



Educational Programs

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Certificates and Degrees

Cuyahoga Community College grants Short Term Certificates, Certificates of Proficiency, Degrees and Post-Degree Professional Certificates. These curriculum options allow for multiple entry and exit points and supports career ladder.

Cuyahoga Community College offers the following five (5) degrees: Associate of Arts, Associate of Science, Associate of Applied Business, Associate of Applied Science, and Associate of Technical Study.

A student can start in a degree program by taking those courses identified in the Short Term Certificate, which may be a subset of that degree. They are then ready to enter the job market with these new skills while continuing to pursue their next goal which could be a Certificate of Proficiency and then finally their Associate Degree.

Once an Associate Degree is obtained, or if a student already has a Bachelor's degree, they can pursue a Post-Degree Professional Certificate.

Each certificate and degree program is approved through the established College curriculum approval process. Students petitioning for a Degree must submit a Petition form to the Office of Admissions and Records according to the graduation deadline published in the Academic Calendar. Students petitioning for a Certificate must petition to the Office of Admissions and Records no later than 30 days before the end of the term in which they will complete the certificate requirements.

Short Term Certificate

A Short Term certificate prepares students for entry-level positions in a specific career/employment situation.

Short Term Certificate candidates at Cuyahoga Community College must be in good standing. A Short Term Certificate will be granted to the student completing the following requirements:

1. The satisfactory completion of 9 - 29 semester credit hours defined in the short term certificate.
2. The completion of no fewer than nine (9) credits while in attendance at Cuyahoga Community College.
3. The accumulation of a minimum grade point average of "C" or better (2.00) for all courses completed.

One-Year Certificate of Proficiency

A Certificate of Proficiency program prepares the students for proficiency in an occupation field, after the student successfully completes a prescribed education program.

Certificate candidates at Cuyahoga Community College must be in good standing. A Certificate of Proficiency will be granted to the student completing the following requirements:

- A. Certificate candidates at Cuyahoga Community College must be in good standing. A Certificate of Proficiency will be granted to the student completing the following requirements:
 1. The satisfactory completion of 30-37 semester credit hours defined in the Certificate of Proficiency.
 2. The completion of no fewer than nine (9) semester credits while in attendance at Cuyahoga Community College.
 3. The accumulation of a minimum grade point average of "C" or better (2.00) for all courses completed.
- B. Certificate Program Requirements:
 1. ENG-1010 College Composition I, or ENG-101H Honors College Composition I.
 2. At least one 1000 level Mathematics course as specified by the certificate program.

Associate of Arts Degree and Associate of Science Degree

The Arts and Sciences curriculum includes a range of course offerings in liberal arts and sciences for all students at the College. Students may enroll in a sequence of courses to earn either the Associate of Arts (AA) Degree or the Associate of Science (AS) Degree.

Study in the arts and sciences is the classic approach for preparing oneself for life and its many challenges with a broad education founded in history, literature, social sciences, and natural and physical sciences.

For those students who wish to continue their studies toward the completion of a four-year degree after leaving Cuyahoga Community College, it will be necessary to plan a program that provides for eventual transfer of credits to a baccalaureate degree-granting college or university. A large number of Tri-C students plan programs that will transfer to four-year colleges and universities by enrolling in what is usually referred to as the Transfer, or University Parallel curriculum. This course work is the equivalent of the courses offered during the first two years at a four-year institution. Information about planning a program to transfer to a university is provided in *General Curriculum Information*.

Associate of Arts Degree

Degree candidates at Cuyahoga Community College must be in good standing. An Associate of Arts Degree will be granted to the student completing the following requirements:

I. Comprehensive Graduation Requirements

The Associate of Arts Degree prepares students to continue their education at the Bachelor's Degree level. The following degree requirements are intended to help ensure that students with an Associate's of Arts Degree have completed the first two years of a Baccalaureate Degree.

