

Catalog 2007 | 2008

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Effective through December 2007:

P.O. Box 68
Johnstown, PA 15907-0068
(814) 262-6400
(888) 385-PEAK (7325)

Effective January 2008:

101 Community College Way
Johnstown, PA 15904
(814) 262-6400
(888) 385-PEAK (7325)

www.pennhighlands.edu

THIS CATALOG REFLECTS THE MOST CURRENT INFORMATION ABOUT PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE. THE COLLEGE RESERVES THE RIGHT TO AMEND ANY PROVISION OR REQUIREMENT AT ANY TIME.

To all Pennsylvania Highlands Community College students
I extend a hearty welcome.

Pennsylvania Highlands is truly Cambria County's College with a mission to serve the educational and workforce training needs of the Laurel Highlands region of Pennsylvania. We have brought together a highly dedicated faculty and staff whose primary objective is to ensure that you receive a quality education in our classrooms and laboratories and excellent customer service from all of the auxiliary areas of our institution.



As Pennsylvania Highlands' fourth president, I have made it my goal to make Pennsylvania Highlands a household word throughout the Laurel Highlands region. I would like it to be difficult for anyone to work anywhere in Cambria County without coming into contact with a Pennsylvania Highlands graduate. Beyond that, I would like to see large numbers of Pennsylvania Highlands graduates working in Blair and Somerset and Bedford counties and in the other counties on Cambria County's borders as well as in every state in the nation.

I believe we already provide excellent educational opportunities and other services to make attending Pennsylvania Highlands a wise investment in your future. However, we need your assistance if we are to reach my goals for this fine college. Please be our eyes and ears and let us know what we are doing well—as this will inspire us—and let us know what we need to do better, or even, what we need to do that we are not doing, so we may serve you and our future students even better.

It is our pledge to make your time spent at Pennsylvania Highlands Community College rewarding and memorable. We value the important role that you have in the success of our College, our community, and our region's economy. We will help you build a better future for yourselves; please help us build a better college for you and those who follow you. And, thank you for choosing to Climb Higher at Pennsylvania Highlands Community College.

Sincerely,

A handwritten signature in dark ink, appearing to read 'W. Asonevich', written in a cursive style.

Walter J. Asonevich
President

HISTORY OF THE COLLEGE

The Cambria County Commissioners voted unanimously in June 1993 to become the local sponsors for Cambria County Area Community College (CCACC). In September 1993 the State Board of Education approved the establishment of a community college in Cambria County.

In October 1993 the Commissioners approved the appointment of a 15 member Board of Trustees representing the geographic service area of the institution and including leading members of the professional community. The Board of Trustees was inducted and held its initial meeting October 26, 1993.

By March 1994 the County Commissioners approved the Articles of Agreement with Cambria County Area Community College and a month later the Board of Trustees appointed Dr. John O. Hunter as founding President effective June 1, 1994. The first classes were held September 5, 1994. The College was approved as a candidate for accreditation by the Commission on Higher Education, Middle States Association in November 1996. In 1999 Dr. Hunter retired. The Board of Trustees appointed Dr. Kathleen V. Davis as the second President of the College effective July 1, 1999. Under Dr. Davis' leadership the College began the accreditation process by the Middle States Association of Colleges and Schools.

Dr. Davis resigned as President in December 2001. In February 2002 the Board of Trustees appointed Dr. John Kingsmore as Interim President and the College began the search for its third President. In June of the same year the College received notification that full accreditation from the Middle States Association of Colleges and Schools had been granted. On July 8, 2002, Dr. Anna D. Weitz began her tenure as the third President of Cambria County Area Community College.

During its first ten years of operation the College expanded its academic offerings in liberal arts and career programs to include on-line courses and advanced technology offerings. In addition to providing area residents with credit courses, the College has increased non-credit, continuing education programs to meet the workforce development needs of the region. The vision of President Dr. Anna Weitz was to grow enrollment and expand outreach of the College to surrounding counties that are underserved or not served by a community college. In order to achieve this goal, the College petitioned the Department of Education to change the name of CCACC to reflect a more regional approach. The College's name was officially changed to Pennsylvania Highlands Community College effective July 1, 2004.

In May of 2007 Dr. Weitz pursued another employment opportunity and on August 13, 2007, the Board of Trustees appointed Dr. Walter Asonevich as the College's fourth President. The entire College Community is anxious to begin a new chapter of our history under Dr. Asonevich's leadership. As we prepare to begin our fourteenth year, the College looks forward to moving to the new facility for the January 2008 semester and to continuing to provide outstanding academic preparation to our students for many years to come.

MISSION STATEMENT

Pennsylvania Highlands Community College provides quality, affordable, comprehensive educational opportunities for all in a supportive, community-oriented environment.

CORE VALUES

Pennsylvania Highlands Community College strives to be a community of learners where every student, employee and community member is respected and supported. The College is deeply committed to the following values:

Student Success - creating a student-centered environment where individuals are challenged, encouraged and supported to achieve their educational, professional and personal goals as well as develop a spirit of intellectual curiosity and a commitment to life-long learning.

Quality and Accountability - establishing performance standards throughout the institution, developing measures to document effectiveness along with a commitment to continuous improvement in pursuit of excellence.

Integrity and Ethics - holding each member of the organization to high professional and personal standards. These principles are also embodied in the Statement on Professional Ethics adopted by the College's Faculty.

Collaboration and Collegiality - informing and involving members of the College community in discussion and problem solving at all levels in an atmosphere marked by civility and cordiality conducted with respect for personal and professional differences remembering as well the value of humor and humility.

Responsiveness to Diverse and Changing Community Needs - developing innovative and creative responses to the region's dynamic economic, workforce and social needs based on interactions with all segments of the community.

VISION

Pennsylvania Highlands Community College will be a nurturing, dynamic center for teaching and learning. We will be a model for individual development and a catalyst for regional renewal.

ACCREDITATION

Pennsylvania Highlands Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency, which is recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

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Academic Calendar

FALL 2007

August 1

Fall 2007 Completed Internship Agreements Due

August 3

Due Date for Fall Payment

August 20

14 week and 1st 7 week Classes Begin

August 20-24

Add/Drop Period for 14 week & 1st 7 week classes

August 24

Last day to receive a 100% refund (14 week & 1st 7 week classes)

August 24

Last Day to Petition to Audit (1st 7 week & 14 week classes)

August 31

Last day to receive a 50% refund (14 week classes only)

September 3

Holiday (Labor Day) – College Closed

September 14

Last day for student-initiated withdrawal from a 1st 7 week class

October 1

Fall Graduation Applications Due

October 2

Professional Development Day – No Classes

October 5

Last day for student-initiated withdrawal from a 14 week class

October 8-12

Final Exams - 1st 7 week classes

October 15

2nd 7 week Classes Begin

October 15

Transfer Day

October 15-19

Add/Drop Period for 2nd 7 week classes

October 19

Last day to receive a 100% refund (2nd 7 week classes)

October 19

Last Day to Petition to Audit (2nd 7 week classes)

October 22

Spring 2008 Internship Applications Available

Oct. 22-Nov. 3

Priority Advising/Registration Period for Spring 2008

October 26

Advising Day for Spring 2008

November 5

Open Registration Begins for Spring 2008

November 9

Last day for student-initiated withdrawal from a 2nd 7 week class

November 12

Veteran's Day Observed – College Closed

November 21

No Classes – College Closes at 4:30pm

November 22-24

Thanksgiving Break – College Closed

December 3

Last day of classes

December 4-10

Final Exams

December 11

Makeup Day for Final Exams

December 14

Spring 2008 Completed Internship Agreements are due

December 17-21

College Closed - Employees are to report

December 22-31

Holiday Break – College Closed

SPRING 2008

January 1

New Year's Day – College Closed

January 9

Due Date for Spring Payment

January 21

Martin Luther King Jr. Day – College Closed

January 22

15 week and 1st 7 week Classes Begin

January 22-28

Add/Drop Period for 15 week & 1st 7 week classes

January 28

Last day to receive a 100% refund (15 week and 1st 7 week classes)

January 28

Last Day to Petition to Audit (1st 7 week & 15 week classes)

February 4

Last day to receive a 50% refund (15 week classes only)

February 15

Last day for student-initiated withdrawal from a 1st 7 week class

February 18

President's Day – College Closed

March 1

Spring Graduation Applications Due

March 11-17

Final Exams - 1st 7 week classes

March 17

Last day for student-initiated withdrawal from a 15 week class

March 18-22

Spring Break – No Classes

March 21

Spring Holiday Break – College Closed

March 24

2nd 7 week classes begin

March 24-April 4

Priority Advising/Registration Period for Summer 2008 and Fall 2008

March 24

Transfer Day

March 24

Summer and Fall 2008 Internship Applications Available

March 24-28

Add/Drop Period for 2nd 7 week classes

March 28

Last day to receive a 100% refund (2nd 7 week classes)

March 28

Last Day to Petition to Audit (2nd 7 week classes)

March 28

Advising Day for Fall 2008

April 7

Open Registration Begins for Fall 2008

April 18

Last day for student-initiated withdrawal from a 2nd 7 week class

May 13-19

Final Exams (2nd 7 week & 15 week classes)

May 22

Commencement

SUMMER 2008**SUMMER A 2008 – 3 & 5 WEEKS****May 16**

Tuition Due Date for Summer A

May 26

Memorial Day – College Closed

June 2

Summer A Classes begin

June 6

Last day to receive a 100% refund

June 2-6

Add/Drop Period for Summer A classes

May 30

Last Day to Petition to Audit

June 1

Summer Graduation Applications Due

June 5

Last day for student-initiated withdrawal from 3 week classes

June 13

Summer A – 3 week classes end

June 13

Last day for student-initiated withdrawal from 5 week classes

June 20

Tuition Due Date for Summer B

June 27

Summer A – 5 week classes end

July 4

Independence Day – College Closed

July 7

Last day for student-initiated withdrawal from 10 week classes

August 1

Summer A – 10 week classes end

LOCATIONS

Pennsylvania Highlands Community College currently has two educational centers serving the needs of our students. Our main facility, located within the Greater Johnstown Career and Technology Center in Richland Township, houses classes as well as the offices which provide student services. The Ebensburg Education Center contains instructional and library facilities only.

The Central Park Complex in the heart of downtown Johnstown currently contains some of the College's administrative offices. No classes are offered at this location.

In January 2008, Pennsylvania Highlands will move to our new location in the former Richland High School building in Richland Township. All offices and services currently housed in both the Greater Johnstown Career and Technology Center and the Central Park Complex will be relocated to the new Richland location at that time.

PENNSYLVANIA HIGHLANDS AT THE GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

****Location effective only through December 2007****

445 Schoolhouse Road, Suite 100
Johnstown, PA 15904
(814) 262-6400 (Voice)
(888) 385-PEAK (7325) (Toll Free)
(814) 262-6420 (Fax)

EBENSBURG EDUCATION CENTER

881 Hills Plaza Drive, Suite 450
Ebensburg, PA 15931
(814) 471-0010 (Voice)
(814) 471-0410 (Fax)

PENNSYLVANIA HIGHLANDS AT CENTRAL PARK [ADMINISTRATIVE OFFICES ONLY]

****Location effective only through December 2007****

P.O. Box 68
Johnstown, PA 15907-0068
(814) 262-6400 (Voice)
(888) 385-PEAK (7325) (Toll Free)

NEW LOCATION EFFECTIVE JANUARY 2008 MAIN CAMPUS

101 Community College Way
Johnstown, PA 15904
(814) 262-6400 (Voice)
(888) 385-PEAK (7325) (Toll Free)
(814) 262-6420 (Fax)

TDD ACCESS

The PA Relay System at (800) 654-5988 may be used for TDD access to all locations.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Pennsylvania Highlands Community College is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, pro-

grams, or employment practices as required by Titles VI and VII, Title IX, and Section 504.

If a student believes he/she has been discriminated against in violation of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Americans With Disabilities Act (ADA) of 1990, Section 504, or any applicable law and ordinance of the Commonwealth of Pennsylvania, he/she must report the incident to Director of Human Resources, Pennsylvania Highlands Community College, P.O. Box 68, Johnstown, PA 15907-0068, 814-532-5335.

CONTACT INFORMATION

The following list contains commonly used contact information of interest to our students. All offices listed are currently located at the Greater Johnstown Career and Technology Center and will move to our new location in Richland Township effective January 2008. These offices may also be contacted using the toll-free line at (888) 385-PEAK.

ACADEMIC ADVISING

(814) 262-6451
academicadvising@pennhighlands.edu

ADMISSIONS OFFICE

(814) 262-6446
admissions@pennhighlands.edu

BOOKSTORE

(814) 262-7912
bookstore@pennhighlands.edu

FINANCIAL AID OFFICE

(814) 262-6454
financialaid@pennhighlands.edu

INFORMATION TECHNOLOGY HELP DESK

(814) 262-6470
helpdesk@pennhighlands.edu

LIBRARY

(814) 262-6458
library@pennhighlands.edu

OFFICE OF THE REGISTRAR

(814) 262-6439
registrar@pennhighlands.edu

SECURITY & SAFETY OFFICE

(814) 262-6427
security@pennhighlands.edu

STUDENT ACCOUNTS OFFICE

(814) 262-6437
studentaccounts@pennhighlands.edu

WEBSITE

Pennsylvania Highlands Community College maintains an official website located at www.pennhighlands.edu. Current and prospective students as well as others interested in the College are encouraged to visit the website frequently for College happenings and events, directories, and other important current information.

Admissions

ADMISSIONS POLICY

Pennsylvania Highlands Community College grants admission to individuals who have successfully earned a high school diploma or a GED high school equivalency. Individuals age 18 or older who have not earned a high school diploma or GED may be admitted to the College if they are able to demonstrate their ability to benefit from a college experience. After successful completion of 30 credits at Pennsylvania Highlands, students may be able to apply for a Commonwealth Secondary School Diploma through the Pennsylvania Department of Education.

PROCESS FOR DEGREE, DIPLOMA, OR CERTIFICATE SEEKING STUDENTS

1. Prospective students are required to complete an Application for Admission and remit a \$20 non-refundable application fee.
2. An official copy of the high school transcript or GED scores must be sent to the Admissions Office. Students who apply during their senior year of high school must also have an official copy of their final transcript sent upon graduation.
3. Applicants with prior college credit must have official copies of transcripts sent from all institutions attended.
4. All applicants are required to complete COMPASS testing to measure proficiency in English and mathematics. This requirement may be waived for students who have successfully completed prior equivalent college credits in these areas.
5. Upon receipt of placement scores, students will be eligible to register for classes.

PROCESS FOR NON-MATRICULATED STUDENTS

Students who choose not to seek a degree, diploma, or certificate are considered to be non-matriculated students. Examples of prospective students in this category are those attending the College for personal enrichment and visiting students completing credits for transfer to their home institution.

1. Prospective students are required to complete an *Application for Admission* and remit a \$20 non-refundable application fee.
2. Non-matriculated students are not required to submit transcripts.
3. Non-matriculated students are only required to complete COMPASS testing when planning to enroll in English or mathematics courses. This requirement may be waived for students who have successfully completed prior equivalent college credits in these areas.
4. Upon submission of the application and fee, non-matriculated students are eligible to register for classes.

MATRICULATION

Matriculation indicates that a student has been formally accepted to the College and is pursuing a degree, diploma, or certificate. To become matriculated a student must complete the Admissions Process, declare a major, and work with an academic advisor. To earn a degree, diploma, or certificate from Pennsylvania Highlands Community College, a student must complete the matriculation process.

DECLARING A MAJOR

Matriculated students must declare a major on the initial Application for Admission. Some programs of study have additional specific admission requirements. All matriculated students must enroll in a College Study Skills course as part of their major requirements.

DEVELOPMENTAL CLASSES

Developmental classes provide the student with the skills and knowledge necessary to succeed in college level courses. They are designed to provide the student with basic skills in mathematics, English, and reading. Developmental courses are assigned institutional credit, which applies only at Pennsylvania Highlands and will not count toward graduation, will not earn college credit, and will not be used in grade point average (GPA) calculations.

ADMISSION OF HIGH SCHOOL STUDENTS

High school students may complete courses at Pennsylvania Highlands during their junior and senior years to earn early college credits. In addition to completing the non-matriculated student application process, prospective students in this category must submit a recommendation from their high school principal or guidance counselor. High school students who wish to enroll in English or mathematics courses must complete placement testing prior to registration to ensure they have had adequate preparation for college-level coursework.

READMISSION

Matriculated students who previously attended Pennsylvania Highlands but have not completed coursework for two consecutive semesters must apply for readmission to the College. Payment of the application fee is not required for students applying for readmission.

ADVANCED PLACEMENT ADMISSION

Pennsylvania Highlands Community College maintains articulation agreements with numerous secondary schools. Students who have attended these schools may be eligible for advanced placement credit in our programs. Prospective students from these schools are encouraged to work with their guidance counselors to formulate a plan for earning advanced placement credit. Additional information on this program may be obtained by contacting the Admissions Office.

ADMISSION OF INTERNATIONAL STUDENTS

Pennsylvania Highlands Community College welcomes applications from international students. These students are required to complete the Admissions process three months prior to the semester in which the applicant plans to enroll. In addition, the student must submit a copy of his/her VISA to the Office of Admissions.

International students are treated as nonresidents of the State of Pennsylvania with respect to tuition and fees. Any questions regarding the acceptance of international students should be forwarded to the Admissions Office.

Pennsylvania Highlands may require the following information from an international student seeking admission:

- A certified copy of the original educational records to include all previous academic experiences.
- The Test of English as a Foreign Language (TOEFL) Scores.
- Financial Statement indicating the student has sufficient funds to cover tuition and fees.
- Student Medical Form completed and signed by a physician.
- Responsibility Statement from a United States Citizen stating that the citizen agrees to accept responsibility for sponsoring and assisting the applicant in completing his/her educational objective.

ONE-PLUS-ONE PROGRAM WITH THE GREATER JOHNSTOWN CAREER AND TECHNOLOGY CENTER

Pennsylvania Highlands Community College has established a One-Plus-One Agreement with the Greater Johnstown Career and Technology Center. This program allows a student to complete a portion of a two-year degree program at the College and a portion at the Career and Technology Center. Transfer of credits in this program is dependent upon completion of all required coursework with a minimum cumulative grade point average of 2.0.

Registration

REGISTRATION

Registration is the process of selecting courses, and completing the necessary documents to have the selections entered into the College records. Registrations are not considered to be official until payment for all related charges has been made.

The dates for registration periods are listed within the class schedules for each academic session. Copies of the schedules are available at the Registrar's Office and at the Ebensburg Education Center. The schedule is also posted online at the College's website.

UNIT OF CREDIT

Pennsylvania Highlands Community College awards credit hours based on the semester hour system. Credits are based on attendance in a specified number of lecture or laboratory hours. The number of credits assigned to each course is provided within the course description.

FRESHMAN / SOPHOMORE STUDENT DESIGNATIONS

Students who have successfully completed 1 to 24 credits are considered to be freshmen-level. Students who have successfully completed 25 or more credits are considered to be sophomore-level.

ACADEMIC YEAR

The College defines an academic year as 24 credits and 32 weeks for all forms of financial aid. Fall and spring semesters are typically comprised of 15 weeks of formal instruction plus a one-week final examination period. Summer sessions may range from 3 to 12 weeks in length. Additional information may be obtained by consulting the Academic Calendar.

FULL-TIME STUDENT / PART-TIME STUDENT DESIGNATION

A full-time student is one who registers 12 or more credits per semester. Part-time students register for fewer than 12 credits per semester.

MAXIMUM COURSE LOAD FOR STUDENTS

Pennsylvania Highlands has established maximum credit loads for our students based on semester length. For 15-week terms, students are permitted to register for up to 18 credits. For shorter terms the maximums are as follows: 9 credits for 7-week terms, 6 credits for 5-week terms. These maximums were created to provide the best opportunity for students to achieve academic success. Students who wish to register for credits above the maximums established are required to obtain written approval from an academic advisor.

COURSE AUDIT

Students may choose to complete a course through audit, without receiving a grade or credit for the class. Standard tuition and fees apply for audited courses. Auditing a class requires the completion of a *Petition to Audit* form and the approval of the Registrar. These forms must be submitted prior to the end of the Add/Drop period of the semester.

CHANGE OF MAJOR

Students who wish to declare or change their major must complete a *Declaration or Change of Major Form*. A change of major may require a change in the assigned academic advisor.

SCHEDULE CHANGES

In some instances, students may opt to make changes in their schedules once they have been officially registered. Exchanging a scheduled course for another may be done prior to the end of the official Add/Drop Period by completing an *Add/Drop Form*.

PREREQUISITES

Certain classes may have prerequisite coursework assigned to them to ensure adequate preparation for the material to be presented. Students who opt to pursue registration in a course without prior completion of the prerequisites must complete a *Course Prerequisite Waiver Form*. These requests require the approval of the Director of Academic Advising.

DROPPING CLASSES

Once a semester begins, students can make changes to their schedule by completing and signing the *Add/Drop Form*. These forms may be obtained at either College location. Students who want to add or drop a course must do so within the Add/Drop period designated by the College each semester. A student may be charged a fee each time an *Add/Drop Form* is completed. The date used to drop is the date the form is submitted. Students should consult their academic advisor before dropping a course.

Students who drop courses without approval from their academic advisor will be held fully responsible for changes to their schedules if it affects their progress toward graduation. No course can be dropped after the Add/Drop period is over except in special circumstances determined by the Director of Academic Advising in consultation with the faculty member.

REPEATING COURSES

A student may repeat a course in which he or she earns a D or F. The student must complete and sign a *Request for Repeating a Course Form*. Students can repeat a course only one time. In this case, the grade earned in the second attempt is used to calculate the grade point average. The student's transcript will continue to carry the first grade earned in the course, but the first grade will not be calculated into the student's grade point average.

WITHDRAWAL PROCESS

Students who wish to withdraw from a course after the end of the Add/Drop period must complete an *Add/Drop Form*. In no case should a student rely on a verbal statement as evidence of withdrawal. Official withdrawal requires the student's signature and the last date of attendance in class. The completed *Add/Drop Form* must be submitted to the Registrar's Office. The College does not withdraw a student because of lack of attendance.

- A student who withdraws from a class after the Add/Drop period or before the end of the 8th week of a 15-week semester, (6th week of a 12-week semester), (4th week of a 7-week semester), (3rd week of a 5-week semester), (8th day of a 3-week semester), (3rd day of a 1-week semester), will receive a "W" for the final grade.
- A student who withdraws from a class after the 8th week of a 15-week semester, (6th week of a 12-week semester), (4th week of a 7-week semester), (3rd week of a 5-week semester), (8th day of a 3-week semester), (3rd day of a 1-week semester), will receive an "F" as a final grade.

A student may withdraw from a course after the 8th week of a 15-week semester, (6th week of a 12-week semester), (4th week of a 7-week semester), (3rd week of a 5-week semester), (8th day of a 3-week semester), (3rd day of a 1-week semester) and not receive a "F" as a final grade, only when the following two conditions exist:

- An appeal for mitigating circumstances has been submitted to the Registrar.
- The student is passing the course with a grade of "C" or better at the date of withdrawal.

Students who withdraw from a class under the above conditions will receive a "W" for a final grade, if approved by the Vice President for Academic Affairs or designee.

TOTAL SEMESTER WITHDRAWAL

Students who wish to withdraw from all courses after the start of a semester must complete and sign a *Total Semester Withdrawal Form*. This form may be obtained in the Registrar's Office. The student will be required to meet with an academic advisor, a Financial Aid Officer, if funded and/ or the Student Accounts Office. A \$5.00 fee is charged for withdrawing from all courses. Grades will be determined according to the withdrawal process. Tuition and fees due will be determined by the tuition refund policy.

INVOLUNTARY WITHDRAWAL

The College reserves the right to cancel a student's registration at anytime for just cause, whether financial, academic, or disciplinary. The tuition refund policy will be followed.

MEDICAL WITHDRAWAL

The Vice President for Academic Affairs may grant medical withdrawals at any time to students who must withdraw from courses for medical reasons. A request for medical withdrawal should be filed as soon as possible, no later than the end of the semester. Proper medical documentation will be required. Students who receive medical withdrawals must obtain permission from the Vice President for Academic Affairs prior to enrolling again at Pennsylvania Highlands.

MILITARY LEAVE

Pennsylvania Highlands students that are called to active duty during the semester may choose one of the following options:

1. A student may choose to do a total semester withdrawal from all his/her classes, and receive a full refund for tuition and fees. This option requires that the student withdraw from every course and receive no grade for any course taken during the semester. Any student who has elected to use this option shall be automatically readmitted for the next semester in which the student wishes to return to Pennsylvania Highlands. The student's academic standing at the time of readmission shall remain as it was prior to the call to active military duty.
2. If a substantial part of the semester has been completed by the student and the student is called for active military duty, the student may meet with each instructor to determine an appropriate course of action. An incomplete grade may be assigned with an extended time period for completion. A copy of the military orders will be required.

COURSE CANCELLATION

The College plans to offer all courses as advertised in the Course Schedule. In the event that a course must be cancelled due to insufficient student enrollment or lack of a qualified faculty member, each student already registered will be notified by telephone and/or writing. Students are encouraged to meet with their academic advisor or the Director of Academic Advising to enroll in an alternative course which will meet graduation requirements. The College does not guarantee the availability of an alternative course solely on the basis of individual convenience or preference.

TUITION

Residence / Description / Tuition

Cambria County Rate: Residents of Cambria County
\$85.00/credit hour

Out-of-County Rate: Residents outside Cambria County
\$170.00/credit hour

Out-of-County Special Rate: Residents of Conemaugh Township or Windber.
\$110.00/credit hour

Out-of-State Rate: Residents outside of Pennsylvania
\$255.00/credit hour

Please call the College for the most recent tuition and fee schedule. Tuition and fees are subject to change.

MILITARY TUITION

For tuition purposes only, active duty military personnel stationed in Cambria County and their authorized family members are exempt from nonresident tuition rates. To qualify for resident tuition rates, complete the *Verification of U.S. Armed Forces Assignment Form* available through the Admissions Office and submit annually. A copy of the military orders is required if a student is registering military tuition for the first time.

IN-COUNTY STUDENT / OUT-OF-COUNTY STUDENT DESIGNATIONS

The legal residence of the student determines tuition rates. Residence is defined as the place where the student lives and which is the student's permanent residence. A student who temporarily moves into the district to attend the College at the lower indistrict rate will not be considered as having established a bona fide residency within the district.

- **Cambria County:** In-county tuition rates will be charged for any student whose legal residence is within the boundaries of Cambria County.
- **Out-of-County:** Out-of-county tuition rates will be charged to students whose legal residence is outside the boundaries of Cambria County and are not specified in the out-of-county special rate but live in the state of Pennsylvania.
- **Out-of-County-Special:** Out-of-county-special tuition rates will be charged to students whose legal residence is within the Windber Area and Conemaugh Township school districts.
- **Out-of-state:** Out-of-state tuition rates will be charged to students who have not established legal residence within the state of Pennsylvania.

Students must establish a legal residence within the boundaries of Cambria County 90 days prior to the start of the semester. Students relocating to the state of Pennsylvania must establish legal residence within the state one-year prior to the start of the semester.

RECLASSIFICATION OF RESIDENCY

Prior to or at the time of registration a student whose tuition would be affected by a change in residency must present proof of their actual address. Proof of residency must be submitted before the start of the semester.

Tuition rates start the first day of the semester. Tuition rates can change if false information is given or if information is entered incorrectly in the College database.

Any student who changes residence during a semester will not have his/her tuition adjusted during the semester, but may be subject to such adjustments during following semesters.

TO PROVE RESIDENCY A STUDENT MUST PROVIDE:

- Current property tax receipt showing name, address, county or school district.
- Payment of local wage tax showing name, address, county or school district.
- Electric bill with name, address, and date of 90 days prior to the start of the semester or one year for out-of-state students.
- A notarized letter from the landlord, family member, or companion stating the beginning date of continuous occupancy.
- A current notarized letter must be submitted each semester with the registration form.

PENALTIES FOR MISREPRESENTING RESIDENCY

- A student's account will be adjusted and the student will be required to pay the corrected amount.
- If the student refuses to pay the corrected amount of tuition, the student will be administratively withdrawn from present classes and be prevented from attending future classes, until past tuition is paid.
- The release of grades, transcripts, degrees, diplomas, or certificates, will be prohibited until the student's account is paid and released by the Student Accounts Office.
- Claiming false residency for a lower tuition rate is considered *fraud*, which is a felony punishable in the criminal court under Pennsylvania Law.

CHANGE OF ADDRESS

It is the student's responsibility to notify the College of changes in residency or contact information. The student must complete and sign a *Student Change of Name/Address/Phone Number/Email Form* and return it to the Registrar's Office. Once the Registrar's Office receives the completed form, changes will be made accordingly.

PUBLIC INFORMATION REGARDING STUDENTS

The College has designated the following student information as public or "Directory Information". Such information may be disclosed by the College at its discretion to individuals, agencies, and institutions for purposes relating to activities approved by and associated with Pennsylvania Highlands Community College. This information may be released without the prior consent of a student.

- Name
- Address
- Email Address
- Program of study
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized sports and activities

Currently enrolled students have the right to withhold disclosure of all (not partial) categories of public information. To withhold disclosure, written notification must be received in the Registrar's Office prior to the end of the second week for the semester or summer session in which the withholding of Directory Information is to take effect. Students are cautioned that withholding information can have adverse consequences when we are unable to verify attendance or degrees to agencies, insurance companies, or prospective employers. Former students and alumni are not covered under the

Family Educational Rights and Privacy Act of 1974. Therefore, the College is not obligated to honor requests for non-disclosure of public information from former students.

FEES**Per Credit**

College Fee	\$19.00
Student Activities	\$1.00
Capital Fee (Residents outside of Cambria County)	\$5.00

Experiential Learning

A. Evaluation of an individual's prior learning to determine the awarding of credit.
\$30.00/per credit awarded

B. Awarding of credit for specified and approved partnership programs

\$15.00/per credit awarded

Dual Enrollment	\$30.00
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Per Course

Lab/Materials*	\$7.00 - 25.00
Distance Education	\$30.00

Per Semester

Registration Fee**	\$15.00
Late Registration Fee**	\$25.00

Other

Application Fee**	\$20.00
Drop Fee**	\$5.00
Graduation Fee**	\$80.00
Official Transcript Fee**	\$3.00
Parking Fines**	Warning to \$30.00
Returned Check Fee**	\$20.00

(Tuition and fees are subject to change)

**Varies depending on consumable supplies and materials required.*

***Indicates non-refundable fees.*

FEE INFORMATION**COLLEGE**

The College Fee is \$19 per credit hour and will be charged to all enrolling in credit courses. This fee supports the non-academic services provided to students.

STUDENT ACTIVITIES

The Student Activity Fee supports co-curricular cultural, social, recreational and service programs for the campus community. The fee is also used to provide funding to registered student clubs and organizations whose programs and activities directly benefit and serve the student body.

EXPERIENTIAL LEARNING

Students requesting college credits for experiential learning will be charged a \$30.00 per credit fee for a portfolio assessment/evaluation for each Pennsylvania Highlands course for which they seek college credit.

