



NORTHEAST OHIO COLLEGE PREPARATORY SCHOOL

2357 Tremont Ave. Cleveland, OH. 44113 T : (216) 965-0580 F: (216) 574-2203 www.neocollegeprep.org

Northeast Ohio College Preparatory High School College Credit Plus (CCP) Information Guide

College Credit Plus Overview

College Credit Plus is a program that gives high school students an opportunity to be enrolled in both high school and college course work at the same time. Students must qualify academically and the tuition will be at a reduced rate. College Credit Plus replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all dual enrollment programs.

Advantages of College Credit Plus

For the student who is eligible for College Credit Plus they must be academically and developmentally ready for college level courses and be willing to follow the procedures outlined by the university while still in high school. If a student is academically and developmentally ready they will enjoy the following benefits:

- Earn transcript college credit and high school credit upon successful completion of the course at no cost to the student
- Accelerate achievement of educational goals
- Eliminate duplication of high school and college course content
- Increase the rigor and challenge of course offerings while in high school
- Decrease the cost of college with course tuition offered at a reduced rate

Eligibility

Any NEO HS student that demonstrates college-readiness and submitting qualifying ACT or other placement test scores corresponding to the courses for which they intend to register.

What does it mean to be college ready? Many different types of criteria can define college-readiness. Below is a list of criteria NEO HS believes are indicators of college readiness in students:

- Prepared for college level course material
- Demonstrates responsibility both academically and socially
 - **Academically:** Turning in assignments on time, using professor office hours, etc.
 - **Socially:** Student ready to be on a college campus with older students
- **Self-advocate**
 - Keeping in touch with counselor about college grades
 - Applying for college as an undergraduate
 - On track to complete all the NEO HS requirements for graduation

Mission: to prepare students at a college preparatory high school that will ensure success and graduation from a four-year college or university.

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What colleges/universities partner with NEO HS?

Northeast Ohio College Preparatory High School has a partnership with Cuyahoga Community College. See the end of this packet for possible pathways. However, students are encouraged to apply to any college they wish to attend and where College Credit Plus is offered. NEO HS will offer a College Credit Plus Robotics course for the upcoming school year if enough interested students apply to Tri-C and sign up for that course.

How does my student become eligible to participate in the College Credit Plus program?

STEP 1: Decide if participation is in your best interest. This should be an individual decision for each student. Discuss with your parents and counselor, they know you best and can help you make a good decision (see attached forms for Tri-C) and visit www.tri-c.edu/college-credit-plus

STEP 2: Complete the NEO HS Letter of Intent to Participate Form. Return the completed form, signed by students and parents to your counselor by April 1st

STEP 3: Apply to the College/University

STEP 4: Attend a mandatory orientation at Tri-C

- Complete application for Summer & Autumn terms by required deadline.

How many college credits can a student earn?

Students can earn a maximum of 30 college semester credit hours per year and a maximum of 120 college semester credits prior to their high school graduation. The Ohio Higher Ed has established a formula that students must refer to when registering for high school and college courses. This formula is utilized to assure students do not exceed full-time status. Full-time status can be calculated as follows:

1. Determine student's number of high school ONLY credits
2. Multiply that number by 3
3. Subtract the result from the number 30
4. That number is the total number of college credits that College Credit Plus students may earn that academic year

How is credit transferred between colleges/universities?

Credits earned through College Credit Plus are transferable to many public and private institutions in Ohio and out of the state. However, there is no guarantee that the class you take will transfer to the college/university you eventually attend. Students who want to transfer to another university will need to send their transcript from the Institute of Higher Learning (IHL) to the university they plan to attend. Many of the College Credit Plus courses apply towards general education requirements or electives at

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that school. Two websites are available to help students fully understand what courses will transfer: www.transfer.org and <https://ohiohighered.org/students>

How will College Credit Plus courses impact my GPA?

