotel-Motel Management  
 Hospitality Management -  
 Restaurant/Food Service Management  
 Human Services

I

Interior Design Technology

L

Law Enforcement - Basic  
 Law Enforcement - Corrections  
 Law Enforcement - Security Administration

M

Manufacturing/Industrial Technology  
 Marketing  
 Masseur/Massage Therapy - General Massage Therapy  
 Masseur/Massage Therapy - Geriatric Massage Therapy  
 Mechanical Engineering Technology  
 Medical Assisting  
 Medical Laboratory Technology

N

Nursing

O

Occupational Therapy Assistant Technology  
 Office Administration - Administrative Assistant  
 Office Administration - Information Specialist  
 Optical Technology

P

Paralegal Studies  
 Pharmacy Technology  
 Physical Therapist Assisting Technology  
 Physician Assistant  
 Plant Science and Landscape Technology  
 Purchasing Management

R

Radiography - Basic  
 Radiography - Diagnostic Medical Sonography  
 Real Estate  
 Respiratory Care

S

Surgical Physician Assistant

V

Veterinary Technology

### OCCUPATIONAL CAREER PROGRAMS

Cuyahoga Community College offers over 70 Associate Degree and Certificate credit programs that combine selected core courses from the arts and sciences curriculum with a focus on preparation for specific occupational skills. These options feature program concentrations in the general areas of agriculture and natural resources, business, engineering, health, and public service technologies. All credit programs have been formally approved by the Ohio Board of Regents. Please click on the area of interest.

#### **Associate Degree Programs**

- Agricultural and Natural Resources Technology
- Business Technologies
- Engineering and Other Technologies
- Health Careers
- Public Service Technologies
- Apprenticeship Programs
- Alphabetical listing of All Credit Programs

#### **Certificates**

- One-Year Certificates
- Paralegal Studies (Post-Degree Professional Certificate)

**Associate Degree Programs  
Agricultural and Natural Resources Technology**

**Associate of Applied Science Degree in Plant Science and Landscape Technology**

This ornamental horticulture program prepares students for entry level to middle management positions in the landscape contracting industry. Graduates of this program are in great demand to help fill the increasing need for skilled professionals in this fast expanding industry. Plant science and landscape technicians help to maintain and develop the urban and suburban green spaces and assist homeowners in maintaining and improving their grounds. Much of the course work of this landscape program is also applicable to other areas of horticulture.

The curriculum of this two year, full-time program includes a summer field experience between the first and second years and is composed of a balance of classroom, laboratory, and practical educational experiences. Classes are available both day and evening and students may enroll on either a full-time or part-time basis. Program Manager - David Emmitt (216-987-2235). This program has application and/or progression requirements. Please refer to Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	ACCT-1020	Applied Accounting	3
MATH-1060	Survey of Mathematics or higher*	2-3	CS-1020	Introduction to Computers	3
PST-1300	Horticultural Botany	3	PSCI-1020	Chemistry	3
PST-1310	Landscape Plants I	3	PSCI-102L	Chemistry Lab	1
PST-1410	Equipment Operations and Maintenance	3	PST-2330	Entomology	3
Social Sciences	(See degree requirements)	3	PST-2340	Plant Pathology	3
	<b>Total</b>	<b>17-18</b>		<b>Total</b>	<b>16</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ECON-1210	Survey of Economics	3	EMT-1310	Cardiopulmonary Resuscitation	1
PST-1320	Landscape Plants II	3	PST-2310	Soil Technology	3
PST-1350	Plant Production	2	PST-2350	Landscape Contracting	3
PST-1420	Landscape Practices	3	PST-2360	Landscape Design	3
SPCH-1000	Fundamentals of Interpersonal Communication	3	PST-xxxx	Elective	2
HLTH/PE	(See degree requirements)	1	HLTH/PE	(See degree requirements)	1
Social Sciences	(See degree requirements)	3	Humanities	(See degree requirements)	1-4
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>14-17</b>
<b>Summer Semester</b>					
PST-2950	Field Experience	3			
	<b>Total</b>	<b>3</b>		<b>Program Total</b>	<b>68-72</b>

\*MATH-1800/2800 may not be used to meet this requirement.

**Associate Degree Programs**

**Business Technologies**

Accounting  
Business Management - Basic  
Business Management - Small Business Management  
Commercial Art and Design  
Computer Studies - Mainframe  
Computer Studies - Microcomputer  
Court and Conference Reporting  
Hospitality Management - Culinary Art  
Hospitality Management - Hotel-Motel Management  
Hospitality Management - Restaurant/Food Service Management  
Interior Design Technology  
Marketing  
Office Administration - Administrative Assistant  
Office Administration - Information Specialist  
Paralegal Studies  
Purchasing Management  
Real Estate

**Business Technologies**  
**ACCOUNTING**

**Associate of Applied Business Degree in Accounting**

The Associate Degree Program in Accounting addresses the fundamentals of accounting education: namely, verbal and written communication skills, decision-making abilities and sound technical competence. The program concentrates on providing a foundation in preparation for paraprofessional accounting careers and future advancement into supervisory positions. Current technology has been integrated and new areas of study added to provide students with both the theory and practical skills necessary to meet the demands of today's business environment.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ACCT-1040	Individual Taxation	3	ACCT-1030	Payroll	3
ACCT-1310	Financial Accounting	4	ACCT-2040	Business Taxation	3
ENG-1010	College Composition I	3	ACCT-2310	Intermediate Accounting I	4
CS-1020	Introduction to Computers...OR	3	ANTH-1010	Cultural Anthropology...OR	3
OADM-1020	Microcomputer Applications		POL-1010	American National Government OR	
MATH-1060	Survey of Mathematics or higher*	3	SOC-1010	Introductory Sociology	
HLTH/PE	(See degree requirements)	1	ECON-1610	Principles of Macroeconomics	3
	<b>Total</b>	<b>17</b>	Natural Sciences	(See degree requirements)	3
			<b>Total</b>		<b>19</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ACCT-1320	Accounting with Computer Applications	4	ACCT-2340	Cost Accounting	4
ACCT-1340	Managerial Accounting	4	ACCT-xxxx	Elective**	4
ACCT-xxxx	Elective**	3-4	BADM-2150	Business Law.....OR	3-4
BADM-1020	Introduction to Business.....OR	3-4	OADM-2010	Business Communications	
BADM-1120	Principles of Management		ECON-1620	Principles of Microeconomics	3
SPCH-1000	Fundamentals of Interpersonal Communication.....OR	3	FIN-2100	Financial Management	3
SPCH-1010	Fundamentals of Speech Communication		Humanities	(See degree requirements)	1-4
HLTH/PE	(See degree requirements)	1	<b>Total</b>		<b>18-22</b>
	<b>Total</b>	<b>18-20</b>			
			<b>Program Total</b>		<b>72-78</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

\*\*ACCT-1800/2800 and 2830 may not be used to meet this requirement without written approval from the Accounting department

**Business Technologies**  
**BUSINESS MANAGEMENT**

**Associate of Applied Business Degree in Business Management**

This program offers a broad scope of training for general management. Entry level positions in industrial and retailing are possible. The program offers the basics for large and small business as well. For the experienced manager, the program provides the foundations for career advancement.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BADM-1020	Introduction to Business	3	ACCT-1010	Quantitative Applications for Accounting and Business...OR	3-4
BADM-2200	Human Relations in Business	3	ACCT-1310	Financial Accounting	
ENG-1010	College Composition I	3	BADM-1210	Labor-Management Relations	3
MATH-1060	Survey of Mathematics or higher*	3	BADM-2150	Business Law	4
OADM-1020	Microcomputer Applications	3	BADM-2160	Introduction to Purchasing	3
HLTH/PE	(See degree requirements)	1	ECON-1620	Principles of Microeconomics	3
	<b>Total</b>	<b>16</b>	HLTH/PE	(See degree requirements)	1
			<b>Total</b>		<b>17-18</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
BADM-1120	Principles of Management	4	ANTH-1010	Cultural Anthropology.....OR	3
ECON-1610	Principles of Macroeconomics	3	POL-1010	American National Government OR	
ENG-1020	College Composition II	3	SOC-1010	Introductory Sociology	
SPCH-1010	Fundamentals of Speech Communication	3	BADM-2110	Production/Operations Management	3
MARK-2010	Principles of Marketing	3	BADM-2330	Human Resource Management	3
	<b>Total</b>	<b>16</b>	BADM-2410	Office Management	3
			Natural Sciences	(See degree requirements)	3
			<b>Total</b>		<b>15</b>
<b>Program Total</b>					<b>64-65</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

**Business Technologies**  
**BUSINESS MANAGEMENT (Small Business)**

**Associate of Applied Business Degree in Business Management with a Concentration in Small Business Management**

This program is designed for those who aspire to be entrepreneurs as well as for those already operating a small business. Fundamentals of entrepreneurship are emphasized. A solid management foundation is provided.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ANTH-1010	Cultural Anthropology.....OR	3	BADM-2200	Human Relations in Business	3
POL-1010	American National Government.....OR		BADM-2450	New Business Development	5
SOC-1010	Introductory Sociology		MARK-2010	Principles of Marketing	3
BADM-1020	Introduction to Business	3	SPCH-1010	Fundamentals of Speech Communication	3
MATH-1060	Survey of Mathematics or higher*	3	Natural Sciences	(See degree requirements)	3
ENG-1010	College Composition I	3	<b>Total</b>		<b>17</b>
OADM-1020	Microcomputer Applications	3			
HLTH/PE	(See degree requirements)	1			
<b>Total</b>		<b>16</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
ACCT-1310	Financial Accounting	4	BADM-2150	Business Law	4
BADM-1120	Principles of Management	4	BADM-2470	Marketing Techniques for Small Business	3
BADM-1300	Small Business Management	4	ECON-1620	Principles of Microeconomics	3
ECON-1610	Principles of Macroeconomics	3	OADM-2010	Business Communications	3
ENG-1020	College Composition II	3	MARK-2270	Principles of Advertising	3
HLTH/PE	(See degree requirements)	1	<b>Total</b>		<b>16</b>
<b>Total</b>		<b>19</b>			
				<b>Program Total</b>	<b>68</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.



Business Technologies

COMMERCIAL ART AND DESIGN

Associate of Applied Business Degree in Commercial Art and Design

The Commercial Art and Design program is based on professional standards in building a marketable portfolio preparing the graduate for a variety of full-time or freelance employment. The emphasis is on conceptual thinking, problem solving and on solid studio skills. Students have the opportunity to develop or upgrade traditional drawing board and computer art skills for communicating graphically.

The Advertising Design option offers qualified students the opportunity to prepare for careers in advertising agencies, graphic and corporate communication firms, art studios, public relations firms, direct marketing and publication; the Graphic Design Option offers qualified student the opportunity to prepare for positions as graphic designer with art and corporate art studios, exhibit and package design firms, publishers, the broadcasting media, department stores, typographers, service bureaus and printers; the Illustration Option offers qualified students the opportunity to prepare for positions as illustrators in art studios, department stores, ad agencies, publishing services and media studios. This program has application and/or progression requirements. Please refer to Application/Progression Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BADM-1020	Introduction to Business	3	ART-1030	Art History II.....OR	3
CART-1050	Introduction to Commercial Art and Graphic Design	2	ART-1060	Drawing II.....OR	
CART-1300	Typography and Layout	2	ART-2000	Life Drawing I	
CART-1310	Graphic Design Drawing	1	CART-1060	History and Trends in Commercial Art and Design	3
CART-131L	Graphic Design Drawing Studio	1	CART-2310	Graphic Design and Illustration	2
ENG-1010	College Composition I	3	CART-2320	Designing for Production	2
OADM-1010	Keyboarding*	3	CART-2340	Illustration in Pen and Ink (3)...OR	2-3
Mathematics	(See degree requirements)	3	CART-2410	Corporate Graphics (2)...OR	
	<b>Total</b>	<b>18</b>	MARK-2270	Principles of Advertising (1)	
			CART-xxxx	Elective.....OR	2-3
			GCMT-1500	Black and White Photography I	
			HLTH/PE	(See degree requirements)	1
			Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>18-20</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ART-1050	Drawing I	3	CART-2330	Graphic Production	2
CART-1320	Page Layout and Design	2	CART-2350	Illustration with Prismacolor (3) OR	2
CART-1340	Rendering Techniques	2	CART-2420	Publication Design (2)	
CART-1400	Decorative Design (2, 3) OR	2-3	CART-2360	Illustration with Watercolor (3) OR	2
MARK-2010	Principles of Marketing (1)		CART-2430	Magazine Design (2).....OR	
CART-1500	Advertising and Design	2	CART-2500	Creative Advertising Campaign (1)	
CART-1600	Imaging and Design	1	CART-2440	Package Design	2
CART-160L	Imaging and Design Studio	1	CART-2450	Media Design	2
ENG/SPCH	(See degree requirements)	3	CART-2700	Portfolio Preparation	2
Social Sciences	(See degree requirements)	3	Natural Sciences	(See degree requirements)	3
	<b>Total</b>	<b>19-20</b>	HLTH/PE	(See degree requirements)	1
			<b>Total</b>		<b>16</b>
				<b>Program Total</b>	<b>71-74</b>

**Business Technologies**

**COMMERCIAL ART AND DESIGN**

**Associate of Applied Business Degree in Commercial Art and Design**

\*May be waived if student types 20 wpm.

NOTE: Numbers in parenthesis relate to Options 1, 2, and 3 listed below:

(Select one group of courses to complete):

(1) Advertising Design Option	
MARK-2010	Principles of Marketing
MARK-2270	Principles of Advertising
CART-2500	Creative Advertising Campaign
(2) Graphic Design Option	
CART-1400	Decorative Design
CART-2410	Corporate Design
CART-2420	Publication Design
CART-2430	Magazine Design
(3) Illustration Option	
CART-1400	Decorative Design
CART-2340	Illustration in Pen and Ink
CART-2350	Illustration with Prismacolor
CART-2360	Illustration with Watercolor

**Business Technologies**  
**COMPUTER STUDIES (Mainframe)**

**Associate of Applied Business Degree in Computer Studies with a Concentration in Mainframe**

The mainframe programming prepares graduates for entry-level positions as programmer/analysts within information centers utilizing large computer systems. The mainframe concentration provides students with entry-level skills in the following areas: problem solving techniques; program design, creation and maintenance; systems analysis and design; data base management; and interactive processing methods.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.	
<b>First Semester</b>			<b>Third Semester</b>			
BADM-1020	Introduction to Business	3	CS-2530	Application Program Development II: COBOL, CICS	5	
CS-1020	Introduction to Computers	3	CS-2610	Assembly Language Programming	4	
CS-1310	Internal Computer Functions	2	MATH-1410	Elementary Probability and Statistics I	3	
ENG-1010	College Composition I	3	SPCH-1000	Fundamentals of Interpersonal Communication.....OR	3	
MATH-1180	Intermediate Algebra for Technologies.....OR	4	SPCH-1010	Fundamentals of Speech Communication		
MATH-1200	Intermediate Algebra or higher*		Social Sciences	(See degree requirements)	3	
HLTH/PE	(See degree requirements)	1				
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>18</b>	
<b>Second Semester</b>			<b>Fourth Semester</b>			
ACCT-1310	Financial Accounting	4	CS-2550	Application Program Development III: COBOL, CICS, SQL	5	
CS-1350	Programming Logic	3	CS-2700	Systems Analysis and Design	3	
CS-1500	Application Program Development I: COBOL	4	CS-xxxx	Elective**	4	
ENG-1020	College Composition II	3	HLTH/PE	(See degree requirements)	1	
Social Sciences	(See degree requirements)	3	Natural Sciences	(See degree requirements)	3	
	<b>Total</b>	<b>17</b>		<b>Total</b>	<b>16</b>	
					<b>Program Total</b>	<b>67</b>

\*MATH-1800/2800 may not be used to meet this requirement.

\*\*CS Elective:

CS-2640 RPG Programming

CS-2670 C/C++ Programming Language

**Business Technologies**  
**COMPUTER STUDIES (Microcomputer)**

**Associate of Applied Business Degree in Computer Studies with a Concentration in Microcomputer**

A microcomputer applications concentration provides the education and training necessary for graduates to work in a wide variety of businesses and industry using integrated microcomputer applications. The microcomputer applications concentration provides students with entry-level skills in the following areas: microcomputer applications for word processing, spreadsheet applications, graphics and data base design and implementation; systems analysis, design and implementation; problem-solving in a microcomputer environment; operating system installation and maintenance; network administration; and internet document design, creation and maintenance.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.	
<b>First Semester</b>			<b>Third Semester</b>			
BADM-1020	Introduction to Business	3	CS-1410	Database Use and Design	3	
CS-1020	Introduction to Computers	3	CS-2700	Systems Analysis and Design	3	
CS-1030	Introduction to Internet	2	MATH-1410	Elementary Probability and Statistics I	3	
CS-1350	Programming Logic	3	SPCH-1000	Fundamentals of Interpersonal Communication.....OR	3	
ENG-1010	College Composition I	3	SPCH-1010	Fundamentals of Speech Communication		
MATH-1180	Intermediate Algebra for Technologies.....OR	4	HLTH/PE	(See degree requirements)	1	
MATH-1200	Intermediate Algebra or higher*	—	Social Sciences	(See degree requirements)	3	
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>16</b>	
<b>Second Semester</b>			<b>Fourth Semester</b>			
ACCT-1310	Financial Accounting	4	CS-2400	Network Fundamentals	3	
CS-1320	Microcomputer Operating Systems	3	CS-2500	Microcomputer Project	3	
CS-1400	Spreadsheet Use and Design	3	CS-xxxx	Elective**	4	
CS-2620	Visual Basic Programming	4	HLTH/PE	(See degree requirements)	1	
ENG-1020	College Composition II	3	Natural Sciences	(See degree requirements)	3	
	<b>Total</b>	<b>17</b>	Social Sciences	(See degree requirements)	3	
				<b>Total</b>	<b>17</b>	
					<b>Program Total</b>	<b>68</b>

\*MATH-1800/2800 may not be used to meet this requirement.

\*\*CS Electives:

CS-2630 Advanced Visual Basic Programming

CS-2670 C/C++ Programming Language

**Business Technologies**

**COURT AND CONFERENCE REPORTING**

**Associate of Applied Business Degree in Court and Conference Reporting**

Within the legal field, Court Reporters are entrusted with taking down everything said in court, at depositions, and legal meetings; but beyond that, reporters use computer technology and specialized software in their work today. Consequently, "realtime" court reporters now find many applications for their skills outside the legal field in areas such as captioning and cyberconferencing. This program provides the student with skills required to meet the challenges and opportunities available to court reporters in the modern workplace.

Program Manager - Ms. Mary A. Reis (216-987-4431). This program has application and/or progression requirements. Please refer to Application/Progression Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
C&CR-1000	Introduction to Court Reporting	1	C&CR-2300	Court Procedures	3
C&CR-1300	Realtime Theory	4	C&CR-2400	Speedbuilding and Transcription at 180 WPM	2
C&CR-1350	Legal Terminology	3	C&CR-xxxx	Elective*	3
ENG -1010	College Composition I	3	MA-1020	Medical Terminology I	3
LAWE-1100	Criminal Procedures and Evidence	3	MATH-1060	Survey of Mathematics or higher**	3
HLTH/PE	(See degree requirements)	1	Social Sciences	(See degree requirements)	3
	<b>Total</b>	<b>15</b>		<b>Total</b>	<b>17</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
C&CR-1370	Introduction to Technology	3	C&CR-2450	Speedbuilding and Transcription at 225 WPM	2
C&CR-1400	Speedbuilding and Transcription at 100 WPM	2	C&CR-2470	Advanced Technology	3
ENG/SPCH	(See degree requirements)	3	C&CR-2840	Internship	1
HLTH/PE	(See degree requirements)	1	MA-1030	Medical Terminology II	2
Natural Sciences	(See degree requirements)	3	C&CR-xxxx	Elective*	2-3
Social Sciences	(See degree requirements)	3	Elective Req.	(See degree requirements)	1-4
	<b>Total</b>	<b>15</b>	Humanities	(See degree requirements)	1-4
				<b>Total</b>	<b>12-19</b>
<b>Summer Semester</b>					
C&CR-1450	Speedbuilding and Transcription at 140 WPM	2			
OADM-1000	Business Language Skills	2			
	<b>Total</b>	<b>4</b>			
			<b>Program Total</b>	<b>63-70</b>	

\*\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

\*C&CR Electives:

- C&CR-1500      Speedwriting
- C&CR-2500      Advanced Speedwriting
- C&CR-2600      Technical Writing I
- C&CR-2650      Technical Writing II

**Business Technologies**

**HOSPITALITY MANAGEMENT (Culinary Art)**

**Associate of Applied Business Degree in Hospitality Management with a Concentration in Culinary Art**

The culinary art curriculum follows the guidelines of the American Culinary Federation, preparing students for careers as professional chefs, caterers, kitchen supervisors and cooks. The culinary concentration emphasizes hands-on food preparation, including advanced techniques in garde-manger, contemporary and classical cuisine.

Program Manager - Ms. Jan DeLucia (216-987-4082). This program has application and/or progression requirements. Please refer to Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
CS-1020	Introduction to Computers	3	ACCT-1020	Applied Accounting	3
HOSP-1010	Introduction to the Hospitality Industry	2	HOSP-2300	Facilities Design and Maintenance	2
HOSP-1020	Sanitation and Safety	2	HOSP-2350	Restaurant Operations	3
HOSP-1030	Basic Food Preparation	3	HOSP-2400	Hospitality Management and Supervision	3
HOSP-1040	Customer Services	2	Humanities	(See degree requirements)	1-4
HOSP-1350	Menu Planning and Nutrition	3	Social Sciences	(See degree requirements)	3
Mathematics	(See degree requirements)	3	<b>Total</b>		<b>15-18</b>
ENG -1010	College Composition I	3			
<b>Total</b>		<b>21</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
ENG-1020	College Composition II	3	HOSP-2500	Hospitality Cost Control	3
HOSP-1450	Advanced Food Preparation	4	HOSP-2650	Restaurant Management Experience	4
HOSP-1550	Baking Production and Sales	2	HOSP-2990	Advanced Culinary Skills and Evaluation	2
HOSP-1650	Dining Room Operations	2	Elective Req.	(See degree requirements)	1-4
HOSP-1700	Hospitality Purchasing	2	HLTH/PE	(See degree requirements)	1
HLTH/PE	(See degree requirements)	1	Social Sciences	(See degree requirements)	3
Natural Sciences	(See degree requirements)	3	<b>Total</b>		<b>14-17</b>
<b>Total</b>		<b>17</b>			
<b>Summer Semester</b>					
HOSP-1860	Hospitality Practicum and Seminar	3			
<b>Total</b>		<b>3</b>	<b>Program Total</b>		<b>70-76</b>

**Business Technologies**

**HOSPITALITY MANAGEMENT (Hotel-Motel Management)**

**Associate of Applied Business Degree in Hospitality Management with a Concentration in Hotel-Motel Management**

The hotel/motel management concentration prepares students for entry-level supervision in front office, sales and convention management. This leads to increasingly responsible management positions in hotels, motels and clubs. A minimum component of foodservice is included as well as observations of front-office and sales/marketing and convention planning functions.

Program Manager - Ms. Jan DeLucia (216-987-4082). This program has application and/or progression requirements. Please refer to Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
CS-1020	Introduction to Computers	3	ACCT-1020	Applied Accounting	3
ENG-1010	College Composition I	3	HOSP-2300	Facilities Design and Maintenance	2
HOSP-1010	Introduction to the Hospitality Industry	2	HOSP-2380	Hospitality Marketing and Sales	3
HOSP-1020	Sanitation and Safety	2	HOSP-2400	Hospitality Management and Supervision	3
HOSP-1030	Basic Food Preparation	3	HOSP-2480	Hospitality Law	3
HOSP-1040	Customer Services	2	Humanities	(See degree requirements)	1-4
HOSP-1380	Dimensions of Tourism	3	<b>Total</b>		<b>15-18</b>
Mathematics	(See degree requirements)	3			
<b>Total</b>		<b>21</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
ENG-1020	College Composition II	3	HOSP-2500	Hospitality Cost Control	3
HOSP-1480	Housekeeping Operations	2	HOSP-2580	Convention Management and Meeting Planning	2
HOSP-1580	Front Office Operations	2	HOSP-2860	Hotel Management Experience Practicum	4
HOSP-1700	Hospitality Purchasing	2	Elective Req.	(See degree requirements)	1-4
HLTH/PE	(See degree requirements)	1	HLTH/PE	(See degree requirements)	1
Natural Sciences	(See degree requirements)	3	Social Sciences	(See degree requirements)	3
Social Sciences	(See degree requirements)	3	<b>Total</b>		<b>14-17</b>
<b>Total</b>		<b>16</b>			
<b>Summer Semester</b>					
HOSP-1860	Hospitality Practicum and Seminar	3			
<b>Total</b>		<b>3</b>	<b>Program Total</b>		<b>69-75</b>

**Business Technologies**

**HOSPITALITY MANAGEMENT (Restaurant/Food Service Management)**

**Associate of Applied Business Degree in Hospitality Management with a Concentration in Restaurant/Food Service Management**

Students are prepared for entry-level front-and back-of-the-house supervisory positions in both restaurant and institutional foodservice establishments. Students prepare for future positions as kitchen managers, dining room managers, banquet managers, purchasing agents, food and beverage controllers and restaurant/food service managers.