DUAL ENROLLMENT

This \$30 per credit fee is charged to students who enroll in college level courses offered at their high school as part of a dual enrollment agreement with their school district.

LAB MATERIALS

Many programs and courses require additional fees. These are stated in the Credit Course Schedule for each semester and in other informational materials. They often are labeled laboratory fees, and they cover special costs in certain courses that include such items as insurance, equipment and materials, software use, and special testing. These fees range from \$7.00-\$25.00.

DISTANCE EDUCATION

Students registering for Internet or telecourses will be charged a \$30.00 distance education fee per course. Courses with Distance Education fees are listed in the Credit Course Schedules each semester.

REGISTRATION

Students enrolling in credit courses will be charged a Registration Fee of \$15.00 per semester. This fee is non-refundable.

LATE REGISTRATION

Students who register to take classes during the Add/Drop period will be charged a Late Registration Fee of \$25.00. This fee is nonrefundable.

DROP

An Drop Fee of \$5.00 may be charged each time classes are dropped by a student. This fee must be paid when the *Drop Form* is submitted.

NSF CHECK

A fee of \$20.00 will be charged each time an Insufficient Funds (NSF) check is presented to the College by a student.

GRADUATION

The Graduation Fee is \$80 and is due at the time the student applies for graduation. This fee is non-refundable and is separate from any costs related to the graduation/commencement ceremony.

OFFICIAL TRANSCRIPT

An Official Transcript Fee of \$3.00 is charged each time this type of transcript is requested by a student.

PARKING FEES

Ample parking is available at both the Ebensburg Education Center and at the Greater Johnstown Career and Technology Center in Richland.

Students should consult with the College's parking guides for designated areas. Any student who is in violation of the parking guidelines will be subject to parking fines as listed. Parking fines range from:

1st Offense	Warning
2nd Offense	\$15.00 Fine
3rd and Subsequent Offenses	\$30.00 Fine
Handicap Offense	\$30.00 for every violation (no warning)

BOOKS AND SUPPLIES

Textbooks and other supplies are available through the College bookstore located in Richland. Students should consult the website for bookstore hours of operation. For additional information call 814-262-7912 or 814-262-7913.

THIRD PARTY FUNDING

Students whose tuition and fees are funded through a third party such as a business or agency, must have written documentation from the group responsible for tuition payment. A copy of this documentation must be provided at the time of registration or must be on file in the College's Financial Aid Office. The student is responsible for meeting all the terms of agreement specified by the paying party. If a student does not fulfill the terms required by the paying party, the College will hold the student responsible for payment of all tuition and fees.

PAYMENT OF TUITION AND FEES

Students become responsible for tuition and fees at the time of registration. It is the responsibility of the student to make payments, have a financial aid package approved, or have their account paid in full by the tuition due date of each semester. Payment arrangements must be made with the Student Accounts Office, (814) 262-6437. Payments are accepted at either the Student Accounts Office in Richland or the Information Desk at the Ebensburg Education Center. The College accepts *VISA, MasterCard, checks, money orders, and cash as payment methods. Cash Payments for tuition and fees will only be accepted at the Student Accounts Office in Richland during their normal operating hours.* Checks and money orders must be made payable to Pennsylvania Highlands Community College. For more information call 814-262-6437.

Payments can also be made online through our homepage at www.pennhighlands.edu. Click on **ecashier** to make a one time payment. There is an additional fee of \$2.00 for this service.

All students registering for one course will be required to pay in full at the time of registration or use the FACTS Tuition Payment plan.

The tuition due date for a semester is designated in the Semester Course Schedules. If a student has an outstanding balance after the tuition due date and has not enrolled in our FACTS Payment Plan or is not approved by our Financial Aid Department his/her registration will be cancelled and the student will be dropped from classes. If a student still wishes to enroll in a class(es) for a semester, they must re-register and make the necessary tuition payment arrangements. Those students wishing to register for classes after the tuition due date of a semester are required to pay 50% of their semester cost or enroll in the FACTS tuition payment plan. For more information call 814-262-6437.

Students whose tuition will be paid by an approved third party or have a school approved financial aid package must have their financial arrangements in place with either the Student Accounts Office or Financial Aid Office by the tuition due date.

Students with outstanding balances will not be permitted to graduate, secure a transcript, receive a grade report, or enroll in subsequent semesters until their accounts are paid.

PAYMENT PLAN

Students interested in making payments throughout the semester for their tuition and/or books can enter the FACTS Management Payment Plan. The payment plan allows students the flexibility to register for classes while making convenient monthly payments on their tuition, fees and books over a specified period of time. All payments are deducted from a checking, savings or credit card account which the student designates at the time he/she submits his application for the FACTS Management Payment Plan.

A \$25.00 non-refundable fee is required each semester the student enters the FACTS Management Payment Plan. The enrollment fee is deducted from the designated checking, savings or credit card account upon receipt of the FACTS application.

For further details on the FACTS Management Payment Plan contact the Student Accounts Office at 814-262-6437.

REFUND OF TUITION POLICY

Pennsylvania Highlands Community College has a refund policy whereby a portion of the tuition will be credited to the student's account if he/she officially drops a course during a designated refund period. Dropping courses or withdrawals are considered official only after the required forms have been signed, submitted to the College and processed. Nonattendance in classes does not constitute official withdrawal from the College.

A student is eligible for a refund if

- The College has cancelled his or her class. Refund checks will automatically be issued after the add/drop period for those students unable to reschedule a cancelled class.
- He or she has officially dropped a class during the designated refund period. A *Request for a Refund of Fees Form* must be completed and submitted to the Student Accounts Office. Once the *Request for a Refund of Fees Form* is completed a refund check will be issued after the add/drop period. **If this form is not submitted, the refunded amount will be credited to the student account.**

REFUND PROCEDURES

For courses of ten weeks or longer:

Students who officially drop through the first week of a course may be eligible to receive a 100% refund. Students who officially drop during the second week of a course may be eligible to receive a 50% refund. There are no refunds after the second week of a course.

For courses less than ten weeks:

Students who officially drop through the first week of a course may be eligible to receive a 100% refund. There are no refunds after the first week of a course.

STUDENT FINANCIAL OBLIGATIONS

If, according to the records of the Student Accounts Office, any student or former student has a financial obligation to the College for any service, the College will not permit the student to graduate. The student will not receive a grade report, secure a transcript, or enroll in subsequent semesters until the financial obligation is settled to the College's satisfaction.

Financial Aid

HOW AND WHEN TO APPLY FOR FINANCIAL AID

Applying for aid requires that every student submit a *Free Application for Federal Student Aid (FAFSA)* via the Internet at www.fafsa.ed.gov (paper *FAFSAs* are available upon request). **A new application must be completed each academic year and is based on the prior year's tax information.** Students must adhere to priority deadlines to assure that all paperwork will be processed prior to the beginning of each semester.

Only those classified as degree-seeking students are eligible to receive aid from the programs described herein. Non-degree students are not eligible.

HOW AID IS AWARDED AND PAID

Financial aid is awarded in accordance with policies and procedures established by the College in conjunction with Federal and State regulations. Each student is given careful consideration consistent with the institution's Affirmative Action/Equal Opportunity Statement and governmental guidelines.

Most federal, state and institutional aid awards are based on financial need. Financial need is the difference between expected family contribution, as determined by the *FAFSA*, and financial aid budgets, which include allowances for tuition, fees, books, transportation, living expenses and personal expenses.

Typical financial aid packages consist of grants, loans, scholarships and work-study. Students with high financial need are awarded gift aid first such as grants and scholarships, and then are awarded self-help aid such as work-study and loan funds. Students who plan to attend the entire academic year will receive half of their aid during the Fall semester and half during the Spring semester. The Student Accounts Office applies funds to student accounts, deducts any tuition, fees, and other related cost, and refunds the student any excess funds. Refunds will be issued approximately 9 weeks after the first day of classes.

REFERING OVERPAYMENT CASES TO THE DEPARTMENT OF EDUCATION

The Financial Aid Department disburses Title IV aid electronically to the College's Student Accounts Office during the 9th week (50% mark) of the semester. As a result, overpayments are typically resolved during the two-week timeframe wherein the Student Accounts Office processes refunds. Should an overpayment occur, the following process has been established to report overpayment cases to the Department of Education:

- The student is sent written notification. This notification explains the nature of the overpayment and options for student repayment. These options include pay off the overpayment in full to the school or indicate intent to negotiate repayment arrangements with Borrower Services. The student is given a 30-day timeframe to comply. If student does not respond to the initial notification within two weeks, a follow up letter is sent.
- The student who does not satisfy the requirements of his/her payment agreement with the school, fails to contact the school during the designated timeframe, fails to pay the overpayment in full or enter into a repayment arrangement will be reported online to NSLDS and referred to Borrower Services before the 45-day period designated for reporting overpayments has elapsed.
- The student is sent written notification that their overpayment status was reported to NSLDS and referred to Borrower Services.

The notification also provides the student with the following:

Borrower Services contact information:
 U.S. Department of Education
 Federal Student Aid Programs
 P.O. Box 4222
 Iowa City, Iowa 52244

Telephone number: 800-621-3115

To assure that Borrower Services has time to receive and record an overpayment, the student is advised to wait ten days from the initial overpayment reporting date before contacting Borrower Services.

FINANCIAL AID ACADEMIC PROGRESS

The Higher Education Act requires that a student be maintaining satisfactory academic progress in the course of study he/she is pursuing in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. These programs include the Federal Pell Grant, FSEOG, the Federal Work-Study Program, and loans under the Federal Family Education Loan Program. Pennsylvania Highland's Financial Aid Office measures academic progress both quantitatively and qualitatively. The Financial Aid Academic Progress Policy includes maintaining a certain grade point average (GPA) in accordance with the College's academic standing policy and successfully completing at least two-thirds (67%) of all attempted credits.

In compliance with current federal regulations, the Financial Aid Office:

- Checks student academic progress at the end of the fall and spring semesters.
- Includes all withdrawals and incompletes as noncompleted course work, which will affect academic progress. (Courses with an "I" (incomplete), "W" (withdrawal) or an "F" grade will be considered as courses attempted but not successfully completed.)
- Sends correspondence to students in danger of losing financial aid due to academic standing.
- Sends correspondence to students who fail to make financial aid progress in accordance to the College's academic standing policy.

Conditions for receiving financial aid:

- Students must be a U.S. citizen or eligible noncitizen with a valid social security number.
- Students cannot be in default on a federally funded loan or owe a refund on a federal student grant.
- Students must be in good academic standing as reflected in the College's academic standing policy and must be making satisfactory academic progress towards the completion of a degree, certificate, or diploma.
- Students must attend the classes for which he/she is registered or financial aid will be adjusted accordingly.
- Students that stop attending classes without officially withdrawing, may have his/her entire financial aid award cancelled and will be liable for all institutional charges. If a student officially withdraws, he/she must report to the Financial Aid Office before completing the appropriate withdrawal form in the Registrar's Office.
- Students making satisfactory progress can apply for financial aid for up to 150% of attempted credits for his/her program. Students who change majors will be allotted the amount of time needed to complete the new program without regard to time spent in previous course work provided the student was making satisfactory progress at the time of change.
- Students may receive financial aid for repeated courses only if the original grade in the course is below a "C." Financial aid will not be awarded for course(s) repeated more than once.
- Students cannot receive financial aid for audited courses.
- Students must be enrolled for at least six credit hours for most financial aid programs. Only certain Federal PELL grant recipients can receive financial aid at a less than half-time status.
- Students applying for a Federal Stafford Loan must complete an entrance and exit interview and understand their obligation for loan repayment.
- Students with unusual circumstances, which may have affected financial aid academic progress, may appeal to the Student Academic Appeals Committee.

RETURN OF TITLE IV FUNDS POLICY

All students receiving financial aid and withdrawing from the College must report to the Office of Financial Aid. Federal regulations require a Return of Title IV Funds calculation for students who receive federal financial aid* and withdraw completely at or before the 60% period in the semester. The withdrawal calculation will be performed based on the number of semester days completed. Students who complete more than 60% of the term will receive 100% of their federal financial aid.

The consequences for withdrawing may result in students having to return a portion of their unearned federal financial aid and owing tuition, fees or other related charges to the college. The order of return is *Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Pell Grants, FSEOG, other SFA Programs, other federal, state, private, or institutional sources of aid, the student.

VERIFICATION POLICY/PROCEDURE

When a student submits the *Free Application for Federal Student Aid (FAFSA)*, the Central Processing System (CPS) selects 30% of the applications received for a process called “verification.” The Financial Aid Office also reserves the right to select any file for verification that appears to have conflicting or incorrect information listed. When a student is selected for verification the Financial Aid Office will notify the student by letter (Verification Thank you letter). Two additional letters (Follow up & Final) will be sent to a student who does not return the required documents. The letters outline the requirements and documentation that the student needs to provide to complete the verification process:

1. financial records - including the previous year’s 1040 tax forms and W-2’s for the independent student and the student’s spouse (if applicable) or the student and the parent/guardian if the student is dependent.
and
2. the “USDE Verification Form” (dependent/independent)
and, if applicable
3. other documentation deemed necessary by the Financial Aid Office

The USDE Verification Form (completed by the student) and the tax information must be returned to the Financial Aid Office with the required signatures (dependent student form requires the student’s signature and that of a parent). Students are prompted to return the required documents within a 14-day timeframe (the Financial Aid Office deems this to be a sufficient amount of time to gather information). However, a student has up to 120 days from the last date of enrollment or the deadline date published in the *Federal Register* applicable for the academic year which ever comes first, to submit paperwork. If a student fails to submit the required documents by the deadline they will be responsible for any charges acquired for the academic year. The Financial Aid Office will make any necessary corrections and updates to the information on the Student Aid Report electronically. Upon completion of the verification process an award letter will be mailed to a student within 3-5 business days.

Financial aid will not be disbursed until the student has completed the verification process and has a valid Student Aid Report. This means that all requirements have been fulfilled.

NOTE: Students not selected for verification and needing corrections to their *Student Aid Report (SAR)* may:

- make the corrections on their original *SAR*, sign and date the *SAR*; and, return it to the Financial Aid Office for processing
- make corrections to their original *SAR* and mail to Federal Student Aid Information Center for processing
- make corrections over the Internet at www.fafsa.ed.gov

FEDERAL PELL GRANT

This grant is available to undergraduate students who have financial need to assist with tuition, fees and book expenses.

Completion of the FAFSA or FAFSA Renewal Application is required to apply for this grant.

Who is eligible:

- Students who have demonstrated financial need as determined through the results of the FAFSA
- Students enrolled in degree, diploma or certificate programs
- Students who are US citizens or eligible non-citizens with a valid Social Security number
- Students who have not earned a bachelor’s or professional degree
- Students who are not in default on any prior student loan and that do not owe money on a federal student grant
- Students who comply with Pennsylvania Highland’s Academic Progress Policies
- Students who have a high school diploma or its equivalency, a General Education Development (GED) Certificate or meet Penn Highland’s placement test standards
- Students who comply with the Selective Service registration, if required – if male and age 18-25, be registered for Selective Service

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This grant is available to undergraduate students who have exceptional financial need. Priority is given to Federal Pell Grant recipients.

Completion of the FAFSA or FAFSA Renewal Application is required to apply for this grant.

PENNSYLVANIA STATE GRANT (PHEAA)

This grant is available to Pennsylvania residents who have not as yet earned a bachelor's or professional degree and who demonstrate financial need according to the PHEAA needs analysis formula.

Completion of the FAFSA or FAFSA Renewal Application is required to apply for this grant.

Who is eligible:

- Students who have demonstrated financial need as determined through the PHEAA needs analysis formula
- Students who are Pennsylvania residents (domiciliary)
- Students who are enrolled in six or more credits
- Students who are enrolled in programs of study of at least two years in length
- Students who are and continue to maintain satisfactory academic progress according to PHEAA state grant guidelines
- Deadline dates apply

FEDERAL WORK-STUDY PROGRAM

This program is available to eligible students who have financial need and who wish to work part-time while enrolled at Pennsylvania Highlands. The Federal College Work-Study is awarded on a first-come, first-serve basis. Additional information is available through the Financial Aid Office.

Who is eligible:

- Students who are US citizens or eligible non-citizens
- Students who have demonstrated financial need as determined through the federal needs analysis formula
- Students who are enrolled in degree or certificate programs
- Students who are and continue to maintain satisfactory academic progress according to federal guidelines
- Students who are interested and willing to work part-time while enrolled at Pennsylvania Highlands
- Students who have completed the financial aid process

Applications required:

- *Free Application for Federal Student Aid* (FAFSA) or FAFSA Renewal
- Federal Work-Study Application

FEDERAL STAFFORD STUDENT LOAN SUBSIDIZED

This is a loan that must be repaid after the student graduates or enrolls for less than six credits. The loan is awarded on the basis of financial need, which means that interest will not be charged before repayment begins, or during authorized periods of deferments.

Who is eligible:

- Students who are US citizens or eligible non-citizens
- Students who are enrolled for at least six credits and are working toward a degree or certificate
- Students who are willing to participate in a pre-loan counseling entrance interview process over the Internet at www.aesSuccess.org
- Students who are determined eligible for financial aid according to the federal needs analysis formula
- Students who are making satisfactory academic progress in accordance with Pennsylvania Highlands financial aid policy
- Students who, if required, are registered with the Selective Service
- Students who are not in default on an education loan or owe any education grant refund

Applications required:

- *Free Application for Federal Student Aid* (FAFSA) or FAFSA Renewal
- Online Loan Counseling Session
- Federal Stafford Loan Master Promissory Note (MPN)

FEDERAL STAFFORD STUDENT LOAN UNSUBSIDIZED

This is a loan that must be repaid after the student graduates or enrolls for less than six credits. This loan is not awarded on the basis of financial need; however, interest must be paid from the time the loan is disbursed until it is paid in full. Interest can be capitalized if requested.

Who is eligible:

- Students who are US citizens or eligible non-citizens
- Students who are enrolled for at least six credits and are working toward a degree or certificate
- Students who are willing to participate in a pre-loan counseling entrance interview process over the Internet at www.aesSuccess.org
- Students who are making satisfactory academic progress in accordance with Pennsylvania Highlands financial aid policy
- Students who, if required, are registered with the Selective Service
- Students who are not in default on an education loan or owe any education grant refund

Applications required:

- *Free Application for Federal Student Aid* (FAFSA) or FAFSA Renewal
- Online Loan Counseling Session
- Federal Stafford Loan Master Promissory Note (MPN)

TYPE OF AID	SOURCE	AWARD AMOUNTS	WHO IS ELIGIBLE TO APPLY	APPLICATIONS REQUIRED	*FINANCIAL AID OFFICE PRIORITY DEADLINES
Pell Grant	Federal Government	Yearly award may range from \$400 to \$4,310 as determined by a federal formula. Based on financial need.	Student enrolled for a minimum of 3 credits and are pursuing a certificate, diploma, or an associate degree are potentially eligible. Students must also maintain financial aid academic progress.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	45 days prior to the start of a semester
FSEOG	Federal Government	Yearly award may range from \$100 to \$400 as determined by a federal formula. Based on financial need.	Student enrolled for a minimum of 3 credits and is pursuing a certificate, diploma, or an associate degree is potentially eligible. Student must also maintain financial aid academic progress.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	45 days prior to the start of a semester
PHEAA Grants PA Higher Education Assistance Agency	State of PA	Yearly award may range from \$200 to \$2,000 per year. Amount determined by state formula. Based on financial need.	Full-time or part-time (at least 6 credits) student enrolled in two-year associate degree program, a U.S. citizen, PA resident, high school grad (or equivalency standards in accordance with PHEAA) or GED recipient	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	By August 1 (new students) By May 1 (returning students)
Stafford Loan	PHEAA Lending Institutions	Maximum subsidized amounts: \$3,500 first year-student and \$4,500 second-year student. Amounts are requested by student and subject to approval by Financial Aid Office, bank and PHEAA.	Student must be enrolled at least half-time (6 credits), a U.S. citizen and a PA resident	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal and Federal Stafford Student Loan Application	45 days prior to the start of a semester
Federal College Work-Study Program	Federal Government	Variable; based on unmet financial need	Student intending to enroll in credit courses at Pennsylvania Highlands	Free Application for Federal Student Aid (FAFSA) or FAFSA renewal and Federal Work Study Application	45 days prior to the start of a semester
Scholarships	Pennsylvania Highlands Foundation	Yearly awards range from \$100 to \$2,000	Based on scholarship criteria	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	45 days prior to the start of a semester
Parent PLUS Loan	Private Lending Institutions	Student Award Budget minus Aid Received	Parents of undergraduate students, regardless of income. Student enrolled for minimum of 6 credits and is pursuing a certificate, diploma, or associate degree. Student must also maintain financial aid academic progress and must qualify as dependant.	Free Application for Federal Student Aid (FAFSA) or FAFSA renewal and Parent PLUS loan application	45 days prior to start of semester
Alternative Loans	Private Lending Institutions	Student Award Budget minus Aid Received	Student enrolled for minimum of 6 credits. Student must also maintain financial aid academic progress. Approval is subject to credit check.	Free Application for Federal Student Aid (FAFSA) or FAFSA renewal and loan application	None

Only those students classified as degree-seeking are eligible to receive aid from the programs described herein. Non-degree seeking students are not eligible.

Pennsylvania Highlands Community College Scholarships

Pennsylvania Highlands offers a number of scholarship programs to assist students with funding their education. Scholarship consideration is given to students who have completed the Free Application for Federal Student Aid (FAFSA) and who have indicated interest. Students who are awarded these scholarships must sign a release of information and submit a letter of thanks to the Financial Aid Office to be forwarded to the donor.

The Pennsylvania Highlands Community College Foundation solicits and receives gifts on behalf of the College from staff and faculty, alumni, members of the community and local businesses and organizations to provide funds for student scholarships.

The Financial Aid Office awards scholarships based upon the availability of funds. Criteria for scholarships vary, but most are based upon financial need and/or academic merit in combination with other eligibility criteria, but in keeping with affirmative action guidelines.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW), JOHNSTOWN BRANCH SCHOLARSHIP.

This scholarship was established through the generosity of the Johnstown Branch of the American Association of University Women.

To be eligible for this scholarship, the student must

- Be a full time matriculated student in a degree program who has earned at least 30 credits.
- Have earned a cumulative GPA of at least 3.0.
- Demonstrate financial need.
- Reside in either Cambria or Somerset County.
- Preference will be given to female students, 25 years of age or older.

The awarding of this scholarship will begin in the 2008-2009 academic year.

CAMBRIA COUNTY SAFETY CONSORTIA SCHOLARSHIP

This scholarship is sponsored by the Cambria County Safety Consortia.

To be eligible for this scholarship, the student must

- Be a resident of Cambria County pursuing an Associate Degree in Environmental Health and Safety
- Be a first time student/returning student enrolled for 6 or more credits per term.
- Have a financial need not met by Pell or PHEAA grants.
- Maintain a 2.5 GPA in order to reapply for scholarship.

A total of \$500 is awarded annually.

CAMBRIA-SOMERSET LABOR RELATIONS SCHOLARSHIP

This scholarship is sponsored by Cambria-Somerset Labor-Management Council.

To be eligible for this scholarship, the student must

- Demonstrate financial need
- Be a resident of Cambria or Somerset County
- Be enrolled full-time (12 or more credits)
- Be matriculated in A.A.S. program
- Be a second year student defined as having completed 24 credits
- Have a cumulative GPA of 3.36 or above

A total of \$1,500 is awarded annually.

COMMISSIONERS SCHOLARSHIP

This scholarship is sponsored by the Cambria County Commissioners.

To be eligible for this scholarship, the student must

- Demonstrate financial need
- Maintain a 2.0 GPA

A total of \$500 is awarded annually based upon availability of funds.

DANIEL R. DEVOS SCHOLARSHIP

This scholarship is sponsored by Concurrent Technologies Corporation.

To be eligible for this scholarship, the student must

- Be enrolled full-time (12 or more credits) in one of the Advanced Technology Programs: Building Systems Technology, Electronics Technology, Environmental Health & Safety Technology, or Web Site Technician/Developer.
- Maintain a 2.5 GPA;
- Have completed at least 30 credits toward your degree.

A total of \$3,000 is awarded annually.

DOMINION PEOPLES GRANT

This scholarship is sponsored by Dominion Peoples and is open to Pennsylvania Highlands students who

- Are the single head of household
- Have custodial care of your child(ren)
- Demonstrate financial need
- Are enrolled at Pennsylvania Highlands for at least three credits
- Have a financial need not met by PHEAA or Pell Grants

A total of \$3500 is awarded annually.

DR. EDWARD HALUSKA SCHOLARSHIP

This scholarship is sponsored by the Foundation and is open to any continuing Pennsylvania Highlands student.

To be eligible for this scholarship, the student must

- Have completed at least three credits at Pennsylvania Highlands;
- Demonstrate financial need;
- Be matriculated into the program and have signed a *Flexible Learning Contract*;
- Have at Least a 2.0 GPA.

A total of \$500 is awarded annually.

JOHNSTOWN ASSOCIATION OF INSURANCE AND FINANCIAL ADVISORS (JAIFA) SCHOLARSHIP

The Johnstown Association of Insurance and Financial Advisors (JAIFA) established a scholarship fund in 1995 to benefit Pennsylvania Highlands students. This has been funded by the proceeds from its annual golf outing through 2005. The JAIFA scholarship is offered through the Pennsylvania Highlands Foundation.

To be eligible for this scholarship, the student must

- Have already completed at least three credits at Pennsylvania Highlands;
- Maintain a 2.0 GPA;
- Demonstrate financial need.

A total of \$500 is awarded annually.

JOSEPH AND JOAN MANGARELLA SCHOLARSHIP

This scholarship was established through the generosity of Joseph Mangarella, a long time member of both the College's Board of Trustees and the Pennsylvania Highlands Community College Foundation Board of Directors, and his wife Joan.

To be eligible for this scholarship, the student must

- Be enrolled full time at Pennsylvania Highlands Community College
- Preference given to students considered to be challenged and/or with special needs who reside in the Northern Cambria Area.

The awarding of this scholarship will begin in the 2008-2009 academic year.

JOHN P. MURTHA COMMUNITY COLLEGE VETERANS SCHOLARSHIP

Vietnam Veterans Leadership Program/Veterans Community Initiatives and Pennsylvania Highlands sponsor this scholarship. The scholarship is open to all veterans, National Guardsmen, and reservists.

To be eligible for this scholarship, the student must

- Have an Honorable Discharge and provide a DD-214
- Not qualify for the GI Bill
- Have been a resident of Cambria County for at least the past six months
- Be enrolled or plan to enroll in classes at Pennsylvania Highlands
- Maintain a 2.0 GPA.

A total of 30 credits at the in-district tuition rate will be awarded each academic year. Recipients will receive the scholarship for tuition only. College fees are the responsibility of the student.

Applications required

- Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal
- Institutional Financial Aid Application
- VVLP Scholarship Application - Call VVLP/ VCI at 814-255-7209 for details.

Murtha Scholarship deadline dates differ from other Pennsylvania Highlands Scholarships.

URSULA PAWLOWSKI MEMORIAL SCHOLARSHIP

This scholarship is given in memory of Ursula Pawlowski, a lifelong educator and former member of the College's Board of Trustees.

To be eligible for this scholarship, the student must

- Be matriculated in the Early Childhood Education program or in another academic program with the expressed goal of a career in education.
- Maintain a 2.0 GPA.

A total of \$500 is awarded annually.

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE BOARD OF TRUSTEES SCHOLARSHIP

Each high school in Cambria County, as well as Conemaugh Township, Windber Area, and Johnstown Christian Schools in northern Somerset County will be offered one full-tuition scholarship for a June graduate of the current year. The Pennsylvania Highlands scholarship committee will recommend scholarship recipients for selection to the Office of the President.

To be eligible for this scholarship, applicants for the scholarship must:

- Be eligible for graduation during the senior year with a cumulative grade point average of at least 3.0 in core academic subjects
- Be recognized as a good citizen of the high school community by being involved and demonstrating leadership in at least one extra-curricular activity
- Write an essay of at least 200 words explaining why he or she has chosen to attend Pennsylvania Highlands Community College.

The scholarship will begin during of the fall semester following high school graduation. Recipients will receive the scholarship for tuition only. College fees are the responsibility of the student. Students will be monitored each semester to track academic progress, credit load, and to confirm eligibility.

The scholarship is renewed each academic semester, with the maximum of five semesters, provided the following criteria are met each term.

- The students successfully completes at least 25 college credits during the first academic year at Pennsylvania Highlands
- The recipient maintains a grade point average of 3.0 each academic semester at Pennsylvania Highlands.

Applications required

- Scholarship Application (submit application for the Board of Trustees Scholarship to Guidance Counseling staff or high school.)

Selections of recipients are determined by the Pennsylvania Highlands Community College Scholarship Committee based on required applications and scholarship criteria.

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE SUPPORTING SUCCESS SCHOLARSHIP

This scholarship is comprised of general scholarship funds to assist current Pennsylvania Highlands students, qualified high school seniors preparing to graduate, and adult learners who meet the criteria listed below. The award may be applied to the costs of tuition, fees, and books.

To be eligible for this scholarship, the student must

- Be pursuing an Associate Degree, diploma, or certificate at Pennsylvania Highlands Community College and be enrolled for a minimum of six credits per semester; or.
- Be a High School Senior eligible for graduation during the senior year with a cumulative GPA of 2.0; or
- Be an adult learner not grant eligible or employee reimbursed with a high school diploma or its equivalency; or
- Have a need not met by PELL or PHEAA grants

NOTE: Supporting Success Scholarship Funds may be awarded in conjunction with other matching scholarships and/or other special circumstances as determined by the Financial Aid Office.

A total of \$4,000 is awarded annually.

VALENTY SCHOLARSHIP

This scholarship was established through the generosity of Sam Valenty, a member of the Pennsylvania Highlands Community College Foundation Board of Directors, and his wife Sara.

To be eligible for this scholarship, the student must

- Be matriculated in Business Management or business-related program
- Maintain a 3.0 cumulative GPA
- Demonstrate financial need

A total of \$1,000 is awarded annually.

ANNA D. WEITZ SCHOLARSHIP

This scholarship honors the dedicated service of Dr. Anna D. Weitz, President of Pennsylvania Highlands Community College from 2002-2007. It was established in recognition of her visionary leadership as a lasting tribute to her many achievements at the College and impact on the community at large.

To be eligible for this scholarship, the student must

- Be enrolled full-time (12 or more credits).
- Have earned at least fifteen credits at Pennsylvania Highlands Community College.
- Have demonstrated service to the College through involvement in a recognized student club / organization or some other officially recognized College service activity.

A total of \$500 is awarded annually.

VETERANS BENEFITS

The Financial Aid Office provides information about G.I. Bill benefits for veterans, eligible dependents of veterans, members of the National Guard, Selected Reserves, and active duty servicepersons. This office assists students in applying for benefits and certifies enrollment to the Department of Veterans Affairs and the Pennsylvania Department of Military and Veterans Affairs. Most veterans are responsible to pay tuition and fees by the College's tuition due date. Veterans applying for benefits for the first time can expect a six to eight week wait until the first check from the Department of Veterans Affairs arrives.