Per HB 487, College Credit Plus courses must receive equivalent weight as any weighted course within a given content area. Therefore, at ACPA College Credit Plus courses are weighted the same as AP courses.

How will College Credit Plus impact state tests?

Students graduating in 2018 and beyond and taking College Credit Plus courses in these subjects will use the course grade, not the end-of-course test points, to determine their points earned toward graduation. The following table is to be used to convert College Credit Plus grades to graduation points for valid courses.

A or B CCP Course Grade = 5 Ohio Graduation Points

C = CCP Course Grade = 4 Ohio Graduation Points

D = CCP Course Grade = 3 Ohio Graduation Points

Not Applicable = 2 Ohio Graduation Points

Not Applicable = 1 Ohio Graduation Point

F- Fail or drop the course = 0 Ohio Graduation Points

How do my College Credit Plus grades get onto my transcript?

Some colleges are diligent about communicating course grades with high schools to put them on the transcript.

In order to ensure a student's grades get onto their transcript in a timely manner, students should give their College Credit Plus grades to their counselor after the semester ends so they can be entered onto their transcript as soon as possible.

Can I receive IEP Accommodations at the college?

NEO HS shall ensure that if a student has an IEP or Section 504 Plan and is participating in a College Credit Plus Program course, the student notifies the college of the student's IEP/Section 504 Plan. NEO HS is responsible for providing any services required by the student according to such IEP/Section 504 Plan. Accommodations and modifications shall be provided as appropriate by the instructor of the Program course. If any questions arise regarding which party should provide an accommodation, modification, or service, or whether such accommodation, modification or services is permitted in conjunction with College coursework, NEO HS and the college will confer to determine the appropriate course of action.

More Resources:

<https://www.ohiohighered.org/ccp/faqs>

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Northeast Ohio College Preparatory High School College Credit Plus Letter of Intent to Participate

Submit this form to Dr. Weeks no later than April 1st

Student Name: _____

Graduation Year: _____ Date: _____

School I am applying to:

Statement of Intent

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year and I may decide not to participate.

I understand that it is my responsibility to notify my school counselor of my acceptance status from the college or university. If I do not gain admission to my selected institution of higher education or choose not to participate for some other reason, I know to notify my school counselor.

I understand that the grade I receive will be factored in to my high school transcript with an equivalent AP weighting AND that my grade will be recorded on my college's transcript.

I understand that if I fail a College Credit Plus course that my family will be charged any fees that are incurred.

I have read and understand The Arts & College Preparatory Academy College Credit Plus Information Guide.

I understand that it is my responsibility to apply to the college or university.

I certify that I have received counseling about the College Credit Plus program at an evening meeting or in an individual meeting with the school counselor concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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FERPA (Family Educational Rights and Privacy Act)

College Credit Plus students are college students and subject to the federal FERPA. For regular college students, this means that college records are not released to anyone, even parents, without written permission from the student. For College Credit Plus students, the high school and college may exchange information.

Cost

Students are limited to 30 semester credits per academic year paid through Northeast Ohio College Preparatory agreements with participating colleges or universities. Students wishing to earn more than 30 semester credits, per academic year will be responsible for all cost of attendance for each credit above the 30 semester credit limit. In addition, students are responsible for payment of any college courses that do not receive a passing grade. Books for courses are purchased by NEO HS. However, if the student does not return the book or returns it damaged so it is unusable by another student they will be required to purchase the book from NEO HS.