Program Manager - Ms. Jan DeLucia (216-987-4082). This program has application and/or progression requirements. Please refer to Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
CS-1020	Introduction to Computers	3	ACCT-1020	Applied Accounting	3
ENG -1010	College Composition I	3	HOSP-2300	Facilities Design and Maintenance	2
HOSP-1010	Introduction to the Hospitality Industry	2	HOSP-2350	Restaurant Operations	3
HOSP-1020	Sanitation and Safety	2	HOSP-2400	Hospitality Management and Supervision	3
HOSP-1030	Basic Food Preparation	3	HOSP-2480	Hospitality Law	3
HOSP-1040	Customer Services	2	Humanities	(See degree requirements)	1-4
HOSP-1370	Food and Beverage Operations I	3	<b>Total</b>		<b>15-18</b>
Mathematics	(See degree requirements)	3			
<b>Total</b>		<b>21</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
ENG-1020	College Composition II	3	HOSP-2500	Hospitality Cost Control	3
HOSP-1450	Advanced Food Preparation	4	HOSP-2870	Food and Beverage Management Experience	4
HOSP-1670	Food and Beverage Operations II	3	Elective Req.	(See degree requirements)	1-4
HOSP-1700	Hospitality Purchasing	2	HLTH/PE	(See degree requirements)	1
HLTH/PE	(See degree requirements)	1	Social Sciences	(See degree requirements)	3
Natural Sciences	(See degree requirements)	3	<b>Total</b>		<b>12-15</b>
Social Sciences	(See degree requirements)	3			
<b>Total</b>		<b>19</b>			
<b>Summer Semester</b>					
HOSP-1860	Hospitality Practicum and Seminar	3			
<b>Total</b>		<b>3</b>	<b>Program Total</b>		<b>70-76</b>



**Business Technologies**  
**INTERIOR DESIGN**

**Associate of Applied Business Degree in Interior Design**

The interior designer helps to solve the functional and aesthetic design problems in residential and commercial interiors. The program prepares students for employment in interior design studios, architectural firms, showrooms, retail and furniture stores, and manufacturing firms.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ARCH-1410	Architectural Drafting and CAD I	3	INTD-2300	Interior Design Studio I	3
ART-1020	Art History I	3	INTD-2320	History of Interiors	3
ART-1050	Drawing I	3	INTD-2330	Interior Design Materials and Sources OR	3
ART-1080	Visual Design I	3	INTD-2380	Fundamentals of Lighting	
ENG-1010	College Composition I	3	INTD-2350	Textiles	3
INTD-1110	Introduction to Interior Design	1	MARK-2020	Principles of Salesmanship	3
MIT-1220	Introduction to AutoCAD	2	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>18</b>	Natural Sciences	(See degree requirements)	3
			<b>Total</b>		<b>19</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ART-1030	Art History II	3	INTD-2400	Interior Design Studio II	3
ART-1060	Drawing II	3	INTD-2430	Architectural Materials and Methods	3
ART-1090	Visual Design II	3	INTD-2460	Interior Design Presentation	3
ENG-1020	College Composition II OR	3	INTD-2470	Professional Practice of Interior Design	3
SPCH-1000	Fundamentals of Interpersonal Communication		INTD-2850	Interior Design Practicum	3
MATH-1060	Survey of Mathematics or higher*	3	HLTH/PE	(See degree requirements)	1
Social Sciences	(See degree requirements)	3	Social Sciences	(See degree requirements)	3
	<b>Total</b>	<b>18</b>	<b>Total</b>		<b>19</b>
			<b>Program Total</b>		<b>74</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement

**Business Technologies**  
**MARKETING**

**Associate of Applied Business Degree in Marketing**

The program addresses the broad scope of activities performed in the buying and selling of goods and services to the consuming sectors of the economy. Students are prepared for a variety of marketing positions via a broad working knowledge of the theories and practices of marketing. General marketing, international marketing and professional selling are options.

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

Course No.	Course Title	Cr Hrs	Course No.	Course Title	Cr Hrs
<b>First Semester</b>			<b>Fourth Semester</b>		
BADM-1020	Introduction to Business	3	ANTH-1010	Cultural Anthropology.....OR	3
ECON-1610	Principles of Macroeconomics	3	POL-1010	American National Government OR	
ENG-1010	College Composition I	3	SOC-1010	Introductory Sociology	
MATH-1060	Survey of Mathematics or higher*	3	BADM-2160	Introduction to Purchasing (1, 3) OR	2-3
OADM-1020	Microcomputer Applications	3	MARK-2020	Principles of Salesmanship (2) OR	
HLTH/PE	(See degree requirements)	1	MARK-2110	Introduction to World Trade (1)	
	Total	16	MARK-2120	Import/Export Procedures and Documentation (2).....OR	3
<b>Second Semester</b>			MARK-2240	Effective Selling Practices (3) OR	
BADM-2200	Human Relations in Business	3	MARK-2260	Sales Promotions and Public Relations (1)	
ECON-1620	Principles of Microeconomics	3	MARK-2130	International Payments, Credits and Collections (2).....OR	3
ENG-1020	College Composition II	3	MARK-2500	Business-to-Business/ Organizational Marketing (1)...OR	
MARK-2010	Principles of Marketing	3	MARK-2660	Sales Management (3)	
SPCH-1010	Fundamentals of Speech Communication	3	Natural Sciences	(See degree requirements)	3
HLTH/PE	(See degree requirements)	1	<b>Total</b>		<b>15</b>
	Total	16	<b>Program Total</b>		
<b>Third Semester</b>			<b>65</b>		
ACCT-1310	Financial Accounting	4			
BADM-1120	Principles of Management	4			
BADM-2150	Business Law	4			
MARK-2020	Principles of Salesmanship (1, 3) OR	3			
MARK-2110	Introduction to World Trade (2)				
MARK-2270	Principles of Advertising	3			
	<b>Total</b>	<b>18</b>			

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

**Business Technologies**

**MARKETING**

**Associate of Applied Business Degree in Marketing**

**NOTE:** Numbers in parentheses relate to Options 1, 2, and 3 listed below:  
 (Select one group of courses to complete):

(1) Basic Options	
BADM-2160	Introduction to Purchasing.....OR
MARK-2110	Introduction to World Trade
MARK-2020	Principles of Salesmanship
MARK-2260	Sales Promotions and Public Relations
MARK-2500	Business-to-Business Organizational
	Marketing
(2) International Business Option	
MARK-2020	Principles of Salesmanship
MARK-2110	Introduction to World Trade
MARK-2120	Import/Export Procedures and Documentation
MARK-2130	International Payments, Credits and Collections
(3) Sales Options	
BADM-2160	Introduction to Purchasing
MARK-2020	Principles of Salesmanship
MARK-2240	Effective Selling Practices
MARK-2660	Sales Management

**Business Technologies**

**OFFICE ADMINISTRATION (Administrative Assistant)**

**Associate of Applied Business Degree in Office Administration with a Concentration in Administrative Assistant**

This curriculum provides preparation for an office administration major to qualify for the rapidly growing job description of administrative assistants in the integrated office of the future. This concentration features classes in the use of microcomputers, records management and information processing management.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ACCT-1010	Quantitative Applications for Accounting and Business	3	ECON-1610	Principles of Macroeconomics	3
ANTH-1010	Cultural Anthropology.....OR	3	OADM-1050	Electronic Spreadsheet Applications	3
POL-1010	American National Government.....OR		OADM-2010	Business Communications	3
SOC-1010	Introductory Sociology		OADM-2300	Word Processing	3
ENG-1010	College Composition I	3	Humanities	(See degree requirements)	1-4
OADM-1000	Business Language Skills	2	Natural Sciences	(See degree requirements)	3
OADM-1010	Keyboarding	2		<b>Total</b>	<b>16-19</b>
OADM-1060	Introduction to Windows	2			
	<b>Total</b>	<b>15</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
BADM-1020	Introduction to Business	3	BADM-2410	Office Management	3
OADM-1020	Microcomputer Applications	3	OADM-2830	Cooperative Field Experience	3
OADM-1040	Basic Filing with Microcomputer Applications	3	OADM-2990	Office Procedures and Practices	2
OADM-1310	Basic Business Formatting	3	OADM-xxxx	Elective	2-3
MATH-1060	Survey of Mathematics or higher*	3	Elective Req.	(See degree requirements)	1-4
ENG/SPCH	(See degree requirements)	3	HLTH/PE	(See degree requirements)	2
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>13-17</b>
			<b>Program Total</b>		<b>62-69</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

**Business Technologies**

**OFFICE ADMINISTRATION (Information Specialist)**

**Associate of Applied Business Degree in Office Administration with a Concentration in Information Specialist**

This curriculum provides preparation for a career in the rapidly growing field of information processing. In addition to hands-on training in all information processing applications/ functions, classes in information processing concepts and management are included.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ACCT-1010	Quantitative Applications for Accounting and Business	3	CS-1410	Database Use and Design	3
ANTH-1010	Cultural Anthropology.....OR	3	ECON-1610	Principles of Macroeconomics	3
POL-1010	American National Government...OR		GCMT-1400	Computer Applications for Publishing	3
SOC-1010	Introductory Sociology		OADM-1050	Electronic Spreadsheet Applications	3
ENG-1010	College Composition I	3	OADM-2010	Business Communications	3
MATH-1060	Survey of Mathematics or higher*	3	OADM-2300	Word Processing	3
OADM-1000	Business Language Skills	2		<b>Total</b>	<b>18</b>
OADM-1010	Keyboarding	2			
OADM-1060	Introduction to Windows	2			
	<b>Total</b>	<b>18</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
BADM-1020	Introduction to Business	3	OADM-2310	Desktop Publishing	3
OADM-1020	Microcomputer Applications	3	OADM-2320	Machine Transcription	3
OADM-1040	Basic Filing with Microcomputer Applications	3	OADM-2830	Cooperative Field Experience	1
OADM-1310	Basic Business Formatting	3	OADM-2990	Office Procedures and Practices	3
ENG/SPCH	(See degree requirements)	3	Elective Req.	(See degree requirements)	1-4
HLTH/PE	(See degree requirements)	1	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>16</b>	Humanities	(See degree requirements)	1-4
			Natural Sciences	(See degree requirements)	3
				<b>Total</b>	<b>16-22</b>
				<b>Program Total</b>	<b>68-74</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

**Business Technologies  
PARALEGAL STUDIES**

**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 (216-987-5112). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

**Business Technologies**  
**PARALEGAL STUDIES**  
**Associate of Applied Business Degree in Paralegal Studies**

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ACCT-1010	Quantitative Applications for Accounting and Business	3	ACCT-1310	Financial Accounting.....OR	2-4
ENG-1010	College Composition I	3	CS-1020	Introduction to Computers OR	
PL-1000	Introduction to Paralegal Profession	2	CS-1030	Introduction to Internet OR	
PL-1300	Civil Procedure	3	LAWE-1100	Criminal Procedures and Evidence OR	
PL-1400	Basic Legal Research and Writing	3	OADM-1000	Business Language Skills.....OR	
Social Studies	(See degree requirements)*	3	REAL-1400	Real Estate Law	
	<b>Total</b>	<b>17</b>	PL-1500	Legal Computer Applications	3
			PL-2300	Torts and Evidence	3
			PL-xxxx	Elective***	3
			HLTH/PE	(See degree requirements)	1
			Humanities	(See degree requirements)	1-4
			Natural Sciences	(See degree requirements)	3
			<b>Total</b>	<b>Total</b>	<b>16-21</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
PL-1440	Business Law for Paralegals	4	PL-1420	Probate Law	3
PL-xxxx	Elective***	2-3	PL-2400	Computer Assisted Legal Research	3
ENG/SPCH	(See degree requirements)	3	PL-xxxx	Elective***	3
HLTH/PE	(See degree requirements)	1	PL-xxxx	Elective***	2-3
MATH-1060	Survey of Mathematics or higher**	3	POL-1100	Introduction to Constitutional Law OR	3
Social Sciences	(See degree requirements)*	3	PSY-1010	General Psychology.....OR	
	<b>Total</b>	<b>16-17</b>	UST-1010	Introduction to Urban Studies	—
			<b>Total</b>	<b>Total</b>	<b>14-15</b>
			<b>Program Total</b>		<b>63-70</b>

\*Recommended for transfer students.

\*\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

\*\*\*PL Electives:

PL-1460 Workers' Compensation Law

PL-1800 Special Topics in Paralegal Studies (may be repeated for maximum of six credits)

PL-2540 Family Law

PL-2850 Paralegal Practicum

**Business Technologies**

**PURCHASING MANAGEMENT**

**Associate of Applied Business Degree in Purchasing Management**

Purchases of materials, supplies and equipment represent a large part of a business or industrial firm's total cost of operation. Purchasing, because of its importance, is often designated as a separate responsibility to be handled by one or more individuals. Purchasing agents and their assistants are responsible for obtaining raw materials, goods and services at the lowest cost consistent with required quality. The majority of the nation's purchasing personnel are employed in manufacturing firms. Many also work in government agencies, public utilities, schools and hospitals.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BADM-1020	Introduction to Business	3	BADM-2230	Value Analysis	3
BADM-2160	Introduction to Purchasing	3	BADM-1120	Principles of Management	4
ENG-1010	College Composition I	3	ECON-1620	Principles of Microeconomics	3
MATH-1060	Survey of Mathematics or higher*	3	MARK-2010	Principles of Marketing	3
OADM-1020	Microcomputer Applications	3	SPCH-1010	Fundamentals of Speech Communication	3
	<b>Total</b>	<b>15</b>	HLTH/PE	(See degree requirements)	1
			<b>Total</b>	<b>17</b>	
<b>Second Semester</b>			<b>Fourth Semester</b>		
ACCT-1010	Quantitative Applications for Accounting and Business...OR	3-4	ANTH-1010	Cultural Anthropology.....OR	3
ACCT-1310	Financial Accounting		POL-1010	American National Government OR	
BADM-2180	Purchasing Management	3	SOC-1010	Introduction to Sociology	
ENG-1020	College Composition II	3	BADM-2110	Production/Operations Management OR	3
ECON-1610	Principles of Macroeconomics	3	BADM-2200	Human Relations in Business	
HLTH/PE	(See degree requirements)	1	BADM-2150	Business Law	4
Natural Sciences	(See degree requirements)	3	BADM-2240	Negotiations	3
	<b>Total</b>	<b>16-17</b>	BADM-2300	Principles of Freight Management	3
			<b>Total</b>	<b>16</b>	
				<b>Program Total</b>	<b>64-65</b>

\*MATH-1400 and 1800/2800 may not be used to meet this requirement.



**Business Technologies**  
**REAL ESTATE**

**Associate of Applied Business Degree in Real Estate**

This curriculum is designed to fulfill academic requirements leading to real estate licensure in the State of Ohio and to prepare students for a professional career in the real estate industry. Graduates of the program are educationally qualified for positions as brokers, sales agents, real estate managers, counselors and real estate financiers.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ANTH-1010	Cultural Anthropology.....OR	3	ACCT-1310	Financial Accounting	4
POL-1010	American National Government OR		BADM-2150	Business Law	4
SOC-1010	Introductory Sociology		ECON-1620	Principles of Microeconomics	3
BADM-1020	Introduction to Business	3	REAL-2400	Real Estate Sales	2
ENG-1010	College Composition I	3	SPCH-1010	Fundamentals of Speech Communication	3
MATH-1060	Survey of Mathematics or higher*	3	<b>Total</b>		<b>16</b>
REAL-1300	Principles and Practices of Real Estate	2			
REAL-1400	Real Estate Law	2			
<b>Total</b>		<b>16</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
ECON-1610	Principles of Macroeconomics	3	ACCT-1340	Managerial Accounting	4
ENG-1020	College Composition II	3	BADM-1120	Principles of Management	4
REAL-1500	Valuation of Residential Properties	2	OADM-1020	Microcomputer Applications	3
REAL-1600	Real Estate Finance	2	REAL-2500	Commercial and Industrial Real Estate	2
REAL-2600	Real Estate Management	2	REAL-2700	Valuation of Income Properties	2
HLTH/PE	(See degree requirements)	1	HLTH/PE...	(See degree requirements)	1
Natural Sciences	(See degree requirements)	3	<b>Total</b>		<b>16</b>
<b>Total</b>		<b>16</b>			
				<b>Program Total</b>	<b>64</b>

\*MATH-1140 and MATH-1800/2800 may not be used to meet this requirement.

**Associate Degree Programs**

**Engineering and Industrial Technologies**

- Architectural and Construction Engineering Technology
- Automotive Technology
- Aviation Technology
- Electrical-Electronic Engineering Technology - Basic
- Electrical-Electronic Engineering Technology - Bio-Medical
- Electrical-Electronic Engineering Technology - Telecommunications
- Graphic Communications and Photography - Graphic Communications Management
- Graphic Communications and Photography - Photography
- Manufacturing/Industrial Technology
- Mechanical Engineering Technology

Engineering and Industrial Technologies

ARCHITECTURAL AND CONSTRUCTION ENGINEERING TECHNOLOGY

Associate of Applied Science Degree in Architectural and Construction Engineering Technology

The construction industry is made up of one of the largest labor forces in the nation. This program prepares students for a wide variety of careers in the vast construction industry. Course work includes a comprehensive study of construction means and methods with laboratory work in computerized drafting and electronic surveying. This program has application and/or progression requirements. Please refer to Application/Progression Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs	Course No.	Course Title	Cr. Hrs
<b>First Semester</b>			<b>Third Semester</b>		
ARCH-1410	Architectural Drafting and CAD I	3	ARCH-1430	Architectural Drafting and CAD III	3
ENG-1010	College Composition I	3	ARCH-2210	Mechanical Equipment for Buildings	3
MATH-1160	Technical Mathematics I	4	ARCH-2310	Construction Contracts, Specifications, and Procedures	3
MIT-1100	Computer Applications and Programming	2	ARCH-2410	Principles of Structural Design I	3
MIT-1220	Introduction to AutoCAD	2	ENG-1020	College Composition II	3
Social Sciences	(See degree requirements)	3	MET-2200	Strength of Materials	3
	<b>Total</b>	<b>17</b>	HLTH/PE	(See degree requirements)	1
			<b>Total</b>		<b>19</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ARCH-1420	Architectural Drafting and CAD II	3	ARCH-2110	Surveying and Site Engineering	3
ESCI-1410	Physical Geology	3	ARCH-2220	Electrical Equipment for Building	3
FIRE-2350	Building Construction for Fire Prevention	2	ARCH-2320	Construction Methods, Materials and Estimating	3
MATH-1360	Technical Mathematics II	5	ARCH-2420	Principles of Structural Design II	3
MET-1600	Technical Statics	2	HLTH/PE	(See degree requirements)	1
PHYS-1210	College Physics I	4	Humanities	(See degree requirements)	1-4
	<b>Total</b>	<b>19</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>17-20</b>
				<b>Program Total</b>	<b>72-75</b>

Engineering and Industrial Technologies  
AUTOMOTIVE TECHNOLOGY

**Associate of Applied Science Degree in Automotive Technology**

Students are taught to diagnose, correct and repair electrical, fuel, emissions, and mechanical problems found in today's modern automobile through classroom, laboratory and field experience. Graduates are prepared for entry level positions as technicians in fleet service, manufacturer's dealerships, national oil company and transmission repair facilities, or independent garages. Course work prepares student for the National Institute for Automotive Service Excellence (ASE) automotive tech tests. The AUTO Program is certified by the National Automotive Technicians Education Foundation (NATEF) in all eight ASE categories.

The Automotive Service Educational Program (ASEP) and Automotive Student Service Education Training Program (ASSET) require alternating school and General Motors or Ford dealership work experience sessions. In addition, ASEP/ASSET students need to complete AUTO-2940 and AUTO-2950. Please call the Automotive Technology department for more information. This program has application and/or progression requirements. Please refer to Application/Progression Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
AUTO-1100	Introduction to Automotive Service Procedures	2	AUTO-1550	Automotive Service Operations	2
AUTO-1200	Introduction to Automotive Service Manuals and Information Systems	1	AUTO-1950	Automotive Field Experience II	1
AUTO-1300	Automotive Engines	3	AUTO-2300	Automatic Transmissions	3
AUTO-1350	Manual Transmission and Drivetrain	2	AUTO-2400	Engine Performance	3
CS-1020	Introduction to Computers	3	MATH-1060	Survey of Mathematics or higher*	2-3
ENG-1010	College Composition I	3	SPCH-1000	Fundamentals of Interpersonal Communication.....OR	3
Social Sciences	(See degree requirements)	3	SPCH-1010	Fundamentals of Speech Communication	
	<b>Total</b>	<b>17</b>	HLTH/PE	(See degree requirements)	1
			<b>Total</b>		<b>15-16</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
AUTO-1400	Automotive Alignment, Steering and Suspension	3	AUTO-1960	Automotive Field Experience III**	1
AUTO-1450	Automotive Braking Systems	3	AUTO-2350	Automotive HVAC	2
AUTO-1500	Automotive Electrical	2	AUTO-2450	Automotive Electronic Engine Controls	3
AUTO-1940	Automotive Field Experience I	1	AUTO-2500	Automotive Electrical Diagnosis	2
ENG-1020	College Composition II	3	Elective Req.	(See degree requirements)	2-4
HLTH/PE	(See degree requirements)	1	Natural Sciences	(See degree requirements)	4
Social Sciences	(See degree requirements)	3	<b>Total</b>		<b>14-16</b>
	<b>Total</b>	<b>16</b>			
			<b>Program Total</b>		<b>62-65</b>

**Engineering and Industrial Technologies**  
**AVIATION TECHNOLOGY**

**Associate of Applied Science Degree in Aviation Technology**

This program provides education and training for a career in aviation with Federal Aviation Administration licenses for private pilot, commercial pilot, instrument rating and instructor's certificate. It also provides training for general aviation industry careers. This program has application and/or progression requirements. Please refer to Application/Progression Requirements for specific information.

NOTE: This program will admit no new students, effective Summer, 1999.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
AVIA-1010	Private Pilot Theory	3	AVIA-2310	Intermediate Flight II	3
AVIA-1140	Aviation Meteorology	2	AVIA-2320	Instrument Pilot Theory	3
AVIA-1310	Primary Flight	2	BADM-1020	Introduction to Business	3
ENG-1010	College Composition I	3	CS-1020	Introduction to Computers	3
MATH-1200	Intermediate Algebra or higher*	4	HLTH/PE	(See degree requirements)	1
HLTH/PE	(See degree requirements)	1	Humanities	(See degree requirements)	1-4
	Total	15	Social Sciences	(See degree requirements)	3
				Total	17-20
<b>Second Semester</b>			<b>Fourth Semester</b>		
AVIA-1150	Aviation Communications	2	AVIA-2410	Commercial Flight	3
AVIA-1410	Intermediate Flight I	2	AVIA-2620	Flight Instructor	2
AVIA-1510	Commercial Pilot Theory	2	AVIA-2630	Ground Instructor	2
ENG-1020	College Composition II	3	AVIA-2650	Advanced Ground Instructor/Dispatcher	2
MATH-1510	Trigonometry	4	BADM-1120	Principles of Management	4
PHYS-1210	College Physics I	4	PSCI-1030	Earth	3
	Total	17	Social Sciences	(See degree requirements)	3
				<b>Total</b>	<b>19</b>
			<b>Program Total</b>		<b>67-70</b>

\*MATH-1800/2800 may not be used to meet this requirement.