HOPE SCHOLARSHIP TAX CREDIT

The HOPE legislation is a tax credit that allows eligible students pursuing the first two years of post-secondary education to receive a tax credit for 100 percent of the first \$1,000 of tuition and fees and 50 percent of the second \$1,000 of tuition and fees on their federal income tax. Students must be enrolled at least half-time (6 credit hours) in a degree, certificate or other program leading to a recognized education credential. The measure took effect January 1, 1998, and applies to education provided in academic periods that began after that date. The credit will be reduced by any other grants/scholarships received. The credit cannot be claimed beyond the year when the student completes the first two years of college.

ACADEMIC ADVISING

Academic advisors are available to assist students in setting goals, planning their education, and making sound decisions about course scheduling, while providing important contact with faculty and staff members. Throughout their enrollment in the College, students have a continuing responsibility to meet and have dialogue with an academic advisor.

ADVISING WORKSHEETS

Advising worksheets are available for all matriculated students. The advising worksheet is an tool that outlines the coursework for completing program requirements. Copies of the advising worksheet are available from advisors or from the Academic Advising Office.

ASSESSMENT AND TESTING

One of the goals of the College is to help students succeed by guiding them into the courses and resources needed to help them fulfill their individual educational needs and goals.

COMPASS placement testing is a requirement for all matriculated, degree-seeking students, whether they are full or part-time. The COMPASS test is also required for non-matriculated students planning to enroll in an English or mathematics course and is strongly encouraged for non-matriculated students planning to complete multiple courses during a semester.

In order to register for a college level course in mathematics or English, students must score a minimum of 70% in the discipline area. Those students who score below the 70% range must enroll in developmental courses in mathematics, English or reading. If there are mitigating circumstances the Director of Academic Advising may waive this requirement. Transfer students who have already demonstrated basic level proficiency will not be required to take the COMPASS test, if proficiency is documented by official transcripts or other evidence.

COLLEGE STUDY SKILLS COURSE

College Study Skills is a required course in every degree program. The purpose of this class is to provide students with the skills needed for success in a college environment. Students develop proficiency in study habits as well as an understanding of general college procedures. Students evaluate their learning styles and develop strategies to enhance their learning experience. One of the objectives of the College Study Skills course is to address the need for information-literacy, which is accomplished through extensive library and information literacy instruction. This class is best taken in the first semester a student is enrolled at the College.

Another objective is for students to see themselves as successful employees. With that goal in mind, students are introduced to the ACCESS Portfolio class, the concept of portfolios, and other career topics that will be addressed when this upper level course is taken.

ACCESS COURSE

ACCESS is an acronym for Accelerating Commitment to Excellence through Student Success. This course is based on recognition of the need to model the relationships between students, goals, and instructional delivery. Student outcomes are tied into a process that encourages students to become actively involved in the teaching learning process and serves as a means of measuring personal and academic growth.

STUDENT LEARNING CENTER

The Learning Center at Pennsylvania Highlands Community College offers a variety of comprehensive services such as tutoring, academic workshops and computer-assisted instruction which can all be essential to your success in college.

Workshops

Throughout the academic year, a variety of one hour workshops are held in the Learning Center. Among the topics addressed are:

- Study skills
- Effective note taking
- Test anxiety
- Basic computer skills
- Career planning

Computer-Assisted Instruction

Multiple computers are available for use in the Learning Center. No appointments are necessary. Specialized computer lab software includes: PLATO, Reading Horizons, English Discoveries, and Rosetta Stone.

Make-up Testing

Make-up tests are administered in the Learning Center. To take a make-up test, you must show the Learning Center monitor a valid Pennsylvania Highlands student ID. All tests are filed by the course instructor's last name, so be sure you know your course instructor's name prior to arriving for the test.

Personal and career counseling available upon request.

For more information contact: Kathleen Banks, Director of the Learning Center, at 814-262-6465 or email: kbanks@pennhighlands.edu

DISABILITY AND SUPPORT SERVICES FOR STUDENTS

Tutoring Services

Tutoring services are free to students enrolled in Pennsylvania Highlands courses. Tutors must be requested through meeting with the Special Populations Counselor in the Student Learning Center to fill out a Tutor Request Form. Tutoring is provided for both group and individual sessions. Tutoring availability may change due to tutor availability and program funding. Tutors are available for most introductory courses including the following list:

- Introduction to Composition
- English Composition
- Consumer Math
- Business Math
- Accounting
- Intro to College Algebra
- College Algebra

Peer Tutors

Students with an overall grade point average of a 3.0 and an "A" in the course they wish to tutor are eligible to become peer tutors. If a student is interested in becoming a tutor for the College they must arrange a meeting with the Special Populations Counselor, in the Student Learning Center.

Students with Disabilities

Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities act of 1990 prohibit discrimination based on a disability and require the College to provide reasonable accommodations. A reasonable accommodation is defined as any modification or adjustment that allows an individual equal access and equal opportunity to participate in programs, services, and activities of the College. The College is not required to make substantial change in the curriculum, alter the essential function of a course or program, or make any major adjustments to an academic program that would lower the program's standards.

Procedure for Requesting Accommodations

Students with disabilities who feel they may require specific accommodations are encouraged to meet with the Special Populations Counselor in a timely manner. To ensure the provision of reasonable and appropriate services for students, the College may require students to provide current and comprehensive documentation of their disability and its impact on their education. Documentation may be submitted in person at the Student Learning Center or mailed to:

*Special Populations Counselor
Pennsylvania Highlands Community College
P.O. Box 68
Johnstown, PA 15907-0068*

Once the student's eligibility has been established, the Special Populations Counselor will meet with each student to determine the appropriate academic accommodation and discuss the student's rights and responsibilities. A Notification of Disability memo will be issued to the student. The memo will verify the existence of a disability and list the recommended accommodations. The student is responsible for discussing the accommodation with the appropriate faculty member and having them sign an agreement on the memo provided. The memo should then be returned to the Special Populations Counselor and verified. The College encourages the student to meet on a regular basis with the Special Populations Counselor to review the effectiveness of the services or discuss changes that can be made with the services.

Examples of Classroom Accommodations

1. Classroom seating
2. Tape Recorders
3. Note-takers
4. Assistive Technology (Please inquire)

Examples of Testing Accommodations

1. Untimed test or Extended time test
2. Alternate Testing Locations
3. Test Reader/Writers
4. Assistive Technology (Please inquire)

CAREER COUNSELING FOR NONTRADITIONAL PROGRAMS

A nontraditional program is one in which you would not typically find a particular gender. For instance, welding is traditionally a male profession. Therefore, female welders would be considered nontraditional. Nursing is considered a traditional female profession, and therefore, men would be considered nontraditional in the field.

Students often choose a nontraditional program of study to improve their employability. Employers like to see nontraditional students in occupations that are considered to be dominated by one gender. Pennsylvania Highlands Community College offers many degree and certificate programs for women and men seeking a nontraditional field of study. Computer-based career assessment and evaluation are available through the use of Magellan career exploration software. Students can explore occupations related to their own interests, skills and abilities. For more information regarding the Magellan program please contact the Director of the Student Learning Center.

COUNSELING SERVICES

Counseling is available to help students with academic program decisions, academic problems, and other situations that affect students in their academic pursuits. Students who are experiencing personal difficulties are directed to resources in the community. For more information about counseling services, or to schedule an appointment call the Director of the Student Learning Center.

Academic Information



ATTENDANCE

Students are expected to attend all class sessions. Regardless of attendance, the student is responsible for completing all the requirements as specified in the course syllabus.

STUDENT EVALUATION

Students are entitled to frequent feedback on their academic progress. The instructor is encouraged to employ, but is not limited to, the following criteria: attendance, class participation, weekly quizzes, periodic hourly exams, graded homework assignments, lab reports, oral reports, journals, and notebooks.

FINAL EXAM PERIOD

Final examinations are scheduled during a specified period at the end of a semester. While the faculty set the explicit requirements for the examination, students must complete the examination in order to receive a grade for the course.

GRADING SYSTEM

Letter grade	Grade Points	Description
A	4	Superior/Excellent
B	3	Good/Above Average
C	2	Satisfactory/Average
D	1	Pass/Unsatisfactory
I	0	Incomplete
F	0	Failure
W	0	Withdrawal
S	0	Satisfactory
U	0	Unsatisfactory
RD	0	Report Delayed
AU	0	Audit

INCOMPLETE GRADES

Students wishing to pursue an incomplete grade should discuss the request with the course instructor. The decision to grant the student's request is the discretion of the instructor. The Petition for Incomplete Grade form must be completed and signed by both the student and the instructor. The completed form must be submitted to the Registrar's Office with the final grade roster.

FINAL GRADE APPEALS

Students should discuss the disputed grade with the appropriate faculty member. If students are not satisfied with the outcome of their discussion and have evidence that the grade is in error, students are advised to follow the formal process as outlined below.

Formal Process

1. Students must submit in writing a letter to the Director of Academic Advising within two weeks of the release of grades. The student will describe his or her concerns, the events that led to those concerns, and what the student seeks as a decision.
2. The Director of Academic Advising upon receipt of the letter may choose to meet with both the student and the faculty member involved in an attempt to resolve the issue. If no amicable solution is found the Director of Academic Advising will convene the Student Grade Appeals Committee. The Committee will typically consist of the President of the Faculty Senate, the appropriate Division Chair and an administrative staff person appointed by the Vice President for Academic Affairs.
3. The Student Grade Appeals Committee will review the written appeal and all documentation. The Committee may or may not interview both the student and the faculty member. The committee will render a written recommendation to the Vice President for Academic Affairs. The Vice President has the right to accept or reject the recommendation of the Committee. The Vice President will have the responsibility of rendering a decision to the student within 5 working days of the Student Grade Appeals Committee's recommendation.
4. If the student remains unsatisfied with the decision issued by the Vice President for Academic Affairs, the student may make a final appeal to the College President. This appeal must be in writing and submitted to the President's office no later than 5 working days from the date of the decision issued by the Vice President for Academic Affairs. The appeal must specify in detail why the decision of the Vice President for Academic Affairs was unsatisfactory and must be supported with compelling justification. Within 10 working days of receipt of the student appeal the President will issue a decision regarding the appeal. This decision will either uphold the decision of the Vice President for Academic Affairs or will issue other remedies as the President deems appropriate. This decision will be given in writing to the student, and also to the Vice President for Academic Affairs. The decision of the President is final.

In the case where a complaint is levied against any member of the Student Grade Appeals Committee the Vice President for Academic Affairs will appoint a substitute.

ACADEMIC LEVEL ADVANCEMENT

Students successfully completing 1 to 24 credits within an academic program are considered freshman-level students. Students successfully completing 25 or more credits are considered sophomore-level.

ACADEMIC INTEGRITY POLICY

The maintenance of an atmosphere of academic integrity is the responsibility of all students, faculty, and staff of the College. Complete academic integrity in fulfillment of requirements is expected of all students and faculty. Students must in no way misrepresent their work, fraudulently or unfairly advance their academic status, or in any way abet other students who fail to maintain academic integrity.

The following are violations of Academic Integrity and as such will not be tolerated:

- **PLAGIARISM:** Failure to acknowledge the source of all information gathered in the preparation of all class work. Plagiarism includes, but is not limited to, the direct quotation, paraphrasing, and other use of information or facts which are not common knowledge, whether published or not, without acknowledging the source through standard means of citation.
- **CHEATING:** Intentional or attempted use of materials, information, or study aids other than those specifically authorized by the faculty member to complete any class assignment and/or examination.
- **FABRICATION:** Falsification or invention of any information or citation in the laboratory, on an internship, or in any other academic exercise.
- **ETHICAL MISCONDUCT:** Knowing violation of an ethical standard of conduct forming part of or incorporated into a specialized program of study.
- **ACADEMIC DISHONESTY:** Obtaining and/or distributing, in whole or in part, any unadministered examination, quiz, test or similar device or changing or altering an assigned grade.
- **FACILITATION:** Knowingly aiding or attempting to aid another to commit an act in violation of this Academic Integrity policy.

FACULTY OBLIGATIONS

In fairness to all students, faculty are required to inform students at the beginning of the semester of their obligation to respect the ethical standards of the academic community by not committing the violations herein contained. In addition, faculty are expected to inform students of the appropriate use of sources and documentation/citation and to clarify what constitutes appropriate resources for their examinations and assignments.

All infractions of Academic Integrity will be reported to the Office of the Vice President for Academic Affairs including the student's name, course and section number and nature of the infraction.

PENALTIES

Students who commit a violation of Academic Integrity will be denied the privilege of withdrawing from that course without academic penalty. Further penalties will be initiated against the student at the discretion of the faculty member and/or the College.

The faculty member and/or the College may:

- Assign a grade of 'F' for the examination, test, quiz, assignment or similar academic exercise, regardless of the effect such a grade will have on the student's final grade in that course.
- Assign a grade of 'F' for the course regardless of the quality of the other work completed by the student in the course.
- Drop the student from the course and bar the student from further participation in the course.

The College may:

- Suspend the student for a period of time of the College's discretion.
- Expel the student from the College.

Penalties imposed at the discretion of the college will be posted to the student's permanent record.

Faculty members have the responsibility for determining final grades for their course. Students have the right to discuss their final grade with the responsible faculty member. If the student is not satisfied with the outcome of this discussion and has evidence that the grade is in error, the student may initiate the Student Grade Appeal Procedure.

ACADEMIC STANDING

The College is committed to the academic success of every student. The College will monitor a student's grades and issue an appropriate warning if grades are not adequate. Academic standing is determined by the standards listed below. These standards are essential in a student's progression toward a degree and for the advancement from one course to the next in a sequence. Failure to progress according to standards will result in academic warning, probation or suspension. Students placed on warning, probation or suspension will be notified in writing of their status and the conditions of their continuation. Students who wish may appeal their academic standing status to the Academic Standing Review Committee.

STANDARDS FOR ACADEMIC STANDING

Cumulative Credit Hours Earned	Cumulative Grade Point Average
1-15	1.5
16-30	1.75
31 and up	2.0

WARNING

This status serves as a warning to students that their performance is below the level required for successful completion of an academic program. Students in this status are strongly urged to seek academic counseling. Students who fail to meet the standards for academic standing at the completion of an academic semester or summer session will be placed on academic warning. While on academic warning, students should consider limiting the amount of credits they take during the semester. Students are removed from warning only when the cumulative GPA meets the standard.

PROBATION

Students who fail to meet the standards for academic standing for a second consecutive semester will be placed on academic probation. While on academic probation, a student may schedule no more than twelve credits per semester. Students on academic probation must see their advisor prior to registration.

SUSPENSION

Students who fail to meet the standards for academic standing after two consecutive semesters on probation will be suspended through the next fall or spring semester.

ACADEMIC STANDING REVIEW COMMITTEE

At the close of each semester the Academic Standing Review Committee convenes to consider petitions of students placed on warning, probation, or suspension. The committee will consist of the Registrar, Director of Academic Advising, Director of Financial Aid, and a faculty member. All petitions submitted for review by this committee should be addressed to the Registrar.

HOW TO CALCULATE YOUR GRADE POINT AVERAGE

The Grade Point Average (GPA) is computed by multiplying the point value of each grade earned by the number of semester hours of the course for which the grade is received and then divided by the total number of hours or work attempted.

Example of Grade Point Average Calculation
Point Values: A=4, B=3, C=2, D=1, F=0

Grade Hours		Grade Point Average		Semester Hours of Credit		Grade
C	=	2.0	X	3	=	6
B	=	3.0	X	4	=	12
A	=	4.0	X	3	=	12
C	=	2.0	X	3	=	6
B	=	3.0	X	3	=	9

45 grade points divided by 16 semester hours = 2.81 grade point average or GPA

ACADEMIC AMNESTY

Students transferring from one program of study to another program of study may petition to have courses in which they earned a grade of D or F exempted from the calculation of their grade point average as required by the program from which they transferred. The grades will remain on the student's transcript. **Students shall be eligible for academic amnesty one time only.** For further information on Academic Amnesty contact the Registrar's Office.

ACADEMIC FORGIVENESS

Students who return to the College after a two year absence may petition that the credits with D and F grades earned during their previous enrollment at the college be removed from the computation of the cumulative grade point average. **The student shall meet with the Vice President for Academic Affairs to initiate the process.** This petition may be made only after the completion of 12 new credits with a grade point average of 2.0 or higher. Once the petition is approved by the Vice President for Academic Affairs, previously earned credits with D and F grades are not used for calculating the student's grade point average; however they remain on the transcript with an appropriate notation.

ACADEMIC HONORS

Dean's List

The *Dean's List* is announced at the completion of each fall and spring semester. The list will include those full-time students who have a semester grade point average of 3.3 or better. Foundation credits attempted do not calculate into the total credits attempted for inclusion on the *Dean's List*.

Phi Theta Kappa

Phi Theta Kappa's purpose is to recognize and encourage scholarship among two-year college students. Phi Theta Kappa provides the opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. The Beta Epsilon Omega Chapter of the Phi Theta Kappa International Honor Society was officially chartered on May 2, 1997. Invitations are sent to all eligible students, and members are inducted in a formal ceremony during each fall and spring semester.

The eligibility requirements include:

- Registered student
- At least 12 credits completed toward an associate degree program (excluding developmental courses)
- Cumulative grade point average of at least 3.5.

Alpha Delta Omega

Alpha Delta Omega (ADO) was founded in 1988 at the University of Wisconsin, Oshkosh, WI. The organization is open to all Human Services majors at schools in which there is a chapter. ADO is a two and four year college honor society. Students with a GPA of 3.0 or above in Human Services program courses (12 credits required), and a 3.0 overall GPA are eligible to apply for membership. In addition to evaluating academic achievements, the student's commitment to excellence in the provision of services to others is evaluated by the current chapter members. Students are invited to join the organization at the beginning of fall and spring semesters. Human Service professionals are invited to join ADO as professional at-large or honorary members. An applicant submits an essay describing commitment to excellence and philosophy of working in the helping professions.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Each year the faculty and staff at Pennsylvania Highlands nominate outstanding student scholars and leaders to be recognized the Who's Who Among Students in American Junior Colleges. To be eligible for nomination for this prestigious award, students must have earned 25 or more credits, have a cumulative grade point average of 3.3 or higher, and have exhibited outstanding leadership and scholarship at Pennsylvania Highlands and in the community at large.

GRADUATION REQUIREMENTS

Meeting graduation requirements is ultimately the responsibility of the student. Students are encouraged to work with their academic advisors in selecting courses to meet their educational objectives. Students must apply for graduation before the specified deadline for the semester. Application due dates are announced throughout the year and are communicated through the Registrar's Office via newsletters and communications. Applications are available at any Pennsylvania Highlands Information Desk. Degrees, diplomas, and certificates are mailed six to eight weeks after the end of the semester in which the student is approved to graduate. Commencement ceremonies are the culmination of the student's program of study. Each spring Pennsylvania Highlands Community College conducts a graduation ceremony at which time faculty, staff, family, and friends come together to recognize the academic achievements of the year's graduates. All eligible degree, diploma, and certificate candidates are encouraged to participate in commencement activities.

In order to be eligible to graduate, all students must have

- Satisfied all requirements for the course of study
- Taken at least 50% of their credits at Pennsylvania Highlands
- Achieved a grade point average of 2.0 or better as required by program of study
- Fulfilled all of their financial obligations to Pennsylvania Highlands
- Filed an Application for Graduation
- Paid the \$80.00 Graduation fee

GRADUATION HONORS

Students who have earned an overall GPA of 4.0 are graduated with highest honors. Students who have earned an overall GPA of at least 3.75 and below 4.0 are graduated with high honors. Students who have earned an overall GPA of at least 3.5 and below 3.75 are graduated with honors.

4.0 Summa Cum Laude

3.9-3.75 Magna Cum Laude

3.74-3.5 Cum Laude

SECOND ASSOCIATE DEGREE

A second associate degree is awarded only when all the degree requirements for the second degree have been met and when the student has successfully completed 15 additional credits following actual receipt of the first degree. Appeals for a waiver of this policy must be made in writing to the Vice President of Academic Affairs.

GRADE REPORTS

Once finals have been completed and grades are submitted to the Registrar's Office at the end of the semester, the College will mail a grade report to each student. If a student has financial obligations to the College, the student will need to resolve the financial balance with the Office of Student Accounts before a grade report is mailed.

TRANSCRIPTS

The College will provide official transcripts of a student's academic record upon receipt of a signed *Request for Official Transcript Form*, payment of the \$3 transcript fee, and verification from the Office of Student Accounts that all financial obligations to the College are met. The *Request for Official Transcript Form* can be obtained at any Pennsylvania Highlands site; however, cash payments of transcript fees are only accepted at the Career and Technology Center. Telephone requests will not be processed. All official transcripts will be mailed directly to the recipient. Any copies of the transcripts hand-delivered to students will be considered unofficial. Under no circumstances will the College fax transcripts or grades.

VERIFICATION OF ENROLLMENT

The College will release verification of enrollment status to current students on a semester basis. A *Request for Enrollment Verification Form* must be completed and signed by the student. After the verification request is received by the Registrar's Office.

ACADEMIC WARRANTIES

The College expresses confidence in the excellence of its programs and the technical skills of graduates by a policy of academic warranties in its programs. Programs at the College have a list of competencies, which the College will guarantee that a program graduate has mastered. If a graduate who is hired fails to perform satisfactorily in any of the guaranteed competency areas during the first year of employment, the graduate will be retrained at no cost to the employer or the student.

OPTIONS FOR EARNING COLLEGE CREDIT

Students may receive academic credit for prior learning enabling them to begin college work at advanced levels and shorten the time required to obtain degrees, diplomas or certificates. Credit for prior learning may be graded by any of the following methods: transfer credits, courses taken at area career and technology centers, College Level Examination Program (CLEP), credit for examination, and credit for experiential learning.

Credit can be granted only for those courses which are listed in the Pennsylvania Highlands catalog. The courses must meet the requirements of the program in which the student is enrolled. Credits obtained for prior learning are not used in the computation of the grade point average. These credits are not applied to VA benefits, Selective Service deferment, Social Security benefits, or scholastic honors. A maximum of half of the credits needed for degree completion may be awarded to a student for all credits earned for prior learning.

TRANSFER OF CREDIT

Credits earned at other regionally accredited colleges may apply to programs at Pennsylvania Highlands. Students must complete a *Request for Evaluation of Prior College Credit Form* and must have official transcripts sent directly to the Director of Academic Advising with descriptions of courses to be considered for transfer. Coursework older than ten years is generally ineligible for transfer but will be evaluated on a course by course basis.

CLEP-COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be awarded to students who achieve satisfactory scores on the CLEP general examinations and selected CLEP subject examinations. A list of all acceptable CLEP test scores is available at the Pennsylvania Highlands Academic Advising Office. Test scores must be sent directly to the Academic Advising/Student Development Office from the College Entrance Examination Board. Contact the Academic Advising/Student Development Office or the Admissions Office for further information.

ADVANCED PLACEMENT EXAMINATIONS

Credit may be awarded to students who attain a score of three or higher on the College Board Advanced Placement Examination.

CREDIT FOR MILITARY TRAINING

College level courses taken while in the U.S. Armed Forces and submitted on college transcripts or on transcripts from the military may be transferable. Military courses may be submitted and reviewed on an individual basis. Credit is normally awarded based upon the recommendation of the American Council on Education. An official copy of a DD-214 and American Council on Education transcripts will be required in order to evaluate credit for military service.

CREDIT FOR LIFE EXPERIENCE

Guidelines for awarding credit for life experience are essentially those suggested by the American Council on Education. A student may present a proposal describing the broad outline of the learning experience. A comprehensive, detailed portfolio is then prepared under the direction of the evaluation committee. The committee will evaluate the specific detailed portfolio and will recommend the credit to be given. The student is charged according to the published fee schedule. Complete details and procedures are available from the Director of Academic Advising.

STUDENT-FACULTY EVALUATION

At least once each term, students will be asked to provide an evaluation of their classes, their faculty and the differing circumstances in which they receive instruction. These student assessments are used in the ongoing process of program evaluation and development.

DELIVERY OF ACADEMIC PROGRAMS

Courses in academic programs are taught using a variety of methods: traditional classroom and laboratories, Internet based courses and telecourses.

Pennsylvania Highlands assumes that distance education will be infused into the academic environment as an accepted tool for responding to the changing educational environment, for ensuring quality on-campus and intercampus delivery, and as an integrated aspect of systemic curriculum planning.

DISTANCE EDUCATION

Distance Education courses offer students the opportunity to earn college credit at the time and location convenient to them. Distance Education courses include Telecourses and Online Courses. Distance Education courses require more self-discipline, motivation and a commitment to study time than traditional classroom based instruction. For more information, visit the Distance Education page at www.pennhighlands.edu.

TELECOURSES

Telecourses are an instructional system of video lessons, assignments and on campus sessions for orientation, reviews, and exams. Students are required to attend all scheduled on-campus orientation sessions, class meetings and exams. Class sessions, locations and broadcast times may vary.

Students may request copies of the telecourses from either the Ebensburg Education Center or the Career and Technology Center libraries of the Pennsylvania Highlands Community College. A student ID is required and entire sets of tapes are loaned for the semester. Tapes must be returned to the library at the end of the semester and are subject to late fines. Tapes returned damaged or unusable are assessed a \$5.00 per tape replacement fee.

ONLINE COURSES

Online courses are Distance Education courses accessible from any location with access to the Internet. Online courses offer students the flexibility to earn college credit when they cannot attend regularly scheduled traditional classroom courses. Online courses are developed and led by Pennsylvania Highlands faculty and utilize the Internet to deliver instructional materials, assignments, exams and discussions.

Online courses require the same competencies as equivalent campus courses, and are considered more academically challenging and writing intensive because all communication is written. Coursework may consist of online; assignments, group work, class discussions, quizzes, exams and more. Online courses allow students to complete work and assignments at their convenience, however weekly participation as well as on-campus meetings, labs or proctored exams may be mandatory.

For more information about Online courses, course offerings and descriptions, and technical requirements for Online courses, see the Distance Education website at <http://www.pennhighlands.edu/DEwebsite/index.html>.

INDEPENDENT STUDY

Requests for independent study are initiated by the student's academic advisor and must be approved by the appropriate Division Chair four weeks prior to the start of the semester in which the course will be offered.

ACT 114

All students completing internship, field experience, or service learning hours in a public or private school setting are required to provide the College with a copy of their Federal Criminal History Record. An official copy must be presented to the Office of the Registrar prior to the beginning of the semester (usually second) in which a student expects to participate in activities at any PreK-12 institution. The official copy has the Pennsylvania State Seal embedded in the certificate and is valid for one year from the date of issue. Information regarding registration and fingerprinting locations may be found at www.pa.cogentid.com. Registration is also available by telephone at 1-888-439-2486.

GENERAL EDUCATION

General Education is the foundation of the educational experience at Pennsylvania Highlands Community College. To demonstrate the commitment to General Education a General Education Philosophy was developed that establishes three competencies that describe the learning outcomes of a Pennsylvania Highlands graduate: to be able to think logically, communicate effectively, and act responsibly. These General Education competencies can be applied in many contexts and are to be developed over a lifetime. They provide a set of broad skill expectations within which learning goals can be set and assessed within and across many disciplines.

This foundation demonstrates the College's vision of an informed, literate and educated person. It also expresses its commitment to developing a dynamic and renewed regional community through the contributions of our graduates.

In order to graduate, students must complete the degree, certificate or diploma requirements, which include the general education requirements. The general education subject areas and credit hour requirements are identified under each major.

LIBRARY SERVICES

The College offers full library services to all students. Library services include access to library materials at campus libraries, an online catalog, complete inter-library loan services, and remote access to library databases. The College has adopted an information-literacy strategy that incorporates library research in all academic programs. Information-literacy instruction is available to all students and is offered through College Study Skills and other courses.

INTERNSHIPS

Internships are coordinated by the appropriate academic program coordinator. The purpose of internships is to integrate classroom study and practical work experience for academic credits. Students intern with a host organization for a required number of hours based on credit assignment. Internships enhance the partnership between the College and the community.

Please review the pages in this catalog regarding your program of study to verify if an internship is required. Because students are expected to be prepared to succeed in entry level projects, interns must have completed at least 2/3 of their program of study and earned at least a 2.00 grade point average. Some programs may have additional conditions of eligibility so students are urged to consult with the appropriate internship advisor for further information.

Students must begin the internship process in the semester prior to the internship semester by contacting their Academic Advisor.

TRANSFER INFORMATION

Credits earned at Pennsylvania Highlands Community College can be transferred to many four-year institutions. Pennsylvania Highlands Community College has agreements with schools that accept our credits in a variety of ways. Some schools accept the entire associate of arts or associate of applied science degree to place the student in junior year classes within the same program of study. Other schools choose to view each course on a transcript separately to evaluate the transfer of credits.

Students are encouraged to meet with the Director of Academic Advising during their first semester or as soon as transferring is considered as an option. It is in each student's best interest to work with Pennsylvania Highlands Community College and the senior institution early and in tandem to ensure a successful transition. Each student is responsible for obtaining information about the intended major from the college or university one plans to attend. With this information available, the Pennsylvania Highlands Community College advisor can guide the student to a more effective academic plan while here.

Students are to direct questions or concerns about transferring to the Advising Office. While walk-ins are welcome, it is advisable to make an appointment. Planned meetings increase the efficiency and effectiveness of the service requested.

ACADEMIC PASSPORT

The *Academic Passport*, approved by the Pennsylvania State System of Higher Education, is a program for community college students who want to transfer to one of the 14 state system universities, such as California University of Pennsylvania, Indiana University of Pennsylvania, Lock Haven University of Pennsylvania, and Shippensburg University of Pennsylvania. Students of Pennsylvania Highlands Community College who wish to take advantage of this program must earn an associate of arts degree and follow the standard application procedures of the senior institution.

Students using the *Academic Passport* are assured that they will be accepted into the state university of their choice. Acceptance to the university, however, does not guarantee acceptance into a specific curriculum or major. More details regarding this program can be obtained from the Registrar's Office or our web site. Students planning to enroll at Pennsylvania Highlands Community College and then transfer to a state system university under the Academic Passport are encouraged to consult with the Registrar's Office during their first semester.

ACT 48

Pennsylvania Highlands is an approved provider for Act 48 courses/training in the Commonwealth of Pennsylvania. We are fully accredited and offer a wide variety of course selections to suit all educators. Our flexible schedules and affordable tuition make Pennsylvania Highlands a popular choice for needed credits.

Educators wishing to take Pennsylvania Highlands courses for Act 48 should check all course selections with their appropriate administrators before enrolling.

When registering at Pennsylvania Highlands for Act 48 credit, the educator should identify their interest as such, and complete the *Act 48 Continuing Professional Education Requirement Form*.

POSTSECONDARY PARTNERSHIPS

Some Associate of Applied Science degree programs are offered in articulation with area vocational-technical schools. For each program, students complete the specialized or major core courses at the participating school and the General Education Core courses at Pennsylvania Highlands. Students must apply separately to both the participating school and Pennsylvania Highlands. The vocational-technical specialized courses are transferred to Pennsylvania Highlands (maximum of 30 credit hours).