NEO HS Pathways for College Credit Plus

See attached Possible Pathways for College Credit Plus for Cuyahoga Community College

Important Notice to Students and Parents

- Students taking College Credit Plus courses are subject to the rules and regulations of the university they are currently attending, including add/drop dates established by the participating institution. This also includes disciplinary infractions.
- An academic advisor from the participating institution is required to meet with each student within the first two weeks of class. This may be done in a group setting.
- Your academic calendars may be different. As an example your spring break could fall at one date at NEO HS and at another at the college/university you attend for College Credit Plus.
- You are responsible for attending classes when they are in session.
- While in college courses, students are introduced to a learning environment that promotes an open exchange of ideas. Course content is presented at an adult level and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Students should understand that these courses are college-level courses, and the amount of work, pace, and rigor of content in college courses may be much greater than high school courses.
- In addition, college course grades become a part of a student's permanent college transcript and are calculated into the college grade point average. Poor performance in college courses may affect future university admissions and financial aid. Therefore, it is important to perform well in college courses to realize the benefits of taking college courses while in high school.
- If you earn more than 30 semester hours it is possible that you may not qualify for freshman scholarship opportunities at some colleges.

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- If a student fails any college course, the cost for tuition, fees, and books will be charged to the student's family. NEO HS will not pay for any courses that are not completed with a C or better.
- These courses and the grades associated with them will be reported on both the student's high school transcript as well as the college transcript.
- College transcripts can be requested by visiting the respective college or university website associated with the courses taken. NEO HS does not have access to the college transcripts.

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Cuyahoga Community College requires that all application materials (including appropriate test scores) be submitted no later than 30 days before the semester begins. We recommend you complete the process by April 1st if possible for Summer and Fall semesters.

1. Discuss enrollment in College Credit Plus with your secondary school guidance counselor.
2. Determine if the program is right for you.
3. Click here to view the [application instructions](#).
4. Complete the [College Credit Plus](#) application and submit it to the campus of your choice.
5. Submit a high school transcript or middle school grade report and [qualifying ACT or SAT scores](#) to the College Credit Plus office. If ACT or SAT tests have not been taken, the [College's English and math placement tests](#) can determine college readiness. Submission of the English scores are required. Math scores may be required depending on course selection. If taking the test at Tri-C test preparation is mandatory. Please review the Test Preparation Guide information on the testing website.
6. If accepted you will receive a letter with registration instructions.
7. Meet with your secondary school guidance counselor to ensure your class choices fulfill your high school graduation requirements.
8. Schedule an appointment with an assigned Tri-C Academic counselor to assure the classes will fulfill your degree or certificate requirements.
9. Attend a [mandatory orientation](#).



CollegeCredit PLUS

www.tri-c.edu/college-credit-plus

WHAT IS COLLEGE CREDIT PLUS (CCP)?

- It's a program sponsored by the state of Ohio in which **students can take college classes that will count toward both high school and college credit.**
- Students in **grades seven through twelve** are eligible.
- Since 1989, more than **18,000** students have participated in the program at Tri-C.
- **Tuition and books are covered** at no cost to the student.*
- For a list of college subjects to choose from, visit **www.tri-c.edu/college-credit-plus**.

*Private school/home school students are subject to available state funding; books are not covered for home school students.

WHAT ARE THE BENEFITS OF CCP?

- **Earning college credit for free**, which offers a tremendous cost savings toward your college education.
- **The ability to earn a college degree** while completing the requirements toward your high school diploma.
- **A large selection of courses and areas of study** not normally available to high school students.
- **A wide variety of courses with credits that are guaranteed to transfer** to any Ohio public college or university.
- Some **CCP** courses may be weighted the same as **AP** and **IB** courses.

Cuyahoga Community College (Tri-C[®]) offers two options for students in grades seven through twelve.

1. Take college courses at a Tri-C campus.
2. Take college courses at your school (if offered) through a partnership with your school.

TO APPLY

1. Notify your school counselor by April 1 if you intend to participate in CCP next year. After April 1, you will need permission from your school district superintendent to participate.
2. Visit **www.tri-c.edu/college-credit-plus** and click on the "**New Applicants**" button for instructions.
 - You will have to create an account** and then complete the CCP application.
 - ** *An email account and your social security number will be required.*
3. Please indicate your campus of choice by location: **Eastern**, Highland Hills; **Metropolitan**, Downtown Cleveland; **Western (Including Brunswick University Center)**, Parma; **Westshore/Corporate College West**, Westlake.
4. Wait for email notification that application has been processed.
5. See reverse side for next steps.