- A. When selecting courses for this degree, students should select courses according to the requirements of their intended transfer destination school and major; undecided students may use the State-approved Transfer Module as a general guide for transferability.
- B. Students must satisfactorily complete at least 60 semester credit hours (exclusive of physical education) at the 1000 level or higher.
- C. Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start). Special Topics, Independent Study/Research, and Cooperative Education courses may be applied to the General Education and Elective Graduation Requirements unless otherwise noted.
- D. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level.
- E. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

II. General Education Requirements

- A. **Communication (9 semester credit hours):** The communication skills of reading analytically, writing fluently, listening critically, and speaking articulately are essential. Students are required to complete six (6) semester credit hours in college-level English composition, to include ENG-1010 or ENG-101H College Composition I, and ENG-1020 or ENG-102H College Composition II. English composition courses must be taken during the first thirty (30) semester credit hours of college-level work. For the remaining three (3) semester credits, communication skills courses include English, Foreign Languages, American Sign Language, Speech Communication, or Journalism and Mass Communications, excluding ENG-1000 Using Grammar Effectively, developmental English,

developmental Speech, and English as a Second Language courses.

- B. **Mathematics and Sciences (10 semester credit hours):** The ability to integrate numerical, symbolical, and spatial methods for scientific inquiry into the physical, natural, or social and behavioral sciences is essential. Students are required to complete three (3) semester credit hours of Mathematics at the 1000 level or higher, excluding developmental, special topics, and independent study/research courses. Students are also required to take at least one science course with a related laboratory (excluding developmental courses). At Cuyahoga Community College, courses taken in the following disciplines will meet the General Education Requirements for Mathematics and Sciences:
 - Biology – Chemistry – Earth Science – Mathematics – Physical Science – Physics.
- C. **Arts and Humanities (10 semester credit hours):** The appreciation of the achievements of the Arts and Humanities provides the ability to integrate learning within a complex global perspective; to gain an awareness of and respect for different cultures; and to integrate ethical decision making in dealing responsibly with personal, family, and community issues. Students are required to select courses from at least two different Arts and Humanities disciplines. At Cuyahoga Community College, courses taken in the following disciplines (excluding ENG-1000 and developmental courses) will meet the General Education Requirements for Arts and Humanities. Courses that have been used to complete General Education Requirement A, Communication, cannot count toward fulfilling Arts and Humanities requirement.
 - American Sign Language – Art – Dance – English 2000-level literature courses – Foreign Languages (each Foreign Language is considered a separate discipline) – Humanities – Journalism and Mass Communications – Music – Philosophy – Religious Studies – Speech Communication – Theater Arts – Women's Studies 1520.
- D. **Social and Behavioral Sciences (10 semester credit hours):** The opportunity to obtain a broader knowledge of the Social and Behavioral Sciences in order to understand, analyze, and describe aspects of human behavior from diverse political, social, historical, and cultural perspectives is an important part of a liberal arts education. Students are required to select courses from at least two different Social and Behavioral Science disciplines. At Cuyahoga Community College, courses taken in the following disciplines (excluding developmental courses) will meet the General Education Requirements for Social and Behavioral Sciences:

Anthropology – Economics – Education – Geography – History – Political Science – Psychology – Social Science – Sociology – Urban Studies – Women’s Studies 1510, 2010 and 2850.

- E. **Competencies and Skills (C&S):** The following competencies are demonstrated through coursework meeting either the General Education Requirements or Elective Graduation Requirements for completion of an Associate of Arts Degree.

C&S 1. Cultural Diversity, Interdependence and Global Awareness: Cuyahoga Community College is an ideal setting for students to learn about different cultures and experiences of peoples. Students will demonstrate understanding, appreciation, and respect for the differences among peoples and the diverse contributions of various groups to the multicultural community.

C&S 2. Computer and Information Literacy Skills: Courses dealing with the ways in which computer technology impacts student learning and assists students in accessing and retrieving information necessary for effective decision making will meet this requirement.

C&S 3. Critical Thinking Skills: Students must demonstrate competency using various methods of problem solving to assess the objectivity and reliability of information, and then to prioritize, analyze and evaluate possible solutions.