Engineering and Industrial Technologies  
ELECTRICAL/ELECTRONIC ENGINEERING TECHNOLOGY

Associate of Applied Science Degree in Electrical/Electronic Engineering Technology

The ever-changing and increasing field of technology is requiring the need for highly trained electronic technicians. These electronic technicians assist engineers and scientists in various electronic environments such as electronic instrumentation and control, aerospace research, electronic communications, process control, robotics and computer repair. Students completing the program gain the theoretical knowledge and skills to be successful in these various electronic fields.

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

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
EET-1110	DC Electric Circuits	3	EET-2110	Industrial Electronics I	3
ENG-1010	College Composition I	3	EET-2120	Electronics I	3
MATH-1160	Technical Mathematics I	4	EET-2140	Digital Circuits/Microprocessors II	3
MET-1100	Technology Orientation	2	ENG-1020	College Composition II	3
MIT-1100	Computer Applications and Programming	2	PHYS-1220	College Physics II	4
MIT-1200	Engineering Drawing*	2	Social Sciences	(See degree requirements)	3
MIT-1220	Introduction to AutoCAD* *Consecutive eight-week courses.	2	<b>Total</b>		<b>19</b>
<b>Total</b>		<b>18</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
EET-1210	AC Electric Circuits	3	EET-2220	Electronics II	3
EET-1230	Telecommunications I	3	EET-2250	Industrial Electronics II	3
EET-1240	Digital Circuits/Microprocessors I	3	EET-2290	Electrical Design Project	2
MATH-1360	Technical Mathematics II	5	EET-2500	Instrumentation and Control	3
PHYS-1210	College Physics I	4	HLTH/PE	(See degree requirements)	1
HLTH/PE	(See degree requirements)	1	Humanities	(See degree requirements)	1-4
<b>Total</b>		<b>19</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>16-19</b>
			<b>Program Total</b>		<b>72-75</b>

Engineering and Industrial Technologies

ELECTRICAL/ELECTRONIC ENGINEERING TECHNOLOGY (Bio-Medical)

Associate of Applied Science Degree in Electrical/Electronic Engineering Technology with a Concentration in Bio-Medical Engineering

Technology has impacted biomedical equipment in the health field. Bio-medical engineering technicians are needed to perform preventive maintenance, calibration, and repair various bio-medical pieces of equipment. This general bio-medical equipment may involve patient monitors, electrosurgery units, defibrillators and other medical apparatus. Students completing the biomedical program in electrical engineering technology will find jobs in hospitals, medical equipment manufacturers, or third party service organizations associated with hospitals. This program has application and/or progression requirements. Please refer to Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	EET-2110	Industrial Electronics I	3
EET-1110	DC Electric Circuits	3	EET-2120	Electronics I	3
ENG-1010	College Composition I	3	EET-2140	Digital Circuits/Microprocessors II	3
MATH-1160	Technical Mathematics I	4	EET-2400	Biomedical Instrumentation I	3
MET-1100	Technology Orientation	2	ENG-1020	College Composition II	3
MIT-1100	Computer Applications and Programming	2	Social Sciences	(See degree requirements)	3
	<b>Total</b>	<b>17</b>		<b>Total</b>	<b>18</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
EET-1210	AC Electric Circuits	3	EET-2220	Electronics II	3
EET-1230	Telecommunications I	3	EET-2410	Biomedical Instrumentation II	3
EET-1240	Digital Circuits/Microprocessors I	3	EET-2490	Biomedical Design Project	2
MATH-1360	Technical Mathematics II	5	HLTH/PE	(See degree requirements)	1
PHYS-1210	College Physics I	4	Humanities	(See degree requirements)	1-4
HLTH/PE	(See degree requirements)	1	Social Sciences	(See degree requirements)	3
	<b>Total</b>	<b>19</b>		<b>Total</b>	<b>13-16</b>
			<b>Summer Semester</b>		
			EET-2900	Clinical Internship	4
				<b>Total</b>	<b>4</b>
			<b>Program Total</b>		<b>71-74</b>

Engineering and Industrial Technologies

ELECTRICAL/ELECTRONIC ENGINEERING TECHNOLOGY (Telecommunications)

Associate of Applied Science Degree in Electrical/Electronic Engineering Technology with a Concentration in Telecommunications

Graduates of the Telecommunications Engineering Technology Program are employed as technical specialists in a broad and diverse field of telecommunications in such areas as installation, operation and maintenance of analog and digital telecommunications systems. The program emphasizes both theory and application and consists of course work and lab work in basic electronic circuits, digital and microprocessor systems, computer maintenance and networking, analog and digital communications circuits and system, and telecommunications media (fiber optics, broadband cable systems and microwave systems). This program has application and/or progression requirements. Please refer to Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
EET-1110	DC Electric Circuits	3	EET-2110	Industrial Electronics I	3
ENG-1010	College Composition I	3	EET-2120	Electronics I	3
MATH-1160	Technical Mathematics I	4	EET-2130	Telecommunications II	4
MET-1100	Technology Orientation	2	EET-2140	Digital Circuits/Microprocessors II	3
MIT-1100	Computer Applications and Programming	2	ENG-1020	College Composition II	3
Social Sciences	(See degree requirements)	3	PHYS-1220	College Physics II	4
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>20</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
EET-1210	AC Electric Circuits	3	EET-2220	Electronics II	3
EET-1230	Telecommunications I	3	EET-2230	Telecommunications III	3
EET-1240	Digital Circuits/Microprocessors I	3	EET-2240	Digital Circuits/Microprocessors III	3
MATH-1360	Technical Mathematics II	5	EET-2590	Telecommunications Design Project	2
PHYS-1210	College Physics I	4	HLTH/PE	(See degree requirements)	1
HLTH/PE	(See degree requirements)	1	Humanities	(See degree requirements)	1-4
<b>Total</b>		<b>19</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>16-19</b>
				<b>Program Total</b>	<b>72-75</b>



Engineering and Industrial Technologies

**GRAPHIC COMMUNICATIONS AND PHOTOGRAPHY (Graphic Communications Management)**

**Associate of Applied Science Degree in Graphic Communications and Photography with a Concentration in Graphic Communications Management**

The demand for high quality communications materials has increased the need for well-trained graphic communications professionals. Tri-C's Graphic Communications Management program addresses many facets of the visual information industry, including, traditional offset printing and electronic imaging and publishing specialties, while maintaining the flexibility to take on new technologies as they develop. The Graphic Communications Management Concentration prepares individuals for middle management, customer service-sales support, production supervision, quality control, and entrepreneurial opportunities within the industry. Technical preparation focuses on the areas of electronic publishing, prepress operations, color reproduction, offset printing and finishing operations, print on demand and World Wide Web publishing. Preparation for National Skill's Standards Certification is available, as well as a Sheetfed Offset Press Competency Award.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BADM-1020	Introduction to Business	3	BADM-1120	Principles of Management	4
ENG -1010	College Composition I	3	GCMT-2300	Printing Materials	2
GCMT-1000	Orientation to Graphic Communications	1	GCMT-2310	Printing Technology	3
GCMT-1010	Introduction to Printing*	1	GCMT-2410	Electronic Publishing I	2
GCMT-1400	Computer Applications for Publishing	3	GCMT-2430	Color Scanning and Reproduction	2
GCMT-1410	Document Preparation for Reproduction	3	MARK-2010	Principles of Marketing	3
OADM-1010	Keyboarding**	2	Social Sciences	(See degree requirements)	3
HLTH/PE	(See degree requirements)	1	<b>Total</b>		<b>19</b>
Humanities	(See degree requirements)***	1-4	<b>Fourth Semester</b>		
<b>Total</b>		<b>18-21</b>	BADM-2150	Business Law.....OR	2-4
<b>Second Semester</b>			GCMT-xxxx	Elective****	
ENG-1020	College Composition II.....OR	3	BADM-2200	Human Relations in Business...OR	
SPCH-1010	Fundamentals of Speech Communication		ECON-1210	Survey of Economics.....OR	3
GCMT-1340	Printing Science	2	ECON-1610	Principles of Macroeconomics...OR	
GCMT-1350	Image Reproduction and Film Assembly	2	ECON-1620	Principles of Microeconomics	
GCMT-1500	Black and White Photography I	3	GCMT-2340	Imposition, Layout, Bindery and Finishing	3
PSCI-1020	Chemistry	3	GCMT-2350	Printing Production and Operations	2
PSCI-102L	Chemistry Lab	1	GCMT-2360	Customer Service and Sales Support	2
HLTH/PE	(See degree requirements)	1	GCMT-2370	Printing Estimating	2
Mathematics	(See degree requirements)	2	GCMT-2830	Cooperative Field Experience...OR	1-3
<b>Total</b>		<b>17</b>	GCMT-2840	Internship	
			Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>18-22</b>
<b>Program Total</b>					<b>72-79</b>

\*Waived if student possesses prior high school, work or graphic arts lab experience.  
 \*\*Waived if student possesses a 20-wpm typing speed or high school typing course.  
 \*\*\*ART-1300, Introduction to Graphic Design, recommended.  
 \*\*\*\*Elective: Select GCMT-2320, Offset Printing, or GCMT-2450, Prepress/Service Bureau Procedures I.

Engineering and Industrial Technologies

GRAPHIC COMMUNICATIONS AND PHOTOGRAPHY (Photography)

Associate of Applied Science Degree in Graphic Communications and Photography with a Concentration in Photography

This curriculum provides a foundation program in the technical and aesthetic components of black and white, color and digital photography. It prepares students to work in film labs and service bureaus, photographic studios, multimedia production, in-house photography departments, and photographic sales and related services, as well as providing opportunities for those currently employed in the field to update their skills.

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

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ART-1030	Art History II	3	GCMT-2500	Commercial Studio Techniques	3
ART-1300	Introduction to Graphic Design	3	GCMT-2520	Color Photography II	3
ENG-1010	College Composition I	3	GCMT-2600	Digital Imaging II	3
GCMT-1400	Computer Applications for Publishing	3	GCMT-2700	Kinetic and Sequential Imaging I	3
GCMT-1500	Black and White Photography I	3	GCMT-1800	Special Topics in Graphic Communications and Photography.....OR	1-3
OADM-1010	Keyboarding*	2	GCMT-181S	Special Laboratory Topics.....OR	
PSCI-1020	Chemistry	3	GCMT-181T	Special Laboratory Topics.....OR	
PSCI-102L	Chemistry Lab	1	GCMT-2800	Special Advanced Topics in Graphic Communications and Photography.....OR	
	<b>Total</b>	<b>21</b>	GCMT-281S	Special Advanced Laboratory Topics.....OR	
			GCMT-281T	Special Advanced Laboratory Topics	
			Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>16-18</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
GCMT-1510	Black and White Photography II	3	GCMT-2510	Portfolio Preparation	2
GCMT-1520	Color Photography I	3	GCMT-2530	Professional Photographic Practices	3
GCMT-1600	Digital Imaging I	3	GCMT-2540	Individual Projects in Photography and Graphic Communications	2
GCMT-2440	Electronic Painting and Illustration	2	GCMT-2710	Kinetic and Sequential Imaging II	3
JMC-1010	Introduction to Mass Communication I	4	HLTH/PE	(See degree requirements)	2
ENG/SPCH	(See degree requirements)	3	Social Sciences	(See degree requirements)	3
Mathematics	(See degree requirements)	2	<b>Total</b>		<b>15</b>
	<b>Total</b>	<b>20</b>			
			<b>Program Total</b>		
			<b>72-74</b>		

\*May be waived with departmental approval

**Engineering and Industrial Technologies  
MANUFACTURING/INDUSTRIAL TECHNOLOGY**

**Associate of Applied Science Degree in Manufacturing/ Industrial Technology**

Manufacturing is instrumental to the function of society today and will remain indispensable for the future. This program recognizes the impact of manufacturing on the economy of a nation. The program provides graduates with a unique blend of theoretical and hands-on-knowledge with computer integration in a manufacturing environment that directly corresponds to modern applications used in industry. Graduates are employed in a wide variety of areas relevant to manufacturing industries. (Certificate programs also available.)

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

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	ENG-1020	College Composition II	3
MATH-1160	Technical Mathematics I	4	MIT-1700	CAD/CAM I	3
MET-1100	Technology Orientation	2	MIT-2100	Advanced Machine Tools	3
MIT-1100	Computer Applications and Programming	2	MIT-2150	Motion and Time Study	3
MIT-1200	Engineering Drawing*	2	PHYS-1220	College Physics II	4
MIT-1220	Introduction to AutoCAD*	2	Social Sciences	(See degree requirements)	3
MIT-1250	Materials and Machine Tools	3	<b>Total</b>		<b>19</b>
HLTH/PE	(See degree requirements)	1			
<b>Total</b>		<b>19</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
MATH-1360	Technical Mathematics II	5	MIT-2200	Computer Integrated Manufacturing	3
MIT-1300	Metallurgy and Manufacturing Processes	3	MIT-2400	Statistical Process Control	3
MIT-1600	CNC Programming	3	MIT-2830	Cooperative Field Experience	3
MIT-1950	Industrial CAD I	3	MIT-xxxx	Elective**	3
PHYS-1210	College Physics I	4	Humanities	(See degree requirements)	1-4
HLTH/PE...	(See degree requirements)	1	Social Sciences	(See degree requirements)	3
<b>Total</b>		<b>19</b>	<b>Total</b>		<b>16-19</b>
			<b>Program Total</b>		<b>73-76</b>

\*Consecutive eight-week courses.

\*\*MIT Electives:

MIT-2250 Welding Processes

MIT-2700 CAD/CAM II

MIT-2730 Introduction to Manufacturing Management

MIT-2740 Quality Manufacturing

**Engineering and Industrial Technologies**  
**MECHANICAL ENGINEERING TECHNOLOGY**

**Associate of Applied Science Degree in Mechanical Engineering Technology**

This program prepares students to pursue a career in the areas of design, development, manufacturing, installation, measurement, testing, operation and control, maintenance and sales of mechanical devices and systems. The curriculum emphasizes hands-on-learning and the use of current computer aided techniques found in modern industry. Graduates are employed in a variety of industries such as automotive, manufacturing, aero-space, construction, transportation, power generation, petrochemical, as well as in research and development laboratory.

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

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	EET-1220	Circuits and Electronics	3
MATH-1160	Technical Mathematics I	4	ENG-1020	College Composition II	3
MET-1100	Technology Orientation	2	MET-2200	Strength of Materials	3
MIT-1200	Engineering Drawing*	2	MET-2300	Fluid Power	3
MIT-1220	Introduction to AutoCAD*	2	MIT-1300	Metallurgy and Manufacturing Processes	3
HLTH/PE	(See degree requirements)	2	PHYS-1220	College Physics II	4
Social Sciences	(See degree requirements)	3		<b>Total</b>	<b>19</b>
	<b>Total</b>	<b>18</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
MATH-1360	Technical Mathematics II	5	EET-2500	Instrumentation and Control	3
MET-1600	Technical Statics*	2	MET-2600	Mechanical Computer-Aided Engineering	3
MET-1620	Technical Dynamics*	2	MET-2700	Machine Design	4
MIT-1100	Computer Applications and Programming	2	MIT-1950	Industrial CAD I	3
MIT-1250	Materials and Machine Tools	3	Humanities	(See degree requirements)	1-4
PHYS-1210	College Physics I	4	Social Sciences	(See degree requirements)	3
	<b>Total</b>	<b>18</b>		<b>Total</b>	<b>17-20</b>
				<b>Program Total</b>	<b>72-75</b>

\*Consecutive eight-week courses.

**Associate Degree Programs**

**Health Careers**

Cardiovascular Technology  
Dental Assisting (1+1 Program)  
Dental Hygiene  
Dietetic Technology  
Emergency Medical Technology  
Health Information Management  
Human Services  
Masseotherapy (General Massage Therapy)  
Masseotherapy (Geriatric Massage Therapy)  
Medical Assisting  
Medical Laboratory Technology  
Nursing  
Occupational Therapy Assistant Technology  
Optical Technology  
Pharmacy Technology  
Physical Therapist Assisting Technology  
Physician Assistant  
Radiography - Basic  
Radiography - Diagnostic Medical Sonography  
Respiratory Care  
Surgical Physician Assistant  
Veterinary Technology

Health Careers

CARDIOVASCULAR TECHNOLOGY

**Associate of Applied Science Degree in Cardiovascular Technology**

The nationally accredited (AMA/CAAHEP) Associate of Applied Science Degree in Cardiovascular Technology prepares students to perform an array of non-invasive and vascular diagnostic examinations. These procedures generate anatomical and physiological data which are used in the diagnosis of congenital and acquired heart disease. Cardiovascular Technologists play a major role in preventative cardiology through their participation in early diagnosis and patient education. The curriculum prepares students to become professionals who work closely with other members of the cardiac team performing various tests from the simple electrocardiogram to the most complex of cardiac ultrasound techniques, including peripheral vascular exams. The graduate may find employment in the hospital, clinic, physician office, and mobile service or commercial/industrial settings. Nationwide, there is a strong demand for graduates. Graduates are eligible to become registered through two national boards, ARDMS (American Registry of Diagnostic Medical Sonographers) and CCI (Cardiovascular Credentialing International).

Program Manager - Mr. Edward Stacey (216-987-5574). This program has specific admission requirements. Please refer to Nursing Application/ Admission Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	CVT-2320	Principles and Practices of Cardiac Doppler	4
BIO-1430	Anatomy and Physiology I	4	CVT-2920	Cardiovascular Procedures II	4
CVT-1300	Introduction to Cardiovascular Technology	1	ENG-1020	College Composition II	3
CVT-1310	Electrocardiographic Interpretations	2	PSY-1010	General Psychology	3
CVT-1320	Electrocardiography, Holter, Pacemaker Laboratory	1	HLTH/PE	(See degree requirements)	1
CVT-1340	Cardiac Stress Testing Laboratory	1	Humanities	(See degree requirements)	1-4
CVT-1350	Introduction to Cardiovascular Assessment	2	<b>Total</b>		<b>16-19</b>
CVT-1360	Cardiovascular Anatomy and Physiology	2			
	<b>Total</b>	<b>16</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
CVT-2310	Principals and Practice of 2-D/M-Mode Echocardiography	4	CVT-2340	Vascular Technology	4
EMT-1310	Cardiopulmonary Resuscitation	1	CVT-2400	Clinical Correlations in Cardiovascular Technology	3
ENG-1010	College Composition I	3	CVT-2930	Cardiovascular Procedures III	4
MA-1020	Medical Terminology I	3	HTEC-1110	Ethics for Health Care Professionals	1
MATH-1140	Applied Algebra or higher*	2	PSY-xxxx	Any 2000-level Psychology course	3
PHYS-1100	Physics of Ultrasound	2	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>15</b>	<b>Total</b>		<b>16</b>
<b>Summer Semester</b>			<b>Program Total</b>		
BIO-1440	Anatomy and Physiology II	4			<b>73-76</b>
CVT-2300	Vascular Physical Principles and Instrumentation	2			
CVT-2910	Cardiovascular Procedures I	4			
	<b>Total</b>	<b>10</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

**Health Careers**  
**DENTAL ASSISTING**

**Associate of Applied Science Degree in Dental Assisting (1+1 Program)**

Dental assistants are competent in technical, interpersonal, and management areas. They work directly with the dentist and patients and have responsibility for chairside assisting, radiographs (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 and the Ohio Dental Assistant Radiographer Exam.

The Associate of Applied Science Degree in Dental Assisting can be achieved through a second year of study in expanded functions at Jefferson Community College in Steubenville, Ohio.

Program Manager - Ms. Mary Lou Gerosky (216-987-4494). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Second Semester</b>		
BIO-1050	Human Biology	3	DAST-1400	Dental Assisting Methods II	3
BIO-1200	Oral Structure and Development	3	DAST-1410	Dental Assisting Radiography II	2
DAST-1300	Dental Assisting Methods I	5	DAST-1420	Current Concepts for the Dental Assistant	1
DAST-1310	Dental Assisting Radiography I	3	DAST-1860	Dental Assisting Practicum	4
DAST-1320	Dental Office Management	3	HTEC-1100	Allied Dental Pharmacology	2
	<b>Total</b>	<b>17</b>	HTEC-1200	Patient Management for Health Career Professionals	1
			<b>Total</b>		<b>13</b>
			<b>Summer Semester</b>		
			ENG -1010	College Composition I	3
			MATH-1140	Applied Algebra or higher*	2
			<b>Total</b>		<b>5</b>
			<b>Program Total</b>		<b>35</b>

\*MATH-1800/2800 may not be used to meet this requirement.

NOTE: The Associate of Applied Science Degree in Dental Assisting can be achieved through a second year of study in expanded functions at Jefferson Community College in Steubenville, OH.

**Health Careers**  
**DENTAL HYGIENE**

**Associate of Applied Science Degree in Dental Hygiene**

Dental hygienists are employed in solo and group practices, health care agencies, hospitals, the military, sales, on government research programs and in dental hygiene education programs. Working with the supervision of a dentist, dental hygienists scale and polish teeth, chart abnormalities, take radiographs, apply fluoride and pit and fissure sealants, impart dental health information and perform other chairside and office duties. Upon successful completion of this curriculum, the student is eligible to take national and state board examinations and apply for licensure.

Program Manager - Ms. Mary Lou Gerosky (216-987-4494). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	ENG-1020	College Composition II.....OR	3
BIO-1430	Anatomy and Physiology I	4	SPCH-1000	Fundamentals of Interpersonal Communication.....OR	
ENG -1010	College Composition I	3	SPCH-1010	Fundamentals of Speech Communication	
MATH-1140	Applied Algebra or higher*	2	DENT-2300	Preventive Oral Health Services III	5
PSY-1010	General Psychology	3	DENT-2320	Periodontics II	2
	<b>Total</b>	<b>15</b>	DENT-2330	Pharmacology and Therapeutics	2
<b>First Semester</b>			DIET-1200	Basic Nutrition	3
BIO-1210	General and Oral Histopathology	4	HLTH/PE	(See degree requirements)	2
DENT-1300	Preventive Oral Health Services I	4		<b>Total</b>	<b>17</b>
DENT-1310	Dental Anatomy	2	<b>Fourth Semester</b>		
DENT-1330	Radiology	3	DENT-2400	Preventive Oral Health Services IV	5
	<b>Total</b>	<b>13</b>	DENT-2410	Community Oral Health	2
<b>Second Semester</b>			DENT-2430	Dental Hygiene Practice	1
BIO-2520	Oral Microbiology and Immunology	3	PSY-xxxx	any 2000-level Psychology course	3
DENT-1400	Preventive Oral Health Services II	5	Humanities	(See degree requirements)	1-4
DENT-1410	Current Concepts in Dental Materials	2		<b>Total</b>	<b>12-15</b>
DENT-1420	Periodontics I	2	<b>Program Total</b>		
DENT-1430	Head and Neck Anatomy	3			<b>72-75</b>
	<b>Total</b>	<b>15</b>			

\*MATH-1800/2800 may not be used to meet this requirement.



Health Careers

DIETETIC TECHNOLOGY

**Associate of Applied Science Degree in Dietetic Technology**

Graduates in the Dietetic Technology Program are trained food and nutrition professionals. They function as members of the food service and nutrition care teams under the supervision of a registered dietitian. Dietetic technicians promote optimal health through proper nutrition by providing personalized services to meet client's needs and ensure balanced diets through the pro-vision of wholesome, quality food. Employment exists in hospitals, nursing homes, long term care facilities, health departments, early childhood development centers, community nutrition programs, schools and other health care agencies that provide food and nutrition services. This program has received Developmental Accreditation from American Dietetic Association.