ADVANCED PLACEMENT

Pennsylvania Highlands also has articulated programs with area school districts, which provide dual credit for students still in high school. Upon matriculation, they may transfer credits to a Pennsylvania Highlands program after verification of competencies by their high school faculty. For further information, students should contact their high school guidance office or the Admissions Office.

NON-CREDIT COURSES

CENTER FOR EXCELLENCE IN WORKFORCE DEVELOPMENT

Pennsylvania Highlands Community College created its Center for Excellence in Workforce Development (CEWD) as a vehicle to enhance skills of workers and potential workers, in order to retain current employers and attract new employers to the area. Pennsylvania Highlands recognizes that improving the quality of life depends upon economic development. Contingent on advancing economically is having a qualified and skilled work force. Consequently, the CEWD provides comprehensive assessment of employer/employee needs for training by developing and offering customized programs according to assessed needs.

CEWD MISSION

The mission of the CEWD is to provide comprehensive assessment of employer/employee needs for training and to develop and offer customized programs, according to the assessed needs, for private business and industry and public institutions and agencies in the Southern Alleghenies region of Pennsylvania.

OTHER SERVICES

The CEWD can also provide customized on-site training with certified faculty. Students interested in non-credit courses offered through the CEWD should consult the schedules printed for the fall, spring, and summer semesters. Students can contact the CEWD at 814-532-5308 for more information.

CEWD GOALS

- To provide comprehensive assessment services to firms within the region
- To enhance the current skills base of employees
- To provide the necessary training to improve the skill transferability of displaced workers and workers with disabilities
- To act as a catalyst to attract business/industry to the area because of the CEWD's ability to train the needed talent pool
- To act as an in-house consulting agent for the development of degree granting and certification programs
- To provide certification programs in occupations that meet specific business and industry skill requirements.

CONTINUING EDUCATION UNITS (CEU)

Continuing Education Units (CEUs) are awarded to a student at the rate of 1 CEU for every 10 hours of contact. The CEU is a nationally recognized unit of measure to record an individual's continued education in his/her field or in an area of professional development. For more information about CEUs contact the Center for Excellence in Workforce Development at 814-532-5308.

CERTIFICATIONS

The CEWD has partnered with a number of companies to offer training and certification in various technologies.

Microsoft Corporation

Pennsylvania Highlands Community College is a Microsoft Authorized Testing Center for the Microsoft Office Specialist (MOS) certification program and provides training for the MOS and the Microsoft Certified Systems Engineer (MCSE) certification.

The CEWD will continue to seek partnerships with other companies that offer the latest technologies that meet the needs of business and industry.

HEALTH CARE COURSES

The health care field remains one of the biggest employers in our area. Because of continual advances in the health care field, there is a need for well-trained health care workers. Pennsylvania Highlands, through its CEWD, offers non-credit opportunities for job training and continuing education.

Some of the health care courses that the CEWD offers are as follows:

- IV Therapy
- RN/LPN Refresher
- Dietary Aide
- Pharmacy Technician
- Phlebotomy
- Collection Specialist Certificate
- Laboratory Assistant Certificate
- Basic Venipuncture for Medical Office Staff
- Specimen Collection
- CPR (Cardio Pulmonary Resuscitation)
- AED (Automated External Defibrillation)
- Injury-Control Modules
 - Ergonomics
 - Slips/Trips/Falls
 - Back Injury Prevention
 - Workplace Violence Awareness
 - Managing Stress
 - Your Heart Matters
- Basic Anatomy and Physiology
- Introduction to the Language of Medicine (Medical Terminology)
- Introduction to Administrative Medical Procedures
- Customized Courses -
 - Medical Coding workshops, Team Facilitation

ONLINE COURSES

Pennsylvania Highlands through the CEWD, offers a variety of on-line courses via the Internet that students can take from home or at work. Courses offered are in the areas of computer applications, Internet, small business, customer service, basic supervision, business applications, health, and personal enrichment. For more information please visit www.ed2go.com/pennhighcc

PROGRAMS

The CEWD provides customized training according to assessed needs in non-credit format. Training can be delivered either on-site or scheduled at one of the CEWD facilities. The CEWD also has “wireless” laptop computer labs for IT training. These new labs allow CEWD computer trainers to travel to the workplace, for those companies who cannot have employees attend classes off-site.

Some of the workshops or courses that the CEWD can provide are as follows:

Computer Skills

A+ Certification
AutoCADD
Cisco Systems
Electronics
Microsoft Access
Microsoft Certified Professional
Microsoft Excel
Novell Networking
Microsoft Outlook
Microsoft PowerPoint
Microsoft Project
Microsoft Windows 2000
Microsoft Word
PC Basics
PC Servicing
Using the Internet
Web Page Design

Communication and Leadership Skills

Basic Accounting
Basic Mathematics
Basic Writing Skills
Business Letter & Report Writing
Customer Service
Facilitator Training
Food Service-ServSafe Health Care
Health Care
Hospitality Service
Interpersonal Communications
Problem Solving Skills
Stress Management
Team Building
Technical Writing

Advanced Manufacturing Skills

Blueprint Reading
Design for Manufacturing
ISO Requirements
Risk Management in Manufacturing
Welding Technologies Certificate

Environmental Training OSHA Mandated Training

- 40 Hour Hazwoper
- 8 Hour Hazwoper Refresher
- 24 Hour Confined Space
- Safety Awareness
- Fire Protection

Emergency Medical Services

Basic EMT
First Responder

Personal Enrichment

Genealogy
Memory in Art
Natural Health and Weight Loss
Connecting American Folk Songs to History
Introduction to Stress Management-Techniques with Yoga

Professional Development

Introduction to GIS
ISO9000 Courses
Real Estate
Strategic Thinking for the 21st Century

ACT 48 Classes

Microsoft Word 2002
Microsoft Excel 2002
Microsoft PowerPoint 2002
Microsoft Outlook 2002
Microsoft Access 2002
On-line courses – www.ed2go.com/pennhighcc

ACADEMIC PROGRAMS

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Accounting

Architectural/Civil: CAD and Design Technology

Biotechnology

Biotechnology-Nanofabrication

Business Management

Computer Information and Communications Technology-Computer Forensics

Computer Information and Communications Technology-Database Management and Design

Computer Information and Communications Technology-Network Administration

Computer Information and Communications Technology-Telecommunications

Court Reporting Principles and Technology

Early Childhood Education/Inclusion

Electric Utility Technology

Electronics Technology

Electronics Technology-Nanofabrication

Environmental Science and Technology

Health Care Management

Hospitality Management - Food Service

Human Services-Corrections

Human Services-Early Child Care and Development

Human Services-Generalist

Human Services-Gerontology

Human Services-Law Enforcement

Manufacturing Technology

Medical Transcription

Paraprofessional Educator

Secretarial Technology

Web Site Developer

ASSOCIATE OF ARTS DEGREE PROGRAMS

Communication

Liberal Arts

Pre-Communications Media

Teacher Education

DIPLOMA PROGRAMS

Medical Coding Specialist

Medical Office Specialist

Scopist

CERTIFICATE PROGRAMS

Building Construction Technology

Early Childhood Management and Leadership

Court Reporting Technician

Heritage Tourism Management

Manufacturing Technology

Microcomputer Applications

Office Technology

Pharmacy Technician

Survivability and Information Assurance Institute (SIA)



Associate Degree Programs



ACCOUNTING

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Accounting is designed for students to develop the essential broad-based foundation that is necessary for an accounting graduate to possess. The program provides a balanced series of technical core courses with general education subjects which are crucial outside the academic environment. While the program offers students employable and entrepreneurial skills, it is also designed to provide transfer opportunities to four-year schools.

CAREER OPPORTUNITIES

Students in this program are prepared for entry-level accounting positions and various opportunities available in other financial oriented positions, both within a cross section of industry sectors. In addition, this program positions entrepreneurs to make more informed financial decisions based on accounting information.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a Flexible Learning Contract with the assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core courses to obtain a minimum of 65 credits.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To utilize accounting information to make financial decisions.
2. To complete all steps within the accounting cycle.
3. To employ generally accepted accounting principles to measure, process, and communicate financial information for proprietorships, partnerships, and corporations.
4. To structure and analyze financial statements.
5. To prepare accounting data relating to cash, receivables, inventories, and operating assets.
6. To present accounting data relating to investments, liabilities, and stockholders' equity.
7. To prepare and maintain payroll subsidiary records.
8. To apply federal and PA state laws/regulations necessary to complete payroll-related tax returns and documents.
9. To develop budgets and financial forecasts.
10. To record representative cost accounting transactions and reflect the effect of those transactions in financial statements.
11. To employ the accounting system as a tool to motivate managers towards organizational goals.

12. To perform accounting procedures employed in fund accounting as applied to governmental and nonprofit organizations.
13. To characterize the basic framework and operation of the federal income tax system.
14. To bridge the gap between financial accounting and federal income tax.
15. To use computer software to record transactions, maintain accounting records, and prepare financial statements.
16. To apply sound economic and management principles related to the business environment.
17. To develop interpersonal and communication skills.

The *GENERAL EDUCATION* core of the accounting program has been developed around essential college requirements coupled with the needs of the business and financial communities. This segment of the program includes a variety of courses, which involve mathematics, communications, interpersonal development, problem solving, and decision-making.

The *TECHNICAL CORE* of the accounting program centers around a series of accounting courses that commences with the big picture of accounting, then proceeds through basic accounting principles, advances to more comprehensive theory and procedures, and culminates with specific subjects to include fund accounting or taxation. This segment of the program also includes instruction on business and management principles as well as various computer software applications commonly used in the contemporary business environment.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ACE200 ACCESS Portfolio
 MAT110 Business Mathematics
 CIT100 Microcomputer Applications
 COM110 Interpersonal Communications
 ENG110 English Composition I
 ENG220 Business Letter and Report Writing
 LIF111 Health and Wellness
 COM101 Public Speaking

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II Through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select two courses from either list to fulfill the six credit requirement in general education.*

Credit hours: 29

TECHNICAL CORE

ACC100 Introduction to Accounting
 ACC110 Principles of Accounting
 ACC200 Intermediate Accounting I
 ACC210 Intermediate Accounting II
 ACC220 Automated Accounting
 ACC230 Managerial Accounting
 ACC240 Tax Accounting
 or ACC250 Government/Non profit Accounting
 BUS110 Introduction to Business
 BUS210 Business Law
 CIT103 Microsoft Excel
 ECO100 Macroeconomics
 BUS125 Management Principles

Credit hours: 36

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
ACC100	Introduction to Accounting	3
CIT100	Microcomputer Applications	3
STU100	College Study Skills	1
MAT110	Business Mathematics	3
ENG110	English Composition I	3
LIF111	Health and Wellness	3
Total Credits		16

SEMESTER II		CREDITS
ACC110	Principles of Accounting	3
CIT103	Microsoft Excel	3
ENG220	Business Letter and Report Writing	3
BUS110	Introduction to Business	3
COM110	Interpersonal Communications	3
Humanities or Social Science Elective		3
Total Credits		18

SEMESTER III		CREDITS
ACC200	Intermediate Accounting I	3
ACC220	Automated Accounting	3
ACC230	Managerial Accounting	3
Humanities or Social Science Elective		3
ECO100	Macroeconomics	3
Total Credits		15

SEMESTER IV		CREDITS
ACC210	Intermediate Accounting II	3
ACC240 or ACC250	Tax Accounting Government/Non profit Accounting	3
COM101	Public Speaking	3
BUS125	Management Principles	3
BUS210	Business Law	3
ACE200	ACCESS Portfolio	1
Total Credits		16

Minimum credits to earn A.A.S. degree: 65

ARCHITECTURAL/CIVIL: CAD and DESIGN TECHNOLOGY

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in the Architectural/Civil: CAD and Design Technology Program prepares the graduate to work with professional architects and engineers in the design, drafting and layout of buildings, roads and utilities. This Program uses Computer Aided Drafting (CAD) and Computer Aided Drafting & Design (CADD) software to facilitate the design and drafting of buildings and building components to include architecture, electrical, HVAC, plumbing, and site work including roads and utilities.

CAREER OPPORTUNITIES

- Junior Designer
- CADD Technician
- Survey CADD Technician
- Architectural CADD Technician
- CAD Operator
- Take-off/Estimator
- Structural Technician

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To obtain an understanding of building components, including Architectural Design, HVAC, Electrical, and Plumbing/Fire Protection.
2. To obtain an understanding of the interactions and relationships of the above building components.
3. To obtain an understanding of site and utility work through Civil Design.
4. To obtain an understanding of CAD and CADD software as they relate to building design and drafting.
5. To show proficiency in both CAD and CADD software applications.
6. To relate drawing and design information to the public and contractors.
7. To communicate effectively and work with architects, engineers, designers, facilities managers and other building professionals.
8. To identify, organize, plan, and allocate resources effectively in the computer environment.
9. To develop strong communication and critical thinking skills to include reading, writing, editing, organizing, evaluating, problem solving, and presenting skills.
10. To use interpersonal and team participation skills for effective co-workers and client relationships.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a Flexible Learning Contract with the assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
LIF111 Health and Wellness
ENG110 English Composition I
CIT100 Microcomputer Applications
ENG225 Technical Writing
COM101 Public Speaking
MAT115 Construction Math
ACE200 ACCESS Portfolio

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
HUM105 Introduction to Art History
HUM110 Introduction to Philosophy
HUM120 World Religions/Religious Studies
HUM125 Introduction to Painting and Sculpting
HUM130 Introduction to Music
HUM150 Introduction to American Cinema
HUM200 Introduction to Popular American Music
in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

- ANT100 Introduction to Cultural Anthropology
- ECO100 Macroeconomics
- GEO100 Introduction to Geography
- GEO110 World Regional Geography
- GOV110 Introduction to American National Government
- GOV210 Current Events and Contemporary Issues
- PSY100 General Psychology
- SOC100 Introduction to Sociology
- HIS100 US History I
- HIS110 US History II
- HIS210 The Civil War and Reconstruction
- HIS220 The Vietnam War
- HIS250 World War II Through Film
- CIV100 Western Civilization I
- CIV110 Western Civilization II

**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 23

TECHNICAL CORE

- PHY100 Physics and PHY101 Physics Lab or (CAM210 Principles of Technology)
- CAD101 Computer Aided Drafting I
- CAD102 Computer Aided Drafting II
- CAD201 Computer Aided Drafting 3D
- BUI101 Civil/Survey I
- BUI102 Architectural I
- BUI125 Architectural Blueprint Reading
- BUI221 Building Component – Electrical
- BUI222 Building Component – Plumbing/Fire Protection
- BUI223 Building Component – HVAC
- BUI234 Civil/Survey II
- BUI235 Architectural II
- BUI298 Architectural/Civil Internship or Free Elective

Credit hours: 40

TYPICAL SEQUENCE OF COURSES

SEMESTER I (Fall)		CREDITS
STU100	College Study Skills	1
MAT115	Construction Math	3
CIT100	Microcomputer Applications	3
CAD101	Computer Aided Drafting I	3
CAD102	Computer Aided Drafting II	3
BUI125	Architectural Blueprint Reading	3
Total Credits		16

SEMESTER II (SPRING)		CREDITS
ENG110	English Composition I	3
LIF111	Health and Wellness	3
COM101	Public Speaking	3
BUI101	Civil/Survey I	3
BUI102	Architectural I	3
Total Credits		15

SEMESTER III (FALL)		CREDITS
PHY100 or CAM210	Physics and PHY101 Physics Lab Principles of Technology	4
ENG225	Technical Writing	3
BUI221	Building Component - Electrical	3
BUI222	Building Component - Plumbing/Fire	3
BUI223	Building Component - HVAC	3
Total Credits		16

SEMESTER IV (SPRING)		CREDITS
ACE200	ACCESS Portfolio	1
Elective – Humanities or Social Sciences		3
CAD201	Computer Aided Drafting 3D	3
BUI234	Civil/Survey II	3
BUI235	Architectural II	3
BUI298	Internship or Free Elective	3
Total Credits		16

Minimum credits to earn A.A.S. degree: 63

BIOTECHNOLOGY

A.A.S. Degree

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Biotechnology focuses on basic laboratory skills and instrumentation used in pharmaceutical, industrial, and agricultural research. The program is designed to prepare graduates for employment in the Biotechnology industry.

NANOFABRICATION OPTION

The Nanofabrication option combines a one credit course, Introduction to Nanofabrication, with a fifth semester at the Nanofabrication Facility at Penn State's Research Park, on the University Park campus in State College.

CAREER OPPORTUNITIES

- Research Technician
- Food Technician
- Pharmaceutical Technician
- Industrial Biotech Lab Technician
- Agriculture Lab Technician

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able.

1. To demonstrate Good Laboratory Practices (GLPs) and Good Manufacturing Practices (GMPs).
2. To identify critical components of manufacturing safety data sheets.
3. To demonstrate knowledge of quality assurance and quality control.
4. To demonstrate proficiency with basic laboratory skills associated with Biotechnology.
5. To operate current Biotechnology instrumentation.
6. To apply basic statistical analysis to scientific data.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 CIT100 Microcomputer Applications
 COM101 Public Speaking
 ENG110 English Composition I
 ENG225 Technical Writing
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 MAT145 College Algebra
 ACE200 ACESS Portfolio

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II Through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select two courses from either list to fulfill the six credit requirement in general education.*

Credit hours: 29

TECHNICAL CORE

BIO105 General Biology with Lab
 BIO210 Microbiology
 BIO220 Biotechnology I
 BIO230 Biotechnology II
 BIO240 Bioethics
 BIO260 Human Anatomy & Physiology
 CHM105 General Chemistry with Lab
 CHM110 Survey of Organic & Biochemistry
 MAT200 Probability and Statistics
 ELT102 Introduction to Nanofabrication or
 BIO299 Biotechnology Internship

Credit hours: 35

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
MAT145	College Algebra	3
CHM105	General Chemistry with Lab	4
BIO105	General Biology with Lab	4
Total Credits		15

SEMESTER II		CREDITS
BIO210	Microbiology	4
CHM110	Survey of Organic & Biochemistry	4
ENG225	Technical Writing	3
CIT100	Microcomputer Applications	3
SOC100	Introduction to Sociology	3
Total Credits		17

SEMESTER III		CREDITS
BIO220	Biotechnology I	4
MAT200	Probability and Statistics	3
Humanities or Social Science Elective		3
BIO260	Human Anatomy and Physiology	4
COM101	Public Speaking	3
Total Credits		17

SEMESTER IV		CREDITS
BIO230	Biotechnology II	4
BIO240	Bioethics	3
Humanities or Social Science Elective		3
PSY100	General Psychology	3
ELT102 Intro. to Nanofabrication or BIO299 Biotechnology Internship		1
ACE200	ACCESS Portfolio	1
Total Credits		15

Minimum Credits to earn the A.A.S. Degree: 64

SEMESTER V (NANOFABRICATION OPTION)		CREDITS
ELT220	Material, Safety and Equipment Overview for Nanofabrication	3
ELT221	Basic Nanofabrication Processes	3
ELT222	Thin Films in Nanofabrication	3
ELT223	Lithography for Nanofabrication	3
ELT224	Materials Modification in Nanofabrication	3
Total Credits		15

BUSINESS MANAGEMENT

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Business Management develops leaders at various levels for business, industry, and public service organizations in the Cambria County region. The thrust of the program is to meet management training needs of organizations and to develop entrepreneurs. Therefore, the program is continually reviewed and developed in partnership with the business/industry community. The program is organized around four educational themes, which address the need for well-prepared, confident, and technically competent people who can assume leadership roles in entry-level management, and as entrepreneurs:

1. General business knowledge and skills provided through courses such as Accounting, Introduction to Business, Small Business Management, Business Law, as well as computer and communication skills courses.
2. Introduction to comparative theories and concepts of leadership through courses such as Management Principles, Labor Management Relations, and Human Resource Management.
3. Introduction to Total Quality Management principles and concepts through courses such as Total Quality Management and Management Principles. An underlying assumption is that effective leadership and management in the workforce depends not just on vertical line/staff relations, but also on commitment to team building, team problem solving, and lateral cooperative management.
4. Technological literacy, knowledge of computers, and understanding that the world in which we live is increasingly dependent upon technology.

CAREER OPPORTUNITIES

- Administrator
- Employment Interviewer
- Assistant Manager
- Retail Manager
- Small Business Owner and Operator
- Technical Sales Representative
- Personnel/Human Resources Manager
- Supervisor

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including the General Education Core, and Technical Core.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To demonstrate computer literacy and basic knowledge of computer technologies.
2. To demonstrate Total Quality Management principles and concepts in relation to business and industry.
3. To show a perspective on organizational change and/or the need for agility within an organization.
4. To use team participation and cooperative business skills for working effectively with other people in the workplace.
5. To understand the importance of the public/customer regarding operating a business and maintaining a focus on customer satisfaction.
6. To employ time management skills to improve performance in the workplace and to balance family responsibilities.
7. To demonstrate leadership and management skills necessary to motivate employees, set goals, and obtain results.
8. To demonstrate strong communication and critical thinking skills, including reading, writing, organizing, evaluating, problem solving, and presentation skills.
9. To understand how to lead in a unionized environment.
10. To demonstrate a general business knowledge and skills base necessary to compete in today's business world.
11. To use mathematical and logical skills related to the workplace.
12. To demonstrate a sense of professional and personal integrity, self-esteem, and willingness to receive and to give constructive praise and criticism.
13. To demonstrate an appreciation of the need for leadership in today's complex technology-intensive society.
14. To employ entrepreneurial skills necessary to develop and manage his or her own business.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 MAT110 Business Mathematics
 CIT100 Microcomputer Applications
 LIF111 Health and Wellness
 COM101 Public Speaking
 ACE200 ACCESS Portfolio
 ENG220 Business Letter and Report Writing

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS 250 World War II Through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select onetwo courses from either list to fulfill the three/six credit requirement in general education/technical core. (Depends if student takes internship or opts for another Humanities/Social Science elective.)*

Credit hours: 23

TECHNICAL CORE

BUS110 Introduction to Business
 BUS210 Business Law
 BUS205 Total Quality Management
 BUS125 Management Principles
 BUS140 Small Business Management
 BUS165 Human Resource Management
 BUS220 Principles of Marketing
 BUS240 Labor Management Relations
 ECO100 Macroeconomics
 ACC100 Introduction to Accounting
 ACC110 Principles of Accounting
 BUS298 Internship or Humanities or Social Science Elective
 2 Computer Electives

Credit Hours: 41 or 42

TYPICAL SCHEDULE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
MAT110	Business Mathematics	3
CIT100	Microcomputer Applications	3
BUS110	Introduction to Business	3
ACC100	Introduction to Accounting	3
Total credits		16

SEMESTER II		CREDITS
ENG220	Business Letter and Report Writing	3
	Computer Elective	3
COM101	Public Speaking	3
BUS125	Management Principles	3
ACC110	Principles of Accounting	3
Total credits		15

SEMESTER III		CREDITS
BUS205	Total Quality Management	3
BUS140	Small Business Management	3
BUS240	Labor Management Relations	3
BUS210	Business Law	3
	Computer Elective	3
	Humanities or Social Science Elective	3
Total credits		18

SEMESTER IV		CREDITS
LIF111	Health and Wellness	3
ACE200	ACCESS Portfolio	1
BUS165	Human Resource Management	3
BUS220	Principles of Marketing	3
ECO100	Macroeconomics	3
BUS298	Internship	2
	or Humanities or Social Science Elective	3
Total Credits		15-16

Minimum credits to earn A.A.S. degree: 64 or 65

COMMUNICATION

A.A. DEGREE

PROGRAM DESCRIPTION

The Associate of Arts degree in Communication educates students on the many facets of human, organizational, and technical communication in the workplace. While the program offers students employable skills, it is also for those students who desire to transfer to another college or university. Specific transfer agreements are in place for this purpose.

CAREER OPPORTUNITIES

- Sales Representatives
- Media Communications Representatives

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To provide the necessary preparation to transfer to a four-year college or university.
2. To develop a personal portfolio containing examples of writing assignments from Communication classes.
3. To apply a methodological approach to the effective delivery of information to an individual or group.
4. To identify and apply basic principles of verbal, nonverbal, interpersonal, organizational, and small group communication to better manage personal communication and communication in the workplace.
5. To identify the functions of formal and informal communication in the workplace and in life.
6. To illustrate the relationship between the functions and structure of communication and organizational management styles.
7. To identify styles, strengths, and weaknesses of different types of task-oriented group leadership.
8. To discuss the impact of technology on communication.
9. To discuss the impact of cultural diversity on communication.

OBTAINING THE DEGREE

To earn the Associate of Arts degree, students must

- Matriculate into the program
- Satisfactorily complete all degree requirements.

GENERAL EDUCATION CORE

STU100 College Study Skills
ACE200 ACESS Portfolio
LIF111 Health and Wellness
MAT145 College Algebra
ENG110 English Composition I
ENG220 Business Letter and Report Writing
CIT100 Microcomputer Applications
SOC100 Introduction to Sociology
or PSY100 General Psychology
COM101 Public Speaking

Credit hours: 23

TECHNICAL CORE

COM110 Interpersonal Communications
COM120 Organizational Communication
COM210 Group Dynamics
COM225 Gender Differences in Communication
CIT110 Theory of Computing
ACC100 Introduction to Accounting
BUS110 Introduction to Business
LDR110 Total Quality Management

Credit hours: 24

LEADERSHIP ELECTIVES

(select four)

HUM100 Introduction to Humanities
ECO100 Macroeconomics
LDR120 Management Principles
LDR210 Human Resource Management
LDR220 Principles of Marketing
LDR240 Labor Management Relations
BUS220 Small Business Management
ELR240 Environmental Management
COM125 Effective Presentation Skills
COM200 Media and Society
COM299 Communication Internship

Credit hours: 12

COMPUTER ELECTIVES

(select two)

CIT104 Microsoft Project
CIT105 Microsoft PowerPoint
CIT130 Local Area Networks
CIT140 Introduction to Database Management
CIT150 Desktop Publishing and Presentations
CIT155 Introduction to Multimedia Presentations

Credit hours: 6

TYPICAL SEQUENCE OF COURSES

SEMESTER I	CREDITS
ENG110 English Composition I	3
BUS110 Introduction to Business	3
STU100 College Study Skills	1
CIT100 Microcomputer Applications	3
MAT145 College Algebra	3
COM110 Interpersonal Communications	3
Total Credits	16

SEMESTER II	CREDITS
SOC100 Introduction to Sociology or PSY100 General Psychology	3
ACC100 Introduction to Accounting	3
COM101 Public Speaking	3
CIT110 Theory of Computing	3
LIF111 Health and Wellness	3
ENG220 Business Letter and Report Writing	3
Total Credits	18

SEMESTER III	CREDITS
COM120 Organizational Communication	3
Leadership Elective	3
Leadership Elective	3
Computer Elective	3
COM225 Gender Differences in Communication	3
Total Credits	15

SEMESTER IV	CREDITS
LDR110 Total Quality Management	3
Leadership Elective	3
Leadership Elective	3
Computer Elective	3
COM210 Group Dynamics	3
ACE200 ACCESS Portfolio	1
Total Credits	16

Minimum credits to earn A.A. Degree: 65

COMPUTER INFORMATION AND COMMUNICATIONS TECHNOLOGY- COMPUTER FORENSICS

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Computer Information and Communications Technology-Computer Forensics focuses on the computerized technologies that are critical to business and industry both today and tomorrow. This program provides students with computer forensic techniques that include Network/PC security, analysis of computer based evidence, legal and technical security issues, regulations and legal agreements. Students will be trained with specialized software to investigate, evaluate and capture evidence. In addition, students will understand criminology, computer operating systems and cyber crime investigation.

CAREER OPPORTUNITIES

- Entry level law enforcement positions
- Business Security
- Technical Legal Assistants
- Network Forensic Specialists

Other private and public sector employment is available for students having the expertise provided through this degree. They include computer software manager, and computer forensic consultant. Furthermore, career opportunities in education and training are available.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To identify the role of computer technology in the workforce.
2. To identify fundamental comprehensive intrusion protection for implementing computer software detection packages.
3. To identify legal issues concerning relevancy of evidence and apply to search and seizure techniques and rules.
4. To apply technical and legal security issues, methods and solutions to actual case.
5. To assign and use safeguards for intrusion detection methods to produce incidence reports.
6. To use encryption/decryption techniques and protocols to design Trusted operating systems.
7. To identify, organize, plan, and apply computer forensic skills effectively in the computer work environment.
8. To apply strong communication and critical thinking skills including reading, writing, organizing, evaluating, problem-solving, and presenting skills.
9. To design, implement, and maintain procedures for security for a computer system.
10. To use specialized software to investigate, evaluate, and capture evidence.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 ENG225 Technical Writing
 MAT145 College Algebra
 COM101 Public Speaking
 CIT100 Microcomputer Applications
 LIF111 Health and Wellness
 ACE200 ACCESS Portfolio

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II Through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 23

TECHNICAL CORE

CFR100 Introduction into Computer Forensics
 CFR200 Security Systems
 CFR201 Intrusion Detection
 CFR220 Search and Seizure
 CFR221 Economic Crime Investigation
 CIT110 Theory of Computing
 CIT132 Local Area Networks
 CIT165 Hardware Components
 CIT172 Operating Systems and Administration
 CRT160 Legal Terminology & Procedures
 BUS210 Business Law
 CFR294 Computer Forensics Internship

Credit hours: 37

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
COM101	Public Speaking	3
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
CIT110	Theory of Computing	3
Total Credits		13

SEMESTER II		CREDITS
MAT145	College Algebra	3
CIT132	Local Area Networks	4
ENG225	Technical Writing	3
CFR100	Introduction into Computer Forensics	3
CIT165	Hardware Components	3
Total Credits		16

SEMESTER III		CREDITS
CRT160	Legal Terminology & Procedures	3
CIT172	Operating Systems and Administration	3
BUS210	Business Law	3
CFR200	Security Systems	3
CFR201	Intrusion Detection	3
Total Credits		15

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
LIF111	Health and Wellness	3
CFR220	Search and Seizure	3
CFR221	Economic Crime Investigation	3
Humanities or Social Science Elective		3
CFR294	Computer Forensics Internship	3
Total Credits		16

Minimum Credits to earn the A.A.S. Degree: 60

COMPUTER INFORMATION AND COMMUNICATIONS TECHNOLOGY-TELECOMMUNICATION (CISCO NETWORKING ACADEMY)

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Computer Information and Communications Technology-Telecommunication (CISCO) focuses on the computerized technologies that are critical to business and industry both today and tomorrow. This program provides students with the ability to administer a variety of computer networks. Graduates will have an understanding of local and wide area networks, telecommunications, wireless communications, and network connectivity. In addition to an understanding of telecommunications, students will also obtain comprehensive training in the CISCO NETWORKING ACADEMY classes as part of the curriculum.