The recommended deadlines for all application materials are April 1 for summer and fall semesters, and Dec. 15 for spring semester. Tri-C will require that all application materials, including appropriate test scores, be submitted no later than 30 days before the semester begins.

For more information about Tri-C's College Credit Plus program, please contact the CCP coordinator at your preferred campus or site.

Brunswick University Center: Melinda Galla
216-987-5259 or melinda.galla@tri-c.edu

Eastern Campus: Carissa Godbott
216-987-2196 or carissa.godbott@tri-c.edu

Metropolitan Campus: Della Hilbert
216-987-4164 or della.hilbert@tri-c.edu

Western Campus: Margie Knight
216-987-5155 or margaret.knight@tri-c.edu

Westshore/Corporate College[®] West: Michelle Noll
216-987-5884 or michelle.noll@tri-c.edu

www.tri-c.edu/college-credit-plus



CollegeCredit

..... PLUS

Next Steps for College Credit Plus Applicants

www.tri-c.edu/college-credit-plus

I WILL TAKE CLASSES AT A TRI-C CAMPUS OR LOCATION

1. Send middle school grade report or high school transcript and ACT or SAT scores to:
Cuyahoga Community College,
Office of the Registrar
PO Box 5966, Cleveland, OH 44101-0966.

Qualifying ACT or SAT scores can waive a student from taking Tri-C's placement tests*. The scores include:		
	English	Math
ACT	18+	22+
SAT	480+	530+

*Conditional eligibility requirements can be found at www.tri-c.edu/college-credit-plus.

2. If your scores do not meet English/Math placement requirements, please complete the test prep review and take the Tri-C placement tests. Details can be found at: www.tri-c.edu/placement-testing.
English test scores are required. Math testing is only required if you plan to take a Tri-C course with a math prerequisite.
3. Look for your acceptance packet in the U.S. Mail. The packet will include your Authorization form.
4. Take your Authorization form to your school counselor to discuss the classes you'll be taking at Tri-C.
5. Your completed Authorization form is required when you meet with your Tri-C counselor to plan your course schedule.
6. Register for Tri-C classes and get your Tri-C ID card at the Enrollment Center.
7. Attend the College Credit Plus orientation.
8. Pick up your textbooks at the College bookstore.

I WILL TAKE TRI-C CLASSES AT MY HIGH SCHOOL

1. Send in high school transcript and ACT or SAT scores to:
Cuyahoga Community College
Office of the Registrar,
PO Box 5966, Cleveland, OH 44101-0966.

Qualifying ACT or SAT scores can waive a student from taking Tri-C's placement tests*. The scores include:		
	English	Math
ACT	18+	22+
SAT	480+	530+

*Conditional eligibility requirements can be found at www.tri-c.edu/college-credit-plus.

2. If your scores do not meet English/Math placement requirements, please complete the test prep review and take the Tri-C placement tests. Details can be found at: www.tri-c.edu/placement-testing.
English test scores are required. Math testing is only required if you plan to take a Tri-C course with a math prerequisite.
3. Meet with your school counselor to plan your schedule, including Tri-C courses you will take at your high school.
4. College Credit Plus Coordinator will register you for your classes.
5. Textbooks will be provided by your high school.

**Items subject to change.*



Cuyahoga Community College - Associate of Arts | Baccalaureate Transfer Pathway

Course Number	Course Name	Credit Hours	TAG Course?
ENG 1010	College Composition I	3	Yes
HIST 1010	History of Civilization I	3	Yes
MATH 1240	Contemporary Math	4	No
PHIL 1010	Intro to Philosophy	3	Yes
PSY 1010	General Psychology	3	Yes
Total		16	

Course Number	Course Name	Credit Hours	TAG Course?
ENG 1020	College Composition II	3	Yes
HIST 1020	History of Civilization II	3	Yes
SPCH 1010	Fund of Speech Comm.	3	Yes
SOC 1010	Introductory Sociology	3	Yes
	Laboratory Science	4	Depends on course
Total		16	