Program Manager - Ms. Barbara Mikuszewski (216-987-4497). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	DIET-2310	Medical Nutrition Therapy II	2
DIET-1300	Principles of Nutrition Care OR Basic Nutrition/	4	DIET-2400	Community Nutrition	3
DIET-1200/ DIET-1820	Independent Study in Nutrition and Dietetic Technology		DIET-2850	Medical Nutrition Care Practicum	2
DIET-1310	Introduction to Dietetics	2	DIET-2860	Community Nutrition Practicum	2
ENG -1010	College Composition I	3	PSY-1010	General Psychology	3
HOSP-1020	Sanitation and Safety	2	SPCH-1010	Fundamentals of Speech Communication	3
MA-1020	Medical Terminology I	3	<b>Total</b>		<b>15</b>
MATH-1140	Applied Algebra or higher*	2			
	<b>Total</b>	<b>19</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
BIO-1430	Anatomy and Physiology I	4	DIET-2500	Geriatric Nutrition	3
CS-1020	Introduction to Computers	3	DIET-2870	Geriatric Nutrition Practicum	2
DIET-1330	Fundamentals of Food Production	6	DIET-2990	Dietetic Technology Professional Development Skills	2
DIET-1570	Nutrition Meal Planning	2	HOSP-2400	Hospitality Management and Supervision	3
DIET-1580	Cost Control Procedures	1	PSY-2070	Behavior Modification	3
DIET-1590	Purchasing Procedures	1	HLTH/PE	(See degree requirements)	2
DIET-2300	Medical Nutrition Therapy I	2	Humanities	(See degree requirements)	1-4
	<b>Total</b>	<b>19</b>	<b>Total</b>		<b>16-19</b>
<b>Summer Semester</b>					
DIET-1850	Food and Nutrition Systems Practicum	4			
	<b>Total</b>	<b>4</b>	<b>Program Total</b>		<b>73-76</b>

\*MATH-1800/2800 may not be used to meet this requirement.

Health Careers

EMERGENCY MEDICAL TECHNOLOGY

**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 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-B accreditation number: EMTB063404, EMT-P accreditation number: EMTP2-3-002.

Program Manager - Dr. Arthur Olah (216-987-3688). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	EMT-2000	Instructional Techniques - EMT	2
EMT-1300	Emergency Medical Technician - Basic	5	EMT-2310	Paramedic Theory I	10
EMT-1310	Cardiopulmonary Resuscitation	1	MATH-1140	Applied Algebra or higher*	2
EMT-1740	Emergency Medical Technician - Ambulance	1	HLTH/PE	(See degree requirements)	1
ENG -1010	College Composition I	3	Humanities	(See degree requirements)	1-4
MA-1020	Medical Terminology I	3	<b>Total</b>		<b>16-19</b>
Social Sciences	(See degree requirements)	3			
<b>Total</b>		<b>19</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
BIO-1430	Anatomy and Physiology I	4	EMT-2010	Emergency Medical Technology Technical Management	2
EMT-1320	Heavy Rescue	2	EMT-2320	Paramedic Theory II	10
EMT-1330	Defensive Driving - EMT	1	HLTH/PE	(See degree requirements)	1
EMT-1340	Emergency Medical Services Communications	1	<b>Total</b>		<b>13</b>
EMT-2300	EMT-Intermediate	4			
SPCH-1000	Fundamentals of Interpersonal Communication	3	<b>Summer Session</b>		
Social Sciences	(See degree requirements)	3	EMT-2740	Advanced Paramedic Techniques	4
<b>Total</b>		<b>18</b>	<b>Total</b>		<b>4</b>
			<b>Program Total</b>		<b>70-73</b>

\*MATH-1800/2800 may not be used to meet this requirement.

**Health Careers**

**HEALTH INFORMATION MANAGEMENT**

**Associate of Applied Science Degree in Health Information Management**

The Health Information Management Program prepares graduates who can identify and use a variety of health information resources and technologies to accomplish the objectives of diverse practice environments. In general, these individuals may perform tasks related to the use, analysis, validation, presentation, abstracting, coding, storage, security, retrieval, quality measurement and control of health care data. Their task responsibility may also include supervision of personnel.

The program is accredited by the Commission on Accreditation of Allied Health Education (CAAHEP) in collaboration with the American Health Information Management Association. The goal of the Health Information Management/Technology Program is to provide an educational experience within the framework of professional standards. Graduates of the program are eligible to take the AHIMA administered national registration exam which is offered once a year in October. Upon passing the exam, you are permitted to use the credential ART behind your last name to designate your professional level of competence.

Program Manager - Ms. Nancy Donahue (216-987-4456). This program has specific admission requirements. Refer to Application/ Admission Requirements for more information.

Health Careers

HEALTH INFORMATION MANAGEMENT

Associate of Applied Science Degree in Health Information Management

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	ENG-1020	College Composition II	3
BIO-1430	Anatomy and Physiology I	4	HIM-2300	Coding Systems Used in Health Care	4
CS-1020	Introduction to Computers	3	HIM-2310	Data Assessment and Registries	3
ENG-1010	College Composition I	3	HIM-2850	Practicum I	2
MATH-1140	Applied Algebra or higher*	2	HLTH/PE...	(See degree requirements)	1
	<b>Total</b>	<b>15</b>	Social Sciences...	(See degree requirements)	3
			<b>Total</b>	<b>16</b>	
<b>First Semester</b>			<b>Fourth Semester</b>		
BIO-1440	Anatomy and Physiology II	4	HIM-2400	Advanced Coding and Reimbursement	2
HIM-1010	Basic Medical Transcription OR	1-2	HIM-2410	Management Practices in Health Information	2
HIM-1050	Medical Transcription OR		HIM-2420	Trends in Health Information Management	2
HIM-1310	Legal Aspects of Health Care		HIM-2860	Practicum II	2
HIM-1300	Principles of Health Information Management	4	HLTH/PE	(See degree requirements)	1
MA-1020	Medical Terminology I	3	Humanities	(See degree requirements)	1-4
OADM-1020	Microcomputer Applications	3	Social Sciences	(See degree requirements)	3
	<b>Total</b>	<b>15-16</b>	<b>Total</b>	<b>13-16</b>	
<b>Second semester</b>			<b>Program Total</b>		
BIO-2600	Pathophysiology	3			<b>73-77</b>
CS-1410	Database Use and Design	3			
HIM-1110	Physician Office Coding OR	2			
HIM-1130	Introduction to Coding with CPT.....OR				
HIM-1150	Introduction to Coding with ICD-9-CM.....OR				
HIM-1410	Health Care Statistical Applications				
HIM-1400	Health Care Delivery Systems	3			
HIM-1420	Health Data Content and Structure	3			
	<b>Total</b>	<b>14</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

**Health Careers**

**HUMAN SERVICES (formerly Community Mental Health Technology)**

**Associate of Applied Science Degree in Human Services**

**Alcohol/Chemical Dependency Option**

The Alcohol/Chemical Dependency Option of the Human Services Program provides students the competencies that enable them to work with people who are chemically dependent. Career opportunities for graduates include employment in a variety of settings ranging from in-patient programs to community-based outpatient and prevention programs. Graduates of the program receive a significant number of Board Recognized Hours toward the Certified Chemical Dependency Counselor I (CCDC I) requirements established by the Ohio Credentialing Board for Chemical Dependency Professionals, and are prepared for certification exams for CCDC I and CCDC II administered by the Ohio Credentialing Board.

**Generalist Option**

The Generalist Option of the Human Services Program provides students with the competencies which enable them to work with a variety of people with various needs. Career opportunities for graduates are in community-based programs which emphasize practical approaches to problem solving. All graduates of the Human Services Program are eligible to receive certification as a Social Work Assistant from the Ohio Counselor and Social Worker Board.

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

Health Careers

HUMAN SERVICES (formerly Community Mental Health Technology)

Associate of Applied Science Degree in Human Services

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	HS-2310	Issues in Chemical Dependency III (1) OR	2
HLTH-1300	Health and Medical Aspects of Chemical Dependency	3	HS-2410	Family Systems (2)	
HS-1300	Introduction to Human Services	3	HS-2320	Issues in Chemical Dependency IV (1,OR	2
PSY-1010	General Psychology	3	HS-2420	Intervention Strategies (2)	
SPCH-1000	Fundamentals of Interpersonal Communication	3	HS-2510	Human Service Systems	2
HLTH/PE	(See degree requirements)	1	HS-2520	Case Management in the Human Services	2
Mathematics	(See degree requirements)	2	HS-2850	Human Services Principles and Practices I	5
	<b>Total</b>	<b>18</b>	PSY-2020	Life Span Development	4
				<b>Total</b>	<b>17</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ENG-1020	College Composition II	3	BIO-1050	Human Biology	3
HS-1310	Issues in Chemical Dependency I (1).....OR	2	BIO-105L	Human Biology Laboratory	1
HS-1410	Diagnostic Tools and Advocacy Strategies (2)		HS-2530	Proposal Writing and Program Development	2
HS-1320	Issues in Chemical Dependency II (1).....OR	2	HS-2860	Human Services Principles and Practices II	3
HS-1420	Legal Issues (2)		HS-2990	Human Services Capstone Course	2
HS-1400	Group Work in the Human Services	2	PSY-2070	Behavior Modification	3
HS-1850	Introduction to Human Services Principles and Practices	5		<b>Total</b>	<b>14</b>
SPCH-1010	Fundamentals of Speech Communication	3			
HLTH/PE	(See degree requirements)	1			
	<b>Total</b>	<b>18</b>			
				<b>Program Total</b>	<b>67</b>

NOTE: Numbers in parentheses relate to Options 1 and 2 below. Select one group of courses to complete

- (1) Alcohol/Chemical Dependency Option  
 HS-1310 Issues in Chemical Dependency I  
 HS-1320 Issues in Chemical Dependency II  
 HS-2310 Issues in Chemical Dependency III  
 HS-2320 Issues in Chemical Dependency IV

- (2) Generalist Option  
 HS-1410 Diagnostic Tools and Advocacy Strategies  
 HS-1420 Legal Issues  
 HS-2410 Family Systems  
 HS-2420 Intervention Strategies

Health Careers

MASSOTHERAPY (General Massage Therapy)

Associate of Applied Science Degree in Massotherapy with a Concentration in General Massage Therapy.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry*	3	HTEC-1110	Ethics for Health Care Professionals	1
BIO-1430	Anatomy and Physiology I*	4	MT-2300	Pathology for Massage Therapists	4
ENG-1010	College Composition I*	3	MT-2310	Advanced Massotherapy I	3
MT-1100	Introduction To Massotherapy	3	MT-2320	Neuroanatomy for Massage Therapists	3
PSY-1010	General Psychology*	3	MT-2340	Massotherapy Practicum	2
	<b>Total</b>	<b>16</b>	Humanities	(See degree requirements)	1-4
			<b>Total</b>	<b>Total</b>	<b>14-17</b>
<b>First Semester</b>			<b>Fourth Semester</b>		
MT-1300	Massotherapy I	4	BADM-1300	Small Business Management	4
MT-1310	Applied Musculo-Skeletal Anatomy	3	MT-2330	Advanced Massotherapy II	3
PSY-2100	Introduction to Aging	3	MT-2850	Massotherapy Practicum	4
Mathematics	(See degree requirements)	2-3	HLTH/PE	(See degree requirements)*	1
	<b>Total</b>	<b>12-13</b>	<b>Total</b>	<b>Total</b>	<b>12</b>
<b>Second Semester</b>			<b>Program Total</b>		
BIO-1440	Anatomy and Physiology II	4			<b>69-73</b>
EMT-1310	Cardiopulmonary Resuscitation	1			
MT-1320	Functional Assessment in Massage Therapy	3			
MT-1330	Massotherapy II	3			
SPCH-1000	Fundamentals of Interpersonal Communication.....OR	3			
SPCH-1010	Fundamentals of Speech Communication				
HLTH/PE	(See degree requirements)*	1			
	<b>Total</b>	<b>15</b>			

\*To be completed before admission to program.

\*\*Physical Education is highly recommended.

Health Careers

MASSOTHERAPY (Geriatric Massage Therapy)

Associate of Applied Science Degree in Massotherapy with a Concentration in Geriatric Massage Therapy.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry*	3	HTEC-1110	Ethics for Health Care Professionals	1
BIO-1430	Anatomy and Physiology I*	4	MT-2300	Pathology for Massage Therapists	4
ENG-1010	College Composition I*	3	MT-2400	Geriatric Massage Techniques	3
MT-1100	Introduction to Massotherapy	3	MT-2410	Health and Aging	2
PSY-1010	General Psychology*	3	MT-2340	Massotherapy Practicum	2
	<b>Total</b>	<b>16</b>	HLTH/PE	(See degree requirements)*	1
			Humanities	(See degree requirements)	1-4
			<b>Total</b>	<b>Total</b>	<b>14-17</b>
<b>First Semester</b>			<b>Fourth Semester</b>		
MT-1300	Massotherapy I	4	BADM-1300	Small Business Management	4
MT-1310	Applied Musculo-Skeletal Anatomy	3	EMT-1310	Cardiopulmonary Resuscitation	1
PSY-2100	Introduction to Aging	3	MT-2860	Geriatric Massage Practicum	4
Mathematics	(See degree requirements)	2-3	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>12-13</b>	<b>Total</b>	<b>Total</b>	<b>10</b>
<b>Second Semester</b>			<b>Program Total</b>		
BIO-1440	Anatomy and Physiology II	4			<b>68-72</b>
MT-1320	Functional Assessment in Massage Therapy	3			
MT-1330	Massotherapy II	3			
MT-1400	Overview and Assessment in Geriatric Massage Therapy	3			
SPCH-1000	Fundamentals of Interpersonal Communication..... OR	3			
SPCH-1010	Fundamentals of Speech Communication	—			
	<b>Total</b>	<b>16</b>			

\*To be completed before admission to program.

\*\*Physical Education is highly recommended.



**Health Careers**  
**MEDICAL ASSISTING**

**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. The program includes courses in administrative, clinical, and communication skills, ethical and legal standards of medical practice, and a "hands on" clinical practicum experience in the health care industry. Graduates are eligible to take the National Certifying Examination given by the American Association of Medical Assistants. An AAMA accredited one-year Medical Assisting Certificate of Proficiency Program is also available at CCC.

Program Manager - Ms. Barbara Freeman (216-987-4438) This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	BIO-1100	Introduction to Biological Chemistry	3
HTEC-1110	Ethics for Health Care Professionals	1	OADM-1020	Microcomputer Applications	3
HTEC-1610	Introduction to Pharmacology	2	PSY-1010	General Psychology	3
MA-1020	Medical Terminology I	3	SPCH-1000	Fundamentals of Interpersonal Communication	3
MA-1300	Medical Office Lab I	2	HLTH/PE	(See degree requirements)	1
MA-1400	Basic Clinical Medical Assisting	2	<b>Total</b>		<b>13</b>
MA-1500	Medical Office Communication	3			
MATH-1140	Applied Algebra or higher*	2			
<b>Total</b>		<b>18</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
HIM-1010	Basic Medical Transcription	1	BIO-1430	Anatomy and Physiology I	4
MA-1030	Medical Terminology II	2	HIM-1110	Physician Office Coding OR	2-4
MA-1310	Medical Office Lab II	2	MA-1700	Sterile Processing Tech I	
MA-1410	Advanced Clinical Medical Assisting	3	PHIL-2050	Bioethics	3
MA-1510	Medical Office Procedures	4	PSY-2010	Child Growth and Development OR	3
MA-1520	Medical Billing and Coding	3	PSY-2060	Adolescent Psychology.....OR	
<b>Total</b>		<b>15</b>	PSY-2100	Introduction to Aging	
			HLTH/PE	(See degree requirements)	1
			<b>Total</b>		<b>13-15</b>
<b>Summer Semester</b>			<b>Program Total</b>		
MA-2860	Medical Assisting Practicum	2			<b>62-64</b>
MA-2980	Medical Assisting Seminar	1			
<b>Total</b>		<b>3</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

Health Careers

MEDICAL LABORATORY TECHNOLOGY

**Associate of Applied Science Degree in Medical Laboratory Technology**

The Medical Laboratory Technician works in a hospital, clinic, private, or research laboratory performing a variety diagnostic of tests. The course of study includes mathematics, chemistry, anatomy and physiology, medical laboratory procedures, general education courses and two academic semesters of clinical practicum experience. Graduates are eligible to take the National Certification Examination given by the American Society of Clinical Pathologists (ASCP)

Program Manager - Ms. Barbara Freeman (216-987-4438). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	BIO-1440	Anatomy and Physiology II	4
ENG-1010	College Composition I	3	MLT-2460	Hematology II	2
MATH-1200	Intermediate Algebra or higher*	4	MLT-2480	Clinical Microbiology II	3
MLT-1300	Introduction to Blood Collection	3	MLT-286A	Medical Laboratory Practicum	2
MLT-1490	Urinalysis	3	MLT-286B	Medical Laboratory Practicum	2
	<b>Total</b>	<b>16</b>	PHIL-2050	Bioethics	3
<b>Second Semester</b>			Social Sciences	(See degree requirements)	3
BIO-1430	Anatomy and Physiology I	4	<b>Total</b>	<b>19</b>	
CHEM-1300	General Chemistry I	4	<b>Fourth Semester</b>		
CHEM-130L	General Chemistry Laboratory I	1	MLT-2470	Blood Bank and Serology II	2
ENG-1020	College Composition II	3	MLT-2500	Clinical Chemistry II	3
MLT-1470	Blood Bank and Serology I	3	MLT-286C	Medical Laboratory Practicum	2
MLT-1480	Clinical Microbiology I	3	MLT-286D	Medical Laboratory Practicum	2
	<b>Total</b>	<b>18</b>	HLTH/PE	(See degree requirements)	1
<b>Summer Semester</b>			Social Sciences	(See degree requirements)	3
MLT-1460	Hematology I	3	<b>Total</b>	<b>13</b>	
MLT-1500	Clinical Chemistry I	3	<b>Program Total</b>		
HLTH/PE	(See degree requirements)	1			<b>73</b>
	<b>Total</b>	<b>7</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

**Health Careers  
NURSING**

**Associate of Applied Science Degree in Nursing**

The Associate Degree Nursing program provides students with the opportunity to become registered nurses. The curriculum is divided among nursing courses and non-nursing courses. 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.

**Felony and Substance Abuse**

The Ohio Board of Nursing may deny or place restrictions upon any license issued by the Board. These sanctions are listed in the Ohio Board of Nursing Rule 4723.28. Any student who has been convicted of a felony or misdemeanor committed in the course of practice, or who has a history of substance abuse, must notify the Ohio Board of Nursing at the time of application for the NCLEX-RN. Each situation is reviewed and decided upon individually. Crimes which are misdemeanors unrelated to the course of practice do not apply to this rule.

This program has specific admission requirements. Refer Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry*	3	ENG-1020	College Composition II	3
ENG-1010	College Composition I	3	NURS-2300	Specialized Health Care Needs	9
MATH-1140	Applied Algebra or higher**	2	HLTH/PE	(See degree requirements)	1
PSY-1010	General Psychology	3	<b>Total</b>		<b>13</b>
	<b>Total</b>	<b>11</b>			
<b>First Semester</b>			<b>Fourth Semester</b>		
BIO-1430	Anatomy and Physiology I	4	NURS-2400	Health Management	1
NURS-1300	Health Assessment	2	NURS-2500	Health Deviations II	9
NURS-1400	Self-Care Needs	3	HLTH/PE	(See degree requirements)	1
NURS-1500	Self-Care Elderly	4	Humanities	(See degree requirements)	1-4
PSY-2020	Life Span Development	4	<b>Total</b>		<b>12-15</b>
	<b>Total</b>	<b>17</b>			
<b>Second Semester</b>			<b>Program Total</b>		
BIO-1440	Anatomy and Physiology II	4			<b>69-73</b>
BIO-2500	Microbiology	4			
NURS-1600	Health Deviations I.....OR	7-8			
NURS-160A	Access to Registered Nursing*** AND				
NURS-160B	Health Deviations I for LPN's****				
NURS-1700	Home Health Care	1			
	<b>Total</b>	<b>16-17</b>			

\*CHEM-1010 and CHEM-1020 replace BIO-1100 for students planning to transfer to a BSN program.

\*\*MATH-1160 and MATH-1800/2800 may not be used to meet this requirement.

\*\*\*NURS-160A, Access to Registered Nursing, is a bridge course which replaces NURS-1300, NURS-1400 and NURS-1500.

\*\*\*\*LPN's accepted into the Cuyahoga Community College Nursing Program are required to take NURS-160B, Health Deviations I for LPN's.

Health Careers

OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY

**Associate of Applied Science Degree in Occupational Therapy Assistant Technology**

Occupational therapy is an allied health service that uses everyday activities in the areas of work, self-care and play as the means of helping people of all ages prevent, lessen or overcome physical and mental disabilities so they may be as independent as possible in all activities of daily living. The occupational therapy assistant works under the supervision of a registered occupational therapist in a variety of health care institutions such as rehabilitation centers, skilled nursing homes and intermediate care, mental health agencies and institutions, home health care 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 National Board for Certification in Occupational Therapy, Inc. (NBCOT). Successful completion of this exam is required to apply for licensure by the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board.

Program Manager - Mr. Hector Merced (216-987-4498). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Semester</b>			<b>Second Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	BIO-1440	Anatomy and Physiology II	4
BIO-1430	Anatomy and Physiology I	4	MA-1980	Practitioner/Patient Interaction Seminar	2
ENG-1010	College Composition I	3	OTAT-1420	Fundamentals of Psychosocial Dysfunction	2
MATH-1200	Intermediate Algebra or higher*	4	OTAT-1430	Techniques in Psychosocial Dysfunction	3
OTAT-1300	Occupational Therapy Principles	2	OTAT-1860	Practicum II	2
OTAT-1310	Occupational Therapy Media	2	PSY-2020	Life Span Development	4
	<b>Total</b>	<b>18</b>	HLTH/PE	(See degree requirements)	1
				<b>Total</b>	<b>18</b>
<b>First Semester</b>			<b>Third Semester</b>		
OTAT-1320	Fundamentals of Developmental Disabilities	2	OTAT-2320	Fundamentals of Physical Dysfunction	4
OTAT-1330	Techniques in Developmental Disabilities	3	OTAT-2330	Techniques in Physical Disabilities	4
MA-1020	Medical Terminology I	3	OTAT-2340	Occupational Therapy Issues	3
OTAT-1850	Practicum I	2	OTAT-2860	Practicum III	2
PSY-1010	General Psychology	3	Humanities	(See degree requirements)	1-4
PTAT-1300	Functional Anatomy	4		<b>Total</b>	<b>14-17</b>
HLTH/PE	(See degree requirements)	1			
	<b>Total</b>	<b>18</b>	<b>Fourth Semester</b>		
			ENG-1020	College Composition II	3
			OTAT-2940	Field Experience	3
				<b>Total</b>	<b>6</b>
<b>Program Total</b>					<b>74-77</b>

\*MATH-1800/2800 may not be used to meet this requirement.

Health Careers

OPTICAL TECHNOLOGY

**Associate of Applied Science Degree in Optical Technology**

A licensed optician can work in a retail outlet, optical laboratory or a doctor's office. Opticians with the appropriate educational background can move into management positions in the doctor's 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.

Program Manager - Mr. Frank Corsello (216-987-4454). This program has specific admission requirements. Refer Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	BIO-1230	Anatomy and Physiology of the Eye	4
OPT-1310	Theoretical Optics I	2	ENG-1020	College Composition II	3
OPT-1410	Mechanical Optics I	2	OPT-2330	Theoretical Optics III	2
OPT-1510	Optical Dispensing I	3	OPT-2430	Mechanical Optics III	3
OPT-1610	Contact Lens I	2	OPT-2530	Optical Dispensing III	3
PSY-1010	General Psychology	3	OPT-2630	Contact Lens III	3
	<b>Total</b>	<b>15</b>	HLTH/PE	(See degree requirements)	1
			<b>Total</b>		<b>19</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
MATH-1060	Survey of Mathematics or higher*	3	OPT-2440	Mechanical Optics IV	3
OPT-1320	Theoretical Optics II	2	OPT-2540	Optical Dispensing IV	3
OPT-1420	Mechanical Optics II	2	OPT-2640	Contact Lens IV	2
OPT-1520	Optical Dispensing II	3	OPT-2700	Refraction	3
OPT-1620	Contact Lens II	3	PSY-2050	Psychology of Personality	3
	<b>Total</b>	<b>13</b>	HLTH/PE	(See degree requirements)	1
			Humanities	(See degree requirements)	1-4
			<b>Total</b>		<b>16-19</b>
<b>Summer Semester</b>			<b>Program Total</b>		
OPT-2500	Optical Business	2			<b>71-74</b>
OPT-2860	Optical Practicum	2			
PHYS-1300	Physics of Optical Materials	4			
	<b>Total</b>	<b>8</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

Health Careers

PHARMACY TECHNOLOGY

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.