CAREER OPPORTUNITIES

- Telecommunication Technicians
- Junior Systems Analyst
- Customer Service Representatives

Other networking jobs are available for students having the expertise provided through this degree. They include systems administrator, computer operations manager, and computer consultant. Furthermore, career opportunities in education and training are available.

TELECOMMUNICATION OPTION OBJECTIVES

Upon completion of the program, the student will be able

1. To discuss the role of telecommunication technology in the workforce.
2. To understand the fundamentals of telecommunication systems.
3. To configure, troubleshoot and repair various network routers and switches
4. To identify, organize, plan, and allocate resources effectively in the telecommunication environment.
5. To apply strong communication and critical thinking skills including reading, writing, organizing, evaluating, problem-solving, and presenting skills.
6. To design, configure and install telecommunication hardware devices

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 ENG225 Technical Writing
 MAT145 College Algebra
 COM101 Public Speaking
 CIT100 Microcomputer Applications
 LIF111 Health and Wellness
 ACE200 ACCESS Portfolio

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

Credit hours: 23

**Students can select one course from either list to fulfill the three credit requirement in general education.*

TECHNICAL CORE

CIT104 Microsoft Project
 CIT110 Theory of Computing
 CIT132 Local Area Networks
 CIT165 Hardware Components
 CIT172 Operating Systems and Administration
 CIT180 NOVELL Administration I
 CIT193 Telecommunications Basics
 CIT296 Routing Technologies
 CIT297 Switching Technologies
 CIT298 WAN Technologies
 CIT299 Telecommunications Internship

Credit hours: 44**TYPICAL SEQUENCE OF COURSES**

SEMESTER I		CREDITS
STU100	College Study Skills	1
	Humanities or Social Science Elective	3
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
CIT110	Theory of Computing	3
CIT193	Telecommunications Basics	5
Total Credits		18

SEMESTER II		CREDITS
CIT132	Local Area Networks	4
CIT104	Microsoft Project	3
CIT296	Routing Technologies	5
MAT145	College Algebra	3
Total Credits		15

SEMESTER III		CREDITS
CIT180	NOVELL Administration I	3
CIT172	Operating Systems and Administration	3
CIT297	Switching Technologies	5
COM101	Public Speaking	3
ENG225	Technical Writing	3
Total Credits		17

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
CIT165	Hardware Components I	3
CIT298	WAN Technologies	5
LIF111	Health and Wellness	3
CIT299	Telecommunications Internship	3
Total Credits		15

Minimum Credits to earn the A.A.S. Degree: 65

COMPUTER INFORMATION AND COMMUNICATIONS TECHNOLOGY NETWORK ADMINISTRATION

A.A.S. Degree

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Computer Information and Communications Technology-Network Administration focuses on the computerized technologies that are critical to business and industry both today and tomorrow. This program provides students with the ability to administer a variety of computer networks. Graduates will have an understanding of network operating systems, PC connectivity, network resources, network utilities, and network administration. In addition to an understanding of networks, students will also obtain comprehensive training in the administration of specific operating systems including NOVELL's NetWare, numerous Microsoft network operating systems, and other network operating systems.

CAREER OPPORTUNITIES

- Network Administrator
- Network Technician

Other networking jobs are available for students having the expertise provided through this degree. They include system administrator, computer operations manager, and computer consultant. Furthermore, career opportunities in education and training are available.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To understand the role of computer technology in the workforce.
2. To understand a variety of computer software applications.
3. To understand the role of the major components of a PC including CPU, RAM, ROM, storage, and BIOS.
4. To understand and be able to navigate various operating systems including Microsoft Windows, Linux, and Novell NetWare Operating Systems.
5. To perform routine network administrative tasks including Network Operating System (NOS) installs and upgrades, user administration, and resource sharing.
6. To troubleshoot and repair various network and PC problems.
7. To identify, organize, plan, and allocate resources effectively in the computer work environment.
8. To apply strong communication and critical thinking skills including reading, writing, organizing, evaluating, problem solving, and presentation skills.
9. To design, install, and maintain a web server using Microsoft's Internet Information Server (IIS) and Linux Apache Web Server.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 ENG225 Technical Writing
 MAT145 College Algebra
 COM101 Public Speaking
 CIT100 Microcomputer Applications
 LIF111 Health and Wellness
 ACE200 ACESS Portfolio

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS200 History of Pennsylvania
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 23

SPECIALIZED CORE

CIT110 Theory of Computing
 CIT132 Local Area Networks
 CIT165 Hardware Components
 CIT166 Visual Basic Programming
 CIT172 Operating Systems and Administration
 CIT180 NOVELL Administration I
 CIT222 Linux Operating System
 CIT226 Windows Server Management
 CIT232 Web Server Design
 CIT236 TCP/IP and Interconnectivity
 CIT280 Network Troubleshooting
 CIT285 Network Administration Project
 CIT290 Internship

Credit hours: 43

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
	Humanities or Social Science	3
ENG110	English Composition I	3
MAT145	College Algebra	3
CIT100	Microcomputer Applications	3
CIT110	Theory of Computing	3
Total Credits		16

SEMESTER II		CREDITS
ENG225	Technical Writing	3
LIF111	Health and Wellness	3
CIT165	Hardware Components	3
CIT132	Local Area Networks	4
CIT172	Operating Systems and Administration	3
Total Credits		16

SEMESTER III		CREDITS
CFR200	Security Systems	3
CIT166	Visual Basic Programming	3
CIT180	NOVELL Administration I	3
CIT226	Windows Server Management	4
CIT236	TCP/IP and Interconnectivity	3
Total Credits		16

SEMESTER IV		CREDITS
COM101	Public Speaking	3
CIT232	Web Server Design	3
CIT222	Linux Operating System	3
CIT280	Network Troubleshooting	3
CIT285	Network Administration Project	2
CIT290	Internship	3
ACE200	ACCESS Portfolio	1
Total Credits		18

Minimum credits to earn A.A.S. degree: 66

To reduce the credit load of Semester IV it is suggested that the student take General Education courses during the summer A or B semesters.

COURT REPORTING PRINCIPLES AND TECHNOLOGY

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Court Reporting Principles and Technology prepares students for entry level court reporting positions. The program follows the standards set forth by the National Court Reporters Association for novice court reporters. It is designed to teach students stenographic theory and keyboarding. It instructs students on the federal and state court systems, common legal terminology, and preparation of documents for legal proceedings. It focuses on the use of windows-based computer-aided technology for the transcribing and formatting of verbatim legal transcription. The program also offers a well-rounded general education core.

The program provides both knowledge- and skill-based instruction. Speed and accuracy of dictation skills are essential to student success, therefore certificates will be granted to students demonstrating speed test proficiencies from 80 words per minute to 225 words per minute with 95% accuracy in three areas: Literary, Jury Charge, and Testimony. For each dictation speed attained, students will be issued a Penn Highlands certificate stating that they have met NCRA requirements for that speed proficiency.

DISCLAIMER: Attainment of the Penn Highlands AAS degree does not include NCRA certification. To become an NCRA Certified Court Reporter, students must successfully complete an RPR certification test given by NCRA. This may be accomplished after completion of the AAS degree requirements if desired.

NOTE: Although the Federal court system does require RPR certification for court reporting employment, the Commonwealth of Pennsylvania does not.

CAREER OPPORTUNITIES

Proficient graduates are in demand in all phases of court reporting; therefore employment opportunities are abundant for all graduates.

Court Reporting occupations include:

- Official Court Reporter
- Audio-Visual Captioner
- CART Providers
- Legislative and Conference Reporter
- Freelance Court Reporter
- Court Reporting Business Owner

RELATED OCCUPATIONS

- Administrative Assistant
- Data Recording Machine Operator
- Film and Video Subtitling Writer
- Law Enforcement Transcriptionist
- Legal Secretary

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Demonstrate speed and accuracy in machine shorthand skills at the level of 180 wpm in Literary, 200 wpm in Jury Charge and 225 wpm in Testimony. All at 95% accuracy as evidenced in resultant transcription.
2. Build a conflict-free personal shorthand dictionary that can be used and augmented throughout a court reporting career.
3. Demonstrate competency in the installation and use of real-time translation software.
4. Orally translate machine shorthand notes.
5. Prepare transcription output in legal and/or word processor formats.
6. Implement the basic rules of English grammar in the conversion of oral data to hardcopy.
7. Demonstrate knowledge of the terminology and processes of the judicial system including the discovery, trial, and appellate processes.
8. Demonstrate a mastery of medical terminology sufficient for medical transcription.
9. Demonstrate reporting techniques on when and/or how to interrupt a speaker, obtain spellings of proper names, identify a speaker in a multi-speaker situation, swear or affirm witnesses, handle discussions off the record, and indicate nonverbal actions.
10. Define the role of the reporter in trials, depositions, and administrative hearings with regard to the ethical, social, and legal responsibilities involved in the field of court reporting.
11. Articulate a perspective on change in a technology-intensive society through discussion of current trends in the court reporting industry.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must:

- Matriculate into the program
- Develop a Flexible Learning Contract with assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements and competency standards in the General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 MAT110 Business Mathematics
 CIT100 Microcomputer Applications
 ENG220 Business Letter and Report Writing
 LIF111 Health and Wellness
 CIT107 Microsoft Word
 ACE200 ACESS Portfolio
 WDP100 Keyboarding I
 WDP110 Keyboarding II

BUSINESS ELECTIVES:**

BUS110 Introduction to Business
 BUS220 Small Business Management

HUMANITIES ELECTIVES:**

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:**

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History I
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II Through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

***Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 27

TECHNICAL CORE

CRT110 Machine Shorthand Theory I
 CRT120 Machine Shorthand Theory II
 CRT130 Court Transcription I
 CRT160 Legal Terminology and Procedures
 CRT200 Court Transcription II
 CRT235 Computer-Aided Transcription
 CRT255 Courtroom Testimony
 HCM100 Medical Terminology
 DIC108 Speed Dictation I
 DIC110 Speed Dictation II
 DIC120 Speed Dictation III
 DIC140 Speed Dictation IV
 DIC160 Speed Dictation V
 DIC180 Speed Dictation VI
 DIC200 Speed Dictation VII
 DIC225 Speed Dictation VIII
 CRT299 Court Reporting Internship

Credit hours: 39

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
CRT110	Machine Shorthand Theory I	4
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
WDP100	Keyboarding I*	2
Humanities or Social Science Elective		3
Total Credits		16

SEMESTER II		CREDITS
CRT120	Machine Shorthand Theory II	4
WDP110	Keyboarding II*	2
CRT130	Court Transcription I	2
CIT107	Microsoft Word	3
ENG220	Business Letter and Report Writing	3
Total Credits		14

SUMMER SESSION		CREDITS
DIC108	Speed Dictation I	2
DIC110	Speed Dictation II	2
CRT235	Computer-Aided Transcription	1
Total Credits		5

SEMESTER III		CREDITS
CRT200	Court Transcription II	2
LIF111	Health and Wellness	3
CRT160	Legal Terminology and Procedures	3
DIC120	Speed Dictation III	2
DIC140	Speed Dictation IV	2
Total Credits		12

SEMESTER IV		CREDITS
MAT110	Business Mathematics	3
HCM100	Medical Terminology	3
CRT255	Courtroom Testimony	2
DIC160	Speed Dictation V	2
DIC180	Speed Dictation VI	2
ACE200	ACCESS Portfolio	1
Total Credits		13

SUMMER SESSION		CREDITS
CRT299	Court Reporting Internship	2
DIC200	Speed Dictation VII	2
DIC225	Speed Dictation VIII	2
Total Credits		6

Minimum credits to earn A.A.S. Degree: 66

**WDP100 and WDP110 may be waived by students passing a typing test (45 wpm/5 errors; 65 wpm/5 errors, respectively) administered by the Court Reporting Department.*

EARLY CHILDHOOD EDUCATION / INCLUSION

A.A.S. DEGREE

PROGRAM DESCRIPTION

Early Childhood Education/Inclusion (ECE/I) is a two-year (4 semester), career program designed to produce qualified educators to work in various early child settings with children from birth to eight years of age.

The Early Childhood Education/Inclusion (ECE/I) program provides opportunities to link theory with practice. Knowledge of the “whole child” will be the foundation of first-year courses. In second year, students will put theory and acquired skills into practice. During the final semester students will demonstrate their ability to consolidate their learning through a field experience and through successful completion of the requirements for the PRAXIS I Exam. Students are expected to continue their studies in a four-year Early Childhood Education, Early Child Development, or Elementary Education baccalaureate program.

This program articulates with program at California University of PA (ECE), Indiana University of PA (CFS) and Carlow College (ECE). If you are seeking a PA Keys to Quality Director Credential please refer to the Early Childhood Management and Leadership Certificate Program.

A student with the required experience background may apply to the Pennsylvania Department of Education for a certification as a Private Academic Nursery/Kindergarten Assistant Teacher.

This program requires the student to submit to the Registrar's Office the following PA State required clearances: Act 34 Pennsylvania State Police criminal clearance, Act 114 FBI fingerprint clearances, and Act 151 Child Abuse clearance prior to the start of a course that contains a laboratory, preservice experience, or field experience component. The clearances must not expire prior to the end of the semester and are required to be current annually and must be marked “no record”.

CAREER OPPORTUNITIES

- Transfer to a four-year Early Childhood or Elementary Education Program, or Child Development Program at a 4-year College/University.
- Assistant Teacher/Educational Assistant in Public School Regular or Special Education Early Childhood classroom
- Private Preschool/Nursery School Teaching Assistant (with additional qualifications)
- Program Specialist for a child with special needs
- Work in instructional support at Head Start

The program and/or its faculty participate in the following State and National Organizations:

- Pennsylvania, Pittsburgh, and National NAEYC
- Pennsylvania and National Association of Early Childhood Teacher Educators (ACCESS)
- Pennsylvania Association of Colleges and Teacher Educators (PAC-TE)
- Pennsylvania Science Teachers Association (PSTA)

- Pennsylvania Child Care Association (PACCA)
- American Psychological Association & Divisions 2, 5, 15, & 25

OBTAINING THE DEGREE

Students must be able to met all of the following requirements in order to graduate from this program:

- Matriculate into the program by completing a program declaration and an advising sheet,
- Satisfactorily complete all degree requirements, including General, Technical, and Concentration requirements with a minimum of a 3.0 QPA over the last 45 credits and the accumulation of 250 hours of preservice teaching experience,
- Submission to the Registrar's Office current, approved, Act 34, Act 114, and Act 151 clearances as required for courses with a laboratory, preservice, or field experience requirement (Required by Pa State Regulations),
- Complete a graduation review. Should the minimum state required QPA not be met the student will be considered for graduation with an A.A.S. degree in Human Services, the concentration shall not be specified,
- Students may be required to have a Hepatitis B vaccination, health assessment, and TB test or vaccine or meet other health standards in order to complete observation and service-learning portions of their degree.

PROGRAM OBJECTIVES

A graduate of the Early Childhood Education/ Inclusion program will be able to:

- Identify a child's social, educational, physical, and psychological needs with respect to that child's overall development;
- Apply ethical standards to the responsible and reflective conduct of the profession;
- Observe, design, implement, and assess the educational needs of a child birth to third grade with a goal of developing learning experiences that are developmentally appropriate for the child;
- Use scientifically-based instructional and intervention techniques as needed with respect to a child's developmental level and health;
- Work cooperatively with other educators, assistants, special service personnel, parents, and administration to accomplish a quality education for the child;
- Function safely in the work environment;
- Promote good nutrition as part of an overall program for the wellness of the child;
- Learn to function as an effective, knowledgeable, and ethical assistant in any educational situation;
- Apply positive values, attitudes, knowledge, and skills learned in the program to be a motivated, effective worker or transfer student.

GENERAL EDUCATION CORE

STU100 College Study Skills
 COM101 Public Speaking
 ENG110 English Composition I
 MAT145 College Algebra
 CIT100 Microcomputer Applications
 LIF111 Health & Wellness
 ACE200 ACESS Portfolio

Credit hours: 17**TECHNICAL CORE***(Professional Education)*

PSY100 General Psychology
 CHC110 Human Growth & Development I
 PSY150 Educational Psychology
 PSY 230 Human Exceptionality/Inclusion*
 ENG230 American Literature I or ENG240 British Literature I
 GEO100 Introduction to Geography
 BIO105 General Biology with Lab

Credit hours: 22**CONCENTRATION CORE***(Professional Specialization)*

ECE205 Emerging Literacy/ Inclusion*
 EDU120 Technology for Teaching/ Inclusion*
 ECE212 Methods & Materials: Science, Math & Technology*
 ECE214 Methods & Materials: Music, Art, Literacy & Language*
 ECE216 Methods & Materials: Problem Solving and Mathematical Reasoning for Young Children*
 ECE250 Children, Parents & Community/Inclusion*
 ECE290 Assessing Child Performance/Inclusion*
 ECE299 Field Experience in Early Child Care, Development, & Education: Observation & Assessment *
 EDU296 PRAXIS Preparation

Credit hours: 25**TYPICAL SEQUENCE OF COURSES**

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
LIF111	Health & Wellness	3
COM101	Public Speaking	3
CHC110	Human Growth & Development I	3
CIT100	Microcomputer Applications	3
Total Credits		16

SEMESTER II		CREDITS
GEO100	Introduction To Geography	3
PSY100	General Psychology	3
EDU120	Technology for Teaching/ Inclusion	3
ENG230	American Literature I or	
ENG240	British Literature I	3
ECE205	Emerging Literacy/ Inclusion*	3
ACE200	ACCESS Portfolio	1
Total Credits		16

SEMESTER III		CREDITS
MAT145	College Algebra	3
PSY150	Educational Psychology	3
CHC212	Methods & Materials: Science, Math & Technology*	3
CHC214	Methods & Materials: Music, Art, Literacy & Language*	3
ECE 216	Methods & Materials: Problem Solving and Mathematical Reasoning for Young Children*	3
EDU296	PRAXIS Preparation	1
Total Credits		16

SEMESTER IV		CREDITS
PSY230	Human Exceptionality/Inclusion*	3
ECE250	Children, Parents & Community/Inclusion *	3
BIO105	General Biology with Lab	4
ECE290	Assessing Child Performance/Inclusion	3
ECE299	Field Experience in Early Child Care, Development, & Education* (preteaching experience)	3
Total Credits		16

* These courses include laboratory or practicum experiences and require original Act 3, Act 114, and ACT 151 approved clearances to be submitted to the Registrar's Office prior to the start of class. There are additional health requirements. the beginning of the class.

Minimum credits to earn A.A.S. Degree: 64

ELECTRIC UTILITY TECHNOLOGY (ELECTRICAL EQUIPMENT / SUBSTATION MAINTENANCE)

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Electric Utility Technology is offered in partnership with First Energy Corporation. The program focuses on essential skills necessary to prepare graduates for employment as a substation worker and related technical fields. Since this program is offered in partnership with a local major utility, it gives graduates an advantage for future employment in the electric utility industry. In addition to classroom and laboratory instruction, students participate in hands-on experiences at a local electric utility company training facility. Enrollment is limited with program eligibility screening conducted by FirstEnergy and Pennsylvania Highlands Community College prior to the start of the Fall semester.

Note: This is a day-time program with students required to participate in a ten to fourteen week compensated Field Experience, between June and September, following Semester II.

CAREER OPPORTUNITIES

- Electrical Substation Worker
- Relay Tester
- Dispatcher
- Electrical Distribution Management Positions

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Demonstrate work practices that comply with OSHA and safety guidelines for the electric utility industry.
2. Demonstrate proficiency in the use of various hand tools used in the electrical utility industry.
3. Operate equipment used in the maintenance, testing and repair of substation equipment.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a Flexible Learning Contract with the assistance of a college advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 COM101 Public Speaking
 HUM110 Introduction to Philosophy
 PSY100 General Psychology or
 ECO100 Macroeconomics
 CIT100 Microcomputer Applications
 LiF111 Health and Wellness
 MAT130 Introductory Algebra
 ACE200 ACESS Portfolio

Credit hours: 23

TECHNICAL CORE

ENG 225 Technical Writing
 ELT 100 Electronics I
 ELT 101 Electronics Lab I
 PHY 100 Physics
 PHY 101 Physics Lab
 EUT 100 Electric Utility Technology Substation I
 EUT 110 Electric Utility Technology Substation II
 EUT 200 Electric Utility Technology Substation III
 EUT 210 Electric Utility Technology Substation IV
 EUT 299 Summer Field Experience

Credit hours: 39

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
MAT130	Introductory Algebra	3
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
EUT100	Electric Utility Technology Substation I	6
Total Credits		16

SEMESTER II		CREDITS
ENG225	Technical Writing	3
ELT100	Electronics I	4
ELT101	Electronics Lab I	2
EUT110	Electric Utility Technology Substation II	6
Total Credits		15

SUMMER SEMESTER		CREDITS
EUT299	Summer Field Experience	2
Total Credits		2

SEMESTER III		CREDITS
PHY100	Physics	3
PHY101	Physics Lab	1
PSY100	General Psychology or ECO 100 Macroeconomics	3
COM 101	Public Speaking	3
EUT 200	Electric Utility Technology Substation III	6
Total Credits		16

SEMESTER IV		CREDITS
HUM110	Intro to Philosophy	3
LIF 111	Health and Wellness	3
ACE 200	ACCESS Portfolio	1
EUT210	Electric Utility Technology Substation IV	6
Total Credits		13

Minimum credits to earn A.A.S. Degree: 62

ELECTRONICS TECHNOLOGY

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Electronics Technology prepares students to apply basic engineering principles and technical skills in simple to complex circuits. It includes theory, laboratory, and shop work as each is related to planning, producing, calibrating, estimating, testing, constructing, assembling, installing, and maintaining electrical equipment. Such equipment includes radio, radar, television, industrial electronic equipment, including digital systems, new electronic systems, and control devices. Emphasis is on solid state devices and components, digital circuits, operational amplifiers, and low and high frequency amplifiers. Instruction is designed to develop skills essential for employment in science, communications, industrial electronics, consumer electronics, robotics, avionics, computer electronics, and other electronic occupations.

NANOFABRICATION OPTION

The Nanofabrication option combines three semesters of instruction in the fundamentals of electronics at Pennsylvania Highlands Community College with a fourth semester at the Nanofabrication Facility at Penn State's Research Park, on the University Park campus in State College. The courses in the fourth semester are taught for Pennsylvania Highlands Community College in the class 10 cleanroom and with state-of-the-art equipment at the Nanofabrication Facility.

CAREER OPPORTUNITIES

- Electronics Technicians
- Customer Service Representative
- Field Service Technicians
- Test Technicians
- Calibration/lab Technicians

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To analyze and construct basic circuitry based on an in-depth knowledge of electronic circuits and devices.
2. To install, maintain, and repair electronic circuits and systems using extensive knowledge of laboratory test equipment and procedures.
3. To apply understanding of electronic devices, circuits, systems, and procedures to practical situations.
4. To adapt and extend knowledge of electronics to new devices, circuits, and systems.
5. To communicate technological ideas and information to others orally and in writing.
6. To identify electrical components, devices, or systems in accordance with specifications.
7. To operate and calibrate electronic test instruments.
8. To identify malfunctions in electronic equipment.
9. To describe the operating characteristics of various electronic components and equipment.
10. To demonstrate leadership skills based on a sense of professional and personal integrity, self-esteem, and willingness to receive and give constructive praise and criticism.
11. To apply information literacy skills.
12. To demonstrate strong communications and critical thinking skills, including reading, writing, organizing, evaluating, problem solving, editing, and presenting skills.
13. To demonstrate skills in mathematics and logic applied to the electronics field.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ACE200 ACCESS Portfolio
 ENG110 English Composition I
 CIT100 Microcomputer Applications
 COM101 Public Speaking
 ENG225 Technical Writing
 MAT145 College Algebra
 LIF111 Health and Wellness

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II
**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 23**TECHNICAL CORE**

ELT100 Electronics I
 ELT101 Electronics Lab I
 ELT110 Semiconductor Circuits
 ELT111 Semiconductor Lab
 ELT120 Industrial Electronics
 ELT121 Industrial Electronics Lab
 ELT130 Soldering
 ELT200 Communications Electronics
 ELT201 Communications Electronics Lab
 ELT210 Digital Electronics
 ELT211 Digital Electronics Lab
 CIT260 PC Troubleshooting and Repair
 CIT265 PC Peripheral Troubleshooting and Repair
 PHY100 Physics
 PHY101 Physics Lab

Credit hours: 39**TYPICAL SEQUENCE OF COURSES**

SEMESTER I		CREDITS
STU100	College Study Skills	1
MAT145	College Algebra	3
CIT100	Microcomputer Applications	3
ELT100	Electronics I	4
ELT101	Electronics Lab I	2
ENG110	English Composition I	3
Total Credits		16

SEMESTER II		CREDITS
ELT110	Semiconductor Circuits	4
ELT111	Semiconductor Lab	2
ELT210	Digital Electronics	2
ELT211	Digital Electronics Lab	2
ENG225	Technical Writing	3
Total Credits		13

SUMMER SESSION		CREDITS
COM101	Public Speaking	3
Total Credits		3

SEMESTER III		CREDITS
ELT200	Communications Electronics	4
ELT201	Communications Electronics Lab	2
ELT120	Industrial Electronics	4
ELT121	Industrial Electronics Lab	2
PHY100	Physics	3
PHY102	Physics Lab	1
Total Credits		16

SEMESTER IV		CREDITS
ELT130	Soldering	1
LIF111	Health and Wellness	3
Humanities or Social Science Elective		3
CIT260 PC Troubleshooting and Repair or CAD101 Computer Aided Drafting I		3
CIT265 PC Peripheral Troubleshooting and Repair or MFG101 Programmable Logic Control		3
ACE200	ACCESS Portfolio	1
Total Credits		14

Minimum credits to earn A.A.S. Degree: 62

NANOFABRICATION OPTION

GENERAL EDUCATION CORE

STU100 College Study Skills
 ACE200 ACCESS Portfolio
 ENG110 English Composition I
 CIT100 Microcomputer Applications
 COM101 Public Speaking
 ENG225 Technical Writing
 MAT145 College Algebra
 LIF111 Health and Wellness
 CHM105 General Chemistry with Lab

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 27

TECHNICAL CORE

ELT100 Electronics I
 ELT101 Electronics Lab I
 ELT110 Semiconductor Circuits
 ELT111 Semiconductor Lab
 ELT210 Digital Electronics
 ELT211 Digital Electronics Lab
 or BIO105 General Biology Lecture & Lab
 PHY100 Physics
 PHY101 Physics Lab

Credit hours: 20

SPECIALIZED CORE

ELT220 Material, Safety and Equipment -
 Overview for Nanofabrication
 ELT221 Basic Nanofabrication Process
 ELT222 Material in Nanotechnology
 ELT223 Lithography for Nanofabrication
 ELT224 Materials Modification in Nanofabrication
 ELT225 Characterization, Packaging, and Testing
 of Nanofabrication Structures

Credit hours: 18

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
MAT145	College Algebra	3
CIT100	Microcomputer Applications	3
ELT100	Electronics I	4
ELT101	Electronics Lab I	2
ENG110	English Composition I	3
TOTAL CREDITS		16

SEMESTER II		CREDITS
ELT110	Semiconductor Circuits	4
ELT111	Semiconductor Lab	2
ELT210	Digital Electronics	2
ELT211	Digital Electronics Lab or BIO105 General Biology Lecture & Lab	2
ENG225	Technical Writing	3
Total Credits		13

SUMMER SESSION		CREDITS
COM101	Public Speaking	3
Total Credits		3

SEMESTER III		CREDITS
CHM105	General Chemistry with Lab	4
Humanities or Social Science Elective		3
PHY100	Physics	3
PHY101	Physics Lab	1
LIF111	Health and Wellness	3
ACE200	ACCESS Portfolio	1
Total Credits		15

SEMESTER IV (CLASSES ARE TAKEN AT PENN STATE)		CREDITS
ELT220	Material Safety and Equipment Overview for Nanofabrication	3
ELT221	Basic Nanofabrication Process	3
ELT222	Materials in Nanotechnology	3
ELT223	Lithography for Nanofabrication	3
ELT224	Materials Modification in Nanofabrication	3
ELT225	Characterization and Materials Testing of Nanofabrication Structures	3
Total Credits		18

Minimum credits to earn A.A.S. Degree: 65

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Environmental Science and Technology (ENS) program provides a holistic perspective of environmental studies focusing on science, policy, technology, and regulation. Relying heavily on field experiences, this program encourages the development of marketable skills to ensure success in fast-paced, high demand environmental fields. Current “hot topics” such as greenhouse gases, abandoned mine drainage, and storm water management are presented throughout the courses to provide students with a usable knowledge of the multiple issues facing environmental professionals today. Themes of sustainability and stewardship of our Earth and its resources are woven throughout the curriculum which prepares students to seek additional education or employment in a variety of areas including environmental education, remediation, and health and safety. Upon completion, students may enter any of several baccalaureate programs including environmental science, field biology, and geology. They may also gain employment as field and laboratory technicians, or as environmental and health inspectors.