Cuyahoga Community College - Associate of Science | Baccalaureate Transfer Pathway

Course Number	Course Name	Credit Hours	TAG Course?
ENG 1010	College Composition I	3	Yes
CHEM 1300	General Chemistry I	4	Yes
CHEM 130L	General Chemistry Lab I	1	Yes
MATH 1610	Calculus I	5	Yes
PSY 1010	General Psychology	3	Yes
Total		16	

Course Number	Course Name	Credit Hours	TAG Course?
ENG 1020	College Composition II	3	Yes
CHEM 1310	General Chemistry II	4	Yes
CHEM 131L	General Chemistry Lab II	1	Yes
MATH 1620	Calculus II	5	Yes
PHIL 1010	Intro to Philosophy	3	Yes
Total		16	

Cuyahoga Community College also has pathways in:

- Business Transfer
- Pre-engineering
- Creative Arts
- Hospitality Management

To find out more about how College Credit Plus can work in your school, contact Tim Dorsey, Director, Enrollment Management at 216-987-3128 or timothy.dorsey@tri-c.edu.



Possible College Credit Plus Pathways

Example Pathways for College Credit Plus Certificate Programs at Cuyahoga Community College

Carpentry, Certificate of Proficiency

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
<u>ATCT-1301</u>	Introduction to Carpentry	2
<u>ATCT-1310</u>	Carpentry Safety	2
<u>ATCT-1320</u>	Introduction to Hand and Power Tools	2
<u>ATCT-1351</u>	Metal Studs and Dry Walls	2
<u>ATCT-1381</u>	Wood Framing	2
Credit Hours		10
SECOND SEMESTER		
<u>ATCT-1331</u>	Concrete Footers and Walls	2
<u>ATCT-1370</u>	Layout	2
<u>ATCT-1390</u>	Welding for Carpentry	2
<u>ATCT-1491</u>	Residential Steel Framing	2
<u>ATCT-1610</u>	Interior Finish	2
<u>ATCT-2361</u>	Suspended Ceilings	2
<u>ATCT-xxxx</u>	Any ATCT Elective course	2
Credit Hours		14
SUMMER COMPLETION		
<u>ATCT-2341</u>	Concrete Specialties	2
<u>ATCT-2370</u>	Interior Systems Layout	2

<u>ATCT-2560</u>	Interior Systems III	2
Credit Hours		6
Total Credit Hours		30

Plan of Study Grid

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Tax Preparation, Certificate of Proficiency

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
<u>ACCT-1041</u>	Individual Taxation	4
<u>ACCT-1311</u>	Financial Accounting	3
<u>BADM-1020</u>	Introduction to Business	3
Select one of the following:		3
<u>ENG-1010</u>	College Composition I	
<u>ENG-101H</u>	Honors College Composition I	
Select one of the following:		3
<u>IT-1090</u>	Computer Applications	
<u>IT-109H</u>	Honors Computer Applications	
Credit Hours		16
SECOND SEMESTER		
<u>ACCT-1030</u>	Payroll	3
<u>ACCT-2041</u>	Business Taxation	4
<u>BADM-2151</u>	Business Law	3
<u>ACCT-2XXX</u>	2000 level Accounting Elective	3
Select one of the following:		3

BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
	Credit Hours	16
	Total Credit Hours	32

Plan of Study Grid

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Automotive Maintenance and General Service, Short-Term Certificate

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
AUTO-1101	Introduction to Automotive Service Procedures	3
AUTO-1400	Automotive Alignment, Steering and Suspension	3
AUTO-1450	Automotive Braking Systems	3
AUTO-1502	Automotive Electrical Fundamentals	3
	Credit Hours	12
	Total Credit Hours	12

Plan of Study Grid

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Automotive Technology, Certificate of Proficiency