C&S 4. Consumer Awareness and Health: Students will learn how physical, social, emotional, intellectual, and spiritual factors influence their personal development. Students will learn the necessary skills to deal with certain life circumstances such as career exploration and job search, college survival strategies, consumer awareness, personal finances, safety, health, wellness and physical education.

III. Elective Graduation Requirements

The remaining semester credit hours needed to complete the required minimum total of sixty (60) semester credits may be chosen from 1000-level courses and above, exclusive of developmental coursework. Courses taken for General Education Requirements cannot count toward fulfilling Elective Graduation Requirements. Students wishing to maximize the use of credits toward a Bachelor’s Degree should select electives according to the requirements of their intended transfer destination school or major. The State-approved Transfer Module provides a general guide for transferability.

Crosslisted courses

Crosslisted courses are identical courses offered in two or more subject areas. They may differ only in subject area code and course number. Credit may be earned

once for crosslisted courses. If a course is cross listed with another course that fills a general education or program requirement, either course meets the requirement.

Associate of Science Degree

Degree candidates at Cuyahoga Community College must be in good standing. An Associate of Science Degree will be granted to the student completing the following requirements:

I. Comprehensive Graduation Requirements

The Associate of Science Degree prepares students to continue their education at the Bachelor’s Degree level. The following degree requirements are intended to help ensure that students with an Associate’s of Science Degree have completed the first two years of a Baccalaureate Degree.

- A. When selecting courses for this degree, students should select courses according to the requirements of their intended transfer destination school and major; undecided students may use the State-approved Transfer Module as a general guide for transferability.
- B. Students must satisfactorily complete at least 60 semester credit hours (exclusive of physical education) at the 1000 level or higher.
- C. Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start). Special Topics, Independent Study/Research and Cooperative Education courses may be applied to the General Education and Elective Graduation Requirements unless otherwise noted.
- D. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level.
- E. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

II. General Education Requirements

- A. **Communication (9 semester credit hours):** The communication skills of reading analytically, writing fluently, listening critically, and speaking articulately are essential. Students are required to complete six (6) semester credit hours in college-level English composition, to include ENG-1010 or ENG-101H College Composition I, and ENG-1020 or ENG-102H College Composition II. English Composition courses must be taken during the first thirty (30) semester credit hours of college-level work. For the remaining three (3) semester credits, communications skills courses include English, Foreign Languages, American Sign Language,