Program Manager - Ms. Janet Wakelin (216-987-2381). This program has specific admission requirements. Refer Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	BIO-2500	Microbiology	4
BIO-1100	Introduction to Biological Chemistry	3	PHM-2700	Advanced Topics in Pharmacy Practice	3
	<b>Total</b>	<b>6</b>	MA-1020	Medical Terminology I	3
<b>First Semester</b>			PHM-2860	Pharmacy Technology Practicum II	3
BIO-1050	Human Biology	3	HLTH/PE	(See degree requirements)	1
BIO-105L	Human Biology Laboratory	1	Social Sciences	(See degree requirements)	3
MATH-1140	Applied Algebra or higher*	2	<b>Total</b>		<b>17</b>
PHM-1300	Introduction to Pharmacy Practice	3	<b>Fourth Semester</b>		
PHM-1350	Pharmacy Practice I	3	SPCH-1000	Fundamentals of Interpersonal Communication...OR	3
PHM-1450	Pharmacology and Therapeutic Principles I	3	ENG-1020	College Composition II	
	<b>Total</b>	<b>15</b>	PHM-2870	Pharmacy Technology Practicum III	3
<b>Second Semester</b>			HLTH/PE	(See degree requirements)	1
CS-1020	Introduction to Computers	3	Humanities	(See degree requirements)	1-4
PHM-1460	Pharmacology and Therapeutic Principles II	3	Social Sciences	(See degree requirements)	3
PHM-1360	Pharmacy Practice II	3	<b>Total</b>		<b>11-14</b>
OADM-1010	Keyboarding	2	<b>Program Total</b>		
PHM-1860	Pharmacy Technology Practicum I	3			<b>63-66</b>
	<b>Total</b>	<b>14</b>			

\*MATH-1800/2Op800 may not be used to meet this requirement

Health Careers

PHYSICAL THERAPIST ASSISTING TECHNOLOGY

Associate of Applied Science Degree in Physical Therapist Assisting Technology

Physical therapy provides services to patients and clients of all ages who have impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease, or other causes. The physical therapist assistant works under the supervision of the licensed physical therapist to provide treatments in a variety of health care settings such as hospitals, extended care centers, school systems, ambulatory care centers, private practice, and other centers where physical therapists are employed.

Upon successful completion of the program, the student is eligible to take examination to qualify for licensure in the state in which the graduate chooses to practice.

Program Manager - Ms. Toby Sternheimer (216-987-4502). This program has specific admission requirements. Refer Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>Summer Session</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	PSY-2010	Child Growth and Development	3
BIO-1430	Anatomy and Physiology I	4	PTAT-2300	Physical Therapy Rehabilitation Procedures	3
ENG-1010	College Composition I	3	PTAT-2310	Pediatric Physical Therapy	2
MA-1020	Medical Terminology I	3	PTAT-2940	Field Experience I	1
MATH-1200	Intermediate Algebra or higher*	4	PTAT-2320	Functional Anatomy of the Nervous System	3
	<b>Total</b>	<b>17</b>	HLTH/PE	(See degree requirements)	1
			Humanities	(See degree requirements)	1-4
			<b>Total</b>	<b>14-17</b>	
<b>First Semester</b>			<b>Fourth Semester</b>		
BIO-1440	Anatomy and Physiology II	4	PTAT-2330	Geriatric Physical Therapy	2
PHYS-1210	College Physics I	4	PTAT-2340	Psychosocial Issues in Physical Therapy	1
PTAT-1100	Introduction to Physical Therapist Assisting	2	PTAT-2950	Field Experience II	3
PTAT-1300	Functional Anatomy	4	HLTH/PE	(See degree requirements)	1
PTAT-1310	Fundamentals of Physical Therapy	3	<b>Total</b>	<b>7</b>	
	<b>Total</b>	<b>17</b>			
<b>Second Semester</b>			<b>Program Total</b>		
ENG-1020	College Composition II	3			<b>74-77</b>
HTEC-1610	Introduction to Pharmacology	2			
PSY-1010	General Psychology	3			
PTAT-1400	Clinical Pathophysiology	3			
PTAT-1410	Physical Therapy Procedures	5			
PTAT-1420	Therapeutic Exercise	3			
	<b>Total</b>	<b>19</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

**Health Careers**  
**PHYSICIAN ASSISTANT**

**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 health care setting, hospital, nursing home, office or clinic in which the physician functions professionally.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	BIO-2600	Pathophysiology	3
BIO-1430	Anatomy and Physiology I	4	PA-2940	Field Experience I	4
PA-1300	History and Physical Exam Techniques I	2	PA-2970	Field Experience Seminar I	2
PA-1450	The Physician Assistant Profession and Health Care Issues	2	PSY-1010	General Psychology	3
PA-1500	Clinical Medicine I	1	ENG/SPCH	(See degree requirements)	3
SPA-1310	Adjuncts to Diagnosis	3	<b>Total</b>		<b>15</b>
SPA-1320	Basic Surgical and Technical Skills	2			
HLTH/PE	(See degree requirements)	1			
	<b>Total</b>	<b>18</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
BIO-1440	Anatomy and Physiology II	4	PA-2950	Field Experience II	4
PA-1310	History and Physical Exam Techniques II	2	PA-2980	Field Experience Seminar II	2
PA-1400	Clinical Pharmacology	3	PSY-2010	Child Growth and Development OR	3-4
PA-1510	Clinical Medicine II	4	PSY-2020	Life Span Development...OR	
SPA-1340	Clinical Anatomy	2	PSY-2100	Introduction to Aging	
Humanities	(See degree requirements)	1-4	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>16-19</b>	<b>Total</b>		<b>10-11</b>
<b>Summer Semester</b>			<b>Program Total</b>		
BIO-2500	Microbiology	4			
ENG-1010	College Composition I	3			
HTEC-1110	Ethics for Health Care Professionals	1			
MATH-1140	Applied Algebra or higher*	2			
PA-1520	Clinical Medicine III	2			
PA-2300	Primary Care Patient Management	1			
SPA-1300	Electrocardiography	1			
SPA-2500	Emergency Medicine	2			
	<b>Total</b>	<b>16</b>			
			<b>Program Total</b>		<b>75-79</b>

\*MATH-1800/2800 may not be used to meet this requirement.



Health Careers  
RADIOGRAPHY

**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, doctors' 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 Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Program Manager - Ms. Marilyn A. Rep (216-987-5264). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.	
<b>First Semester</b>			<b>Fourth Semester</b>			
BIO-1220	Anatomy and Physiology for Radiographers	3	RADT-2910	Radiographic Procedures - Applications II	7	
ENG-1010	College Composition I	3	PHIL-2050	Bioethics	3	
MA-1020	Medical Terminology I	3		<b>Total</b>	<b>10</b>	
MATH-1140	Applied Algebra or higher*	2				
RADT-1300	Fundamentals of Radiography	4				
RADT-1400	Radiographic Positioning	3				
	<b>Total</b>	<b>18</b>				
<b>Second Semester</b>			<b>Fifth Semester</b>			
PSY-1010	General Psychology	3	CS-1020	Introduction to Computers	3	
RADT-1910	Radiographic Procedures - Applications I	7	PHYS-2250	Radiographic Physics and Quality Control	4	
HLTH/PE	(See degree requirements)	1	RADT-2350	Radiographic Pathology	3	
	<b>Total</b>	<b>11</b>	RADT-2360	Special Imaging Procedures	2	
			RADT-2400	Imaging Systems	3	
				<b>Total</b>	<b>15</b>	
<b>Third Semester</b>			<b>Sixth Semester</b>			
BIO-2200	Radiobiology	2	RADT-2920	Radiographic Applications	5	
RADT-1350	Radiographic Technique	3	HLTH/PE	(See degree requirements)	1	
RADT-1410	Intermediate Radiographic Positioning	3	PSY-xxxx	Any 2000-level Psychology course	3	
ENG/SPCH	(See degree requirements)	3		<b>Total</b>	<b>9</b>	
	<b>Total</b>	<b>11</b>				
					<b>Program Total</b>	<b>74</b>

\*MATH-1800/2800 may not be used to meet this requirement.

Health Careers

**RADIOGRAPHY (Diagnostic Medical Sonography)**

**Associate of Applied Science Degree in Radiography 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 program has specific admission requirements. Refer to Application/Proficiency Requirements for more information. Program Manager - Ms. Marilyn A. Rep (216-987-5264).

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Fourth Semester</b>		
ENG-1010	College Composition I	3	RADT-2931	Directed Practice I	3
BIO-1220	Anatomy and Physiology for Radiographers	3	RADT-2550	Gynecologic and Obstetrical Sonography	3
MA-1020	Medical Terminology I	3	ENG/SPCH	(See degree requirements)	3
MATH-1140	Applied Algebra or higher*	2	HLTH/PE	(See degree requirements)	1
RADT-1300	Fundamentals of Radiography	4	<b>Total</b>		<b>10</b>
RADT-1400	Radiographic Positioning	3			
HLTH/PE	(See degree requirements)	1			
<b>Total</b>		<b>19</b>			
<b>Second Semester</b>			<b>Fifth Semester</b>		
PHYS-1100	Physics of Ultrasound	2	PHIL-2050	Bioethics	3
RADT-1910	Radiographic Procedures - Applications I	7	PHYS-2290	Advanced Sonography Physics and Vascular Color Flow	3
PSY-1010	General Psychology	3	RADT-2450	Abdominal Sonography II - Small Parts	3
<b>Total</b>		<b>12</b>	RADT-2560	Obstetrical Sonography	3
			RADT-2934	Directed Practice II	3
			<b>Total</b>		<b>15</b>
<b>Third Semester</b>			<b>Sixth Semester</b>		
RADT-1350	Radiographic Technique	3	RADT-2937	Directed Practice III	5
RADT-1410	Intermediate Radiographic Positioning	3	PSY-xxxx	Any 2000-level Psychology course	3
RADT-1450	Abdominal Sonography I	3	<b>Total</b>		<b>8</b>
<b>Total</b>		<b>9</b>			
<b>Program Total</b>					<b>73</b>

\*MATH-1800/2800 may not be used to meet this requirement.

**Health Careers**  
**RESPIRATORY CARE**

**Associate of Applied Science Degree in Respiratory Care**

Respiratory Care is a health career in which professionals assess the cardiopulmonary system, assist in the treatment of cardiopulmonary impairment, evaluate treatment effectiveness, and actively care for patients of all ages with deficiencies or abnormalities associated with the cardiopulmonary system. Opportunities exist for specialization within the profession in the areas of critical care, homecare, neonatal/pediatrics, education, pulmonary function testing and management as a licensed professional in Respiratory Care. The individual will, under the 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. Employment is primarily in hospitals but extends to home care, skilled nursing facilities, education, and management.

Program Manager - Mr. David Lucas (216-987-5267). This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG-1010	College Composition I	3	BIO-2500	Microbiology	4
PSY-1010	General Psychology	3	RESP-2310	Mechanical Ventilation	4
BIO-1100	Introduction to Biological Chemistry	3	RESP-2320	Pediatric/Neonatal Respiratory Care	2
BIO-1430	Anatomy and Physiology I	4	RESP-2920	Respiratory Care Directed Practice II	5
MATH-1140	Applied Algebra or higher*	2	HLTH/PE...	(See degree requirements)	1
RESP-1300	Respiratory Care Equipment	4	<b>Total</b>		<b>16</b>
RESP-1310	Cardiopulmonary Physiology	3			
<b>Total</b>		<b>22</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
BIO-1440	Anatomy and Physiology II	4	RESP-2330	Respiratory Home Care/Rehabilitation	1
RESP-1320	Acid-Base and Hemodynamics	2	RESP-2340	Patient Management Problems and Research	2
RESP-1330	Cardiopulmonary Assessment and Pulmonary Diseases	5	RESP-2930	Respiratory Care Directed Practice III	5
RESP-1340	Pharmacology for Respiratory Care	2	PSY-xxxx	any 2000-level Psychology course	3
ENG-1020	College Composition II	3	HLTH/PE	(See degree requirements)	1
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>12</b>
<b>Summer Semester</b>			<b>Program Total</b>		
PHIL-2050	Bioethics	3			
RESP-2300	Basic Therapeutic Procedures	3			
RESP-2910	Respiratory Care Directed Practice I	3			
<b>Total</b>		<b>9</b>			<b>75</b>

\*MATH-1800/2800 may not be used to meet requirement.

Health Careers

**SURGICAL PHYSICIAN ASSISTANT (formerly Surgeon's Assistant)**

**Associate of Applied Science Degree in Surgical Physician Assistant**

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

The surgical physician assistant is a health care professional who first 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 surgical physician 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. This program has specific admission requirements. Refer to Application/Proficiency Requirements for more information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	SPA-2510	Fundamentals of Clinical Surgery	3
BIO-1430	Anatomy and Physiology I	4	SPA-2940	Field Experience I	4
PA-1300	History and Physical Exam Techniques I	2	SPA-2970	Field Experience Seminar I	2
PA-1450	The Physician Assistant Profession and Health Care Issues	2	PSY-1010	General Psychology	3
PA-1500	Clinical Medicine I	1	ENG/SPCH	(See degree requirements)	3
SPA-1310	Adjuncts to Diagnosis	3	<b>Total</b>		<b>15</b>
SPA-1320	Basic Surgical and Technical Skills	2			
HLTH/PE	(See degree requirements)	1			
<b>Total</b>		<b>18</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
BIO-1440	Anatomy and Physiology II	4	HTEC-1110	Ethics for Health Care Professionals	1
PA-1310	History and Physical Exam Techniques II	2	SPA-2950	Field Experience II	4
PA-1400	Clinical Pharmacology	3	SPA-2980	Field Experience Seminar II	2
PA-1510	Clinical Medicine II	4	PSY-2010	Child Growth and Development OR	3-4
SPA-1330	Advanced Surgical Skills	2	PSY-2020	Life Span Development...OR	
SPA-1340	Clinical Anatomy	2	PSY-2100	Introduction to Aging	
<b>Total</b>		<b>17</b>	HLTH/PE	(See degree requirements)	1
			Humanities	(See degree requirements)	1-4
			<b>Total</b>		<b>12-16</b>
<b>Summer Semester</b>			<b>Program Total</b>		
BIO-2500	Microbiology	4			<b>80-84</b>
BIO-2600	Pathophysiology	3			
ENG-1010	College Composition I	3			
MATH-1140	Applied Algebra or higher*	2			
PA-1520	Clinical Medicine III	2			
SPA-1300	Electrocardiography	1			
SPA-2300	Surgical Patient Management	1			
SPA-2500	Emergency Medicine	2			
<b>Total</b>		<b>18</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

Health Careers

VETERINARY TECHNOLOGY

Associate of Applied Science Degree in Veterinary Technology

Veterinary Technicians assist with the care and treatment of animals under the supervision of a veterinarian. Career options for graduate technicians include private practice, emergency clinics, specialty clinics, teaching facilities, research facilities and the USDA Animal and Plant Health Inspection Service. Students work with companion animals, food animals, horses, laboratory animals and exotic species. In addition to lecture classes, the curriculum includes hands-on laboratory and clinical experience. During the final semester of study students participate in two different internships at Cleveland area clinical settings. Students are expected to provide their own transportation to all off-campus clinical experiences and large animal laboratories.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3	VT-2410	Veterinary Pathology II	2
BIO-1410	Anatomy and Physiology of Domestic Animals I	4	VT-2500	Small Animal Health and Disease	2
VT-1300	Veterinary Terminology and Law	2	VT-2510	Large Animal Health and Disease	2
VT-1320	Veterinary Office Applications	3	VT-2600	Anesthesiology, Emergency Techniques, and Dentistry	
VT-1400	Veterinary Science I	3	VT-2850	Veterinary Practicum	1
ENG-1010	College Composition I	3	VT-2980	Practicum Seminar II	1
	<b>Total</b>	<b>18</b>	ENG/SPCH...	(See degree requirements)	3
			HLTH/PE	(See degree requirements)**	1
			Social Sciences	(See degree requirements)***	3
			<b>Total</b>		<b>18</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
BIO-1420	Anatomy and Physiology of Domestic Animals II	3	VT-2700	Avian and Exotic Animal Medicine	2
MATH-1140	Applied Algebra or higher*	2	VT-2940	Veterinary Field Experience	2
VT-1450	Veterinary Radiography	2	Humanities	(See degree requirements)	1-4
VT-1500	Veterinary Science II	4	Social Sciences	(See degree requirements)***	3
VT-1520	Veterinary Parasitology	2	<b>Total</b>		<b>8-11</b>
VT-1600	Veterinary Surgical Nursing and Assisting	3			
HLTH/PE...	(See degree requirements)**	1			
	<b>Total</b>	<b>17</b>			
<b>Summer Session</b>			<b>Program Total</b>		
BIO-2500	Microbiology	4			<b>71-74</b>
VT-2300	Pharmacology for Veterinary Technicians	2			
VT-2400	Veterinary Pathology I	2			
VT-2850	Veterinary Practicum	1			
VT-2970	Practicum Seminar I	1			
	<b>Total</b>	<b>10</b>			

\*MATH-1800/2800 may not be used to meet this requirement.

\*\*Physical Education is highly recommended.

\*\*\*PSY-1010 and any 2000-level Psychology course highly recommended.

**Associate Degree Programs  
Public Service Technologies**

Early Childhood Education

Environmental Health and Safety Technology - Environmental Field Technology

Environmental Health and Safety Technology - Safety Compliance Management

Fire Technology

Law Enforcement - Basic

Law Enforcement - Corrections

Law Enforcement - Security Administration

Public Service Technologies  
EARLY CHILDHOOD EDUCATION

**Associate of Applied Science Degree in Early Childhood Education**

The Early Childhood Education program prepares students to teach young children in a variety of inclusive early childhood settings, including preschools, prekindergartens, Head Start, child care centers, and infant/toddler programs. 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 qualified to assume lead teacher positions, working with groups of young children under the supervision of educational directors. This program is accredited by the Ohio Department of Education to prepare students for state teacher certification/licensure as Pre-Kindergarten Associate teachers. Graduates of this program are not qualified for kindergarten/primary, kindergarten/ elementary or elementary state teachers' certification. These certificates/ licenses require a baccalaureate degree. The Pre-Kindergarten (Pre-K) Associate Certification/ Licensure preparation program, which is offered on all campuses, parallels the Associate Degree program and requires a formal application. Program Coordinator - Ms. Rejean Schulte (216-987-5058). This program has application and/or progression requirements. Please refer to Application/Progression Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ECED-1010	Introduction to Early Childhood Education: Children's Development and Programs	4	BIO-1050	Human Biology	3
ENG -1010	College Composition I	3	BIO-105L	Human Biology Laboratory	1
MATH-1060	Survey of Mathematics or higher*	2-3	ECED-1330	Music, Movement and Outdoor Environments in Early Childhood Education: Integrated Curriculum	4
PSY-1010	General Psychology	3	ECED-1700	Including Children with Special Needs	3
SPCH-1000	Fundamentals of Interpersonal Communication	3	ECED-2500	Infant/Toddler Development, Relationships, and Programs	3
HLTH/PE	(See degree requirements)	1	PSY-2010	Child Growth and Development	3
	<b>Total</b>	<b>16-17</b>		<b>Total</b>	<b>17</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ECED-1300	Language Development and Literature for Early Childhood: Integrated Curriculum	3	ECED-2300	Child Behavior and Guidance	3
ECED-1310	Art in Early Childhood: Integrated Curriculum	2	ECED-2400	Center-Family Relationships	2
ECED-1320	Cognition and Problem Solving in Early Childhood: Integrated Curriculum	2	ECED-2870	Early Childhood Education Student Teaching Practicum	2
ECED-1860	Experience with Young Children in Early Childhood Settings	3	ECED-2990	Early Childhood Education Student Teaching Seminar	3
ENG-1020	College Composition II	3	HLTH-1400	Childhood Health, Safety and Nutrition	3
SOC-1210	Sociology of the Family	3	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>14</b>
				<b>Program Total</b>	<b>63-64</b>

\*MATH-1800/2800 may not be used to meet this requirement.

Public Service Technologies

ENVIRONMENTAL, HEALTH & SAFETY TECHNOLOGY (Environmental Field Technology)

Associate of Applied Science Degree in Environmental, Health & Safety Technology with a Concentration in Environmental Field Technology

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
BIO - 1060	Environment, Ecology and Evolution	3	EHST - 2310	CERCLA Superfund Sites	2
BIO - 106L	Environment, Ecology and Evolution Laboratory	1	EHST - 2330	Ecotourism	2
EHST - 1300	Environmental Health and Safety I	4	EHST - 2340	Department of Transportation Regulations	2
EHST -1310	Introduction to Environmental Law	4	EHST - 2360	Environmental Sampling and Management	4
ENG -1010	College Composition I	3	PHIL - 2030	Introduction to the Philosophy of Science	3
HLTH - 1230	Standard First Aid and Personal Safety	1	Social Sciences	(See degree requirements)	3
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>16</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
BIO - 1050	Human Biology	3	BIO-2150	Environmental Science	3
BIO - 2010	Field Botany.....OR	3-4	EHST - 2370	OSHA/DOT Refresher	2
CHEM - 1010	Introduction to Inorganic Chemistry		EHST - 2390	Solid and Hazardous Waste Management	3
EHST - 1320	International Standards Organization (ISO) 14,000	2	EHST - 2940	Field Experience	1
EHST - 1340	Interdisciplinary Environmental Issues	3	Social Sciences	(See degree requirements)	3
MATH - 1060	Survey of Mathematics or higher*	3	<b>Total</b>		<b>12</b>
SPCH - 1000	Fundamentals of Interpersonal Communication	3			
HLTH/PE**	(See degree requirements)	2			
	<b>Total</b>	<b>19-20</b>			
				<b>Program Total</b>	<b>63-64</b>

\*MATH-1800/2800 may not be used to meet this requirement.

\*\*PE-1000, Personal Fitness, highly recommended.



Public Service Technologies

ENVIRONMENTAL, HEALTH & SAFETY TECHNOLOGY (Safety Compliance Management)

Associate of Applied Science Degree in Environmental, Health & Safety Technology with a Concentration in Safety Compliance Management

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.	
<b>First Semester</b>			<b>Third Semester</b>			
BIO - 1060	Environment, Ecology and Evolution	3	BIO-2150	Environmental Science	3	
BIO - 106L	Environment, Ecology and Evolution Laboratory	1	EHST - 2400	Environmental Health and Safety II	3	
EHST - 1300	Environmental Health and Safety I	4	EHST - 2300	International Environmental Issues	2	
EHST -1310	Introduction to Environmental Law	4	EHST - 2350	Emergency Response	2	
ENG -1010	College Composition I	3	PHIL - 2030	Introduction to the Philosophy of Science (See degree requirements)	3	
HLTH - 1230	Standard First Aid and Personal Safety	1	Social Sciences		3	
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>16</b>	
<b>Second Semester</b>			<b>Fourth Semester</b>			
BIO - 1050	Human Biology	3	EHST - 2320	Environmental Negotiation, Mediation and Conflict Resolution	2	
EHST - 1320	International Standards Organization (ISO) 14,000	2	EHST - 2330	Ecotourism	2	
EHST - 1800	Special Topics in Environmental Health and Safety	1	EHST - 2380	Risk Assessment	2	
FIRE - 1000	Introduction to Fire Science	3	EHST - 2390	Solid and Hazardous Waste Management	3	
MATH - 1060	Survey of Mathematics or higher*	3	EHST - 2940	Field Experience	1	
SPCH - 1000	Fundamentals of Interpersonal Communication	3	Social Sciences	(See degree requirements)	3	
HLTH/PE**	(See degree requirements)	2		<b>Total</b>	<b>13</b>	
	<b>Total</b>	<b>17</b>				
					<b>Program Total</b>	<b>62</b>

\*MATH-1800/2800 may not be used to meet this requirement.

\*\*PE-1000, Personal Fitness, highly recommended.