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
AUTO-1101	Introduction to Automotive Service Procedures	3
AUTO-1400	Automotive Alignment, Steering and Suspension	3
AUTO-1450	Automotive Braking Systems	3
AUTO-1502	Automotive Electrical Fundamentals	3
Select one of the following:		3
COMM-1010	Fundamentals of Speech Communication	
COMM-101H	Honors Speech Communication	
Credit Hours		15
SECOND SEMESTER		
AUTO-1050	Numerical Applications in Automotive Service	3
AUTO-1300	Automotive Engines	3
AUTO-1510	Automotive Electrical Systems	3
Social and Behavioral Sciences requirement		3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Credit Hours		15
Total Credit Hours		30

Plan of Study Grid

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Plumbing, Certificate of Proficiency

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
<u>ATPL-1000</u>	Care and Use of Tools ¹	2
<u>ATPL-1010</u>	Soldering and Brazing ¹	2
<u>ATPL-1030</u>	State of Ohio Plumbing Code I	2
ATPL-xxxx	Plumbing elective	2
<u>ATPL-1070</u>	Pipe Fittings, Valves, and Supports	2
Credit Hours		10
SECOND SEMESTER		
<u>ATPL-1220</u>	Gas Systems	2
<u>ATPL-1230</u>	Water Supply	2
<u>ATPL-2320</u>	State of Ohio Plumbing Code III	2
<u>ATPL-2350</u>	Electricity for Plumbers	2
ATPL-xxxx	Plumbing elective	2
ATPT-xxxx	ATPT elective course	2
ATPL-xxxx	Plumbing elective	2
Credit Hours		14
SUMMER COMPLETION		
<u>ATPL-2410</u>	City & State Backflow Cert	2
ATPL-xxxx	Plumbing elective	2
ATPL-xxxx	Plumbing elective	2
Credit Hours		6
Total Credit Hours		30
Plan of Study Grid		

¹

Apprentice may be awarded credit from JATC for life experience.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses

were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Entrepreneurial Technology, Certificate of Proficiency

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
BADM-1020	Introduction to Business	3
BT-1150	Word for Business Documents	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
Credit Hours		12
SECOND SEMESTER		
BT-1700	Business Spreadsheets (Excel)	3
BT-2510	Project Management Software	3
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
Credit Hours		9
SUMMER COMPLETION		
BT-2040	Emerging Workplace Technology	3
BT-2300	Business Database Systems (Access)	3

<u>BT-2700</u>	Advanced Business Spreadsheets (Excel)	3
	Credit Hours	9
	Total Credit Hours	30

Plan of Study Grid

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Digital Reporting and Transcription, Short-Term Certificate

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
<u>CCR-1150</u>	Introduction to Digital Reporting and Transcription	1
<u>CCR-1350</u>	Legal Terminology	3
<u>CCR-1360</u>	Court Procedures	3
<u>CCR-1551</u>	Research and Transcript Preparation	3
<u>CCR-1650</u>	Terminology for the Transcriber	3
	Credit Hours	13
SECOND SEMESTER		
<u>CCR-1470</u>	Transcript Production for Court Reporting and Captioning	3
<u>CCR-2351</u>	Editing Legal Documents	3
<u>CCR-2740</u>	Digital Reporting Technology	4
<u>CCR-2750</u>	Annotation for Digital Reporting	2
	Credit Hours	12
	Total Credit Hours	25

Plan of Study Grid

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Web Design & Development, Certificate of Proficiency

Suggested Semester Sequence

SUMMER START		CREDIT HOURS
<u>VCIM-1570</u>	Web Publishing I: HTML	3
<u>VC-1000</u>	Visual Communication Foundation	3
Credit Hours		6
FIRST SEMESTER		
<u>VC-1201</u>	Typography I	3
<u>VCPH-1450</u>	Digital Imaging I	3
<u>VCIM-2281</u>	Web Publishing III: JavaScript	3
Select one of the following:		3
<u>VCIM-2271</u>	2D Animation	
<u>VC-1431</u>	Vector Graphics	
Credit Hours		12
SECOND SEMESTER		
<u>VCIM-1770</u>	Web Publishing II: Site Theory & Construction	3
<u>VCIM-2291</u>	Web Publishing IV: Data-Driven Sites	3