- Speech Communication, or Journalism and Mass Communications, excluding ENG-1000 Using Grammar Effectively, developmental English, developmental Speech, and English as a Second Language courses.
- B. **Mathematics (6 semester credit hours):** The ability to integrate numerical, symbolical, and spatial methods for scientific inquiry into the physical, natural, or social and behavioral sciences is essential. Students are required to complete six (6) semester credit hours at the 1400 level or higher, excluding special topics and independent study/research courses.
- C. **Sciences (8 semester credit hours):** The ability to undertake scientific inquiry in the physical and biological sciences is essential for students seeking an Associate of Science Degree. Of the eight (8) science semester credits, at least one science course with a related laboratory is required. At Cuyahoga Community College, courses taken in the following disciplines (excluding developmental courses) will meet the General Education Requirements for Sciences:
 Biology – Chemistry – Earth Science – Physical Science – Physics.
- D. **Arts and Humanities (10 semester credit hours):** The appreciation of the achievements of the Arts and Humanities provides the ability to integrate learning within a complex global perspective; to gain an awareness of and respect for different cultures; and to integrate ethical decision making in dealing responsibly with personal, family, and community issues. Students are required to select courses from at least two different Arts and Humanities disciplines. At Cuyahoga Community College, courses taken in the following disciplines (excluding ENG-1000 and developmental courses) will meet the General Education Requirements for Arts and Humanities. Courses that have been used to complete General Education Requirement A, Communication, cannot count toward fulfilling Arts and Humanities requirement.
 American Sign Language – Art – Dance – English 2000-level literature courses – Foreign Languages (each Foreign Language is considered a separate discipline) – Humanities – Journalism and Mass Communications – Music – Philosophy – Religious Studies – Speech Communication – Theater Arts – Women’s Studies 1520.
- E. **Social and Behavioral Sciences (10 semester credit hours):** The opportunity to obtain a broader knowledge of the Social and Behavioral Sciences in order to understand, analyze, and describe aspects of human behavior from diverse political, social, historical, and cultural perspectives is an important part of a liberal arts education. Students are required to select courses from at least two different Social and Behavioral Science disciplines. At Cuyahoga Community College, courses taken in the following disciplines (excluding developmental courses) will meet the General Education Requirements for Social and Behavioral Sciences:
 Anthropology – Economics – Education – Geography – History – Political Science – Psychology – Social Science – Sociology – Urban Studies – Women’s Studies 1510, 2010, and 2850.
- F. **Competencies and Skills (C&S):** The following competencies are demonstrated through coursework meeting either the General Education Requirements or Elective Graduation Requirements for completion of an Associate of Science Degree.
 C&S 1. Cultural Diversity, Interdependence and Global Awareness: Cuyahoga Community College is an ideal setting for students to learn about different cultures and experiences of peoples. Students will demonstrate understanding, appreciation, and respect for the differences among peoples and the diverse contributions of various groups to the multicultural community.
 C&S 2. Computer and Information Literacy Skills: Courses dealing with the ways in which computer technology impacts student learning and assists students in accessing and retrieving information necessary for effective decision making will meet this requirement.
 C&S 3. Critical Thinking Skills: Students must demonstrate competency using various methods of problem solving to assess the objectivity and reliability of information, and then to prioritize, analyze and evaluate possible solutions.
 C&S 4. Consumer Awareness and Health: Students will learn how physical, social, emotional, intellectual, and spiritual factors influence their personal development. Students will learn the necessary skills to deal with certain life circumstances, such as career exploration and job search, college survival strategies, consumer awareness, personal finances, safety, health, wellness and physical education.

III. Elective Graduation Requirements

The remaining semester credit hours needed to complete the required minimum total of sixty (60) semester credits may be chosen from 1000-level courses and above, exclusive of developmental coursework. Courses taken for General Education Requirements cannot count toward fulfilling Elective Graduation Requirements. Students wishing to maximize the use of credits toward a Bachelor's Degree should select electives according to the requirements of their intended transfer destination school or major. The State-approved Transfer Module provides a general guide for transferability.

Crosslisted courses

Crosslisted courses are identical courses offered in two or more subject areas. They may differ only in subject area code and course number. Credit may be earned once for crosslisted courses. If a course is cross listed with another course that fills a general education or program requirement, either course meets the requirement.

Associate of Applied Business Degree and Associate of Applied Science Degree

The Associate of Applied Business (AAB) Degree and Associate of Applied Science (AAS) Degree feature program concentrations in the general areas of business technologies, health careers, engineering and industrial technologies, public service technologies, agriculture and natural resources technologies, and applied industrial technologies.

Tri-C offers more than 90 technical degree programs, many of which have career ladder plans consisting of Awards, Short Term Certificates and Certificates of Proficiency developed to meet short-term objectives while pursuing associate degree goals. In addition, students in the Associate of Applied Business and Associate of Applied Science degree programs are expected to demonstrate proficiency in their career fields via capstone coursework.

Associate of Applied Business Degree

Degree candidates at Cuyahoga Community College must be in good standing. An Associate of Applied Business Degree will be granted to the student completing the following requirements:

I. Comprehensive Graduation Requirements

The Associate of Applied Business degree prepares students with the skills necessary to enter and compete effectively in today's workforce.