Public Service Technologies  
FIRE TECHNOLOGY

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, investigation, protection systems, and municipal public relations.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG -1010	College Composition I	3	BADM-2200	Human Relations in Business	3
FIRE-1000	Introduction to Fire Science	3	EMT-1320	Heavy Rescue	2
MATH-1200	Intermediate Algebra or higher*	4	EMT-1330	Defensive Driving - EMT	1
POL-1010	American National Government	3	FIRE-2320	Fire Prevention and Protection Systems	3
HLTH/PE	(See degree requirements)	1	FIRE-2350	Building Construction for Fire Prevention	2
Social Sciences	(See degree requirements)	3	FIRE-2400	Fire Hydraulics	2
	<b>Total</b>	<b>17</b>	PHYS-1210	College Physics I	4
			<b>Total</b>		<b>17</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ENG-1020	College Composition II	3	EMT-1340	Emergency Medical Services Communications	1
EMT-1310	Cardiopulmonary Resuscitation	1	FIRE-2600	Fire Investigation Methods	3
FIRE-1300	Fire Tactics and Strategy	3	FIRE-2720	Fire Service Training and Public Relations	2
FIRE-1400	Chemistry of Hazardous Materials	2	FIRE-2730	Managing Fire Services	3
SPCH-1000	Fundamentals of Interpersonal Communication.....OR	3	FIRE-2830	Cooperative Field Experience.....OR	1-3
SPCH-1010	Fundamentals of Speech Communication		CS-1020	Introduction to Computers	
HLTH/PE	(See degree requirements)	1	POL-1020	State and Local Government	3
Social Sciences	(See degree requirements)	3	<b>Total</b>		<b>13-15</b>
	<b>Total</b>	<b>16</b>			
				<b>Program Total</b>	<b>63-65</b>

\*MATH-1800/2800 may not be used to meet this requirement.

Public Service Technologies  
LAW ENFORCEMENT

**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 Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG -1010	College Composition I	3	LAWE-2300	Juvenile Delinquency	2
LAWE-1000	Introduction to Criminal Justice	3	LAWE-2310	Criminal Investigation	4
LAWE-1010	Computers in Criminal Justice	2	LAWE-2320	Ohio Revised Code	3
LAWE-1100	Criminal Procedures and Evidence	3	POL-1010	American National Government	3
PSY-1010	General Psychology	3	SPCH-1000	Fundamentals of Interpersonal Communication	3
SOC-1010	Introductory Sociology.....OR	3	HLTH/PE	(See degree requirements)	1
UST-1010	Introduction to Urban Studies		<b>Total</b>		<b>16</b>
Mathematics	(See degree requirements)	2			
	<b>Total</b>	<b>19</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
ENG -1020	College Composition II	3	BIO-1050	Human Biology	3
LAWE-1110	Constitutional Law	3	BIO-105L	Human Biology Laboratory	1
LAWE-1300	Patrol Operations	4	LAWE-2340	Police Management and Supervision	4
LAWE-1310	Traffic Enforcement and Investigation	3	LAWE-2350	Special Issues in Criminal Justice	2
PE-1190	Self Defense I	1	LAWE-2360	Community Oriented Policing	3
PSY-xxxx	Any 2000-level Psychology course	3	POL-1020	State and Local Government	3
	<b>Total</b>	<b>17</b>	<b>Total</b>		<b>16</b>
			<b>Program Total</b>		<b>68</b>

**Public Service Technologies**  
**LAW ENFORCEMENT (Corrections)**

**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 Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ENG -1010	College Composition I	3	LAWE-2300	Juvenile Delinquency	2
LAWE-1000	Introduction to Criminal Justice	3	LAWE-2510	Community Supervision and Aftercare	4
LAWE-1010	Computers in Criminal Justice	2	LAWE-2520	Criminology	3
LAWE-1100	Criminal Procedures and Evidence	3	POL-1010	American National Government	3
PSY-1010	General Psychology	3	SPCH-1000	Fundamentals of Interpersonal Communication	3
Mathematics	(See degree requirements)	2	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>16</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ENG -1020	College Composition II	3	BIO-1050	Human Biology	3
LAWE-1070	Introduction to Corrections	2	BIO-105L	Human Biology Laboratory	1
LAWE-1110	Constitutional Law	3	LAWE-2530	Correctional Case Management	3
LAWE-1500	Community Intervention Resources	4	LAWE-2540	Corrections: Principles and Practices	3
PE-1190	Self Defense I	1	LAWE-xxxx	Elective	3
SOC-1010	Introductory Sociology	3	POL-1020	State and Local Government	3
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>16</b>
				<b>Program Total</b>	<b>64</b>

Public Service Technologies  
LAW ENFORCEMENT (Security Administration)

**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 Application/Proficiency Requirements for specific information.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.	
<b>First Semester</b>			<b>Third Semester</b>			
ENG -1010	College Composition I	3	LAWE-2400	Security Management	4	
LAWE-1000	Introduction to Criminal Justice	3	LAWE-2410	Security Investigation	3	
LAWE-1010	Computers in Criminal Justice	2	LAWE-2420	Legal Aspects of Private Security	3	
LAWE-1100	Criminal Procedures and Evidence	3	POL-1010	American National Government	3	
PSY-1010	General Psychology	3	SPCH-1000	Fundamentals of Interpersonal Communication	3	
Mathematics	(See degree requirements)	2	HLTH/PE	(See degree requirements)	1	
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>17</b>	
<b>Second Semester</b>			<b>Fourth Semester</b>			
BADM-1020	Introduction to Business	3	BIO-1050	Human Biology	3	
ENG -1020	College Composition II	3	BIO-105L	Human Biology Laboratory	1	
LAWE-1050	Introduction to Security	2	FIRE-2320	Fire Prevention and Protection Systems	3	
LAWE-1400	Assets Protection	4	LAWE-2430	Contemporary Security Problems	3	
PE-1190	Self Defense I	1	LAWE-xxxx	Elective	3	
PSY-xxxx	Any 2000-level Psychology course	3	POL-1020	State and Local Government	3	
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>16</b>	
					<b>Program Total</b>	<b>65</b>

**Apprenticeship Programs**

Applied Industrial Technology - Bricklaying  
Applied Industrial Technology - Cement Masonry  
Applied Industrial Technology - Electrical Construction

APPLIED INDUSTRIAL TECHNOLOGY (Bricklaying)  
APPRENTICESHIP PROGRAM

Associate of Applied Science Degree in Applied Industrial Technology with a Concentration in Bricklaying.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ATBL-1300	Basic Bricklaying Trade Skills	2	ATBL-1370	Construction Trades Safety	1
ATBL-1310	Bricklaying Materials, Tools and Equipment	2	ATBL-2510	Advanced Brick-Block Construction	2
ATBL-1320	Basic Construction Drawings	1	ATBL-2520	Step and Paving Assembly Construction	2
ATBL-1330	Wall Construction I	2	ATBL-2530	Door and Window Construction	2
ATBL-1340	Arch Construction I	2	ESCI-1410	Physical Geology	3
ENG-1010	College Composition I	3	ESCI-141L	Laboratory in Physical Geology	1
MATH-1160	Technical Math I	4	HLTH/PE	(See degree requirements)	1
	<b>Total</b>	<b>16</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>15</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ATBL-1530	Wall Construction II	2	ATBL-1950	Construction Trades Field Experience	2
ATBL-1540	Arch Construction II	2	ATBL-2710	Advanced Bricklaying Skills	3
ATBL-1950	Construction Trades Field Experience	2	ATxx	Elective*	2
ATCM-1310	Applied Technical Communications and Economics	2	ATCM-1340	OSHA Standards for the Construction Industry	3
ENG-1020	College Composition II	3	HLTH/PE	(See degree requirements)	1
MATH-1360	Technical Mathematics II	5	Humanities	(See degree requirements)	1-4
	<b>Total</b>	<b>16</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>15-18</b>
			<b>Program Total</b>		<b>62-65</b>

\*Any Applied Industrial Technology course may be used with the written approval of the department.

APPLIED INDUSTRIAL TECHNOLOGY (Cement Masonry)  
 APPRENTICESHIP PROGRAM

Associate of Applied Science Degree in Applied Industrial Technology with a Concentration in Cement Masonry.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ATCM-1300	Fundamentals of Concrete Construction	2	ATCM-2320	Blueprint Fundamentals - Construction	2
ATCM-1310	Applied Technical Communications and Economics	2	ATCM-2500	Fundamentals of Concrete Curing	1
ATCM-1320	Basic Plan Reading	2	ATCM-2510	Fundamentals of Concrete Joints	1
ATCM-1330	Concrete Construction Equipment	2	ATCM-2520	Basic Cement Patching	2
ENG-1010	College Composition I	3	ATCM-2530	Concrete Restoration	3
MATH-1160	Technical Math I	4	ENG-1020	College Composition II	3
	<b>Total</b>	<b>15</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>15</b>
<b>Second Semester</b>			<b>Fourth Semester</b>		
ATBL-1370	Construction Trades Safety	1	ATCM-1340	OSHA Standards for the Construction Industry	3
ATCM-1400	Concrete/Cement Forming and Finishing	3	ATCM-2700	Advanced Concrete Finishing	3
ATCM-1410	Commercial/Residential Form and Finish Work	4	ATCM-2710	Concrete Specialty Products	1
ESCI-1410	Physical Geology	3	ATxx-	Elective*	2
ESCI-141L	Laboratory in Physical Geology	1	HLTH/PE	(See degree requirements)	1
MATH-1360	Technical Mathematics II	5	Humanities	(See degree requirements)	1-4
	<b>Total</b>	<b>17</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>15-18</b>
			<b>Program Total</b>		<b>62-65</b>

\*Any Applied Industrial Technology course may be used with the written approval of the department.



APPLIED INDUSTRIAL TECHNOLOGY (Electrical Construction)  
 APPRENTICESHIP PROGRAM

Associate of Applied Science Degree in Applied Industrial Technology with a Concentration in Electrical Construction.

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

Course No.	Course Title	Cr. Hrs.	Course No.	Course Title	Cr. Hrs.
<b>First Semester</b>			<b>Third Semester</b>		
ATEL-1300	Direct Current Fundamentals	3	ATEL-2300	Industrial Electronics Fundamentals I	3
ATEL-1330	National Electric Code	2	ATEL-2350	Programmable Logic Controllers	3
ATEL-1350	Industrial Safety	1	ENG-1020	College Composition II	3
ENG-1010	College Composition I	3	PHYS-1220	College Physics II	4
MATH-1160	Technical Mathematics I	4	Social Sciences	(See degree requirements)	3
HLTH/PE	(See degree requirements)	1	<b>Total</b>		<b>16</b>
	<b>Total</b>	<b>14</b>			
<b>Second Semester</b>			<b>Fourth Semester</b>		
ATEL-1310	Alternating Current Fundamentals	3	ATEL-2310	Industrial Electronics Fundamentals II	3
ATEL-1360	Blueprint Fundamentals - Electrical	2	ATEL-2500	A.C./D.C. Motors and Generators	4
MATH-1360	Technical Mathematics II	5	ATEL-2510	Motor Controls	3
PHYS-1210	College Physics I	4	ATEL-2700	Electrical Instrumentation	4
HLTH/PE	(See degree requirements)	1	Humanities	(See degree requirements)	1-4
	<b>Total</b>	<b>15</b>	Social Sciences	(See degree requirements)	3
			<b>Total</b>		<b>18-21</b>
			<b>Program Total</b>		<b>63-66</b>

**One Year Certificates**

**Certificate of Proficiency**

Automotive Technology  
Medical Assisting  
Cardiac Technology  
Office Administration (Administrative Assistant)  
Commercial Art and Design (Graphic Design)  
Office Administration (Information Specialist)  
Computer-Aided Design (CAD)  
Optical Technology  
Computer-Aided Manufacturing (CAM)  
Pharmacy Technician  
Court and Conference Reporting (Speedwriting Specialist)  
Plant Science and Landscape Technology (Landscape Technician)  
Dental Assisting  
Practical Nursing  
Machine Tools  
Sterile Processing and Distribution

**Post Degree Professional Certificate**

Paralegal Studies

**One Year Certificates**

**AUTOMOTIVE TECHNOLOGY**

**Certificate of Proficiency**

This Certificate of Proficiency in Automotive Technology provides students with classroom and laboratory experience and prepares students for employment in the auto service industry.

Degree: Students may apply credits toward the Automotive Technology Degree program.

Program Manager: (216-987-5330). This program has application and/or progression requirements. Please refer to APPLICATION/PROGRESSION REQUIREMENTS for specific information.

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

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hrs.</b>
<b>First Semester</b>		
AUTO-1100	Introduction to Automotive Service Procedures	2
AUTO-1200	Introduction to Automotive Service Manuals and Information Systems	1
AUTO-1300	Automotive Engines	3
AUTO-1350	Manual Transmission and Drive Train	2
AUTO-1450	Automotive Braking Systems	3
AUTO-1500	Automotive Electrical	2
ENG-1010	College Composition I	3
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
AUTO-1400	Automotive Alignment, Steering and Suspension	3
AUTO-2300	Automatic Transmissions	3
AUTO-2350	Automotive HVAC	2
AUTO-2400	Engine Performance	3
AUTO-2500	Automotive Electrical Diagnosis	2
MATH-1060	Survey of Mathematics or higher*	2-3
	<b>Total</b>	<b>15-16</b>
	<b>Program Total</b>	<b>31-32</b>

\*MATH-1800/2800 may not be used to meet this requirement.

One Year Certificates

CARDIAC TECHNOLOGY

Certificate of Proficiency

The two semester program prepares cardiac technicians to perform electrocardiograms (EKGs), ECG holter scanning and monitoring, and cardiac stress tests. They work closely with other members of the cardiac team and can be employed in hospitals, clinics, physicians' offices and mobile service centers. Graduates are eligible to take a national board exam administered by Cardiovascular Credentialing International (CCI).

Degree: Students may apply credits toward the Cardiovascular Technology Degree program.

Program Manager - Mr. Ed Stacey (216-987-5574). This program has specific admission requirements. Please refer to Nursing Application/ Admission Requirements for more information.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3
BIO-1430	Anatomy and Physiology I	4
CVT-1300	Introduction to Cardiovascular Technology	1
CVT-1310	Electrocardiographic Interpretations	2
CVT-1320	Electrocardiography, Holter, Pacemaker Laboratory	1
CVT-1340	Cardiac Stress Testing Laboratory	1
CVT-1360	Cardiovascular Anatomy and Physiology	2
EMT-1310	Cardiopulmonary Resuscitation	1
ENG-1010	College Composition I	3
	<b>Total</b>	<b>18</b>
<b>Second Semester</b>		
CS-1020	Introduction to Computers	3
CVT-2910	Cardiovascular Procedures I	4
ENG-1020	College Composition II	3
HTEC-1110	Ethics for Health Care Professionals	1
MA-1020	Medical Terminology I	3
MATH-1140	Applied Algebra or higher*	2
MLT-1300	Introduction to Blood Collection...OR	2-3
OADM-1000	Business Language Skills	—
	<b>Total</b>	<b>18-19</b>
	<b>Program Total</b>	<b>36-37</b>

\*MATH-1800/2800 may not be used to meet this requirement.

One Year Programs

COMMERCIAL ART AND DESIGN (Graphic Design)

Certificate of Proficiency

This one-year certificate program is designed to accommodate individuals who want to upgrade their design and drawing skills. The courses are designed to improve the graduate's design, drawing and problem-solving techniques. Degree: Students may apply credits toward the Commercial Art and Design Degree program.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
CART-1050	Introduction to Commercial Art and Graphic Design	2
CART-1300	Typography and Layout	2
CART-1310	Graphic Design Drawing	1
CART-131L	Graphic Design Drawing Studio	1
CART-1340	Rendering Techniques	2
CART-1400	Decorative Design.....OR	2
CART-2320	Designing for Production.....OR	
CART-2410	Corporate Graphics	
ENG-1010	College Composition I	3
Mathematics	(See degree requirements)	3
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
ART-1050	Drawing I.....OR	3
GCMT-1500	Black and White Photography I	
CART-1320	Page Layout and Design	2
CART-1500	Advertising and Design	2
CART-1600	Imaging and Design	1
CART-160L	Imaging and Design Studio	1
CART-2310	Graphic Design and Illustration	2
CART-2420	Publication Design	2
CART-xxxx	Elective*	2
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>31</b>

\*CART Electives:

CART-2430 Magazine Design

CART-2440 Package Design

CART-2450 Media Design

CART-2700 Portfolio Preparation

CART-2820 Individual Advanced Study in Commercial Art and Design

CART-2830 Cooperative Field Experience

**One Year Programs**

**COMPUTER-AIDED DESIGN (CAD)**

**Certificate of Proficiency**

This program is for students who wish to acquire engineering and computer design skills for entry-level employment in a manufacturing environment.

Degree: Students may apply credits toward the Manufacturing/ Industrial Technology Degree program.

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

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hrs.</b>
<b>First Semester</b>		
MATH-1160	Technical Mathematics I	4
MET-1100	Technology Orientation	2
MIT-1200	Engineering Drawing	2
MIT-1220	Introduction to AutoCAD	2
MIT-1250	Materials and Machine Tools	3
MIT-1600	CNC Programming	3
MIT-1700	CAD/CAM I	3
	<b>Total</b>	<b>19</b>
<b>Second Semester</b>		
ENG-1010	College Composition I	3
MATH-1360	Technical Mathematics II	5
MIT-1100	Computer Applications and Programming	2
MIT-1950	Industrial CAD I	3
MIT-2700	CAD/CAM II	3
	<b>Total</b>	<b>16</b>
	<b>Program Total</b>	<b>35</b>

One Year Programs

COMPUTER-AIDED MANUFACTURING (CAM)

Certificate of Proficiency

This program is for students who wish to acquire computer-integrated machining and programming skills for entry-level employment in a manufacturing and metals machining industry.

Degree: Students may apply credits toward the Manufacturing/ Industrial Technology Degree program.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
MATH-1160	Technical Mathematics I	4
MET-1100	Technology Orientation	2
MIT-1200	Engineering Drawing	2
MIT-1220	Introduction to AutoCAD	2
MIT-1250	Materials and Machine Tools	3
MIT-1600	CNC Programming	3
MIT-1700	CAD/CAM I	3
	<b>Total</b>	<b>19</b>
<b>Second Semester</b>		
ENG-1010	College Composition I	3
MIT-1300	Metallurgy and Manufacturing Processes	3
MIT-1950	Industrial CAD I	3
MIT-2100	Advanced Machine Tools	3
MIT-2700	CAD/CAM II	3
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>34</b>

**One Year Programs**

**COURT AND CONFERENCE REPORTING (Speedwriting Specialist)**

**Certificate of Proficiency**

The certificate program is designed to accommodate students who want to learn the steno machine and computer technology but choose to work outside the court reporting field. Program technology emphasizes data entry and word processing skills using specialized software. Students build steno speed to 140 wpm, which enables document production at a rate twice as fast as that of a good typist, adding to marketability within the transcription and data entry industries.

Degree: Students may apply credits toward the Court and Conference Reporting Degree program.

Program Manager - Ms. Mary A. Reis (216-987-4431). This program has application and/or progression requirements. Please refer to Application/Admission Requirements for specific information.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
C&CR-1300	Realtime Theory	3
C&CR-1350	Legal Terminology	3
ENG -1010	College Composition I	3
LAWE-1100	Criminal Procedures and Evidence	3
MATH-1060	Survey of Mathematics or higher*	3
	<b>Total</b>	<b>15</b>
<b>Second Semester</b>		
C&CR-1370	Introduction to Technology	3
C&CR-1400	Speedbuilding and Transcription at 100 WPM	2
C&CR-1500	Speedwriting	3
MA-1020	Medical Terminology I	3
OADM-1000	Business Language Skills	2
	<b>Total</b>	<b>13</b>
<b>Summer Semester</b>		
C&CR-1450	Speedbuilding and Transcription at 140 WPM	2
C&CR-2840	Internship	1
C&CR-2500	Advanced Speedwriting	3
	<b>Total</b>	<b>6</b>
	<b>Program Total</b>	<b>34</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.



**One Year Programs**  
**DENTAL ASSISTING**

**Certificate of Proficiency**

Dental Assistants are competent in technical, interpersonal and management areas. They work directly with the dentists and patients and have responsibility for chairside assisting, taking radiographs (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 and the Ohio Dental Assistant Radiographer exam.

Degree: Students may apply credits toward the Dental Assisting Degree program at Jefferson Community College in Steubenville, OH.

Program Manager - Ms. Mary Lou Gerosky (216-987-4494). This program has specific admission requirements. Please refer to Application/ Admission Requirements for more information.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
BIO-1050	Human Biology	3
BIO-1200	Oral Structure and Development	3
DAST-1300	Dental Assisting Methods I	5
DAST-1310	Dental Assisting Radiography I	3
DAST-1320	Dental Office Management	3
	<b>Total</b>	<b>17</b>
<b>Second Semester</b>		
DAST-1400	Dental Assisting Methods II	3
DAST-1410	Dental Assisting Radiography II	2
DAST-1420	Current Concepts for the Dental Assistant	1
DAST-1860	Dental Assisting Practicum	4
HTEC-1100	Allied Dental Pharmacology	2
HTEC-1200	Patient Management for Health Career Professionals	1
	<b>Total</b>	<b>13</b>
<b>Summer Semester</b>		
ENG -1010	College Composition I	3
MATH-1140	Applied Algebra or higher*	2
	<b>Total</b>	<b>5</b>
	<b>Program Total</b>	<b>35</b>

\*MATH-1800/2800 may not be used to meet this requirement.

**One Year Programs**  
**MACHINE TOOLS**

**Certificate of Proficiency**

This program provides a certificate of proficiency to students who wish to acquire hands-on manual and computer programming entry-level machining skills for possible employment in the metal working industry.

Degree: Students may apply credits toward the Manufacturing/Industrial Technology Degree program.

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

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hrs.</b>
<b>First Semester</b>		
ENG-1010	College Composition I	3
MATH-1160	Technical Mathematics I	4
MET-1100	Technology Orientation	2
MIT-1200	Engineering Drawing	2
MIT-1220	Introduction to AutoCAD	2
MIT-1250	Materials and Machine Tools	3
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
ENG-1020	College Composition II	3
MATH-1360	Technical Mathematics II	5
MIT-1300	Metallurgy and Manufacturing Processes	3
MIT-1600	CNC Programming	3
MIT-2100	Advanced Machine Tools	3
	<b>Total</b>	<b>17</b>
	<b>Program Total</b>	<b>33</b>

**One Year Programs**  
**MEDICAL ASSISTING**

**Certificate of Proficiency**

The Medical Assistant is a multi-skilled professional who assists the physician with the administrative and clinical aspects of patient care. The program includes courses in administrative, clinical, and communication skills, ethical and legal standards of medical practice, and a "hands on" clinical practicum experience in the health care industry. The Medical Assisting Certificate program is three semesters in length starting the Fall semester with completion the following August. Graduates of the one-year program are eligible to take the National Certifying Examination given by the American Association of Medical Assistants.

Degree: Graduates may transfer directly into the Medical Assisting Degree program.

Program Manager - Ms. Barbara Freeman (216-987-4438) This program has specific admission requirements. Please refer to Application/ Admission Requirements for more information.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
ENG-1010	College Composition I	3
HTEC-1110	Ethics for Health Care Professionals	1
HTEC-1610	Introduction to Pharmacology	2
MA-1020	Medical Terminology I	3
MA-1300	Medical Office Lab I	2
MA-1400	Basic Clinical Medical Assisting	2
MA-1500	Medical Office Communication	3
MATH-1140	Applied Algebra or higher*	2
	<b>Total</b>	<b>18</b>
<b>Second Semester</b>		
HIM-1010	Basic Medical Transcription	1
MA-1030	Medical Terminology II	2
MA-1310	Medical Office Lab II	2
MA-1410	Advanced Clinical Medical Assisting	3
MA-1510	Medical Office Procedures	4
MA-1520	Medical Billing and Coding	3
	<b>Total</b>	<b>15</b>
<b>Summer Semester</b>		
MA-2860	Medical Assisting Practicum	2
MA-2980	Medical Assisting Seminar	1
	<b>Total</b>	<b>3</b>
	<b>Program Total</b>	<b>36</b>

\*MATH-1800/2800 may not be used to meet this requirement.

**One Year Programs**

**OFFICE ADMINISTRATION (Administrative Assistant)**

**Certificate of Proficiency**

The one-year certificate program is designed to accommodate those who are employed full-time or are attending college on a part-time basis, seeking to upgrade their existing employment skills or begin a job in an office setting. The Administrative Assistant Certificate of Proficiency prepares individuals with the background needed to move ahead rapidly in the growing field of office administration.

