

# CAREER & TECHNICAL EDUCATION

Career and technical programs provide instruction in the knowledge and skills from a wide variety of occupations that demand education beyond high school. Students prepare for employment by completing a two-year associate degree in applied sciences or by completing shorter term certificate programs. In many fields, career and technical education may enhance employment opportunities by providing students with industry certifications desired by employers.

While career-technical programs are designed primarily to prepare the student for immediate employment, many also offer opportunities for transfer to another college or university. Students are encouraged to speak with an academic advisor about these possibilities.

## Certificates of Completion

*“Certificate of Completion” means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, be credit bearing, and meet Higher Education Coordinating Commission (HECC) standards and criteria.*

OAR 589-006-0050 (12)

The term “certificate” may not be used for recognition/attendance awards and/or to imply equivalence to a Certificate of Completion.

## Taxonomy/Requirements

Certificates range from 12-108 credits, and in clock hours from 180 -1,350. Certificates of Completion are identified in OAR 589-006-0100 (6) as:

- Less than one year,
- One year,
- Greater than one year, and
- Two years.

The taxonomy of Certificates of Completion includes:

1. Related to an AAS degree
2. Related to a larger Certificates of Completion program or an independent award
  - a. Related to an existing AAS degree
  - b. Related an existing Certificate of Completion
3. Independent new program

The HECC requirements for Certificates of Completion are set forth in OAR 589-006-0100 (8). Certificates of completion must:

- Include at least 12 credits; and
- Be no more than 108 credits; and
- Have a recognizable core of general education or related instruction courses for programs one-year or more in length; and
- Have an established standard of academic achievement; and
- Demonstrate occupational content leading to employment; and
- Meet or exceed the local community college board of education program approval standards; and

- Meet or exceed the Higher Education Coordinating Commission program approval standards and criteria.

## Associate of Applied Science

The Associate of Applied Science (AAS) degree is intended to prepare graduates for direct entry into the workforce. The AAS degree may also help to prepare students for career advancement, occupational licensure, or study at the baccalaureate level. As a minimum, the AAS must include 90 quarter credits or equivalent proficiency; a recognizable core of or demonstrated competencies in specific general education courses; and an established standard of academic achievement. Curricula focuses on the application of knowledge and skills related to the occupations and careers identified by the program. Electives may include a combination of lower division collegiate transfer and/or collegiate-level career and technical education courses.

General requirements for the Associate of Applied Science are:

The Associate of Applied Science will be conferred on students who complete a two-year program in Career-Technical Education.

The Related Instruction component is also required for AAS degree.

The Associate of Applied Science Degree will be awarded to students who:

1. Satisfactorily complete all required courses in a specified occupational curriculum.
2. Complete a minimum of 90 credit hours or equivalent proficiency.
3. Maintain a cumulative grade point average of 2.00.
4. Complete a recognizable core of related instruction courses, including:
  - a. Demonstrated competency in mathematics and/or writing which meets or exceeds the competencies established for each individual program by the program’s Advisory Board. Required learning outcome competency may be provided by:
    - i. Embedded Learning
    - ii. Successful completion of required specified content area class(es)
    - iii. Competency Testing
  - b. Three (3) credit hours of Mathematics numbered 52 or above or demonstrated competency.
  - c. Four (4) credit hours in WR 115 Intro to Expos Writing (4 cr.) or above or demonstrated competency.
  - d. Three (3) credit hours of Human Relations as specified by program.
5. Attend UCC for at least two terms, including the term prior to completion.
6. Complete a minimum of 25% credit hours at UCC, 15 of which must be in a career and technical discipline. A maximum of 24 credits of CWE will count towards the Associate of Applied Science Degree.

**Human Relations includes:**

1. The ways people interact with each other, either individually or in groups;
2. Basic communication skills such as speaking, listening, and writing; and
3. Interpersonal and intercultural sensitivity.

### Approved Human Relations Courses

Code	Title	Credits
COM 105	Listening	3
COM 218Z	Interpersonal Communication	4
COM 219	Small Group Discussion	3
HD 136	Strategies for Success	3
PSY 101	Psychology of Human Relations	3
SDP 113	Human Relations-Supervisors	3