- A. Students must satisfactorily complete at least sixty (60) semester credit hours (exclusive of physical education) at the 1000 level or higher.
- B. Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start). Special Topics, Independent Study/Research and Cooperative Education courses may be applied to the General Education and Program Requirements unless otherwise noted.
- C. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level.
- D. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

II. General Education Requirements

- A. **Communication (6 semester credit hours):** The communication skills of reading analytically, writing fluently, listening critically, and speaking articulately are essential. Students are required to complete a total of six (6) semester credit hours, to include ENG-1010 or ENG-101H, and three (3) semester credits selected from English, Foreign Languages, American Sign Language, Speech Communication, or Journalism and Mass Communications, excluding ENG-1000 Using Grammar Effectively, developmental English, developmental Speech, and English as a Second Language courses. English 1010 or 101H College Composition I must be completed during the first thirty (30) semester credit hours of college-level coursework.

For program specific recommendation, see *Associate of Applied Degree Program Sequences* in the College Catalog.

- B. **Mathematics (3 semester credit hours):** The ability to integrate numerical methods for use in today's workforce is essential. Students are required to complete three (3) semester credit hours of Mathematics at the 1000 level or higher, excluding developmental, special topics, and independent study/research courses.

For program specific recommendation, see *Associate of Applied Degree Program Sequences* in the College Catalog.

- C. **Arts and Humanities/Social and Behavioral Sciences (8 semester credit hours):** The appreciation of the achievements of the Arts and Humanities/Social and Behavioral Sciences provides the ability to integrate learning within a complex global perspective; to gain an awareness of and respect for different cultures; to integrate ethical decision making in dealing responsibly with personal, family, and community issues; and to understand, analyze, and describe aspects of human behavior from diverse political, social, historical, and cultural perspectives. At Cuyahoga Community College, courses taken in the following disciplines (excluding ENG 1000 and developmental courses) will meet the General Education Requirements for Arts and Humanities/Social and Behavioral Sciences. Courses that have been used to complete General Education Requirement A, Communication, cannot count toward fulfilling Arts and Humanities/Social and Behavioral Sciences requirements.

American Sign Language – Anthropology – Art – Dance – Economics – Education – English 2000-level Literature courses – Foreign Language – Geography – History – Humanities – Journalism and Mass Communications – Music – Philosophy – Political Science – Psychology – Religious Studies – Social Science – Sociology – Speech Communication – Theater Arts – Urban Studies – Women’s Studies.

For program specific recommendation, see *Associate of Applied Degree Program Sequences* in the College Catalog.

- D. **Competencies and Skills (C&S):** The following competencies are demonstrated through coursework meeting the General Education Requirements or taken as Program Requirements for completion of an Associate of Applied Business Degree.

C&S 1. Cultural Diversity, Interdependence, and Global Awareness: Cuyahoga Community College is an ideal setting for students to learn about different cultures and experiences of peoples. Students will demonstrate understanding, appreciation, and respect for the differences among peoples and the diverse contributions of various groups to the multicultural community.

C&S 2. Computer and Information Literacy Skills: Students must demonstrate competency in Computer and Information Literacy. Courses dealing with the ways in which computer technology impacts student learning and assists students in accessing and retrieving information

necessary for effective decision making will meet this requirement.

C&S 3. Critical Thinking Skills: Students must demonstrate competency using various methods of problem solving to assess the objectivity and reliability of information, and then to prioritize, analyze and evaluate possible solutions.

C&S 4. Consumer Awareness and Health: Students will learn how physical, social, emotional, intellectual, and spiritual factors influence their personal development. Students will learn the necessary skills to deal with certain life circumstances such as career exploration and job search, college survival strategies, consumer awareness, personal finances, safety, health, wellness and physical education.

III. Program Requirements

Program requirements encompass technical and non-technical courses as outlined by the specific technical program in the *Associate of Applied Degree Program Sequences* in the College Catalog. Approximately one-half of each Associate of Applied Business program is devoted to non-technical studies. Technical program majors should consist of twelve (12) to sixteen (16) semester credit hours of technical specialization including a minimum one-semester credit hour Capstone Course.

The Capstone Course provides students with opportunities to apply technical, oral, and written skills; to prepare resumes and/or portfolios and develop interview skills; to study history and trends in the profession; and/or to discuss ethical and global issues within the profession. The program requirements are identified in the *Associate of Applied Degree Program Sequences* in the College Catalog.