Degree: Students may apply credits toward the Office Administration (Administrative Assistant) Degree program.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
ENG-1010	College Composition I	3
OADM-1000	Business Language Skills	2
OADM-1010	Keyboarding*	2
OADM-1020	Microcomputer Applications	3
OADM-1050	Electronic Spreadsheet Applications	3
OADM-1060	Introduction to Windows	2
	<b>Total</b>	<b>15</b>
<b>Second Semester</b>		
MATH-1060	Survey of Mathematics or higher**	3
OADM-1030	Speed Building	2
OADM-1040	Basic Filing with Microcomputer Applications	3
OADM-1310	Basic Business Formatting	3
OADM-2010	Business Communications	3
OADM-2300	Word Processing	3
	<b>Total</b>	<b>17</b>
	<b>Program Total</b>	<b>32</b>

\*May be waived based on placement test or experience. Contact OADM department.  
If waived, take OADM-1310 in the first semester.

\*\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

**One Year Program**

**OFFICE ADMINISTRATION (Information Specialist)**

**Certificate of Proficiency**

This certificate program prepares the student in the basics of information processing. Hands-on training in information processing of applications and functions are provided.

Degree: Students may apply credits toward the Office Administration (Information Specialist) Degree program.

**Suggested Semester Sequence For Full Time Students**

**(It will take Part Time Students longer to complete this program)**

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
ENG-1010	College Composition I	3
MATH-1060	Survey of Mathematics or higher*	3
OADM-1000	Business Language Skills	2
OADM-1010	Keyboarding**	2
OADM-1040	Basic Filing with Microcomputer Applications	3
OADM-1060	Introduction to Windows	2
	<b>Total</b>	<b>15</b>
<b>Second Semester</b>		
OADM-1030	Speed Building	2
OADM-1050	Electronic Spreadsheet Applications	3
OADM-1310	Basic Business Formatting	3
OADM-2010	Business Communications	3
OADM-2300	Word Processing	3
	<b>Total</b>	<b>14</b>
<b>Summer Semester</b>		
OADM-2310	Desktop Publishing	3
OADM-2320	Machine Transcription	3
	<b>Total</b>	<b>6</b>
	<b>Program Total</b>	<b>35</b>

\*MATH-1140 and 1800/2800 may not be used to meet this requirement.

\*\*May be waived based on placement test or experience.

Contact OADM department. If waived, take OADM-1310 in first semester.

One Year Programs

OPTICAL TECHNOLOGY

Certificate of Proficiency

A student who receives a one-year certificate can work in a retail outlet, optical laboratory or a doctor's office. Other career paths can lead to related work as a sales representative for optical products. Note: In order to be eligible to take your State Board Exam for your License, you must finish the Optical Technology Degree program.

Degree: Students may apply credits toward the Optical Technology Degree program.

Program Manager - Mr. Frank Corsello (216-987-4454). This program has specific admission requirements. Please refer to Application/ Admission Requirements for more information.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
ENG-1010	College Composition I	3
OPT-1310	Theoretical Optics I	2
OPT-1410	Mechanical Optics I	2
OPT-1510	Optical Dispensing I	3
OPT-1610	Contact Lens I	2
PSY-1010	General Psychology	3
	<b>Total</b>	<b>15</b>
<b>Second Semester</b>		
MATH-1060	Survey of Mathematics or higher*	3
OPT-1320	Theoretical Optics II	2
OPT-1420	Mechanical Optics II	2
OPT-1520	Optical Dispensing II	3
OPT-1620	Contact Lens II	3
	<b>Total</b>	<b>13</b>
<b>Summer Semester</b>		
OPT-2500	Optical Business	2
OPT-2860	Optical Practicum	2
PHYS-1300	Physics of Optical Materials	4
	<b>Total</b>	<b>8</b>
	<b>Program Total</b>	<b>36</b>

\*MATH-1800/2800 may not be used to meet this requirement.

One Year Programs

PHARMACY TECHNICIAN

Certificate of Proficiency

Hospital pharmacists have long recognized the need in their field for technically trained support personnel. Qualified pharmacy technicians will find employment after completion of the certificate program in community and hospital pharmacies, clinics or other institutions. Their duties may involve dispensing, pricing, inventory control, typing, records maintenance, cash register work and operation of computer terminals.

Degree: Students may apply credits toward the Pharmacy Technology Degree program.

Program Manager - Ms. Janet Wakelin (216-987-2381)

This program has specific admission requirements. Please refer to Application/ Admission Requirements for more information.

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

Course No.	Course Title	Credit Hrs.
<b>Summer Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3
ENG-1010	College Composition I	3
	<b>Total</b>	<b>6</b>
<b>First Semester</b>		
BIO-1050	Human Biology	3
BIO-105L	Human Biology Laboratory	1
MATH-1140	Applied Algebra or higher*	2
PHM-1300	Introduction to Pharmacy Practice	3
PHM-1350	Pharmacy Practice I	3
PHM-1450	Pharmacology and Therapeutic Principles I	3
	<b>Total</b>	<b>15</b>
<b>Second Semester</b>		
BIO-2500	Microbiology	4
CS-1020	Introduction to Computers	3
PHM-1360	Pharmacy Practice II	3
PHM-1460	Pharmacology and Therapeutic Principles II	3
PHM-1860	Pharmacy Technology Practicum I	3
	<b>Total</b>	<b>16</b>
	<b>Program Total</b>	<b>37</b>

\*MATH-1800/2800 may not be used to meet this requirement.

One Year Programs

**PLANT SCIENCE AND LANDSCAPE TECHNOLOGY (Landscape Technician)**

**Certificate of Proficiency**

The one-year certificate program offers persons already employed or attending college on a part-time basis the opportunity to upgrade their existing landscape or horticulture skills in order to advance more rapidly in a career which places great value on a combination of practical and classroom experience. The Landscape Technician Certificate of Proficiency features course work in such horticulture basis as botany, plant identification, plant diseases and insect pests, soil technology, and landscape practices.

Degree: Students may apply credits towards the Plant Science and Landscape Technology Degree program.

Program Manager - Mr. David Emmitt (216-987-2235) This program has application and/or progression requirements. Please refer to Application/ Admission Requirements for specific information.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
ENG-1010	College Composition I	3
MATH-1060	Survey of Mathematics or higher*	2-3
PST-1300	Horticultural Botany	3
PST-1310	Landscape Plants I	3
PST-1410	Equipment Operations and Maintenance	3
	<b>Total</b>	<b>14-15</b>
<b>Second Semester</b>		
ACCT-1020	Applied Accounting	3
ECON-1210	Survey of Economics	3
PST-1320	Landscape Plants II	3
PST-1350	Plant Production	2
PST-1420	Landscape Practices	3
PST-2350	Landscape Contracting	3
	<b>Total</b>	<b>17</b>
	<b>Program Total</b>	<b>31-32</b>

\*MATH-1800/2800 may not be used to meet this requirement.



**One Year Programs**  
**PRACTICAL NURSING**

**Certificate of Proficiency**

The Practical Nurse (under the direction of a physician, dentist, optometrist, podiatrist or registered nurse) works in a variety of settings, including, clinics, home care, hospitals, long-term care facilities and physicians' offices. The curriculum consists of 41 credit hours, divided among nursing and non-nursing courses. The nursing courses consist of classroom activities, hospital and long-term care experiences caring for patients of all ages with a variety of health deviations. Upon successful completion of the program requirements, ACCESS in Nursing is available for graduates. Graduates are eligible to take the National Council Licensing Examination for Practical Nursing.

Felony and Substance Abuse. The Ohio Board of Nursing may deny or place restriction upon any license issued by the Board. These sanctions are listed in the Ohio Board of Nursing Rule 4723.28. Any student who has been convicted of a felony or misdemeanor committed in the course of practice, or who has a history of substance abuse, must notify the Ohio Board of Nursing at the time of application for the NCLEX-PN. Each situation is reviewed and decided upon individually. Crimes which are misdemeanors unrelated to the course of practice do not apply to this rule.

Interim Program Manager - Ms. Janice Melnick (216-987-2276). This program has specific admission requirements. For more information, please refer to Application/ Admission Requirements.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
BIO-1100	Introduction to Biological Chemistry	3
ENG-1010	College Composition I	3
MATH-1140	Applied Algebra or higher*	2
PNUR-1310	Fundamentals of Nursing	4
PNUR-1320	Nursing Management of Adults I	4
	<b>Total</b>	<b>16</b>
<b>Second Semester</b>		
BIO-1430	Anatomy and Physiology I	4
NURS-1300	Health Assessment	2
PNUR-1330	Nursing Management of Adults II	8
PSY-1010	General Psychology	3
	<b>Total</b>	<b>17</b>
<b>Third Semester</b>		
PNUR-1340	Nursing Care of Families	4
PSY-2020	Life Span Development	4
	<b>Total</b>	<b>8</b>
	<b>Program Total</b>	<b>41</b>

\*MATH-1160 and 1800/2800 may not be used to meet this requirement.

One Year Programs

**STERILE PROCESSING AND DISTRIBUTION TECHNOLOGY**

**Certificate of Proficiency**

The sterile processing and distribution technician decontaminates, inspects, assembles, and sterilizes instruments and surgical trays. They also manage inventory control, order supplies, inspect, maintain, deliver and retrieve equipment and instruments for the surgery suite, emergency room, and intensive care units. This Certificate of Proficiency program is three semesters in length starting the Fall Semester with completion the following August. A "hands on" clinical practicum experience in an area hospital is included in the course of study. This program prepares graduates for eligibility for the National Certifying Examination given by the National Institute for the Certification of Healthcare Sterile Processing and Distribution Personnel.

Program Manager - Ms. Barbara Freeman (216-987-4438). This program has specific admission requirements. Please refer to Application/ Admission Requirements for more information.

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

Course No.	Course Title	Credit Hrs.
<b>First Semester</b>		
BIO-1100	Introduction to Biological Chemistry.....OR	3
HTEC-1020	Integrated Basic Science	
ENG-1010	College Composition I	3
MA-1010	Introduction to Medical Terminology.....OR	2-3
MA-1020	Medical Terminology I	
MA-1700	Sterile Processing Tech I	4
MATH-1140	Applied Algebra or higher*	2
	<b>Total</b>	<b>14-15</b>
<b>Second Semester</b>		
BADM-1020	Introduction to Business	3
HTEC-1110	Ethics for Health Care Professionals	1
MA-1710	Sterile Processing Tech II	4
MA-1860	Sterile Processing Practicum	2
MA-1980	Practitioner/Patient Interaction Seminar	2
OADM-1010	Keyboarding.....OR	2-3
OADM-1020	Microcomputer Applications	___
	<b>Total</b>	<b>13-14</b>
<b>Summer Semester</b>		
MA-1860	Sterile Processing Practicum	2
	<b>Total</b>	<b>2</b>
	<b>Program Total</b>	<b>30-32</b>

\*MATH-1800/2800 may not be used to meet this requirement.

**Post Degree Professional Certificate  
PARALEGAL STUDIES**

**Post Degree Professional Certificate**

This certificate program is for students who already have an associate or bachelor degree and want to become a paralegal.

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 (216-987-5112). This program has specific admission requirements. For application/admission information, please refer to Application/Admission Requirements.

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

<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hrs.</b>
<b>First Semester</b>		
PL-1000	Introduction to Paralegal Profession	2
PL-1300	Civil Procedure	3
PL-1400	Basic Legal Research and Writing	3
PL-1500	Legal Computer Applications	3
PL-xxxx	Elective*	3
	<b>Total</b>	<b>14</b>
<b>Second Semester</b>		
PL-1420	Probate Law	3
PL-1440	Business Law for Paralegals	4
PL-2300	Torts and Evidence	3
PL-2400	Computer Assisted Legal Research	3
PL-xxxx	Elective*	3
	<b>Total</b>	<b>16</b>
	<b>Program Total</b>	<b>30</b>

\*PL Electives:

Workers' Compensation Law

PL-1800 Special Topics in Paralegal Studies

PL-2520 Debtor/Creditor Law

PL-2540 Family Law

PL-2560 Advanced Litigation

Programs Requiring Application and/or Proficiency Requirements for Progression

<ul style="list-style-type: none"> <li>• Architectural &amp; Construction Engineering Technology</li> <li>• Automotive Technology</li> <li>• Automotive Technology (Certificate of Proficiency)</li> <li>• Aviation Technology</li> <li>• Commercial Art &amp; Design Technology</li> <li>• Court &amp; Conference Reporting (Degree and Certificate)</li> <li>• Early Childhood Education/Pre-K</li> <li>• Electrical-Electronic Engineering Technology (Three Programs)</li> <li>• Graphic Communications &amp; Photography (Photography)</li> <li>• Hospitality Management (Three Programs)</li> <li>• Human Services</li> <li>• Law Enforcement</li> <li>• Law Enforcement (Corrections)</li> <li>• Law Enforcement (Security Administration)</li> <li>• Manufacturing/Industrial Technology</li> <li>• Mechanical Engineering Technology</li> <li>• Paralegal Studies</li> <li>• Paralegal Studies (Post Degree Professional Certificate)</li> <li>• Plant Science and Landscape Technology (Degree and Certificate)</li> </ul> <p>Certain programs at Cuyahoga Community College require students to meet proficiency requirements in order to progress to the next level of course work within the student's major area of study. In addition to the proficiency requirements, some may also require students to complete an application for that program.</p> <p>Students are responsible for meeting the admission and/or proficiency requirements for a listed program major.</p>	<p>Prior to taking any course work, students should follow the regular procedures for admission to Cuyahoga Community College. These procedures can be found in Section II of the catalog.</p> <p>In addition to the admission procedures, all students must do the following:</p> <ol style="list-style-type: none"> <li>1. If you have not taken an English or Math course at Tri-C or another college or university, you must take the English and Math assessment tests to determine your placement in these subjects. The semester English and Math courses (quarter course equivalents listed in parentheses) indicated on the chart are the minimum levels for eligibility.</li> <li>2. If indicated on the chart, submit a completed application form to the program to which you wish to apply. Application forms may be obtained from the departmental office.</li> <li>3. Complete all other requirements for your program as specified on the chart. Additional details about the program can be obtained from the program coordinator or by appointment with a Tri-C counselor.</li> </ol> <p>If an application is required for your program, the application does not necessarily guarantee admission to that program.</p> <p>NOTE: On the accompanying chart, the letter following the program title indicates the home campus for that program. Only the home campus offers all the required courses in the major field. Most prerequisites and other specific degree requirements may be completed at any Tri-C campus.</p>
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List of Programs Requiring Application and/or Proficiency Requirements for Progression

	<b>Architectural &amp; Construction Engr. Tech (M)</b>
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Complete 1010 (or 101).
Mathematics Requirement	Complete 1160 (or 116).
Other Courses/ Requirements	Complete the following: <ul style="list-style-type: none"> <li>• MET-1100 (or ENGR-109)</li> <li>• ARCH-1410 (or 141)</li> </ul>
Notes/ Other Information	

	<b>Automotive Technology (W)</b>
Program Application/ Information Form	Required of ASEP and ASSET applicants only.
High School Graduate or GED Equivalency	Not required, but highly recommended
English Requirement	Not applicable
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Dealership sponsor required for acceptance into ASEP and ASSET programs.</li> <li>• ASEP and ASSET student handbooks contain educational and worksite requirements for continuation in program.</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• In addition, ASEP/ ASSET students need to complete AUTO-2940 and AUTO-2950.</li> <li>• Enrollment in individual courses for students who are not degree majors permitted.</li> <li>• Students interested in programs or courses should contact the Automotive Technology Dept. at (216) 987-5330.</li> </ul>

	<b>Automotive Technology (Certificate of Proficiency) (W)</b>
Program Application/ Information Form	Not applicable
High School Graduate or GED Equivalency	Not required, but highly recommended
English Requirement	Not applicable
Mathematics Requirement	Not applicable
Other Courses/ Requirements	Not applicable
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Enrollment in individual courses for students who are not degree majors permitted.</li> <li>• Students interested in programs or courses should contact the Automotive Technology Dept. at (216) 987-5330.</li> </ul>

List of Programs Requiring Application and/or Proficiency Requirements for Progression

	Aviation Technology (W)
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Eligibility* for 1010 (or 101)
Mathematics Requirement	Eligibility* for 1200(or 120)
Other Courses/ Requirements	Complete AVIA-1010 (or 101) with grade of "C" or higher.
Notes/ Other Information	Must be able to pass an FAA third class medical.

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

	Commercial Art & Design Technology (E-W)
Program Application/ Information Form	Not applicable
High School Graduate or GED Equivalency	Not required, but highly recommended
English Requirement	Eligibility* for 0990 (or 099)
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete CART-1050 (or 105). May be waived if student possesses prior graphic design lab experience.</li> <li>• Complete OADM-1010 (or OADM-119). May be waived if student types 20 wpm.</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Non-degree students may enroll for individual courses.</li> <li>• Options in graphic design, advertising design, illustration.</li> <li>• One-year certificate in graphic design available.</li> <li>• Contact program coordinator or counselor for additional information.</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

List of Programs Requiring Application and/or Proficiency Requirements for Progression

	Court & conference Reporting (Degree and Certificate) (M-W)
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Eligibility* for 1010 (or 101)
Mathematics Requirement	Not applicable
Other Courses/ Requirements	Type 30 wpm
Notes/ Other Information	<ul style="list-style-type: none"> <li>• For Degree: Recommend C&amp;CR-1000 (or 100) in the Spring or Summer prior to entering the program.</li> <li>• Speed-writing Specialist certificate available.</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

	Early Childhood Educ./Pre-K (E-M-W)
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Eligibility* for 1010 (or 101)
Mathematics Requirement	Complete placement test
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete ECED-1010 (or 101 and 102) with grade of "C" or higher.</li> <li>• 3 letters of reference.</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Complete 5 of the required 30 volunteer hrs.</li> <li>• Sign Ohio Department of Human Services Child Abuse Form.</li> <li>• Completion of the Moral Character Form.</li> <li>• B.C.I.I. check (complete prior to ECED-1860 [or 160]).</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

List of Programs Requiring Application and/or Proficiency Requirements for Progression

	<b>Electrical-Electronic Engineering Technology [Three Programs] (M)</b>
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Complete 1010 (or 101) with "C" or higher.
Mathematics Requirement	Complete 1160 (or 116) with "C" or higher.
Other Courses/ Requirements	Complete the following with grade of "C" or higher: <ul style="list-style-type: none"> <li>• MET-1100 (or ENGR-109),</li> <li>• MIT-1100 (or ENGR-128),</li> <li>• EET-1110 (or ELEC-125).</li> </ul>
Notes/ Other Information	In addition to the basic Electrical-Electronic Engineering Technology program, concentrations are available in: <ul style="list-style-type: none"> <li>• Bio-Medical</li> <li>• Telecommunications</li> </ul>

	<b>Graphic Communications &amp; Photography (Photography) (W)</b>
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Not required, but highly recommended
English Requirement	Eligibility* for 1010 (or 101)
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete GCMT-1500 (or 113) with grade of "B" or higher.</li> <li>• Submission of a portfolio.</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Portfolio reviews conducted twice per year, at end of Fall and Spring semesters.</li> <li>• Departmental approval may be granted for enrollment in individual courses for students who are not degree majors.</li> <li>• Some photography courses may be available at Eastern and Metro campuses; completion of degree requires attendance at Western campus.</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).



List of Programs Requiring Application and/or Proficiency Requirements for Progression

	Hospitality Management [Three Programs] (M)
Program Application/ Information Form	Required - contact Hospitality Management department, Metro campus.
High School Graduate or GED Equivalency	Not required, but highly recommended
English Requirement	Eligibility* for 1010 (or 101)
Mathematics Requirement	Eligibility* for 0950 (or 095) or higher
Other Courses/ Requirements	Complete HOSP-1010 (or 101) with grade of "C" or higher, or departmental approval for continuation in program.
Notes/ Other Information	Consultation with Hospitality Department Program Manager, Metro Campus. Concentrations available: <ul style="list-style-type: none"> <li>• Culinary Art</li> <li>• Hotel-Motel Management</li> <li>• Restaurant/Food Service Management</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

	Human Services (M)
Program Application/ Information Form	Not applicable
High School Graduate or GED Equivalency	Not required, but highly recommended
English Requirement	Eligibility* for 1010 (or 101)
Mathematics Requirement	Not applicable
Other Courses/ Requirements	HS-1300 and HS-1850 (or CMHT-121M and 126M) must be taken in sequence with a grade of "C" or higher in each course (see notes below).
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Must maintain a 2.00 GPA in all HS courses.</li> <li>• Requirements listed above are the same for both generalist and alcohol/chemical dependency options.</li> <li>• Schedules must be approved by HS faculty advisor prior to registration for second semester and beyond.</li> <li>• Students who are not program majors may enroll in HS courses for which they have satisfied the prerequisite.</li> <li>• Contact program coordinator for additional information.</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

**List of Programs Requiring Application and/or Proficiency Requirements for Progression**

	<b>Law Enforcement (M-W)</b>
Program Application/ Information Form	Law Enforcement Application Tracking Form
High School Graduate or GED Equivalency	Required (see notes below)
English Requirement	Not applicable
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete LAWE-1000 (or 102) and</li> <li>• LAWE-1100 (or 121)</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Current valid driver's license.</li> <li>• Most civil service exams require a high school diploma or GED equivalency. For additional information contact program coordinator.</li> <li>• Must be currently or intend to be engaged in some phase of the criminal justice system.</li> </ul>

	<b>Law Enforcement Corrections (M)</b>
Program Application/ Information Form	Law Enforcement Application Tracking Form
High School Graduate or GED Equivalency	Required (see notes below)
English Requirement	Not applicable
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete LAWE-1070 (or 170) and</li> <li>• LAWE-1100 (or 121)</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Current valid driver's license.</li> <li>• Most civil service exams require a high school diploma or GED equivalency. For additional information contact program coordinator.</li> <li>• Must be currently or intend to be engaged in some phase of the corrections system.</li> </ul>

	<b>Law Enforcement Security Administration (M-W)</b>
Program Application/ Information Form	Law Enforcement Application Tracking Form
High School Graduate or GED Equivalency	Required (see notes below)
English Requirement	Not applicable
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete LAWE-1050 (or 150) and</li> <li>• LAWE-1100 (or 121)</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Current valid driver's license.</li> <li>• For additional information contact program coordinator.</li> <li>• Must be currently or intend to be engaged in some phase of the Private Security Field.</li> </ul>

**List of Programs Requiring Application and/or Proficiency Requirements for Progression**

	<b>Manufacturing/ Industrial Technology (M)</b>
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Complete ENG-1010 (or 101)
Mathematics Requirement	Complete MATH-1160 (or 116)
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete MET-1100 (or ENGR-109) and</li> <li>• MIT-1200 (or ENGR-121) and</li> <li>• MIT-1250 (or MECH-150)</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Computer-Aided Design (CAD) certificate available.</li> <li>• Computer-Aided Manufacturing (CAM) certificate available.</li> <li>• Machine Tools certificate available.</li> </ul>

	<b>Mechanical Engineering Technology (M)</b>
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Complete ENG-1010 (or 101)
Mathematics Requirement	Complete MATH-1160 (or 116)
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete MET-1100 (or ENGR-109) and</li> <li>• MIT-1200 (or ENGR-121) and</li> <li>• MIT-1250 (or MECH-150)</li> </ul>
Notes/ Other Information	

List of Programs Requiring Application and/or Proficiency Requirements for Progression

	<b>Paralegal Studies (W)</b>
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Required
English Requirement	Eligibility* for 1010 (or 101).
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete PL-1000 (or 101) with "B" or higher.</li> <li>• Personal narrative.</li> <li>• Assessment of college-level writing skills.</li> <li>• Assessment of thinking/ reading skills.</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• 2.50 GPA.</li> <li>• Submit all college/ university transcripts.</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

	<b>Paralegal Studies (Post-Degree Professional Certificate) (W)</b>
Program Application/ Information Form	Required
High School Graduate or GED Equivalency	Submit all college transcripts verifying Associate or Bachelor degree.
English Requirement	Not applicable
Mathematics Requirement	Not applicable
Other Courses/ Requirements	<ul style="list-style-type: none"> <li>• Complete PL-1000 (or 101) with "B" or higher.</li> <li>• Personal narrative.</li> <li>• Assessment of college-level writing skills.</li> <li>• Assessment of thinking/ reading skills.</li> </ul>
Notes/ Other Information	<ul style="list-style-type: none"> <li>• 2.50 GPA.</li> <li>• Spring and Fall admission</li> </ul>

List of Programs Requiring Application and/or Proficiency Requirements for Progression

	Plant Science and Landscape Technology (Degree and Certificate) (E)
Program Application/ Information Form	Not required
High School Graduate or GED Equivalency	Not required, but highly recommended
English Requirement	Eligibility* for 1010 (or 101)
Mathematics Requirement	Complete placement test.
Other Courses/ Requirements	Complete PST-1300 (or 101)
Notes/ Other Information	<ul style="list-style-type: none"> <li>• Submit all college transcripts.</li> <li>• Landscape Technician certificate available.</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

### Nursing and Health Careers General Application Procedures

#### General Application Procedures

#### Nursing & Health Careers

Courses in health career programs are offered in a sequence which begins only once per year, in the Fall (unless indicated otherwise in the accompanying chart). Admission each year is limited to the number of openings in each program. Those students applying and meeting all of the specific admission requirements will be admitted in the order in which complete applications are received.