CAREER OPPORTUNITIES

- Environmental Consulting Technician
- Environmental Management Technician
- Hazardous Waste Management Technician
- Regulatory Agency Field Technician
- Industrial Hygiene Technician
- Protection Technician
- Materials Manager
- Safety Specialist
- Pollution Control Technician
- Regulatory Analyst
- Field Sampling Technician
- Lab Technician

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To demonstrate computer literacy and basic knowledge of computer technologies.
2. To recognize the relationship of environmental issues to business/industry.
3. To understand the impact environmental issues have on the health and safety of society.
4. To apply the skills needed to properly collect, investigate, and report information concerning environmental health and safety.
5. To demonstrate skills dealing with the management of hazardous materials.
6. To show a comprehensive understanding of federal, state, and local environmental laws and regulations.
7. To understand air, water, and solid waste treatment technologies, recycling, and clean manufacturing processes.
8. To understand the issues that affect policy and decisions in a company with specific emphasis on decisions that have an impact on the environmental health and safety within, and extend to, the organization.
9. To apply mathematical and logical skills related to environmental management.
10. To troubleshoot air, water, and wastewater processes to solve operational problems.
11. To apply interpersonal and communication skills necessary to present and discuss ideas with suppliers and engineers.
12. To demonstrate an understanding of the impact of technology in society.
13. To show interpersonal and team participation skills for effectively working with other people in the workplace and in client/customer relationships.
14. To apply leadership skills based on a sense of professional and personal integrity, self-esteem, and willingness to receive and to give constructive praise and criticism.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core, Technical Core, and Specialized Courses.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 MAT145 College Algebra
 CIT100 Microcomputer Applications
 ENG225 Technical Writing
 COM101 Public Speaking
 LIF111 Health and Wellness
 ACE200 ACESS Portfolio
 ENS296, ENS297, or ENS298 Environmental Internship or Specialized Elective

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 CIV100 Western Civilization I
 CIV110 Western Civilization II
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II Through Film
 PSY100 General Psychology
 SOC100 Introduction to Sociology

**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 23

TECHNICAL CORE

CHM110 Survey of Organic and Biochemistry
 MAT200 Probability and Statistics
 ENS110 Introduction to Environmental Technology
 ENS120 Introduction to Environmental Laws and Regulations
 ENS130 Principles of Hazardous Materials Management
 ENS140 Introduction to Occupational Safety and Health
 ENS150 Occupational Safety Laws and Regulations
 CHM105 General Chemistry with Lab
 BIO105 General Biology with Lab

Credit hours: 33

SPECIALIZED COURSES

(Choose 3 courses)

CHM200 Environmental Chemistry
 CHM201 Environmental Chemistry Lab
 ENS200 Air Quality Management
 ENS210 Environmental Geology
 ENS220 Water Quality Management
 ENS230 Natural Resource Management
 ENS240 Environmental Management
 ENS250 Hazardous Waste Site Investigations
 ENS260 Hazardous Waste Operations and Emergency Response
 ENS270 Environmental Sampling and Monitoring
 ENS280 Facility Waste Management

Credit hours: 9

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
MAT145	College Algebra	3
CIT100	Microcomputer Applications	3
ENS140	Introduction to Occupational Safety and Health	3
ENS110	Introduction to Environmental Technology	3
ENS120	Introduction to Environmental Laws & Regulations	3
Total Credits		16

SEMESTER II		CREDITS
ENG225	Technical Writing	3
ENG110	English Composition I	3
ENS130	Principles of Hazardous Materials Management	3
BIO105	General Biology with Lab	4
ENS150	Occupational Safety Laws and Regulations	3
Total Credits		16

SEMESTER III		CREDITS
LIF111	Health and Wellness	3
CHM105	General Chemistry with Lab	4
COM101	Public Speaking	3
	Specialized Elective	3
	Specialized Elective	3
	Specialized Elective	3
Total Credits		19

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
	Humanities or Social Science Elective	3
MAT200	Probability and Statistics	3
CHM110	Survey of Organic and Biochemistry	4
	ENS296, ENS297, or ENS298 Environmental Internship or Specialized Elective	3
Total Credits		14

Minimum credits to earn A.A.S. Degree: 65

LIBERAL ARTS

A.A. DEGREE

PROGRAM DESCRIPTION

The Liberal Arts degree provides students with a wealth of skills in the areas of written and oral communication, problem solving, and critical thinking. This is accomplished through interdisciplinary study in the fields such as humanities, literature, religion, philosophy, and history. Collectively, this makes the student appealing to the employers who are looking for employees that can approach problems from a worldly and creative mindset.

However, the true strength of this degree lies in the **transferability** and **flexibility** it offers for students wishing to obtain a Bachelor of Arts degree at a 4yr college/university. After transferring, students can pursue a wide range of fields including, but not limited to: pre-law {political science}, music, foreign language, anthropology, film studies, communication, art, history, psychology, English, religious studies, and philosophy.

Finally, from the practical viewpoint, the cost of higher education continues to increase. The Liberal Arts program helps to offset some of the expense by providing students with an excellent way to obtain a quality education in an affordable fashion, which can ultimately lead to a great career.

Note: Students should understand that the College cannot guarantee a specific course will transfer to a given four year institution. To assure successful transfer, each student should gather information from the target college and program's current catalog and requirements as well as any articulation with Pennsylvania Highlands and use that information to guide his/her choices from the college catalog and schedules.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to

1. Demonstrate the ability to acquire knowledge through critical reading and listening
2. Employ lifelong learning skills
3. Communicate clearly, both orally and in written form
4. Achieve information and technological literacy
5. Demonstrate knowledge of aesthetics and develop an appreciation for the creative process in art, music, literature, and language
6. Demonstrate knowledge of scientific processes and mathematics
7. Demonstrate appreciation for the contributions of social sciences and history
8. Integrate diverse disciplines

OBTAINING THE DEGREE

To earn the Associate of Arts Degree, student must

- Matriculate into the program
- Satisfactorily complete all degree requirements

GENERAL EDUCATION CORE

All students who select the General Studies or Liberal Arts tracks are required to take the general education core courses, preferably in the first two semesters.

STU100 College Study Skills

ENG110 English Composition I

ENG200 English Composition II/Studies in Literature
or ENG205 Research Writing

MAT145 College Algebra

CIT100 Microcomputer Applications

HUM100 Introduction to Humanities

COM101 Public Speaking

LIF111 Health and Wellness

HUM115 Introduction to Transfer and Liberal Arts

Credit hours: 23

HUMANITIES ELECTIVES

*Students must choose a minimum of 12 or 9 humanities credits.**

HUM105 Introduction to Art History

HUM110 Introduction to Philosophy

HUM120 World Religions/Religious Studies

HUM125 Introduction to Painting and Sculpting

HUM130 Introduction to Music

HUM140 Liberal Arts Seminar

HUM150 Introduction to American Cinema

HUM200 Popular American Music in the Twentieth Century

ENG205 Research Writing

ENG215 Creative Writing

ENG230 Survey of American Literature I

ENG235 Survey of American Literature II

ENG240 Survey of British Literature I

ENG245 Survey of British Literature II

FRE101 French I*

FRE102 French II*

SPA101 Spanish I*

SPA102 Spanish II*

ASL101 American Sign Language I*

ASL102 American Sign Language II*

ITA101 Italian I*

ITA102 Italian II

**Students choosing the language electives should take two semesters to transfer credits successfully.*

NATURAL SCIENCE AND MATHEMATICS ELECTIVES

*Students must choose a minimum of 6 or 9 natural science/mathematics credits.**

AST100 Introduction to Astronomy
 BIO105 General Biology with Lab
 CHM105 General Chemistry with Lab
 CHM200 Environmental Chemistry
 CHM201 Environmental Chemistry Laboratory
 PHY100 Physics
 PHY101 Physics Laboratory
 MAT160 Trigonometry
 MAT170 Precalculus
 MAT200 Probability and Statistics
 MAT210 Calculus I
 MAT220 Calculus II

SOCIAL SCIENCE ELECTIVES

*Students must choose a minimum of 12 or 9 social science credits.**

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV200 International Politics
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 SOC200 Social Problems: Contemporary Social Issues

HISTORY ELECTIVES

Students must choose a minimum of 6 history credits.

HIS100 U.S. History I
 HIS110 U.S. History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

OPEN ELECTIVE

Student may choose 3 credits from any courses offered at Pennsylvania Highlands.

**Liberal Arts students who chose to take 9 credits of natural science/mathematics can reduce their social science or humanities credits to 9.*

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
HUM115	Introduction to Transfer and Liberal Arts	1
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
HUM100	Introduction to Humanities	3
	History Elective	3
	Social Science Elective	3
Total Credits		17

SEMESTER II		CREDITS
ENG200 or ENG205	English Composition II: Studies in Literature Research Writing	3
MAT145	College Algebra	3
COM101	Public Speaking	3
	History Elective	3
	Humanities Elective	3
Total Credits		15

SEMESTER III		CREDITS
	Humanities Electives	6
	Natural Science/Mathematics Elective	3
	Social Science Electives	6
Total Credits		15

SEMESTER IV		CREDITS
LIF111	Health and Wellness	3
	Humanities Elective	3
	Social Science Elective	3
	Natural Science/Mathematics Elective	3
	Open Elective	3
Total Credits		15

Minimum credits to earn A.A. Degree: 62

NOTE: Students who take 9 credits of Natural Science/Mathematics credits can reduce either their Social Science or Humanities credits to 9. Electives should be selected with guidance from the four year institution to which the student intends to transfer.

HEALTH CARE MANAGEMENT

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Health Care Management is a comprehensive approach to preparing students to manage and work in the complex environment of physician offices, hospital business services, and other health care related facilities. Graduates of the program have the necessary skills for managing a medical office and the clinical skills for patient care. The program covers human resource management, research, medical billing, insurance coding procedures, and provider regulatory issues. Included are basic human anatomy and physiology, disease and pharmacology concepts. Managed Care and ethico-legal aspects of health care are integrated throughout the program along with microcomputer applications.

CAREER OPPORTUNITIES

- Medical Office Manager
- Health Claims Analyst
- Medical Office Receptionist
- Billing Coordinator
- Health Information Management Processor
- Insurance Claims Reviewer
- Patient Care Assistant

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To verbalize knowledge of terms that relate to the human body and healthcare practice.
2. To discuss the U.S. healthcare delivery system.
3. To discuss the organization and administration of health care facilities.
4. To assess health care planning, regulation, quality, policies, and politics.
5. To differentiate comparative health systems.
6. To explain the purpose for diagnostic and procedural coding.
7. To identify key concepts of coding for professional services.
8. To demonstrate computer literacy and basic knowledge of software applications.
9. To list the organizational principles of a health information management department.
10. To discuss insurance billing procedures, patient collections, and financial management.
11. To identify individual and group health insurance regulations.
12. Perform clinical skills related to patient care.
13. To apply legal guidelines and ethical standards in everyday practice.
14. To develop interpersonal and team participation skills.
15. To develop critical thinking and problem-solving skills.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Complete COMPASS Placement Exams
- Matriculate into the program
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core classes.

GENERAL EDUCATION CORE

STU100 College Study Skills
 CIT100 Microcomputer Applications
 ENG110 English Composition I
 LIF111 Health and Wellness
 MAT110 Business Mathematics
 ACE200 ACCESS Portfolio
 COM101 Public Speaking
 ENG220 Business Letter and Report Writing

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II Through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II
**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 23**TECHNICAL CORE**

ACC100 Introduction to Accounting
 HCM100 Medical Terminology
 HCM120 Health Information Management and Medical Office
 HCM130 Basic Anatomy and Physiology
 HCM140 Basic Disease Process and Pharmacology
 HCM160 Law and Ethics for Health Occupations
 HCM200 Medical Coding ICD-9-CM
 HCM210 Medical Coding CPT
 HCM240 Health Care Management Procedures
 HCM280 Financial Management in Health Care
 HCM290 Health Research and Clinical Application
 LDR110 Total Quality Management
 LDR210 Human Resource Management
 INT297 Internship

Credit hours: 42**TYPICAL SEQUENCE OF COURSES**

SEMESTER I		CREDITS
STU100	College Study Skills	1
LIF111	Health and Wellness	3
MAT110	Business Mathematics	3
HCM100	Medical Terminology	3
HCM130	Basic Anatomy and Physiology	3
CIT100	Microcomputer Applications	3
Total Credits		16

SEMESTER II		CREDITS
HCM140	Basic Disease Process and Pharmacology	3
COM101	Public Speaking	3
HCM160	Law and Ethics for Health Occupations	3
ENG110	English Composition I	3
ACC100	Introduction to Accounting	3
Total Credits		15

SUMMER SESSION		CREDITS
ENG220	Business Letter and Report Writing	3
Humanities or Social Science Elective		3
Total Credits		6

SEMESTER III		CREDITS
LDR210	Human Resource Management	3
HCM120	Health Information Management & Medical Office	3
HCM240	Health Care Management Procedures	3
LDR110	Total Quality Management	3
HCM200	Medical Coding ICD-9-CM	3
Total Credits		15

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
HCM280	Financial Management in Health Care	3
HCM210	Medical Coding CPT	3
HCM290	Health Research and Clinical Application	3
INT297	Internship	3
Total Credits		13

Minimum credits to earn A.A.S. degree: 68

HOSPITALITY - FOODSERVICE MANAGEMENT

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Hospitality Management program prepares students for various aspects of a major industry with local and global venues. Specialized courses and certifications distinguish the three tracks. All tracks are complemented by general education courses that strengthen students' communication skills and perspectives on changing technology in the field.

The Foodservice Management A.A.S. degree prepares students for management positions in the foodservice industry. Pennsylvania Highlands offers the Professional NRAEF ManageFirst, Certificate Program, a nationally recognized program in partnership with the National Restaurant Association Educational Foundation (NRAEF). The program involves a series of management based courses in which, upon completion, the student receives a prestigious Certificate from the Educational Foundation of the National Restaurant Association. In addition to classroom and food laboratory experience, students are required to complete a supervised internship in a cooperating food service facility. The curriculum offers a foundation in food/ beverage production and service, financial management, nutrition, business management and human resource management. Each student is expected to complete 200 hours of service learning with specific courses throughout the AAS Degree program.

The curriculum is designed to prepare individuals for entry to management level employment and for transfer to baccalaureate degree or specialized programs. Courses provide a broad education in, general business studies, and a background for working with a variety of people. The focus is on developing analytical, organizational, interpersonal, management and problem-solving skills. Course work is supplemented by practical experience arranged through internships and service learning projects.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Satisfactorily complete all degree requirements, including the General Education Core, Technical Core, Specialty Courses, and an Internship.

CAREER OPPORTUNITIES

- Restaurant Manager
- Kitchen Manager
- Dining Room Manager
- Foodservice Manager
- Food Safety Inspector
- Foodservice Supervisor in a Health Care Facility
- Manager with a Food Management Company
- Health Care Dietary Manager
- Catering Manager
- Dietary Manager

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To demonstrate written, oral, interpersonal communication and critical thinking skills as well as problem solving and presentation skills.
2. To demonstrate information and technological literacy and use computer technology and information resources effectively on the job.
3. Work application of professional and ethical manner respecting legal, social, and cultural responsibilities of the field.
4. Application of mathematical and logical skills related to the workplace.
5. Demonstrate a general business knowledge and skills base necessary to compete in the business world including familiarity with management principles concepts and styles; marketing public and customer relations; supervisory skills and entrepreneurial skills.
6. Application of financial information to internal control and operational decision making.
7. Demonstrate self-regulation and time management skills and develop a work ethic.
8. Work independently and as a member of a team.
9. Apply skills specific to food service management.
10. Maintain a safe and sanitary environment for customers and employees.
11. Know and comply with laws, rules, regulations, and procedures governing food and beverage operations.
12. Work effectively in an entry-level management position.

MANAGEFIRST CERTIFICATE

The following credentials are professional certificates granted by the National Restaurant Association Educational Foundation. It is possible to a total of ten certificates by successfully completing the examinations in the following classes.

FSM 135 Food Safety and Sanitation - 3 credits

FSM 170 Menu Planning & Marketing - 3

FSM 200 Food and Beverage Management - 3

FSM 250 Quantity Food Production - 3

FSM 260 Diet Therapy - 3

HTM 200 Hospitality Management - 3

HTM 299 Foodservice Internship - 3

Any student earning two certificates is eligible to apply for a \$2,000 scholarship from the National Restaurant Association Educational Foundation. These scholarships are awarded twice each year.

SERVICE LEARNING COMPONENT

Hospitality Management students make a commitment to working in the community. Several foodservice courses have a 50-hour service-learning component that places them in a desirable community setting. The object of the service learning experience is to apply principles and concepts to their field of choice. Students are required to complete 200 hours of service learning throughout the A.A.S. Degree. Students desiring to work in health care will need ACT 151 Criminal Clearances, PPD skin testing and a physical examination with their physician.

GENERAL EDUCATION CORE

- STU100 College Study Skills
- ENG110 English Composition I
- ENG120 Business Letter and Report Writing
- MAT110 Business Mathematics COM101 Public Speaking LIF111 Health and Wellness
- CIT100 Microcomputer Applications
- ACE200 ACCESS Portfolio

HUMANITIES ELECTIVES:*

- HUM100 Introduction to Humanities
- HUM105 Introduction to Art History
- HUM110 Introduction to Philosophy
- HUM120 World Religions/Religious Studies
- HUM125 Introduction to Painting and Sculpting
- HUM130 Introduction to Music
- HUM150 Introduction to American Cinema
- HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

- ANT100 Introduction to Cultural Anthropology
- ECO100 Macroeconomics
- GEO100 Introduction to Geography
- GEO110 World Regional Geography
- GOV100 Introduction to American National Government
- GOV210 Current Events and Contemporary Issues
- PSY100 General Psychology SOC100 Introduction to Sociology
- HIS100 US History I
- HIS110 US History II
- HIS200 History of Pennsylvania HIS250 World War II through Film
- CIV100 Western Civilization I CIV110 Western Civilization II

**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 23

FOODSERVICE CORE

- FSM 135 Food Sanitation and Safety
- FSM 150 Foods I
- FSM 160 Foods II
- FSM 170 Menu Planning and Marketing
- FSM 200 Food and Beverage Management
- FSM 250 Quantity Food Production
- FSM 260 Diet Therapy or Approved Elective
- HTM 100 Survey of the Travel Industry
- HTM 200 Hospitality Management
- HTM 299 Foodservice Internship
- BIO 105 General Biology with Lab
- ACC100 Introduction to Accounting I
- BUS 110 Introduction to Business

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition	3
CIT100	Microcomputer Applications	3
FSM150	Foods I	3
FSM135	Sanitation and Safety	3
HTM100	Survey of Hospitality/Tourism	3
Total Credits		16

SEMESTER II		CREDITS
FSM160	Foods II	3
FSM170	Menu Planning and Marketing	3
MAT110	Business Mathematics	3
COM101	Public Speaking	3
ENG120	Business Letter and Report Writing	3
Total Credits		15

SEMESTER III		CREDITS
FSM200	Food and Beverage Management	3
FSM250	Quantity Food Production and Service	3
ACC100	Introduction to Accounting	3
BUS110	Introduction to Business	3
LIF111	Health and Wellness	3
Total Credits		15

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
HTM200	Hospitality Management	3
BIO105	General Biology with Lab	4
Humanities or Social Science Elective		3
FSM260	Diet Therapy or approved Elective	3
HTM299	Food Service Internship	3
Total Credits		17

Minimum credits to earn A.A.S. degree: 63

FOODSERVICE SPECIALTY

FOODSERVICE SPECIALTY CORE

FSM135 Food Sanitation and Safety
 HTM200 Hospitality Management
 FSM150 Foods I
 FSM160 Foods II
 FSM170 Menu Planning and Marketing
 FSM250 Quantity Food Production and Service
 FSM200 Food and Beverage Management
 BIO105 General Biology with Lab
 FSM260 Diet Therapy or elective

Credit hours: 28

TYPICAL SCHEDULE OF COURSES:

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition	3
CIT100	Microcomputer Applications	3
FSM150	Foods I	3
FSM135	Sanitation and Safety	3
HTM100	Survey of Hospitality/Tourism	3
Total Credits		16

SEMESTER II		CREDITS
FSM160	Foods II	3
FSM170	Menu Planning and Marketing	3
MAT110	Business Mathematics	3
COM101	Public Speaking	3
ENG220	Business Letter and Report Writing	3
Total Credits		15

SEMESTER III		CREDITS
FSM200	Food and Beverage Management	3
FSM250	Quantity Food Production and Service	3
ACC100	Introduction to Accounting	3
BUS110	Introduction to Business	3
LIF111	Health and Wellness	3
Total Credits		15

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
HTM200	Hospitality Management	3
BIO105	General Biology with Lab	4
Humanities or Social Science Elective		3
FSM260	Diet Therapy or approved Elective	3
HTM299	Hospitality Management Foodservice Internship	3
Total Credits		17

Minimum credits to earn the A.A.S. Degree: 63

LODGING SPECIALTY

LODGING SPECIALTY CORE

FSM135 Food Sanitation and Safety
 FSM170 Menu Planning and Marketing
 HTM200 Hospitality Management
 HTM210 Lodging Operations
 FSM200 Food and Beverage Management
 FSM250 Quantity Food Production and Service
 BUS210 Business Law
 or BUS220 Small Business Management
 HTM150 Front Desk Operations
 LDR220 Principles of Marketing

Credit hours: 27

TYPICAL SEQUENCE OF COURSES:

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
HTM100	Survey of the Hospitality Industry	3
FSM135	Sanitation and Safety	3
MAT110	Business Mathematics	3
Total Credits		16

SEMESTER II		CREDITS
ENG220	Business Letter and Report Writing	3
COM101	Public Speaking	3
FSM170	Menu Planning and Marketing	3
BUS110	Introduction to Business	3
HTM150	Front Desk Operations	3
Total Credits		15

SEMESTER III		CREDITS
FSM200	Food and Beverage Management	3
FSM250	Quantity Food Production and Service	3
LDR220	Principles of Marketing	3
HTM210	Lodging Operations	3
BUS210 or BUS220	Business Law Small Business Management	3
Total Credits		15

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
HTM200	Hospitality Management	3
LIF111	Health and Wellness	3
Humanities or Social Science Elective		3
ACC100	Introduction to Accounting	3
HTM298	Hospitality Management Lodging Internship	3
Total Credits		16

Minimum credits to earn the A.A.S. Degree: 62

TOURISM SPECIALTY

TOURISM SPECIALTY CORE

HIS100 US History I
 or HIS110 US History II
 HIS115 Regional History and Tourism
 ANT100 Introduction to Cultural Anthropology
 LDR220 Principles of Marketing
 GEO100 Introduction to Geography
 HTM120 Survey of Travel Industry
 HTM230 Travel/Tourism Management
 HTM200 Hospitality Management
 BUS220 Small Business Management

Credit hours: 27

TYPICAL SCHEDULE OF COURSES:

SEMESTER I	CREDITS
STU100 College Study Skills	1
ENG110 English Composition I	3
CIT100 Microcomputer Applications	3
HTM100 Survey of Hospitality/Tourism	3
MAT110 Business Mathematics	3
HIS100 US History I or HIS110 US History II	3
Total Credits	16

SEMESTER II	CREDITS
ENG220 Business Letter and Report Writing	3
Humanities or Social Science Elective	3
COM101 Public Speaking	3
HTM200 Hospitality Management	3
LIF111 Health and Wellness	3
Total Credits	15

SEMESTER III	CREDITS
BUS110 Introduction to Business	3
ACC100 Introduction to Accounting	3
HIS115 Regional History and Tourism	3
HTM120 Survey of Travel Industry	3
GEO100 Introduction to Geography	3
Total Credits	15

SEMESTER IV	CREDITS
ACE200 ACCESS Portfolio	1
BUS220 Small Business Management	3
ANT100 Introduction to Cultural Anthropology	3
LDR220 Principles of Marketing	3
HTM230 Travel/Tourism Management	3
HTM299 Hospitality Management Travel-Tourism Internship	3
Total Credits	16

Minimum credits to earn the A.A.S. Degree: 62

HUMAN SERVICES-GERONTOLOGY

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Human Services-Gerontology builds upon skills to provide care and services for the elderly, with a focus on the whole individual within the framework of his or her relationship to his or her environment. The program develops knowledge of human behavior, the social environment, and community resources available within the community that pertain to the geriatric population. The curriculum is designed for entry into the job market and for transfer to baccalaureate degree programs in social/behavioral science.

Students may matriculate directly into the Human Services-Gerontology A.A.S. program or transfer previously earned credits from diploma and specialized programs which share an integrated curriculum, including the Human Services Generalist, Early Child Care & Development, Corrections, and Law Enforcement concentration, which provides a foundation for working with a variety of adult populations. This program requires the student to submit approved Act 34 Child Abuse and Act 151 Pennsylvania State Police clearances prior to the start of a course that contains a lab or service learning requirements. The clearances must be valid through the end of the semester in which the student is enrolled in the course.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Appropriately apply psychosocial principles to diverse client situations;
2. Apply knowledge of community resources to support client needs;
3. Develop communication and critical thinking skills including reading, writing, essential math, problem solving, evaluating and organizing;
4. Express the basic elements of effectively employing interpersonal communications, team skills, and quality principles in the work place;
5. Demonstrate skills and knowledge to identify and resolve problems and issues effectively in a target population, including program analyses;
6. Use technology and information resources effectively on the job and to upgrade skills continuously;
7. Express the fundamental ethical and legal guidelines governing the field of Gerontology/Activity Professional, the National Organization of Human Services (NOHS), and the ethics of confidentiality;
8. Acquire an appreciation of healthy lifestyles, the rights of the elderly, and the circumstances of working in a diverse society;
9. Experience Service Learning throughout the curriculum;
10. Use research and evaluation techniques to make decisions about behaviors and programs.

SERVICE LEARNING COMPONENT

Human Service-Gerontology students make a commitment to working in the community. A majority of this program's required courses have a 35-hour service learning component that places the student in a desired community setting. The object of the service learning experience is to learn to apply principles and concepts in the student's field of choice. Students are required to complete 250 hours of service learning, of which 150 hours is completed through an internship. Students must present approved current Act 34 and Act 151 approved clearances in order to complete the lab work required for each applicable course and the internship requirement.

CAREER OPPORTUNITIES

Human Services is one of the fastest growing occupational fields. The Human Services-Gerontology degree provides training for paraprofessional employment in a variety of organizations including social agencies, community action programs, long-term care and personal care facilities, senior citizen centers and adult care facilities. Example careers include:

- Activity Director
- Gerontology Aide
- Geriatric Case Assistant
- Activity Aide Coordinator
- Recreational Assistant

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate in the program;
- Satisfactorily complete all degree requirements, including the General Education Core and Technical Core.
- Students selecting the Early Child Care Certificate follow a similar program with reduced general education core credits

GENERAL EDUCATION CORE

STU100 College Study Skills

ENG110 English Composition I

MAT110 Business Mathematics or MAT145 College Algebra

COM101 Public Speaking

Social Science/Humanities Elective

English Elective

LIF111 Health & Wellness

Computer Elective

ACE200 ACCESS Portfolio

Credit hours: 23

TECHNICAL CORE

- HUS100 Introduction to Human Services
- BUS205 Total Quality Management
- PSY100 General Psychology
- LIF130 Biohazard Seminar
- SOC100 Introduction to Sociology
- SOC200 Contemporary Social Issues
- HUS299 Human Services - Gerontology Internship

Credit hours: 19

GENERAL & TECHNICAL CORE COURSE ELECTIVES

(some courses have pre-requisites)

English Elective:

- ENG205 Research Writing
- ENG215 Creative Writing
- ENG220 Business Letter & Report Writing
- ENG225 Technical Writing

Social Science/Humanities Electives:

- ANT100 Introduction to Cultural Anthropology
- GEO100 Introduction to Geography
- Any HISTORY COURSE (HIS)
- Any HUMANITIES COURSE (HUM)
- PSY150 Educational Psychology

Computer Elective:

- CIT100 Microcomputer Applications
- CIT115 Guide to the Internet
- CIT150 Desktop Publishing & Applications
- WEB100 Languages of the World Wide Web

GERONTOLOGY CORE

- PSY210 Psychology of Aging
- PSY200 Abnormal Psychology
- PSY230 Human Exceptionality
- HUS 200 Interviewing & Case Management
- HCM160 Law & Ethics for Health Care Occupations

Gerontology Electives - Choose 9 credits from:

- ACT100 Introduction to the Activity Profession
- ACT140 Activity Care Planning
- ACT200 Methods of Service Delivery in Activity Profession
- ACT210 Advanced Management Course
- BIO100 General Biology
- COM110 Interpersonal Communications
- COM210 Group Dynamics
- HCM100 Medical Terminology
- HUS210 Community Intervention & Social Policy
- HCM130 Basic Anatomy & Physiology
- HCM140 Basic Disease Processes & Pharmacology
- HCM270 Health Care Administration
- HCM280 Financial Management in Health Care
- LDR200 Stress Management Applications
- LDR240 Labor Management Relations
- MAT200 Probability & Statistics

(Some courses have pre-requisites; others with Academic Advisor approval.)

Credit hours: 24

TYPICAL SCHEDULE OF COURSES:

Students are encouraged to take the courses in their suggested sequence. Students are also encouraged to meet with their Faculty Advisor to determine the pre-requisites and co-requisites prior to registering for elective courses.

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition	3
SOC100	Introduction to Sociology	3
	Computer Elective	3
HUS100	Introduction to Human Services	3
	MAT110 or MAT145	3
Total Credits		16

SEMESTER II		CREDITS
	Social Science/Humanities Elective	3
PSY100	General Psychology	3
	Gerontology Core Courses	9
COM101	Public Speaking	3
Total Credits		18

SEMESTER III		CREDITS
SOC200	Contemporary Social Issues	3
LIF111	Health & Wellness	3
BUS205	Total Quality Management	3
	Gerontology Core Courses*	9
Total Credits		18

SEMESTER IV		CREDITS
	Gerontology Core Courses*	6
	English Elective	3
LIF130	Biohazard Seminar	1
ACE200	ACCESS Portfolio	1
HUS299	HUS-Gerontology Internship*	3
Total Credits		14

**These courses include laboratory or service learning experiences and require original Act 34 and Act 151 approved clearances to be submitted at the beginning of the class.*

Minimum credits to earn the A.A.S. Degree: 66

HUMAN SERVICES - EARLY CHILD CARE & DEVELOPMENT

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Human Services-Early Child Care & Development builds upon skills to provide care and services for children from birth to age eight in various childcare settings. The program develops knowledge of human behavior with a foundation of working with the "whole child" within the context of the social environment and community resources. The program also provides an understanding of the complex network of human services available in a community that could provide services to children and families. The curriculum is designed for entry into the job market and for transfer to baccalaureate degree programs in early child development and education.

Students may matriculate directly into the Human Services-Early Child Care & Development A.A.S. program or transfer previously earned credits from diploma and specialized programs which share an integrated curriculum, including the Human Services Generalist, Gerontology, Corrections, and Law Enforcement concentration, which provides a foundation for working with a variety of target populations. This program requires the student to submit approved Act 34 Child Abuse Clearance, Act 151 Pennsylvania State Police Clearance, and their Act 114 Federal Criminal History Record prior to the start of a course that contains a lab or service learning requirements. The clearances must be valid through the end of the semester in which the student is enrolled in the course.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Appropriately apply psychosocial principles to diverse client situations;
2. Apply knowledge of community resources to support client needs;
3. Develop communication and critical thinking skills including reading, writing, essential math, problem solving, evaluating and organizing;
4. Express the basic elements of effectively employing interpersonal communications, team skills, and quality principles in the work place;
5. Demonstrate skills and knowledge to identify and resolve problems and issues effectively in a target population, including program analyses;
6. Use technology and information resources effectively on the job and to upgrade skills continuously;
7. Express the fundamental ethical and legal guidelines as governed by the National Association for the Education of Young Children (NAEYC), the National Organization of Human Services (NOHS), and the ethics of confidentiality;
8. Identify a child's social, education, physical and psychological needs with respect to that child's overall development;
9. Observe and design a learning experience that is

10. developmentally and age appropriate for the child
10. Work cooperatively with other educators, child care professionals, parents, and administrators to accomplish quality early care for the child
11. Experience Service Learning throughout the curriculum;
12. Use research and evaluation techniques to make decisions about behaviors and programs.

SERVICE LEARNING COMPONENT

Human Service-Early Child Care & Development students make a commitment to working in the community. A majority of this program's required courses have a 20 or 35-hour service learning component that places the student in a desired early care and education setting. The object of the service learning experience is to learn to apply principles and concepts in the student's field of choice. Students are required to complete 250 hours of service learning, of which 150 hours is completed through an internship. Students must present approved current Act 34 and Act 151 approved clearances in order to complete the lab work required for each applicable course and the internship requirement. All students completing internship, field experience, or service learning hours in a public or private school setting are also required to provide the College with a copy of their Act 114 Federal Criminal History Record. Students are advised to register for this clearance prior to the beginning of their second semester. An official copy should be presented to the Office of the Registrar. Information regarding registration and fingerprinting locations may be found at www.pa.cogentid.com. Registration is also available by telephone at 1-888-439-2486.