Crosslisted courses

Crosslisted courses are identical courses offered in two or more subject areas. They may differ only in subject area code and course number. Credit may be earned once for crosslisted courses. If a course is cross listed with another course that fills a general education or program requirement, either course meets the requirement.

Associate of Applied Science Degree

Degree candidates at Cuyahoga Community College must be in good standing. An Associate of Applied Science Degree will be granted to the student completing the following requirements:

I. Comprehensive Graduation Requirements

The Associate of Applied Science degree prepares students with the skills necessary to enter and compete effectively in today's workforce.

- A. Students must satisfactorily complete at least sixty (60) semester credit hours (exclusive of physical education) at the 1000 level or higher.
- B. Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start). Special Topics, Independent Study/Research and Cooperative Education courses may be applied to the General Education and Program Requirements unless otherwise noted.
- C. Students must complete a minimum of 20 of the 60 semester credit hours at the 2000 level.
- D. A minimum of 20 instructional hours of the 60 semester credit hours must be completed at Cuyahoga Community College.

II. General Education Requirements

- A. **Communication (6 semester credit hours):** The acquisition of communication skills of reading analytically, writing fluently, listening critically, and speaking articulately are essential. Students are required to complete a total of six (6) semester credit hours, to include ENG-1010 or ENG-101H, and three (3) semester credits selected from English, Foreign Languages, American Sign Language, Speech Communication, or Journalism and Mass Communications, excluding ENG-1000 Using Grammar Effectively, developmental English, developmental Speech, and English as a Second Language courses. English 1010 or 101H College Composition I must be completed during the first thirty (30) semester credit hours of college-level coursework.

For program specific recommendation, see *Associate of Applied Degree Program Sequences* in the College Catalog.

- B. **Mathematics (3 semester credit hours):** The ability to integrate numerical methods for use in today's workforce is essential. Students are required to complete three (3) semester credit hours of Mathematics at the 1000 level or higher, excluding developmental, special topics, and independent study/research courses.

For program specific recommendation, see *Associate of Applied Degree Program Sequences* in the College Catalog.

- C. **Arts and Humanities/Social and Behavioral Sciences (8 semester credit hours):** The appreciation of the achievements of the Arts and Humanities/Social and Behavioral Sciences provides the ability to integrate learning within a complex global perspective; to gain an awareness of and respect for different cultures; to integrate ethical decision making in dealing responsibly with personal, family, and community issues; and to understand, analyze, and describe aspects of human behavior from diverse political, social, historical, and cultural perspectives. At Cuyahoga Community College, courses taken in the following disciplines (excluding ENG-1000 and developmental courses) will meet the General Education Requirements for Arts and Humanities/Social and Behavioral Sciences. Courses that have been used to complete General Education Requirement A, Communication, cannot count toward fulfilling Arts and Humanities/Social and Behavioral Sciences requirements.

American Sign Language – Anthropology – Art – Dance – Economics – Education – English 2000-level Literature courses – Foreign Language – Geography – History – Humanities – Journalism and Mass Communications – Music – Philosophy – Political Science – Psychology – Religious Studies – Social Science – Sociology – Speech Communication – Theater Arts – Urban Studies – Women's Studies.

For program specific recommendation, see *Associate of Applied Degree Program Sequences* in the College Catalog.

- D. **Competencies and Skills (C&S):** The following competencies are demonstrated through coursework meeting the General Education Requirements or taken as Program Requirements for completion of an Associate of Applied Science Degree.

C&S 1. Cultural Diversity, Interdependence, and Global Awareness: Cuyahoga Community College is an ideal setting for students to learn about different cultures and experiences of peoples. Students will demonstrate understanding, appreciation, and respect for the differences among peoples and the diverse contributions of various groups to the multicultural community.

C&S 2. Computer and Information Literacy Skills: Courses dealing with the ways in which computer technology impacts student learning and assists students in accessing and retrieving information necessary for effective decision making will meet this requirement.

C&S 3. Critical Thinking Skills: Students must demonstrate competency using various methods of problem solving to assess the objectivity and reliability of information, and then to prioritize, analyze and evaluate possible solutions.