VCIM-2700	User Experience Design	3
Select one of the following:		3
VC-2991	Portfolio Preparation	
VCIM-2072	Service Learning: Real World Experience in Web, Game Design, and Interactive Media	
Credit Hours		12
Total Credit Hours		30

Plan of Study Grid

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3D Digital Design & Manufacturing Technology, Certificate of Proficiency

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
MET-1100	Technology Orientation	2
MET-1230	Drawing & AutoCAD	3
MET-1250	Introduction to Additive Manufacturing	3
MET-1261	Product Ideation & Design I	3
Credit Hours		11
SECOND SEMESTER		
MET-1270	Additive Manufacturing Processes	3
MET-1300	Engineering Materials and Metallurgy	3
MET-2601	3D Solid Modeling	3
MET-XXXX	Elective	3

Credit Hours		12
SUMMER SESSION		
<u>MET-2151</u>	3D Digital Design & Printing	3
<u>MET-2160</u>	3D Scanning, Reverse Engineering, and Quality Inspection	3
<u>MET-2990</u>	Product Development and Manufacture	3
<u>MET-2941</u>	Additive Manufacturing Internship	1-4
Credit Hours		10-13
Total Credit Hours		33-36

Plan of Study Grid

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Classroom Assistant, Short-Term Certificate

Suggested Semester Sequence

SUMMER START		CREDIT HOURS
<u>ECED-1010</u>	Introduction to Early Childhood Education: Children's Development and Programs	4
Select one of the following:		3
<u>ENG-1010</u>	College Composition I	
<u>ENG-101H</u>	Honors College Composition I	
Credit Hours		7
FIRST SEMESTER		
<u>ECED-1301</u>	Language and Literacy in an Integrated Curriculum	3

<u>ECED-1340</u>	Creative Development in an Integrated Curriculum ¹	3
Credit Hours		6
SECOND SEMESTER		
<u>ECED-1860</u>	Experience with Young Children in Early Childhood Settings	3
<u>EDUC-1411</u>	Individuals with Exceptionalities	3
<u>ECED-2601</u>	Classroom Assistant Professional Portfolio	1
Credit Hours		7
Total Credit Hours		20

Plan of Study Grid

¹

ECED-1311 or ECED-1331 will be accepted in place of ECED-1340 for students who completed coursework with a grade of "C" or higher prior to Fall 2024.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Emergency Medical Technician-Basic, Short-Term Certificate

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
<u>EMT-1302</u>	Emergency Medical Technician - Basic ¹	6
<u>EMT-130L</u>	EMT Basic Practical Lab	1
<u>EMT-1401</u>	Anatomy & Physiology for Paramedics ²	4
Credit Hours		11

Plan of Study Grid

1

Students must achieve a grade of "C" in all certificate courses to be awarded the certificate.

2

[BIO-2331](#) Anatomy and Physiology I and [BIO-2341](#) Anatomy and Physiology II will be accepted in place of [EMT-1401](#) Anatomy & Physiology for Paramedics. [BIO-2331](#) and [BIO-2341](#) required for the AAS in Emergency Medical Technology.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Advanced Massage Therapy, Short-Term Certificate

Suggested Semester Sequence

SUMMER START		CREDIT HOURS
MT-1280	Somatic Studies III	2
MT-2201	Massage Modalities and Career Paths	2
Credit Hours		4
FIRST SEMESTER		
MT-2311	Advanced Massage Therapy	3
MT-2380	Advanced Massage Therapy Clinic	3
Credit Hours		6
Total Credit Hours		10

Plan of Study Grid

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses

were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.