CAREER OPPORTUNITIES

Human Services is one of the fastest growing occupational fields. The Human Services-Early Child Care & Development degree provides training for paraprofessional employment in a variety of organizations including social agencies, community action programs, child care, and pre-school facilities. Example careers include:

- Child Care Center Group Supervisor
- Child Care Center Operator
- Early Child Care Teacher
- Child Advocate
- Child Case Worker

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate in the program;
- Satisfactorily complete all degree requirements, including the General Education Core and Technical Core.
- Students selecting the Early Child Care Certificate follow a similar program with reduced general education core credits

GENERAL EDUCATION CORE

- STU100 College Study Skills
- ENG110 English Composition I
- MAT110 Business Mathematics or MAT145 College Algebra
- COM101 Public Speaking
- Social Science/Humanities Elective
- English Elective
- LIF111 Health & Wellness
- Computer Elective
- ACE200 ACESS Portfolio

Credit hours: 23

TECHNICAL CORE

- HUS100 Introduction to Human Services
- BUS205 Total Quality Management
- PSY100 General Psychology
- LIF130 Biohazard Seminar
- SOC100 Introduction to Sociology
- SOC200 Contemporary Social Issues
- HUS296 Early Childcare and Development Internship

Credit hours: 19

GENERAL & TECHNICAL CORE COURSE ELECTIVES

(some courses have pre-requisites)

English Elective:

- ENG205 Research Writing
- ENG215 Creative Writing
- ENG220 Business Letter & Report Writing
- ENG225 Technical Writing

Social Science/Humanities Electives:

- ANT100 Introduction to Cultural Anthropology
- GEO100 Introduction to Geography
- Any HISTORY COURSE (HIS)
- Any HUMANITIES COURSE (HUM)
- PSY150 Educational Psychology

Computer Elective:

- CIT100 Microcomputer Applications
- CIT115 Guide to the Internet
- CIT150 Desktop Publishing & Applications
- WEB100 Languages of the World Wide Web

EARLY CHILD CARE & DEVELOPMENT CORE

- CHC110 Human Growth & Development I
- CHC120 Child Care Operations
- CHC200 Human Growth & Development II
- CHC210 Early Child Program Administration
- CHC212 Methods & Materials: Science, Math & Technology
- CHC214 Methods & Materials: Music, Art, Literacy & Language
- PSY230 Human Exceptionality
- ECE205 Emerging Literacy

(Some courses have pre-requisites; others with Academic Advisor approval.)

Credit hours: 24

TYPICAL SCHEDULE OF COURSES:

Students are encouraged to take the courses in their suggested sequence. Students are also encouraged to meet with their Faculty Advisor to determine the pre-requisites and co-requisites prior to registering for elective courses.

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
SOC100	Introduction to Sociology	3
	Computer Elective	3
HUS100	Introduction to Human Services	3
	MAT110 or MAT145	3
Total Credits		16

SEMESTER II		CREDITS
	Social Science/Humanities Elective	3
PSY100	General Psychology	3
	Early Child Care & Development Core Courses*	9
COM101	Public Speaking	3
Total Credits		18

SEMESTER III		CREDITS
SOC200	Contemporary Social Issues	3
LIF111	Health & Wellness	3
BUS205	Total Quality Management	3
	Early Child Care & Development Core Courses*	9
Total Credits		18

SEMESTER IV		CREDITS
	Early Child Care & Development Core Courses*	6
	English Elective	3
LIF130	Biohazard Seminar	1
ACE200	ACCESS Portfolio	1
HUS296	HUS Early Child Care and Development Internship*	3
Total Credits		14

**These courses include laboratory or service learning experiences and require original Act 34 and Act 151 approved clearances to be submitted at the beginning of the class.*

Minimum credits to earn the A.A.S. Degree: 66

HUMAN SERVICES - GENERALIST

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Human Services-Generalist builds upon skills to provide care and services for the whole individual within the framework of his or her relationship to his or her environment. The program develops knowledge of human behavior, the social environment, and community resources while providing an understanding of the complex network of human services available in a community. The curriculum is designed for entry into the job market and for transfer to baccalaureate degree programs in social/behavioral science.

Students may matriculate directly into the Human Services-Generalist A.A.S. program or transfer previously earned credits from diploma and specialized programs which share an integrated curriculum, including the Human Services Gerontology, Early Child Care & Development, Corrections, and Law Enforcement concentration, which provides a foundation for working with diverse populations. This program requires the student to submit approved Act 34 Child Abuse Clearance, Act 151 Pennsylvania State Police Clearance, and the Act 114 Federal Criminal History Record prior to the start of a course that contains a lab or service learning requirements. The clearances must be valid through the end of the semester in which the student is enrolled in the course.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Appropriately apply psychosocial principles to diverse client situations;
2. Apply knowledge of community resources to support client needs;
3. Develop communication and critical thinking skills including reading, writing, essential math, problem solving, evaluating and organizing;
4. Express the basic elements of effectively employing interpersonal communications, team skills, and quality principles in the work place;
5. Demonstrate skills and knowledge to identify and resolve problems and issues effectively in a target population, including program analyses;
6. Use technology and information resources effectively on the job and to upgrade skills continuously;
7. Express understanding of the fundamental ethical and legal guidelines governing the field of Human Services as specified by the National Organization of Human Services (NOHS), and the ethics of confidentiality;
8. Acquire an appreciation of healthy lifestyles, the rights of individuals, and the circumstances of working in a diverse society;
9. Experience Service Learning throughout the curriculum;
10. Use research and evaluation techniques to make decisions about behaviors and programs.

SERVICE LEARNING COMPONENT

Human Service-Generalist students make a commitment to working in the community. A majority of this program's required courses have a 35-hour service learning component that places the student in a desired community setting. The object of the service learning experience is to learn to apply principles and concepts in the student's field of choice. Students are required to complete 250 hours of service learning, of which 150 hours is completed through an internship. Students must present approved current Act 34 and Act 151 approved clearances in order to complete the lab work required for each applicable course and the internship requirement. All students completing internship, field experience, or service learning hours in a public or private school setting are also required to provide the College with a copy of their Act 114 Federal Criminal History Record. Students are advised to register for this clearance prior to the beginning of their second semester. An official copy should be presented to the Office of the Registrar. Information regarding registration and fingerprinting locations may be found at www.pa.cogentid.com. Registration is also available by telephone at 1-888-439-2486.

CAREER OPPORTUNITIES

Human Services is one of the fastest growing occupational fields. The Human Services-Generalist degree provides training for para-professional employment in a variety of organizations including social agencies, community action programs, long-term care and personal care facilities, senior citizen centers and adult care facilities. Example careers include:

- Social and Human Service Case Assistants
- Group Home Worker
- Behavioral Management Aide
- Psychological Aide
- Client Advocate
- Life Skills Instructor
- Crisis Worker
- Group Home Operator

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate in the program;
- Satisfactorily complete all degree requirements, including the General Education Core and Technical Core.
- Students selecting the Early Child Care Certificate follow a similar program with reduced general education core credits

GENERAL EDUCATION CORE

- STU100 College Study Skills
- ENG110 English Composition I
- MAT110 Business Mathematics or MAT145 College Algebra
- COM101 Public Speaking
- Social Science/Humanities Elective
- English Elective
- LIF111 Health & Wellness
- Computer Elective
- ACE200 ACESS Portfolio

Credit hours: 23

TECHNICAL CORE

- HUS100 Introduction to Human Services
- BUS205 Total Quality Management
- PSY100 General Psychology
- LIF130 Biohazard Seminar
- SOC100 Introduction to Sociology
- SOC200 Contemporary Social Issues
- HUS295 Human Services-Generalist Internship

Credit hours: 19

GENERAL & TECHNICAL CORE COURSE ELECTIVES

(some courses have pre-requisites)

English Elective:

- ENG205 Research Writing
- ENG215 Creative Writing
- ENG220 Business Letter & Report Writing
- ENG225 Technical Writing

Social Science/Humanities Electives:

- ANT100 Introduction to Cultural Anthropology
- GEO100 Introduction to Geography
- Any HISTORY COURSE (HIS)
- Any HUMANITIES COURSE (HUM)
- PSY150 Educational Psychology

Computer Elective:

- CIT100 Microcomputer Applications
- CIT115 Guide to the Internet
- CIT150 Desktop Publishing & Applications
- WEB100 Languages of the World Wide Web

GENERALIST CORE

- HUS150 Development Across the Life Span
- HUS 200 Interviewing & Case Management
- HUS210 Community Intervention & Social Policy
- PSY200 Abnormal Psychology
- PSY230 Human Exceptionality

Generalist Electives - Choose 9 credits from:

- ACT100 Introduction to the Activity Profession
- BIO100/101 Introduction to Biology
- CHC110 Human Development I
- COM110 Interpersonal Communications
- COM210 Group Dynamics

- HCM100 Medical Terminology
- HCM130 Basic Anatomy & Physiology
- LDR200 Stress Management Applications
- LDR240 Labor Management Relations
- MAT200 Probability & Statistics

(Some courses have pre-requisites; others with Academic Advisor approval.)

Credit hours: 24

TYPICAL SCHEDULE OF COURSES:

Students are encouraged to take the courses in their suggested sequence. Students are also encouraged to meet with their Faculty Advisor to determine the pre-requisites and co-requisites prior to registering for elective courses.

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
SOC100	Introduction to Sociology	3
	Computer Elective	3
HUS100	Introduction to Human Services	3
	MAT110 or MAT145	3
Total Credits		16

SEMESTER II		CREDITS
	Social Science/Humanities Elective	3
PSY100	General Psychology	3
	Generalist Core Courses*	9
COM101	Public Speaking	3
Total Credits		18

SEMESTER III		CREDITS
SOC200	Contemporary Social Issues	3
LIF111	Health & Wellness	3
BUS205	Total Quality Management	3
	Generalist Core Courses*	9
Total Credits		18

SEMESTER IV		CREDITS
	Generalist Core Courses*	6
	English Elective	3
LIF130	Biohazard Seminar	1
ACE200	ACCESS Portfolio	1
HUS295	HUS Generalist Internship*	3
Total Credits		14

**These courses include laboratory or service learning experiences and require original Act 34 and Act 151 approved clearances to be submitted at the beginning of the class.*

Minimum credits to earn the A.A.S. Degree: 66

HUMAN SERVICES - CORRECTIONS

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Human Services-Corrections builds upon skills to provide care and services for the whole individual within the framework of his or her relationship to his or her environment. The program develops knowledge of human behavior, the social environment, and community resources while providing an understanding of the complex network of human services available in a community. The curriculum is designed for entry into the job market and for transfer to baccalaureate degree programs in social/behavioral science.

Students may matriculate directly into the Human Services-Corrections A.A.S. program or transfer previously earned credits from diploma and specialized programs which share an integrated curriculum, including the Human Services Gerontology, Early Child Care & Development, Generalist, and Law Enforcement concentration, which provides a foundation for working with diverse populations. This program requires the student to submit approved Act 34 Child Abuse and Act 151 Pennsylvania State Police clearances prior to the start of a course that contains a lab or service learning requirements. The clearances must be valid through the end of the semester in which the student is enrolled in the course.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Appropriately apply psychosocial principles to diverse client situations;
2. Apply knowledge of community resources to support client needs;
3. Develop communication and critical thinking skills including reading, writing, essential math, problem solving, evaluating and organizing;
4. Express the basic elements of effectively employing interpersonal communications, team skills, and quality principles in the work place;
5. Demonstrate skills and knowledge to identify and resolve problems and issues effectively in a target population, including program analyses;
6. Use technology and information resources effectively on the job and to upgrade skills continuously;
7. Express understanding of the fundamental ethical and legal guidelines governing the field of Human Services as specified by the National Organization of Human Services (NOHS), and the ethics of confidentiality;
8. Acquire an appreciation of healthy lifestyles, the rights of individuals, and the circumstances of working in a diverse society;
9. Experience Service Learning throughout the curriculum;
10. Use research and evaluation techniques to make decisions about behaviors and programs.

SERVICE LEARNING COMPONENT

Human Service-Generalist students make a commitment to working in the community. A majority of this program's required courses have a 35-hour service learning component that places the student in a desired community setting. The object of the service learning experience is to learn to apply principles and concepts in the student's field of choice. Students are required to complete 250 hours of service learning, of which 150 hours is completed through an internship. Students must present approved current Act 34 and Act 151 approved clearances in order to complete the lab work required for each applicable course and the internship requirement.

CAREER OPPORTUNITIES

Human Services is one of the fastest growing occupational fields. The Human Services-Generalist degree provides training for paraprofessional employment in a variety of organizations including social agencies, community action programs, long-term care and personal care facilities, senior citizen centers and adult care facilities. Example careers include:

- Corrections Officer
- Probation Assistant
- Juvenile Justice Worker
- Courthouse Worker
- Parole Assistant

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate in the program;
- Satisfactorily complete all degree requirements, including the General Education Core and Technical Core.
- Students selecting the Early Child Care Certificate follow a similar program with reduced general education core credits

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 MAT110 Business Mathematics or MAT145 College Algebra
 COM101 Public Speaking
 Social Science/Humanities Elective
 English Elective
 LIF111 Health & Wellness
 Computer Elective
 ACE200 ACCESS Portfolio

Credit hours: 23

TECHNICAL CORE

- HUS100 Introduction to Human Services
- BUS205 Total Quality Management
- PSY100 General Psychology
- LIF130 Biohazard Seminar
- SOC100 Introduction to Sociology
- SOC200 Contemporary Social Issues
- HUS297 Corrections Internship

Credit hours: 19

GENERAL & TECHNICAL CORE COURSE ELECTIVES

(some courses have pre-requisites)

English Elective:

- ENG205 Research Writing
- ENG215 Creative Writing
- ENG220 Business Letter & Report Writing
- ENG225 Technical Writing

Social Science/Humanities Electives:

- ANT100 Introduction to Cultural Anthropology
- GEO100 Introduction to Geography
- Any HISTORY COURSE (HIS)
- Any HUMANITIES COURSE (HUM)
- PSY150 Educational Psychology

Computer Elective:

- CIT100 Microcomputer Applications
- CIT115 Guide to the Internet
- CIT150 Desktop Publishing & Applications
- WEB100 Languages of the World Wide Web

CORRECTIONS CORE

- AOJ100 Introduction to Corrections
- AOJ200 Institutional Populations & Management
- AOJ210 Parole & Probations
- HUS150 Development Across the Life Span
- PSY200 Abnormal Psychology

Generalist Electives - Choose 9 credits from:

- ACT100 Introduction to the Activity Profession
- BIO100/101 Introduction to Biology
- CHC110 Human Development I
- COM110 Interpersonal Communications
- COM210 Group Dynamics
- HCM100 Medical Terminology
- HCM130 Basic Anatomy & Physiology
- HUS 200 Interviewing & Case Management
- HUS210 Community Intervention & Social Policy
- LDR200 Stress Management Applications
- LDR240 Labor Management Relations
- MAT200 Probability & Statistics
- PSY230 Human Exceptionality

(Some courses have pre-requisites; others with Academic Advisor approval.)

Credit hours: 24

TYPICAL SCHEDULE OF COURSES:

Students are encouraged to take the courses in their suggested sequence. Students are also encouraged to meet with their Faculty Advisor to determine the pre-requisites and co-requisites prior to registering for elective courses.

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
SOC100	Introduction to Sociology	3
	Computer Elective	3
HUS100	Introduction to Human Services	3
	MAT110 or MAT145	3
Total Credits		16

SEMESTER II		CREDITS
	Social Science/Humanities Elective	3
PSY100	General Psychology	3
	Corrections Core Courses*	9
COM101	Public Speaking	3
Total Credits		18

SEMESTER III		CREDITS
SOC200	Contemporary Social Issues	3
LIF111	Health & Wellness	3
BUS205	Total Quality Management	3
	Corrections Core Courses*	9
Total Credits		18

SEMESTER IV		CREDITS
	Corrections Core Courses*	6
	English Elective	3
LIF130	Biohazard Seminar	1
ACE200	ACCESS Portfolio	1
HUS297	HUS Corrections Internship*	3
Total Credits		14

**These courses include laboratory or service learning experiences and require original Act 34 and Act 151 approved clearances to be submitted at the beginning of the class.*

Minimum credits to earn the A.A.S. Degree: 66

HUMAN SERVICES - LAW ENFORCEMENT

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Human Services-Law Enforcement enables students and current police officers to add skills in working with diverse populations to the technical skills learned at the Greater Johnstown Career & Technology Center Municipal Police Academy. The program develops knowledge of human behavior, the social environment, and community resources while providing an understanding of the complex network of human services available in a community. The curriculum is designed for entry into the job market of law enforcement. There are no service learning hours required within this curriculum.

Students may matriculate directly into the Human Services-Law Enforcement A.A.S. program or transfer previously earned credits from diploma and specialized programs which share an integrated curriculum, including the Human Services Gerontology, Early Child Care & Development, Generalist, and Corrections concentration, which provides a foundation for working with diverse populations.

This program accepts a total of 30 transfer credits from the GJCTC Municipal Police Academy, and requires that students complete the training to become eligible for the Human Services-Law Enforcement A.A.S. degree. Students pursuing this degree take an additional 36 credits, including all courses in the General Education and the Technical Core.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Appropriately apply psychosocial principles to diverse client situations;
2. Apply knowledge of community resources to support client needs;
3. Develop communication and critical thinking skills including reading, writing, essential math, problem solving, evaluating and organizing;
4. Express the basic elements of effectively employing interpersonal communications, team skills, and quality principles in the work place;
5. Demonstrate skills and knowledge to identify and resolve problems and issues effectively in a target population, including program analyses;
6. Use technology and information resources effectively on the job and to upgrade skills continuously;
7. Express understanding of the fundamental ethical and legal guidelines governing the field of Human Services as specified by the National Organization of Human Services (NOHS), and the ethics of confidentiality;
8. Acquire an appreciation of healthy lifestyles, the rights of individuals, and the circumstances of working in a diverse society.

CAREER OPPORTUNITIES

Human Services is one of the fastest growing occupational fields. The Human Services-Law Enforcement degree provides training for professional and paraprofessional employment in a variety of organizations including social agencies, community action programs, long-term care and personal care facilities, senior citizen centers and adult care facilities. Example careers include:

- Police Officer
- Investigations Officer
- Corporate Security Officer
- Police Community Liaison
- PA State Police Officer Eligibility

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate in the program;
- Satisfactorily complete all degree requirements, including the General Education Core and Technical Core.
- Students selecting the Early Child Care Certificate follow a similar program with reduced general education core credits

GENERAL EDUCATION CORE

- STU100 College Study Skills
- ENG110 English Composition I
- MAT110 Business Mathematics or MAT145 College Algebra
- COM101 Public Speaking
- Social Science/Humanities Elective
- English Elective
- LIF111 Health & Wellness
- Computer Elective
- ACE200 ACESS Portfolio

Credit hours: 23

TECHNICAL CORE

- HUS100 Introduction to Human Services
- PSY100 General Psychology
- LIF130 Biohazard Seminar
- SOC100 Introduction to Sociology
- HUS298 Law Enforcement Internship

Credit hours: 13

GENERAL CORE COURSE ELECTIVES

(some courses have pre-requisites)

English Elective:

- ENG205 Research Writing
- ENG215 Creative Writing
- ENG220 Business Letter & Report Writing
- ENG225 Technical Writing

Social Science/Humanities Electives:

- ANT100 Introduction to Cultural Anthropology
- GEO100 Introduction to Geography
- Any HISTORY COURSE (HIS)
- Any HUMANITIES COURSE (HUM)
- PSY150 Educational Psychology

Computer Elective:

- CIT100 Microcomputer Applications
- CIT115 Guide to the Internet
- CIT150 Desktop Publishing & Applications
- WEB100 Languages of the World Wide Web

TYPICAL SCHEDULE OF COURSES:

Students are encouraged to take the courses in their suggested sequence. Students are also encouraged to meet with their Faculty Advisor to determine the pre-requisites and co-requisites prior to registering for elective courses.

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition	3
SOC100	Introduction to Sociology	3
	Computer Elective	3
HUS100	Introduction to Human Services	3
LIF130	Biohazard Seminar	1
MAT110 or MAT145		3
Total Credits		17

SEMESTER II		CREDITS
	Social Science/Humanities Elective	3
PSY100	General Psychology	3
COM101	Public Speaking	3
	English Elective	3
LIF111	Health & Wellness	3
ACE100	ACCESS Portfolio	1
HUS298	HUS Law Enforcement Internship	3
Total Credits		19

Minimum credits to earn the A.A.S. Degree: 66

MANUFACTURING TECHNOLOGY

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Manufacturing Technology program prepares students for entry level positions to be technical problem solvers in industry. Students learn skills and techniques used in “high technology” manufacturing systems to convert materials into useful products. The curriculum is based on workplace competencies with both laboratory and industry projects to enable students to develop technical and professional skills in communication, automation, quality, problem solving, teamwork, and manufacturing processes.

CAREER OPPORTUNITIES

- Manufacturing Technicians
- Automation Technicians
- Electromechanical Technicians
- Manufacturing Plant Technicians
- Testing and Quality Control Technicians
- Power Plant Maintenance Technician
- Field Service Technicians
- Production Manager
- Precision Machinist
- Sheet Metal Fabricator
- CNC Operator

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To test, operate, program, modify and repair automated systems.
2. To schedule production, test materials, and integrate systems.
3. To perform quality control functions and make appropriate adjustments.
4. To apply concepts of chemistry, engineering, electronics, mathematics and drafting to the synthesis of durable products.
5. To identify, analyze and troubleshoot problems using systems approach.
6. To apply understanding of flexible manufacturing systems to practical situations.
7. To apply understanding of electronic devices, circuits, systems, and procedures to practical systems.
8. To identify electrical components, devices, or systems in accordance with specifications.
9. To explain the differences between various common manufacturing materials and have knowledge of the processes available to transform these materials into finished products.
10. To apply technical knowledge needed in work situations which involve the welding of materials by effecting a technical level of skills necessary to handle welding and testing equipment
11. To appropriately utilize metals and alloys.
12. To effectively plan and sequence work operations.
13. To apply communication and critical thinking skills, including reading, writing, organizing, evaluating, problem solving, editing, and presenting skills.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

- STU100 College Study Skills
- ACE200 ACESS Portfolio
- LIF111 Health and Wellness
- MAT120 Technical Math I
- COM101 Public Speaking
- CIT100 Microcomputer Applications
- ENG110 English Composition I
- ENG225 Technical Writing
- LDR110 Total Quality Management

Credit hours: 20

TECHNICAL EDUCATION CORE

- ELT100 Electronics I
- ELT101 Electronics Lab I
- ELT108 Solid State Devices/Circuits
- ELT109 Solid State Devices/Circuits Lab
- ELT202 Instrumentation & Process Control
- ELT210 Digital Electronics
- ELT211 Digital Electronics
- CAM125 Blueprint Reading
- CAM210 Principles of Technology
- LDR110 Total Quality Management
- ENS140 Introduction to Occupational Safety & Health
- MFG100 Introduction to Metalworking/Lathe
- MFG101 Programmable Logic control I
- MFG102 Introduction to Computer Numerical Control
- MFG103 Welding I
- MFG104 Heating & Cooling Fundamentals
- MFG299 Manufacturing Technology Internship

Credit hours: 49

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
MAT120	Technical Math I	3
ELT100	Electronics I	4
ELT101	Electronics Lab I	2
Total Credits		16

SEMESTER II		CREDITS
ENG225	Technical Writing	3
MFG100	Introduction to Metalworking/Lathe	4
MFG103	Welding I	3
ELT108	Solid State Devices/Circuits	2
ELT109	Solid State Devices/Circuits Lab	2
ELT210	Digital Electronics	2
ELT211	Digital Electronics Lab	2
Total Credits		18

SUMMER SESSION		CREDITS
COM101	Public Speaking	3
Total Credits		3

SEMESTER III		CREDITS
LDR110	Total Quality Management	3
CAM210	Principles of Technology	4
LIF111	Health and Wellness	3
ENS140	Introduction to Occupational Safety & Health	3
MFG101	Programmable Logic Control I	4
Total Credits		17

SEMESTER IV		CREDITS
MFG102	Introduction to Computer Numerical Control	3
ELT202	Instrumentation & Process Control	3
MFG104	Heating & Cooling Fundamentals	3
CAM125	Blueprint Reading	3
ACE200	ACESS Portfolio	1
MFG299	Manufacturing Technology Internship	2
Total Credits		15

Minimum credits to earn A.A.S. Degree: 69

MEDICAL TRANSCRIPTION

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Medical Transcriptions, trains medical transcriptionists, also called medical transcribers and medical stenographers. Students are trained to listen to dictated recordings made by physicians and other healthcare professionals and transcribe them using computerized stenograph technology into medical reports, correspondence, and other administrative material. They generally listen to recordings on a special headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operating room reports, consultation reports, autopsy reports, diagnostic imaging studies, and referral letters. Medical transcriptionists return transcribed documents to the dictator for review and signature, or correction. These documents eventually become part of patients' permanent files. Graduates will be prepared for entry-level or mid-level transcription positions in hospitals, doctor's offices, insurance companies or transcription positions in business or industry along with the ability to establish their own business.

CAREER OPPORTUNITIES

- Hospitals
- Doctor's Offices
- Local and National Transcription Firms
- Entrepreneurial Enterprise

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To understand and accurately transcribe dictated reports into a format that is clear and comprehensible for the reader.
2. To syllabicate, define, and identify medical terminology.
3. To understand anatomy and physiology, diagnostic procedures, and treatment.
4. To translate medical jargon and abbreviations into their expanded forms.
5. To utilize medical reference material - both printed and electronic.
6. To understand and comply with medical standards that apply to the style of medical records, in addition to legal and ethical requirements involving patient confidentiality.
7. To build a conflict-free medical shorthand dictionary.
8. To take dictation and process a report accurately.
9. To demonstrate speed and accuracy in shorthand skills at the level of 160 words per minute at 95% accuracy.
10. To develop the basic rules of English grammar, spelling, punctuation, capitalization, vocabulary, sentence, and paragraph structure.
11. To gain an understanding of computer-aided transcription, and real-time application to include operating a real-time translation system.
12. To solve problems in a word processing environment.
13. To develop interpersonal and team participation skills for effectively working with others in the workplace.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 CIT100 Microcomputer Applications
 WDP100 Keyboarding I*
 WDP110 Keyboarding II*
 ENG110 English Composition I
 ENG220 Business Letter & Report Writing
 LIF111 Health and Wellness
 MAT110 Business Mathematics
 ACE200 ACESS Portfolio
 CIT107 Microsoft Word

HUMANITIES ELECTIVES:**

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting & Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in Twentieth Century

SOCIAL SCIENCE ELECTIVES:**

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

***Students can select one course from either list to fulfill the three-credit requirement in general education.*

Credit hours: 27

MEDICAL CORE

HCM100 Medical Terminology
 HCM130 Basic Anatomy. & Physiology
 HCM140 Basic Disease Process & Pharmacology
 HCM160 Law & Ethics for Health Occupations

Credit hours: 12

TECHNICAL CORE

CRT110 Machine Shorthand Theory I
 CRT120 Machine Shorthand Theory II
 CRT130 Court Transcription I
 CRT210 Medical Transcription for Court Reporters
 CRT235 Computer-Aided Transcription
 DIC108 Speed Dictation I
 DIC110 Speed Dictation II
 DIC120 Speed Dictation III
 DIC140 Speed Dictation IV
 DIC160 Speed Dictation V
 BUS110 Introduction to Business
 or BUS220 Small Business Management

Credit hours: 27

**WDP100 and WDP110 may be waived by students passing a typing test (45 wpm/5 errors; 65 wpm/5 errors, respectively) administered by the Court Reporting Department.*

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
WDP100	Keyboarding I*	2
STU100	College Study Skills	1
CRT110	Machine Shorthand Theory 1	4
MAT110	Business Mathematics	3
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
Total Credits		16

SEMESTER II		CREDITS
CRT120	Machine Shorthand Theory II	4
WDP110	Keyboarding II*	2
HCM160	Law & Ethics for Health Care Occupations	3
CIT107	Microsoft Word	3
CRT130	Court Transcription I	2
Total Credits		14

SUMMER SESSION - SEMESTER III		CREDITS
DIC108	Speed Dictation I	2
DIC110	Speed Dictation II	2
CRT235	Computer Aided Transcription	1
Total Credits		5

SEMESTER IV		CREDITS
ENG220	Business Letter and Report Writing	3
HCM130	Basic Anatomy & Physiology	3
HCM100	Medical Terminology	3
DIC120	Speed Dictation III	2
DIC140	Speed Dictation IV	2
Total Credits		13

SEMESTER V		CREDITS
DIC160	Speed Dictation V	2
BUS110 or BUS220	Introduction to Business Small Business Management	3
HCM140	Basic Disease Process & Pharmacology	3
ACE200	ACCESS Portfolio	1
LIF111	Health and Wellness	3
Total Credits		12

SUMMER SESSION - SEMESTER VI		CREDITS
Humanities or Social Science Elective**		3
CRT210	Medical Transcription for Court Reporters	3
Total Credits		6

Minimum credits to earn A.A.S. Degree: 66

PARAPROFESSIONAL EDUCATOR

A.A.S. Degree

PROGRAM DESCRIPTION

The Paraprofessional Educator program is designed to prepare students to become paraprofessional educators in the regular classroom or paraeducators in classrooms for children with special needs. The goal of the program is to provide a broad background in the duties and responsibilities of a staff member who supports teacher activity in the school. The program prepares the student to work in a pre-K through 12th grade or age 21 environments in both public and private school. The paraprofessional educator is able to provide classroom support in the areas of one-to-one instruction: assisting with classroom management, conducting parental involvement activities, providing support in library or media centers, acting as a translator, or providing instructional support services. This course addresses knowledge, skills, and abilities needed for collaboration and positive communication with families, regular and special educators, and other professional staff within diverse learning environments. The program supports student development through all three levels of competence: B- Basic, I- Intermediate, and A- Advanced. Courses within the program are designated as B, I, or A to facilitate the identification of a student's competence and proficiency at the several skill levels.

Professional topics addressed in the program include the following: No Child Left Behind (NCLB) and Individuals with Disabilities Education Act (IDEA-97); local, state, national, and professional standards, regulations, and laws; health; safety; school systems; confidentiality; and ethical standards. Because changes in federal law have required classrooms to become inclusive of children with exceptionalities, the paraprofessional educator has become an essential part of the teaching team. Students will be prepared to work with the classroom teacher as the paraprofessional educator to ensure the learning / teaching process is enhanced. Students will complete a portfolio that corresponds to the Interstate New Teacher Assessment and Support Consortium (INTASC) standards.