C&S 4. Consumer Awareness and Health: Students will learn how physical, social, emotional, intellectual, and spiritual factors influence their personal development. Students will learn the necessary skills to deal with certain life circumstances such as career exploration and job search, college survival strategies, consumer awareness, personal finances, safety, health, wellness and physical education.

III. Program Requirements

Program requirements encompass technical and non-technical courses as outlined by the specific technical program in the *Associate of Applied Degree Program Sequences* in the College Catalog. Approximately one-half of each Associate of Applied Science program is devoted to non-technical studies. Technical program majors should consist of twelve (12) to sixteen (16) semester credit hours of technical specialization including a minimum one-semester credit hour Capstone Course.

The Capstone Course provides students with opportunities to apply technical, oral, and written skills; to prepare resumes and/or portfolios and develop interview skills; to study history and trends in the profession; and/or to discuss ethical and global issues within the profession. The program requirements are identified in the *Associate of Applied Degree Program Sequences* in the College Catalog.

Crosslisted courses

Crosslisted courses are identical courses offered in two or more subject areas. They may differ only in subject area code and course number. Credit may be earned once for crosslisted courses. If a course is cross listed with another course that fills a general education or program requirement, either course meets the requirement.

Associate of Technical Study Degree

The Associate of Technical Study (ATS) Degree allows students to combine courses from two or more different technical programs to create a degree that focuses on a special career interest. Another ATS option is for students who have successfully completed a course of technical studies in a non-credit bearing post secondary institution that has an articulation agreement with the College. Based upon the articulation agreement, the student may receive up to 30 transfer credits toward an Associate of Technical Study Degree in the specific program identified in the agreements.

Associate of Technical Study Degree

Cuyahoga Community College will grant an Associate of Technical Study Degree to students in good standing upon completion of the following requirements:

I. Comprehensive Graduation Requirements

The Associate of Technical Study Degree prepares students with the skills necessary to enter and compete effectively in today's workforce. It is awarded for the successful completion of an individually planned technical education program which contains an area of concentration formed either by an intra-institutional combination of courses from two or more different technical programs or by credit (maximum of 30 semester credit hours) awarded by the College for courses completed or training received at other institutions with which the College has entered into an articulation agreement.

- A. Students must complete an application for admission to the ATS Program which includes an outline of specific coursework to be taken to earn the ATS degree.
- B. Students must satisfactorily complete at least 60 semester credit hours (exclusive of physical education) at the 1000 level or higher.
- C. Students must achieve a minimum overall grade point average of 2.00 for all courses attempted at Cuyahoga Community College (with exceptions as provided under College policies for repeating a course, Grade Forgiveness and Fresh Start). Special Topics, Independent Study/Research and Cooperative Education courses may be applied to the General Education and Program Requirements unless otherwise noted.
- D. Students must complete a minimum of 20 instructional hours of the 60 semester credit hours at Cuyahoga Community College after the ATS application has been approved.