Those who wish to apply for any of these programs must complete the following general procedures; see the chart for additional application requirements.

1. Submit a completed application for Admission to Cuyahoga Community College, unless you have previously applied. Prior Tri-C students who have not been enrolled for three years or longer must submit an application for Admission/Readmission to Tri-C.
2. Contact the high school from which you graduated or the agency that issued your GED and have them send an official transcript directly to the Office of Admissions and Records at Tri-C.
3. Contact all colleges/universities you have attended and have them send an official transcript directly to the Office of Admissions and Records at Tri-C. To ensure time for processing, the transcript should be received at Tri-C at least six to eight weeks prior to the time you expect to apply to the nursing or health career program. Applicants who have attended institutions outside the USA must contact the Office of Admissions and Records for special procedures.
4. Complete all required courses and meet the grade point average (GPA) requirements as specified in the accompanying chart. If you have not taken an English or Math course at Tri-C or another college or university, you must take the English and Math assessment tests to determine your placement in these subjects. The semester English and Math courses (quarter course equivalents listed in parentheses) indicated on the chart are the minimum levels for eligibility. In addition to academic requirements, programs may also require certain kinds of experience or other criteria; refer to the chart for additional information.
5. Obtain the Health Career Application Form from the College's Health Career Enrollment Center at the Metropolitan Campus. Nursing applicants can obtain the Application for the Associate Degree Nursing Program from the Office of Admissions and Records at any campus, or the Application for the Practical Nursing Program from the Practical Nursing Office at the Eastern Campus. With the Application form, you will receive more information about the steps for applying -- read and follow that information carefully.
6. Submit the program's application form to the appropriate office. Please note that additional documents may be required to accompany your Application form (such as additional copies of high school and college/university transcripts, even if already on file in the Office of Admissions and Records). You will receive directions concerning additional documents when you obtain the program's Application form.

Any falsification of information provided in the application will automatically disqualify applicant for admission to a program.

NOTE: On the accompanying tables, the letter following the program title shows the home campus for the program. Only the home campus offers all the required courses in the major field. Most prerequisites and other specific degree requirements may be completed at any Tri-C campus.

General Application Procedures for:

Cardiovascular Technology - Dietetic Technology (M)

Emergency Medical Technology - Medical Assisting (M)

Medical Laboratory Technology - Optical Technology (M)

Pharmacy Technology - Radiography (W)

Radiography/ Diagnostic Medical Sonography - Veterinary Technology (W)

Cardiac Technology - (W) Dental Assisting (M) Medical Assisting (M) Optical Technology (M)

Pharmacy Technician (E) Practical Nursing (E) Sterile Processing and Distribution Technology (M)

## Program Course Requirements

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	Cardiovascular Technology (W)	Dental Assisting 1+1 Program (M)	Dental Hygiene (M)	Dietetic Technology (M)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Complete 1010 (or 101) with "C" or higher.	Eligibility* for 1010 (or 101)	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete 1140 (or 114) or higher with "C" or higher.	Complete CCC placement test.	Complete 1140 (or 100N) or higher with "C" or higher.	Complete 1140 (or 114) or higher with "C" or higher.
Other Core Courses/ Requirements (also see GPA below)	<ul style="list-style-type: none"> <li>Complete BIO-1100 (or 121) and</li> <li>BIO-1430 (or 143) with "C" or higher in each.</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Complete BIO-1100 (or 121) and</li> <li>BIO-1430 (or 143 and 144) and</li> <li>PSY-1010 (or 101) with "C" or higher in each.</li> </ul>	<ul style="list-style-type: none"> <li>Complete BIO-1100 (or 121) and</li> <li>DIET-1300 (or 106) and</li> <li>MA-1020 (or 102) with "C" or higher in each.</li> </ul>
Time Limit on Core Courses Prior to Application	Seven years (see Notes below).	Not applicable	Seven years (see Notes below)	Seven years (see Notes below)
GPA	2.50 core courses 2.00 overall	No minimum	3.00 core courses 2.50 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	Not required	20 hours of recent observation or work in dental assisting	Not required	Not required
Number Accepted per Year	20	20	26	25
Notes/Other Information	<ul style="list-style-type: none"> <li>Science and Math courses listed above must have been completed within the past seven years at the time a complete application is submitted.</li> <li>Student must submit evidence of good health and ability to undertake defined technical performance standards of the program.</li> <li>Courses above may be repeated only once to improve a grade below "C".</li> <li>Cardiac Technology Certificate available.</li> </ul>	<ul style="list-style-type: none"> <li>Interview with department staff member required.</li> <li>Additional year at Jefferson Community College required for AAS.</li> <li>Certificate available at CCC.</li> </ul>	<ul style="list-style-type: none"> <li>Science and math courses must have been completed within seven years of admission to program.</li> </ul>	<ul style="list-style-type: none"> <li>Science and math courses must have been completed within the past seven years, and may only be repeated once to improve a grade.</li> <li>Accepted applicants must attend a group information session prior to Fall semester.</li> </ul>

\*Eligibility for a specific course may be demonstrated by any of the following:

- Completion of CCC's placement test with a score appropriate into the specific course listed on the chart; OR
- Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university); OR
- Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university)

\*\*MATH-1800/2800 (or 270) will not meet this requirement.

## Program Course Requirements

## Fall 1999-Summer 2000 Catalog

	Emergency Medical Technology (M)	Health Information Management (M)	Medical Assisting (M)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Complete 1010 (or 101) with "C" or higher (AAS Degree only)	Complete 1010 (or 101) with "C" or higher	Complete 1010 (or 101) or higher with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete 1140 (or 114) or higher with "C" or higher (AAS Degree only)	Complete 1140 (or 114 or 100N) or higher with "C" or higher.	Complete 1140 (or 114) or higher with "C" or higher
Other Core Courses/ Requirements (also see GPA below)	<ul style="list-style-type: none"> <li>• Must have valid driver's license for all programs</li> <li>• EMT basic card for EMT-I and EMT-P programs.</li> <li>• Signed felon statement form required.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete BIO-1100 (or 121) and BIO-1430 (or 143) and CS-1020 (or 102) and 1 MA-1020 (or 102) with grade of "C" or higher in each.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete HTEC-1610 (or 161) with "C" or higher and MA-1020 (or 102) with "C" or higher.</li> <li>• Typing speed of 40 words/minute</li> </ul>
Time Limit on Core Courses Prior to Application	Not applicable	Seven years (see Notes below)	Seven years (see Notes below)
GPA	2.00 core courses 2.00 overall	2.50 core courses 2.00 overall	2.00 core courses 2.50 overall
Work Experience/ Volunteer	1 year EMT-B experience preferred for entry into EMT-I or EMT-P.	Not required	Not required
Number Accepted per Year	20 for each class of EMT-B, EMT-I, EMT-P	20	15
Notes/Other Information	<ul style="list-style-type: none"> <li>• EMT-B, EMT-I and EMT-P available.</li> <li>• Courses offered at all three campus locations as listed in schedule for each semester.</li> <li>• Personal narrative required for EMT-I and EMT-P.</li> <li>• Reference forms required for EMT-I (one) and EMT-P (three).</li> <li>• Pre-Test required for admission to EMT-P program.</li> </ul>	<ul style="list-style-type: none"> <li>• Science, math and computer studies core courses listed above must have been completed within the past seven years at the time a complete application is submitted.</li> <li>• Upon acceptance into program and prior to clinical practice, student must submit evidence of good health.</li> </ul>	<ul style="list-style-type: none"> <li>• Science and math courses required for degree must have been completed within seven years of date of application, and may only be repeated once to improve a grade.</li> <li>• Medical Assisting Certificate available at Tri-C.</li> <li>• Sterile Processing and Distribution Technology Certificate available at Tri-C.</li> </ul>

\*Eligibility for a specific course may be demonstrated by any of the following:

- Completion of Tri-C's placement test with a score appropriate into the specific course listed on the chart; OR
- Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/ university); OR
- Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/ university)

\*\*MATH-1800/2800 (or 270) will not meet this requirement.



## Program Course Requirements

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	Medical Laboratory Technology (M)	Nursing	Occupational Therapy Assistant (M)	Optical Technology (M)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Recommended, not required	Yes	Yes
English Core Requirement (also see GPA below)	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "B" or higher.	Complete 1010 (or 101) with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete 1200 (or 120) or higher with "C" or higher.	Complete 1140 (or 114) or higher with "C" or higher***. Students who took 100N prior to Fall 1997 will be accepted as having met this requirement through Fall 1999.	MATH-1200 (or 120) or higher with "B" or higher	Complete 1060 (or 106) or higher with "C" or higher.
Other Core Courses/ Requirements (also see GPA below)	<ul style="list-style-type: none"> <li>Complete BIO-1100 (or 121) and</li> <li>CHEM-1300 and CHEM-130L (or 130 and 135) with "C" or higher in each.</li> </ul>	<ul style="list-style-type: none"> <li>Complete BIO-1100 or CHEM-1010 and 1020 (BIO-121 or CHEM-101 and 102) and</li> <li>PSY-1010 (or 101) with "C" or higher in each.</li> </ul>	<ul style="list-style-type: none"> <li>Complete BIO-1100 (or 121) and</li> <li>BIO-1430 (or 143) and</li> <li>MA-1020 (or 102) with "B" or higher in each.</li> </ul>	Not applicable
Time Limit on Core Courses Prior to Application	Seven years (see Notes below)	Science courses listed above must have been completed within the past seven years at the time a NLN Pre-Admission Examination, RN application is submitted.	Seven years (see Notes below)	Not applicable
GPA	2.50 core courses 2.50 overall	2.50 core courses 2.50 overall	3.00 core courses 2.70 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	Not required	Not required	100 hours volunteer work in Occupational Therapy department under supervision of licensed occupational therapist or occupational therapist assistant. Volunteer hours must be documented.	Not required
Number Accepted per Year	15	48 each Fall and Spring; 48 modified evening, Fall only.	26	25
Notes/Other Information	<ul style="list-style-type: none"> <li>Science and math courses must have been completed within the past seven years, and may only be repeated once to improve a grade. Applicants with bachelor's or higher degree in sciences may have 7-year limit on science and math courses waived (contact program manager).</li> <li>Laboratory Phlebotomy Competency Award available at Tri-C.</li> </ul>	<ul style="list-style-type: none"> <li>NLN Pre-Admission Exam required after successful completion of the four courses listed above.</li> <li>Only 1 of the 4 core courses may be repeated if first grade is D/F within past 7 years.</li> <li>Only 1 of the 3 Biology courses (BIO-1430, 1440 and 2500; 143, 144, 145, 221) may be repeated if the first grade is D/F within the past 7 years.</li> <li>LPN's may apply for ACCESS in Nursing (see department for details).</li> <li>Once beginning the nursing course sequence, all nursing courses must be completed in four years.</li> <li>Transfer students must meet all admission and progression requirements.</li> </ul>	<ul style="list-style-type: none"> <li>English, math and science courses may be repeated only one time to earn a grade of "B"</li> <li>Science and math courses may not be more than seven years old at time of application.</li> </ul>	<ul style="list-style-type: none"> <li>Science and math courses must have been completed within the past seven years at time of admission to program, and may only be repeated once to improve a grade.</li> <li>Certificate Available</li> </ul>

\*Eligibility for a specific course may be demonstrated by any of the following:

a. Completion of Tri-C's placement test with a score appropriate into the specific course listed on the chart; OR

- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university)

\*\*MATH-1800/2800 (or 270) will not meet this requirement.

\*\*\*MATH-1160 (or 116) and 1800/2800 (or 270) will not meet this requirement in the Nursing program.

## Program Course Requirements

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	Pharmacy Technology (E)	Physical Therapist Assisting (M)	Physician Assistant (W)	Radiography (W)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Yes	Not required	Yes
English Core Requirement (also see GPA below)	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with grade of "C" or higher.	Complete 1010 (or 101) with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Eligibility* for MATH-1140; (or completion of MATH-100N or higher with "C" or higher).	Complete 1200 (or 120) or higher with "C" or higher.	Complete 1140 (or 114) or higher with "C" or higher.	Complete 1140 (or 114) or higher with "C" or higher.
Other Core Courses/ Requirements (also see GPA below)	Complete BIO-1100 (or 121) with "C" or higher.	<ul style="list-style-type: none"> <li>Complete BIO-1430 (or 143) [see Notes below] and</li> <li>MA-1020 (or 102)</li> </ul>	<ul style="list-style-type: none"> <li>Complete BIO-1100 (or 121) and</li> <li>BIO-1430 and 1440 (or 143, 144, 145 or equivalent transition courses) with "C" or higher in each.</li> </ul>	<ul style="list-style-type: none"> <li>Complete MA-1020 (or 102) and</li> <li>PSY-1010 (or 101) with "C" or higher in each.</li> <li>Verification of Basic Heart Savers (CPR) required.</li> </ul>
Time Limit on Core Courses Prior to Application	Seven years (see Notes below)	Seven years (see Notes below)	Seven years (see Notes below)	Seven years (see Notes below)
GPA	2.00 core courses 2.00 overall	3.00 core courses 2.70 overall	Minimum 3.00 for English, Math, and BIO-1100. Minimum 3.00 calculated for BIO-1430 and 1440. Each of these courses may be repeated only once to improve a grade below "C". 2.70 overall	2.50 core courses 2.00 overall
Work Experience/ Volunteer	Not required	100 hours volunteer work in Physical Therapy department under supervision of licensed physical therapist or physical therapist assistant. Volunteer hours must be documented.	Verification of completion of an accredited health career education program (minimum of 12 months in duration); and verification of a minimum of at least two years full-time (or 4,000 hours) recent (within the last 7 years) health care experience related to patient care. Does not include clinical experience time obtained as part of an educational or training program or volunteer experience. An associate or higher degree or medical training in the US Military will be accepted in lieu of an accredited health career education program.	Not required
Number Accepted per Year	48	32	25	40-50
Notes/Other Information	Science and math courses must have been completed within the past seven years at time of admission to program, and may only be repeated once to improve a grade. Interview with program manager encouraged. Pharmacy Technician Certificate available.	Science and math courses must have been completed within the past seven years and may only be repeated once to improve a grade. BIO-1430 requires prerequisite course BIO-1100 (or 121). BIO-1100 is required for the AAS degree in Physical Therapy.	Science and math courses must have been completed within the past seven years at time of application, and may only be repeated once to improve a grade. Upon acceptance to the program and prior to matriculation, students must submit evidence of good health. Accepted candidates will be required to attend a group orientation session prior to matriculation. The student will be required to take a medical terminology departmental proficiency test which will be given at	Science and math courses listed above must have been completed within the past seven years at the time a complete application is submitted. Core course may be repeated only once to improve a grade below "C". Upon acceptance into the program, and prior to clinical assignment, applicant must fulfill the

# Program Course Requirements

# Fall 1999-Summer 2000 Catalog

			the new student group orientation session after acceptance into the program.	health requirements of the Radiography Program. Student must submit evidence of good health.
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\*Eligibility for a specific course may be demonstrated by any of the following:

- a. Completion of Tri-C's placement test with a score appropriate into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university)

\*\*MATH-1800/2800 (or 270) will not meet this requirement.

## Program Course Requirements

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	<b>Radiography/ Diagnostic Medical Sonography (W)</b>	<b>Respiratory Care (W)</b>	<b>Surgical Physician Assistant (W)</b>	<b>Veterinary Technology (W)</b>
Application Submission Date	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HIS/GED Required	Yes	Yes	Not required	Yes
English Core Requirement (also see GPA below)	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete 1140 (or 114) or higher with "C" or higher.	Complete 1140 (or 114) or higher with "C" or higher.	Complete 1140 (or 114) or higher with "C" or higher.	Complete 1140 (or 114 or 100N) or higher with "C" or higher.
Other Core Courses/ Requirements (also see GPA below)	<ul style="list-style-type: none"> <li>• Complete MA-1020 (or 102) and</li> <li>• PSY-1010 (or 101) with "C" or higher in each.</li> <li>• Verification of Basic Heart Savers (CPR) required.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete BIO-1100 or</li> <li>• CHEM-1010 and 1020 (or BIO-121 or CHEM-101 and 102), and</li> <li>• BIO-1430 (or 143) with "C" or higher in each.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete BIO-1100 (BIO-121) with "C" or higher.</li> <li>• Complete BIO-1430 and 1440 (or 143, 144, and 145, or equivalent transition courses) with "C" or higher in each.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete BIO-1100 (or 121) with "C" or higher.</li> </ul>
Time Limit on Core Courses Prior to Application	Seven years (see Notes below)	Seven years (see Notes below)	Seven years (see Notes below)	Seven years (see Notes below)
GPA	2.50 core courses 2.00 overall	2.50 core courses 2.00 overall	Minimum 3.00 for English, Math, and BIO-1100. Minimum 3.00 calculated for BIO-1430 and 1440. Each of these courses may be repeated only once to improve a grade below "C". 2.70 overall	2.50 core courses 2.00 overall
Work Experience/ Volunteer	Verification of ARRT status required; submit copy of Registry card and number.	Observation visit required (see details in application packet)	Verification of completion of an accredited health career education program (minimum of 12 months in duration); and verification of a minimum of at least two years full-time (or 4,000 hours) recent (within the last 7 years) health care experience related to patient care. Does not include clinical experience time obtained as part of an educational or training program or volunteer experience. An associate or higher degree or medical training in the US Military will be accepted in lieu of an accredited health career education program.	Not required
Number Accepted per Year	6-12	30	25	25

## Program Course Requirements

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Notes/Other Information	<ul style="list-style-type: none"> <li>• Science and math courses listed above must have been completed within the past seven years at the time a complete application is submitted.</li> <li>• Core course may be repeated only once to improve a grade below "C".</li> <li>• Upon acceptance into the program, and prior to clinical assignment, applicant must fulfill the health requirements of the Radiography/ Diagnostic Medical Sonography Program. Student must submit evidence of good health.</li> </ul>	<ul style="list-style-type: none"> <li>• Science and math courses listed above must have been completed within the past seven years at the time a complete application is submitted.</li> <li>• Core courses may be repeated only once to improve a grade below "C".</li> <li>• Accepted applicants must attend a group information session prior to Fall semester.</li> </ul>	<ul style="list-style-type: none"> <li>• Science and math courses listed above must have been completed within the past seven years at the time a complete application is submitted.</li> <li>• Upon acceptance to the program and prior to matriculation, students must submit evidence of good health.</li> <li>• Accepted candidates will be required to attend a group orientation session prior to matriculation.</li> <li>• The student will be required to take a medical terminology departmental proficiency test which will be given at the new student group orientation session after acceptance into the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Science and math courses listed above must have been completed within the past seven years at the time a complete application is submitted.</li> <li>• Core course may be repeated only once to improve a grade below "C".</li> <li>• Upon acceptance to the program and prior to matriculation, the applicant will be required to fulfill the health requirements of the veterinary technology program.</li> <li>• Accepted candidates will be required to attend a group information session prior to Fall Semester 1998. Date, time and location will be indicated in the acceptance letter.</li> </ul>
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\*Eligibility for a specific course may be demonstrated by any of the following:

- Completion of Tri-C's placement test with a score appropriate into the specific course listed on the chart; OR
- Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/ university); OR
- Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/ university)

\*\*MATH-1800/2800 (or 270) will not meet this requirement

## Program Course Requirements

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	<b>Cardiac Technology (W)</b>	<b>Dental Assisting (M)</b>	<b>Medical Assisting (M)</b>	<b>Optical Technology (M)</b>
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Complete 1010 (or 101) with "C" or higher.	Eligibility* for 1010 (or 101).	Complete 1010 (or 101) with "C" or higher.	Complete 1010 (or 101) with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete 1140 (or 114) or higher with "C" or higher.	Complete placement test.	Complete 1140 (or 114) or higher with "C" or higher.	Complete 1060 (or 106) or higher with "C" or higher.
Other Core Courses/ Requirements (also see GPA below)	<ul style="list-style-type: none"> <li>Complete BIO-1100 (or 121) and</li> <li>BIO-1430 (or 143) with "C" or higher in each.</li> </ul>	Not applicable	<ul style="list-style-type: none"> <li>Complete HTEC-1610 (or 161) and</li> <li>MA-1020 (or 102) with "C" or higher in each.</li> <li>Typing speed of 40 words per minute</li> </ul>	Not applicable
Time Limit on Core Courses Prior to Application	(see Notes below)	Not applicable	Seven years (see Notes below)	Not applicable
GPA	2.50 core courses 2.00 overall	No minimum	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	Not required	20 hours of recent observation or work in dental assisting	Not required	Not required
Number Accepted per Year	10	20	15	25
Notes/Other Information	<ul style="list-style-type: none"> <li>Each of the core courses may be repeated only once to improve a grade below "C".</li> <li>Science and math courses must have been completed within the past seven years at time of application, and may be repeated before or after acceptance into program. High school seniors may apply for conditional admission.</li> <li>Student must submit evidence of good health.</li> </ul>	<ul style="list-style-type: none"> <li>See program manager if unable to meet this requirement.</li> <li>Interview with department staff member required.</li> </ul>	<ul style="list-style-type: none"> <li>Science and math courses must have been completed within seven years of date of application, and may only be repeated once to improve a grade.</li> </ul>	

\*Eligibility for a specific course may be demonstrated by any of the following:

- Completion of Tri-C's placement test with a score appropriate into the specific course listed on the chart; OR
- Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university); OR
- Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university)

\*\*MATH-1800/2800 (or 270) will not meet this requirement.

## Program Course Requirements

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	Pharmacy Technician (E)	Practical Nursing (E)	Sterile Processing and Distribution Technology (M)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below. Send to Eastern Campus, East I.	Applications may be submitted after meeting or in progress of accomplishing requirements listed below.
HIS/GED Required	Yes	Recommended, not required	Yes
English Core Requirement (also see GPA below)	Complete 1010 (or 101) with "C" or higher.	Eligibility* for ENG-1010 (or 101).	Complete 1010 (or 101) with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Eligibility* for 1140 (or completion of 100N or higher with "C" or higher).	Eligibility* for 1140 (or 114) ***.	Complete 1140 (or 100N or 114) or higher with "C" or higher.
Other Core Courses/ Requirements (also see GPA below)	Complete BIO-1100 (or 121) with "C" or higher.	Not applicable	Complete MA-1010 or 1020 (or 100 or 102) with "C" or higher.
Time Limit on Core Courses Prior to Application	Seven years (see Notes below)	Seven years (see Notes below)	Seven years
GPA	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	Not required	Not required	None
Number Accepted per Year	Varies	48	15
Notes/Other Information	<ul style="list-style-type: none"> <li>Science and math courses must have been completed within the past seven years at the time of admission to the program, and may be repeated only once to improve a grade.</li> <li>Interview with program manager encouraged.</li> </ul>	<ul style="list-style-type: none"> <li>BIO-1100 (or 121) and 1430 (or 143) are not required for admission but cannot be more than seven years old from date of admission. Each may be repeated once to improve a grade less than "C".</li> <li>ACCESS in Nursing available for graduates of this certificate program.</li> </ul>	None

\*Eligibility for a specific course may be demonstrated by any of the following:

- Completion of Tri-C's placement test with a score appropriate into the specific course listed on the chart; OR
- Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university); OR
- Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college/university)

\*\*MATH-1800/2800 (or 270) will not meet this requirement.

\*\*\*MATH-1160 (or 116) and 1800/2800 (or 270) will not meet this requirement in the Practical Nursing program.