Laboratory Phlebotomy, Short-Term Certificate

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
BIO-1050	Human Biology ¹	3
MA-1010	Introduction to Medical Terminology	2
COMM-1000	Fundamentals of Interpersonal Communication	3
HTEC-1120	Critical Thinking in Healthcare	1
EMT-1310	Cardiopulmonary Resuscitation	1
Credit Hours		10
SECOND SEMESTER		
LP-1300	Introduction to Blood Collection ²	3
LP-1850	Laboratory Phlebotomy Practicum	2
LP-2970	Advanced Phlebotomy Seminar ³	1
Credit Hours		6
Total Credit Hours		16
Plan of Study Grid		

¹ [BIO-1221](#) Anatomy and Physiology for Diagnostic Medical Imaging, or [BIO-2341](#) Anatomy and Physiology II will be accepted in place of [BIO-1050](#) Human Biology.

² Consecutive five or eight-week course.

³ Completed second eight weeks with [LP-1850](#) Laboratory Phlebotomy Practicum.

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Event Planning, Short-Term Certificate

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
<u>HOSP-1010</u>	Introduction to the Hospitality Industry	2
<u>HOSP-1040</u>	Customer Service	2
<u>HOSP-1180</u>	Event Planning Essentials	2
xxxx	Elective Requirements ¹	2-4
Select one of the following:		3
<u>ENG-1010</u>	College Composition I	
<u>ENG-101H</u>	Honors College Composition I	
Select one of the following:		3
<u>IT-1090</u>	Computer Applications	
<u>IT-109H</u>	Honors Computer Applications	
Credit Hours		14-16
SECOND SEMESTER		
<u>HOSP-2180</u>	Event Planning Workshop	2
<u>HOSP-2380</u>	Hospitality Marketing and Sales	3

<u>HOSP-2400</u>	Hospitality Management and Supervision	3
<u>COMM-1000</u>	Fundamentals of Interpersonal Communication	3
xxxx	Elective Requirements ¹	2
Credit Hours		13
Total Credit Hours		27-29

Plan of Study Grid

1

Must complete two courses to meet elective requirements.

ELECTIVES

(Select two courses from the following)

CODE	TITLE	CREDIT HOURS
<u>ACCT-1020</u>	Applied Accounting	3
<u>BADM-1301</u>	Small Business Management	3
<u>BT-2040</u>	Emerging Workplace Technology	3
<u>COMM-1010</u>	Fundamentals of Speech Communication	3
<u>HOSP-1020</u>	Sanitation and Safety	2
<u>HOSP-1580</u>	Front Office Operations	2
<u>HOSP-2480</u>	Hospitality Law	3
<u>HOSP-2330</u>	Menus and Facilities Planning & Design	3
<u>HOSP-2580</u>	Convention Management and Meeting Planning	2

Course List

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Landscape Contracting, Short-Term Certificate

Suggested Semester Sequence

FIRST SEMESTER		CREDIT HOURS
HLTH-1230	Standard First Aid and Personal Safety	1
PST-1311	Deciduous Woody Landscape Plants	3
PST-1411	Equipment Operations and Safety	2
PST-1510	Landscape Contracting	3
Credit Hours		9
SECOND SEMESTER		
PST-1321	Evergreens, Groundcovers, and Herbaceous Landscape Plants	3
PST-1420	Landscape Practices	3
PST-1600	Irrigation and Drainage	2
PST-2370	Introduction to Turfgrass	2
Credit Hours		10
Total Credit Hours		19

Plan of Study Card

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INSERT SCHOOL LOGO HERE

Re-Enrollment Intent Form

Please complete one form per family to provide your intent for the upcoming school year.

Student 1 name and grade _____

Student 2 name and grade _____

Student 3 name and grade _____

Re-Enrollment Choice for Next School Year (2024-2025)

- Yes, my child (ren) will return next school year
- Undecided at this time
- No, my child (ren) will not return next year

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____