Educational Programs

II. General Education Requirements

- A. **Communication (6 semester credit hours):** The communication skills of reading analytically, writing fluently, listening critically, and speaking articulately are essential. Students are required to complete a total of six (6) semester credit hours, to include ENG-1010 or ENG-101H College Composition I and three (3) semester credits selected from English, Foreign Languages, American Sign Language, Speech Communication, or Journalism and Mass Communications, excluding ENG-1000 Using Grammar Effectively, developmental English, developmental Speech, and English as a Second Language courses.
- B. **Mathematics (3 semester credit hours):** The ability to integrate numerical methods, symbolical and spatial methods for scientific inquiry is essential. Students are required to complete three (3) semester credit hours of Mathematics at the 1000 level or higher, excluding developmental, special topics, and independent study/research courses.
- C. **Arts and Humanities/Social and Behavioral Sciences (8 semester credit hours):** The appreciation of the achievements of the Arts and Humanities/Social and Behavioral Sciences provides the ability to integrate learning within a complex global perspective; to gain an awareness of and respect for different cultures; to integrate ethical decision making in dealing responsibly with personal, family, and community issues; and to understand, analyze, and describe aspects of human behavior from diverse political, social, historical, and cultural perspectives. At Cuyahoga Community College, courses taken in the following disciplines (excluding ENG-1000 and developmental courses) will meet the General Education Requirements for Arts and Humanities/Social and Behavioral Sciences. Courses that have been used to complete General Education Requirement A, Communication, cannot count towards fulfilling Arts and Humanities/Social and Behavioral Sciences requirements.
- American Sign Language – Anthropology – Art – Dance – Economics – Education – English 2000-level Literature courses – Foreign Language – Geography – History – Humanities – Journalism and Mass Communications – Music – Philosophy – Political Science – Psychology – Religious Studies – Social Science – Sociology – Speech Communication – Theater Arts – Urban Studies – Women’s Studies.
- D. **Elective Graduation Requirements (13 semester credit hours):** The remaining thirteen semester credit hours to complete the required minimum total of sixty (60) semester credits may be chosen from 1000-level courses and above, exclusive of

developmental coursework. Courses taken to meet General Education Requirements A, B, or C cannot count towards fulfilling Elective Graduation Requirements. Selection of elective semester credit hours of course work shall be related to the occupational objective of the student or the basic components to further develop technical competencies.

- E. **Competencies and Skills (C&S):** The following competencies are demonstrated through coursework meeting the General Education Requirements or taken as Program Requirements for completion of an Associate of Technical Studies Degree.

C&S 1. Cultural Diversity, Interdependence, and Global Awareness: Cuyahoga Community College is an ideal setting for students to learn about different cultures and experiences of peoples. Students will demonstrate understanding, appreciation, and respect for the differences among peoples and the diverse contributions of various groups to the multicultural community.

C&S 2. Computer and Information Literacy Skills: Courses dealing with the ways in which computer technology impacts student learning and assists students in accessing and retrieving information necessary for effective decision making will meet this requirement.

C&S 3. Critical Thinking Skills: Students must demonstrate competency using various methods of problem solving to assess the objectivity and reliability of information, and then to prioritize, analyze and evaluate possible solutions.

C&S 4. Consumer Awareness and Health: Students will learn how physical, social, emotional, intellectual, and spiritual factors influence their personal development. Students will learn the necessary skills to deal with certain life circumstances such as career exploration and job search, college survival strategies, consumer awareness, personal finances, safety, health, wellness and physical education.

III. Program Requirements

The program leading to an Associate of Technical Study degree must have an area of concentration which is equivalent to thirty (30) semester credit hours in technical studies and clearly identifiable with a career objective. Approximately one-half of each Associate of Technical Studies program is devoted to non-technical studies.

Crosslisted Courses

Crosslisted courses are identical courses offered in two or more subject areas. They may differ only in subject area code and course number. Credit may be earned once for crosslisted courses. If a course is cross listed

with another course that fills a general education or program requirement, either course meets the requirement.

Degree Programs No Longer Offered by the College

The College may award a deleted degree program for up to two (2) years after its deletion. After that time limit, the student will no longer be able to petition for the deleted degree program.

Post-Degree Professional Certificate

The Post-Degree Professional Certificate is a high-quality program of instruction for those students who have already completed an academic degree and are pursuing additional certification in professional and technical fields.

Post-degree professional certificate candidates at Cuyahoga Community College must be in good standing. A Post-Degree Professional Certificate will be granted to the student who has fulfilled the following requirements:

- A. Completed an associate degree or higher from a regionally accredited post secondary institution, or an equivalent degree or diploma from a post-secondary program certified and accredited by a state or nationally certified and accredited Board.
- B. The satisfactory completion of no fewer than 20 semester hours as identified in the specific Post-Degree Professional certificate.
- C. The completion of no fewer than (9) nine semester credits defined in the Post-Degree Professional certificate while in attendance at Cuyahoga Community College.
- D. The accumulation of a minimum grade point average of 2.50.

NOTES