CAREER OPPORTUNITIES

- Paraprofessional Educator in a pre-K through 12th grade public or private school system
- Paraeducator Professional in classrooms that serve student with special needs
- Assistant Teacher in private school systems
- Professional assistant support staff for students with special needs in classroom settings
- Program support staff in Human Service settings

PROGRAM OBJECTIVES

1. To learn the role of the paraprofessional educator in assisting teachers and other supervisory personnel with classroom and materials management in preK through 12th grade in classrooms and in school learning centers.
2. To provide instructional support services under the direct supervision of a teacher or supervisor.
3. To demonstrate knowledge of human behavior and human development as applied in appropriate settings.
4. To demonstrate knowledge of developmentally appropriate practice in an early childhood, elementary, middle, or high school setting.
5. To demonstrate knowledge of and the ability to assist in instructing in the areas of reading and writing preK through 12th grade in a readiness or a remedial environment.
6. To demonstrate knowledge of and ability to assist in instructing in the areas of math, social science and natural/behavioral science pre-K through 12th grade in a readiness or a remedial environment.
7. To become familiar with several remediation programs in use in both public and private schools that serve pre-K through 12th grade students.
8. To apply professional skills, including ethics, in the work setting including knowledge, skills, attitudes, values, and ethics of the paraprofessional.
9. To function effectively as a member of a classroom, school, or district wide team in the support of the provision of quality education to students.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, the student must

- Acquire acceptable Child Abuse (Act 151), and Criminal Clearances (Act 34), and the Federal Criminal History Record in order to matriculate into the program.
- Matriculate into the program.
- Satisfactorily complete all degree requirements including
 - a 2.5 G.P.A. or better
 - a successful practicum experience.
- Accumulate the required hours of preservice teacher experience (a minimum of 250 hours)
- Complete a graduation review. Should the minimum state required QPA not be met, the student will be considered for graduation with an A.A.S. degree in Human Services/ Early Child Care and Development.
- Students may be required to have a Hepatitis B vaccination, health assessment, and TB test or vaccine or meet other health standards in order to complete observation and service-learning portions of their degree.
- NOTE: A student seeking admittance to a four-year college or university in education must have an overall grade point average of 3.0 or better and is expected to complete additional coursework as described by the transfer school. This program is not designed for transfer, but many of the courses will transfer based upon the evaluation of the receiving 4-year college or university.

PROGRAM COMPETENCIES

1. Apply skills in reading, writing, and math that support the classroom teacher in the implementation of federal and state guidelines for the education of students and students with special needs in the classroom.
2. Apply support skills in implementing one-to-one student activity to improve reading, writing and math skills or reading, writing, and math readiness skills.
3. Be familiar with the local, state and national standards, regulations and laws that apply to the education of children pre-K through 12th grade.
4. Participate as a team member in the development of a learning and/or behavioral plan.
5. Implement activities suggested by the classroom teacher according to the child's Individual Education Plan (IEP).
6. Utilize collaborative relationships with families, colleagues, and the community to support and advocate for all students learning and well being.
7. Utilize computer resources for instructional purposes.
8. Demonstrate elementary skills in supporting learners who are acquiring English Language skills.
9. Develop a portfolio according to INTASC and/or PA Pathways Standards using course task lists.
10. Apply universal precautions for health and safety practices appropriate for all children in the classroom.
11. Provide efficient support for classroom management and materials needs under the direction of the classroom supervision.
12. Assist in the collection of data for behavioral plans, authentic assessment of behavior and academic skills and support the documentation of the assessments.
13. Present a complete portfolio that corresponds to the Interstate New Teacher Assessment and Support Consortium (INTASC), National Association for the Education for Young Children (NAEYC), and the PA Pathways Professional Development Standards.

GENERAL EDUCATION CORE

STU100 Study Skills
ENG110 English Composition I
MAT130 Introductory Algebra
PSY100 General Psychology
COM101 Public Speaking
CIT100 Microcomputer Applications (or equivalent course)
LIF111 Health & Wellness
ACE200 ACESS Portfolio

Credit hours: 20

TECHNICAL CORE

PSY150 Educational Psychology
EDU120 Technology for Teaching/ Inclusion
SPA101 Spanish I or ASL101 American Sign Language I
CHC110 Human Growth and Development I
LIF130 Biohazard Seminar
ECE205 Emerging Literacy/ Inclusion*
PSY230 Human Exceptionality/ Inclusion (ECE230)

Credit hours: 19

CONCENTRATION COURSES

EDS200 Introduction to Paraprofessional Education
EDS210 Curriculum Delivery Strategies I (prek-7th)
EDS215 Curriculum Delivery Strategies II (8th-12th)
EDS299 Curriculum Delivery Strategies Practicum
CHC212 Methods & Materials: Science, Math & Technology
CHC214 Methods & Materials: Music, Art, Literacy & Language
ECE250 Children, Parents & Community/Inclusion
ECE290 Assessing Child Performance/Inclusion

Credit hours: 24

**These courses include laboratory or practicum experiences and require original Act 34 and Act 151 approved clearances to be submitted at the beginning of the class.*

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
ENG110	English Composition I	3
LIF111	Health and Wellness	3
CHC110	Human Growth and Development I	3
CIT100	Microcomputer Applications or equivalent	3
MAT130	Introductory Algebra	3
Total Credits		16

SEMESTER II		CREDITS
EDS200	Introduction to Paraprofessional Education	3
EDU120	Technology for Teaching/Inclusion	3
ECE205	Emerging Literacy/ Inclusion	3
PSY100	General Psychology	3
SPA101	Spanish I or ASL101 American Sign Language I	3
ACE200	ACCESS Portfolio	1
Total Credits		16

SEMESTER III		CREDITS
PSY150	Educational Psychology	3
CHC212	Methods & Materials: Science, Math & Technology	3
CHC214	Methods & Materials: Music, Art, Literacy & Language	3
EDS210	Curriculum Delivery Strategies I	3
EDS215	Curriculum Delivery Strategies II	3
Total Credits		15

SEMESTER IV		CREDITS
COM101	Public Speaking	3
PSY230	Human Exceptionality/Inclusion (cross listed as CHC230)	3
LIF130	Biohazard Seminar	1
ECE250	Children, Parents, & Community/Inclusion*	3
ECE290	Assessing Child Performance/Inclusion*	3
EDS299	Curriculum Deliver Strategies Practicum*	3
Total Credits		16

Minimum credits to earn A.A.S. Degree: 63

PRE-COMMUNICATIONS MEDIA

A.A. Degree

PROGRAM DESCRIPTION

The Associate of Arts degree in Pre-Communications Media has been developed in close cooperation with the Department of Communications Media at the Indiana University of Pennsylvania (IUP). It is specifically designed to allow students to complete the first two years of their IUP baccalaureate degree requirements at Pennsylvania Highlands. An articulation agreement assures students of the transfer of earned Pennsylvania Highlands credits to IUP. Students transfer at the fifth semester level to IUP's campus at Indiana, PA. The program focuses on principles and applications necessary for the development of Web-mounted communication media, as well as fulfilling forty-eight Liberal Studies credit hours requirements for the IUP degree. The Department of Communications Media at IUP offers a Bachelor of Science degree in Communications Media as well as minors in Communications Media and Educational Technology.

Further information on IUP's Communication Media program may be obtained on the Web at: <http://www.coe.iup.edu/cm/>, or by contacting the department at (724) 357-2492.

DISCLAIMER: This program exists with Indiana University of Pennsylvania as the sole partner. Pennsylvania Highlands does not warrant that the credits earned in completion of this degree will transfer to any other institution's communications media degree requirements.

CAREER OPPORTUNITIES

(after completion of IUP degree)

- Multimedia Web Page Developer
- Multimedia Specialist
- Educator or Trainer
- Web Design/Multimedia Consultant
- Web Design/Multimedia Project Coordinator
- Electronic Game Developer

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able:

1. To transfer to one of IUP's CommMedia undergraduate degree programs having completed 60 credit hours towards their baccalaureate degree requirements.
2. To display familiarity with Internet terminology and services including sending and receiving files using FTP, search engines, browsing, and other services.
3. To develop effective web site content and to adapt existing material to web site publishing.
4. To use a variety of commercial software to integrate graphics, video, and sound into multimedia publications.
5. To create and manipulate graphic images, photographs and animations.
6. To understand and demonstrate the basics of creating a web page with HTML, CSS, JavaScript and XML technologies.
7. To demonstrate a familiarity with the structure and function of a multimedia design team in a commercial environment.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must:

- Matriculate into the program,
- Develop a *Flexible Learning Contract* with the assistance of a college advisor,
- Execute a Letter of Intent to transfer to IUP at the time the Associate of Applied Science degree is completed,
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 CIT100 Microcomputer Applications
 CIV110 Western Civilization II
 ENG110 English Composition I
 ENG200 English Composition II – Studies in Literature
 ENG205 Research Writing
 LIF111 Health and Wellness
 ACE200 ACESS Portfolio

HUMANITIES ELECTIVES:*

HUM105 Introduction to Art History, or
 HUM130 Introduction to Music
 HUM110 Introduction to Philosophy, or
 HUM120 World Religions/Religious Studies

SOCIAL SCIENCE & LIBERAL STUDIES ELECTIVES (SS/LS):**

ANT100 Introduction to Cultural Anthropology
 BUS130 Personal Consumer Finance
 CHC110 Human Growth and Development I
 CIT115 Guide to the Internet
 CIV100 Western Civilization I
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GOV100 Introduction to American National Government
 HIS100 History I
 HIS110 History II
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 SOC200 Contemporary Social Issues

NATURAL SCIENCE AND MATHEMATICS ELECTIVES:***

AST100 Introduction to Astronomy
 BIO105 General Biology with Lab
 CHM105 General Chemistry with Lab
 PHY100 Applied Physics
 PHY101 Applied Physics Laboratory
 MAT145 College Algebra
 MAT170 Precalculus
 MAT200 Probability and Statistics
 MAT210 Calculus

**Students are required to take either HUM105 Introduction to Art History or HUM130 Introduction to Music as their Fine Arts elective, and either HUM110 Introduction to Philosophy or HUM120 World Religions/Religious Studies to fulfill their Philosophy/Religious Studies requirement.*

***Students are required to take 9 credits in the Social Sciences, 3 of which must be PSY100 General Psychology. The other 6 credits may be any 2 of SOC100 Introduction to Sociology, ANT100 Introduction to Cultural Anthropology, ECO100 Macroeconomics, GEO100 Introduction to Geography, GOV100 Introduction to American National Government, or SOC200 Contemporary Social Issues. Any Liberal Studies elective taken in Semester IV may not repeat a course prefix taken previously.*

****Depending on their math background, students may take any of MAT145 College Algebra, MAT170 Precalculus, OR MAT200 Probability and Statistics to fulfill their 3 credit mathematics requirement (MAT210 is 4 credits).*

****Students are required to take a natural science with lab combination (4 credits total). A second natural science course without the lab (AST100 Introduction to Astronomy) may be taken as a Liberal Studies elective in Semester IV.*

Credit hours: 51**TECHNICAL CORE**

COM200 Media and Society
 WEB100 Languages of the World Wide Web
 WEB110 Bitmap Graphics with Photoshop or
 WEB120 Vector Graphics with Flash MX or
 CIT155 Introduction to Multimedia Presentations
 WEB130 Principles of Web Design, or
 WEB240 Project

Credit hours: 12

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
	Fine Arts Elective (HUM105 or HUM130)	3
ENG110	English Composition I	3
	Math Requirement (MAT145, 170, or 200)	3
CIT100	Microcomputer Applications	3
PHIL/RLST	Requirement (HUM110 or HUM120)	3
Total Credits		16

SEMESTER II		CREDITS
CIV110	Western Civilization II	3
PSY100	General Psychology	3
ENG200	English Composition II – Studies in Literature	3
WEB100	Languages of the World Wide Web	3
	WEB110 or WEB120	3
Total Credits		15

SEMESTER III		CREDITS
	Natural Science (BIO105, CHM105, or PHY100)*	3
	Natural Science Lab (PHY101)	1
LIF111	Health and Wellness	3
COM201	Media and Society	3
ENG205	Research Writing	3
WEB130	Principles of Web Design	3
Total Credits		16

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
	SS/LS Elective, SOC100**	3
	SS/LS Elective, ANT100 or GOV100**	3
	SS/LS Elective, GEO100**	3
	SS/LS Elective, CIV100**	3
	Liberal Studies Elective or AST100***	3
Total Credits		16

Minimum Credits to earn the A.A.S. Degree: 63

**BIO105 and CHM105 have a lab component for 4 credits. PHY100 and PHY101 need to be taken together for the 4 credits.*

SECRETARIAL TECHNOLOGY

A.A.S. DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Science degree in the Secretarial Technology program provides students with a well-rounded background in the skills necessary for working in a business office environment. Graduates will be prepared to handle all aspects of computer uses in a business office. The program combines accounting, word processing, and a number of microcomputer applications courses with a background in general education.

This program builds basic mathematics and communication applications into computer courses to strengthen the student's computer skills, while at the same time building their general skills. Students will gain experience in spreadsheets, word processing, databases, Windows, and desktop publishing.

CAREER OPPORTUNITIES

- Executive Secretary/Assistant
- Administrative Secretary/Assistant
- Administrative Office Management Trainee
- Records Management Assistant
- Customer Service Representative
- Clerical Supervisor
- Data Entry Clerk
- Information Processing Clerk
- Finance Secretary

This program may be customized for special needs by taking the executive or legal tracks. A certificate option in Microcomputer Applications is also available.

PROGRAM OBJECTIVES

Upon successful completion of the program, the student will be able:

1. To identify, organize, plan, and allocate resources effectively in the computerized business office.
2. To keyboard at a minimum of 60 net words per minute for five minutes with less than 5 errors.
3. To transcribe letters, memorandums, reports, and other documents from various materials of input including hand written copy, printed copy, and voice recorded dictation to produce mailable copy with acceptable grammar, correct punctuation, and proper layout/formatting.
4. To proofread and edit keyed copy for accuracy and correctness.
5. To analyze, classify, record, and summarize financial transactions applying fundamental accounting principles.
6. To apply standardized filing rules in the storage and retrieval of records.
7. To demonstrate the skills necessary to operate equipment commonly used in business office environment.
8. To receive incoming telephone calls and manage routine office correspondence.
9. To demonstrate work habits that contribute to organizational goals, including maintaining confidentiality, presenting a professional appearance, and re-engineering work flow to optimize resources.
10. To demonstrate a proficiency in desktop applications for word processing, desktop publishing, spreadsheets, and database structures to quality for Microsoft Office Certified Proficiency.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with assistance of a college counselor or advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills

ENG110 English Composition I

ENG220 Business Letter and Report Writing

CIT100 Microcomputer Applications

MAT110 Business Mathematics

COM101 Public Speaking

or COM120 Organizational Communication

LIF111 Health and Wellness

ACE200 ACCESS Portfolio

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
 HUM105 Introduction to Art History
 HUM110 Introduction to Philosophy
 HUM120 World Religions/Religious Studies
 HUM125 Introduction to Painting and Sculpting
 HUM130 Introduction to Music
 HUM150 Introduction to American Cinema
 HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS 210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 HIS250 World War II through Film
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select one course from either list to fulfill the three credit requirement in general education.*

Credit hours: 22

TECHNICAL CORE

BUS110 Introduction to Business
 BUS150 Machine Transcription
 WDP100 Keyboarding I**
 WDP110 Keyboarding II**
 CIT102 Microsoft Access or
 CIT104 Microsoft Project
 CIT105 Microsoft PowerPoint or
 CIT155 Introduction to Multimedia Presentations
 LIF115 Stress Management Principles
 ACC100 Introduction to Accounting
 CIT103 Microsoft Excel
 CIT107 Microsoft Word
 CIT150 Desktop Publishing and Presentations
 INT200 Internship or Elective***

EXECUTIVE TRACK

BUS100 Business Office Procedures
 LDR210 Human Resource Management

LEGAL TRACK

CRT160 Legal Terminology and Procedures
 BUS210 Business Law

Credit hours: 38

***Keyboarding courses may be waived by proficiency examination or advanced standing.*

****Elective in BUS or CIT departments other than already required courses.*

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
MAT110	Business Mathematics	3
ENG110	English Composition I	3
BUS110	Introduction to Business	3
CIT100	Microcomputer Applications	3
COM101 or COM120	Public Speaking Organizational Communication	3
Total Credits		16

SEMESTER II		CREDITS
BUS100 or CRT160	Business Office Procedures Legal Terminology and Procedures	3
WDP100	Keyboarding I	2
CIT107	Microsoft Word	3
CIT102	Microsoft Access or	
CIT104	Microsoft Project	3
ACC100	Introduction to Accounting	3
ENG220	Business Letter and Report Writing	3
Total Credits		17

SEMESTER III		CREDIT
CIT103	Microsoft Excel	3
Humanities or Social Science Elective		3
WDP110	Keyboarding II	2
LDR210 or BUS210	Human Resource Management Business Law	3
CIT105 or CIT155	Microsoft PowerPoint Introduction to Multimedia Presentations	3
Total Credits		14

SEMESTER IV		CREDITS
INT200	Internship or Elective***	3
LIF111	Health and Wellness	3
BUS150	Machine Transcription	2
CIT150	Desktop Publishing and Presentations	3
LIF115	Stress Management Principles	1
ACE200	ACESS Portfolio	1
Total Credits		13

Minimum credits to earn A.A.S. Degree: 60

TEACHER EDUCATION

A.A. DEGREE

PROGRAM DESCRIPTION

The Associate of Arts degree in Teacher Education is designed specifically to enable the graduate to transfer into a teacher education program in a four-year institution. Students will use this degree as a foundation for further study toward a baccalaureate degree in elementary, secondary, or a specialized teaching field such as special education. Education students must achieve a 3.0 GPA by the time they have earned 48 credits and maintain a 3.0 GPA until graduation.

PROGRAM OBJECTIVES

Upon completion of the program the student will be able

1. Transfer to a four-year college or university offering an education degree.
2. Demonstrate knowledge through critical reading and listening.
3. Employ life-long learning skills.
4. Demonstrate knowledge of aesthetics and develop an appreciation for the creative process in the humanities.
5. Achieve information and technological literacy.
6. Communicate clearly, both orally and in written form.
7. Integrate diverse disciplines.
8. Use sound educational principles to understand the learning and behavior of children and adolescents and apply the principles to classroom practice.
9. Demonstrate skills necessary to operate educational equipment.

OBTAINING THE DEGREE

To earn the Associate of Arts Degree, students must

- Matriculate into the program;
- Satisfactorily complete all course requirements as listed on one's Flexible Learning Contract;
- Achieve a 3.0 QPA by their 48th semester hour and maintain it to continue in this program;
- Pass the Praxis I exams in writing, mathematics, and reading;
- Receive clearance through the Pennsylvania State Police Criminal History check, Pennsylvania Department of Public Welfare Child Abuse History check, and the Federal Criminal History Record;
- Provide evidence, by presenting the originals, that the three Praxis I exams and the three background checks have been successfully completed. Copies of these documents will be made by the student's assigned academic advisor for inclusion in one's file; and
- Apply for graduation.

Students must complete courses in the General Education Core and the Specialized Courses component as well as across the disciplines of humanities, mathematics, social sciences, and natural sciences. While students may freely select from the courses offered in each of these clusters, they should consult their academic advisor prior to registration and follow their *Flexible Learning Contract*.

The courses in this program are designed for transfer. However, students are reminded that the requirements for a bachelor's degree vary among four-year colleges and universities and the Education majors within those institutions. Thus, students are strongly urged to select courses that fulfill the requirements of the school to which they intend to transfer. Students should contact their Pennsylvania Highlands advisor within their first semester and be guided by the catalog of the senior institution they wish to attend after having earned their associate degree.

GENERAL EDUCATION CORE

Computer Applications Elective
CIT100 Microcomputer Applications
or CIT110 Theory of Computing
COM101 Public Speaking
ENG110 English Composition I
ENG205 Research Writing
LIF111 Health and Wellness
MAT145 College Algebra
STU100 College Study Skills**

Credit hours: 19

** If waived, HUM140 Liberal Arts Seminar must be taken.

SPECIALIZED COURSES

EDU120 Technology for Teaching/Inclusion
EDU210 Education Psychology
EDU240 Field Experience in Education
EDU296 Praxis Exam Preparation
PSY100 General Psychology

Credit hours: 13

HUMANITIES ELECTIVES

Students must choose 9 humanities credits.

Required: One course in literature, one in philosophy or religious studies, and one in fine arts.

LITERATURE:

ENG200 English Composition II
ENG230 Survey of American Literature I
ENG235 Survey of American Literature II
ENG240 Survey of British Literature I
ENG245 Survey of British Literature II

PHILOSOPHY OR RELIGIOUS STUDIES:

HUM110 Introduction to Philosophy
HUM120 World Religions/Religious Studies

FINE ARTS:

HUM105 Art History
HUM130 Introduction to Music
HUM150 Introduction to American Cinema

Credit hours: 9

SOCIAL SCIENCE ELECTIVES

Students must choose 9 social science credits without repeating prefixes.

ANT100 Introduction to Anthropology
CIV100 Western Civilization I
CIV110 Western Civilization II
ECO100 Macroeconomics
GEO100 Introduction to Geography
GOV100 Introduction to American National Government
HIS100 U.S. History I
HIS110 U.S. History II
SOC100 Introduction to Sociology

Credit hours: 9

NATURAL SCIENCE ELECTIVES

Students must choose 4 natural science credits.

BIO105 General Biology with Lab
CHM105 General Chemistry with Lab
PHY100 Applied Physics
PHY101 Applied Physics Laboratory

Credit hours: 4

MATHEMATICS ELECTIVES

Students must choose 3-4 mathematics elective credits.

MAT200 Probability and Statistics
MAT210 Calculus

Credit hours: 3-4

FREE ELECTIVES

Students must choose a minimum of 6 credits.

Credit hours: 6

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
*STU100	College Study Skills	1
COM101	Public Speaking	3
ENG110	English Composition I	3
LIF 111	Health and Wellness	3
MAT145	College Algebra	3
PSY100	General Psychology	3
Total Credits		16

SEMESTER II		CREDITS
ENG205	Research Writing	3
EDU210	Educational Psychology	3
	Computer Applications Elective	3
	Natural Science or Mathematics Elective	3-4
	Social Science Elective	3
Total Credits		15-16

SEMESTER III		CREDITS
EDU120	Technology for Teaching	3
	Humanities (Literature) Elective	3
	Humanities (Philosophy or Religious Studies) Elective	3
	Natural Science or Mathematics Elective	3-4
	Social Science Elective	3
Total Credits		15-16

SEMESTER IV		CREDITS
*EDU296	Praxis I Preparation	1
EDU240	Field Experience in Education	3
	Humanities (Fine Arts) Elective	3
	Social Science Elective	3
	Free Electives	6
Total Credits		16

Minimum Credits to earn A.A. Degree: 63

**Each course is 7 weeks long and can be taken in alternate halves of the same semester.*

WEB SITE DEVELOPER

A.A.S. Degree

PROGRAM DESCRIPTION

The Associate of Applied Science degree in Web Site Developer focuses on using computerized technology with sound design principles to create and maintain high quality web sites on the Internet. Graduates will be prepared for entry-level or mid-level web site developer or management positions in business or industry along with the ability to establish their own business.

CAREER OPPORTUNITIES

- Web Page Developer
- Multimedia Specialist
- Educators or Trainers
- Web Design Consultant
- Web Design Project Coordinator

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To display familiarity with Internet terminology and services including sending and receiving files using FTP, search engines, browsing, and other services.
2. To demonstrate knowledge of the components of the computer and how these components work together to become a system.
3. To develop effective web site content and to adapt existing material to web site publishing.
4. To use a variety of commercial software to integrate graphics, video, and sound into multimedia publications.
5. To create and manipulate graphic images, photographs and animations.
6. To understand and demonstrate the basics of creating a web page with HTML, CSS, JavaScript and XML technologies.
7. To demonstrate an understanding of the use of electronic commerce in business.
8. To demonstrate a familiarity with the structure and function of a multimedia design team in a commercial environment.
9. To display familiarity with writing a business plan, small business marketing, customer service, risks of a small business enterprise, and financing a small business.

OBTAINING THE DEGREE

To earn the Associate of Applied Science degree, students must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

ACE200 ACCESS Portfolio
CIT100 Microcomputer Applications
COM101 Public Speaking
ENG110 English Composition I
ENG225 Technical Writing
LIF111 Health and Wellness
MAT130 Introductory Algebra
STU100 College Study Skills

HUMANITIES ELECTIVES:*

HUM100 Introduction to Humanities
HUM105 Introduction to Art History
HUM110 Introduction to Philosophy
HUM120 World Religions/Religious Studies
HUM125 Introduction to Painting and Sculpting
HUM130 Introduction to Music
HUM150 Introduction to American Cinema
HUM200 Popular American Music in the Twentieth Century

SOCIAL SCIENCE ELECTIVES:*

ANT100 Introduction to Cultural Anthropology
 ECO100 Macroeconomics
 GEO100 Introduction to Geography
 GEO110 World Regional Geography
 GOV100 Introduction to American National Government
 GOV210 Current Events and Contemporary Issues
 PSY100 General Psychology
 SOC100 Introduction to Sociology
 HIS100 US History I
 HIS110 US History II
 HIS210 The Civil War and Reconstruction
 HIS220 The Vietnam War
 CIV100 Western Civilization I
 CIV110 Western Civilization II

**Students can select two courses from either list to fulfill the six credit requirement in general education.*

Credit hours: 26

TECHNICAL CORE

BUS220 Small Business Management
 CIT110 Theory of Computing
 CIT155 Introduction to Multimedia Presentations
 ECT100 Electronic Commerce Concepts
 ECT110 Extensible Markup Language Concepts
 ENG215 Creative Writing
 LDR220 Principles of Marketing
 WEB100 Languages of the World Wide Web
 WEB110 Bitmap Graphics with Photoshop
 WEB120 Vector Graphics with Flash MX
 WEB130 Principles of Web Design
 WEB240 Project

Credit hours: 36

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
Humanities or Social Science Elective		3
ENG110	English Composition I	3
MAT130	Introductory Algebra	3
CIT100	Microcomputer Applications	3
CIT110	Theory of Computing	3
Total Credits		16

SEMESTER II		CREDITS
ECT100	Electronic Commerce Concepts	3
ENG225	Technical Writing	3
LDR220	Principles of Marketing	3
WEB100	Languages of the World Wide Web	3
WEB110	Bitmap Graphics with Photoshop	3
Total Credits		15

SEMESTER III		CREDITS
CIT155	Introduction to Multimedia Presentations	3
LIF111	Health and Wellness	3
ENG215	Creative Writing	3
WEB120	Vector Graphics with Flash MX	3
WEB130	Principles of Web Design	3
Total Credits		15

SEMESTER IV		CREDITS
ACE200	ACCESS Portfolio	1
COM101	Public Speaking	3
BUS220	Small Business Management	3
ECT110	Extensible Markup Language Concepts	3
Humanities or Social Science Elective		3
WEB240	Project	3
Total Credits		16

Minimum Credits to earn the A.A.S. Degree: 62

Diploma Programs



MEDICAL CODING SPECIALIST

DIPLOMA

PROGRAM DESCRIPTION

The Medical Coding Specialist Diploma prepares students to fulfill the demands of the medical coding profession. The program affords students the opportunity to become proficient in skills needed to perform Current Procedural Terminology (CPT), as well as International Classification of Diseases, 9th revision, Clinical Modification (ICD-9 CM) medical coding functions. The program includes support courses, such as Human Anatomy and Physiology, Medical Transcription, Financial Management, and Medical Terminology. Current concepts in Managed Care, Ethics, and Health Care Law provide the student with a knowledge base from which to practice. Upon completion of the program, students are eligible to apply and take the CPC National Certification Exam from the American Academy of Professional Coders.

CAREER OPPORTUNITIES

- Coding Specialist
- Billing Coordinator
- Health Information Management Coder
- Patient Account Representative
- Health Insurance Claims Analyst
- Transcriptionist
- Reimbursement Specialist

PROGRAM OBJECTIVES

1. To utilize current ICD-9-CM and CPT coding and reporting in a variety of health care settings.
2. To discuss the purposes of diagnostic and procedural coding for professional services.
3. To correlate medical terminology, anatomy and physiology, pathophysiology and pharmacology concepts with the coding process.
4. To identify organizational principles of the Health Information Department.
5. To demonstrate computer literacy and basic knowledge of software applications.
6. To apply ethico-legal aspects while performing medical coding activities.
7. To develop interpersonal and team participation skills.

OBTAINING THE DIPLOMA

To earn the diploma, the student must

- Matriculate into the program
- Satisfactorily complete all program requirements, including

GENERAL EDUCATION CORE

- STU100 College Study Skills
- ACE200 ACCESS Portfolio
- WDP100 Keyboarding I*
- WDP110 Keyboarding II*
- CIT100 Microcomputer Applications

Credit hours: 9

**Students will be able to waive Keyboarding I and II by testing out of the course. Tests will be administered by appointment through the Secretarial Technology Program.*

TECHNICAL CORE

- HCM100 Medical Terminology
- HCM120 Health Information Management and Medical Office
- HCM130 Basic Anatomy and Physiology
- HCM140 Basic Disease Process and Pharmacology
- HCM160 Law and Ethics for Health Occupations
- HCM200 Medical Coding ICD-9-CM
- HCM210 Medical Coding CPT
- HCM220 Medical Transcription
- HCM280 Financial Management in Health Care
- INT298 Internship

Credit hours: 30

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
HCM100	Medical Terminology	3
HCM130	Basic Anatomy and Physiology	3
HCM120	Health Information Management and Medical Office	3
CIT100	Microcomputer Applications 3	
Total Credits		13

SEMESTER II		CREDITS
WDP100	Keyboarding I*	2
HCM280	Financial Management in Health Care	3
HCM220	Medical Transcription	3
HCM140	Basic Disease Process and Pharmacology	3
HCM200	Medical Coding ICD-9-CM	3
Total Credits		14

SEMESTER III		CREDITS
WDP110	Keyboarding II*	2
HCM210	Medical Coding CPT	3
HCM160	Law and Ethics for Health Occupations	3
ACE200	ACCESS Portfolio	1
INT298	Internship	3
Total Credits		12

Total credits to earn Diploma: 39

MEDICAL OFFICE SPECIALIST

DIPLOMA

PROGRAM DESCRIPTION

The Medical Office Specialist diploma prepares students to work in entry-level positions in the medical office. Students learn the multi-faceted tasks that are part of employment in physician offices, hospital financial services, home health care, and other health care related facilities. The program provides for acquisition of skills required in the field. Courses provide information about medical billing, accounts receivable, medical coding regulation, and provider regulatory issues. Courses such as Anatomy and Physiology, Interpersonal Communication, and Medical Transcription provide support for the learning environment. Opportunities for proficiency in microcomputer concepts and software are presented throughout the program.

CAREER OPPORTUNITIES

- Entry-Level Coder in a medical office or hospital billing department
- Office Assistant in a medical or dental office
- Billing Clerk
- Patient Accounts Clerk
- Medical Receptionist
- Appointment Secretary
- Medical Transcriptionist

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To verbalize appropriate medical language as it applies to office management.
2. To discuss the purpose for diagnostic and procedural coding.
3. To explain the purposes of coding for professional services.
4. To discuss organizational principles of the medical office.
5. To discuss the daily activities of an integrated medical office.
6. To demonstrate interpersonal and team participation skills.
7. To demonstrate basic level computer literacy and software application.
8. To discuss ethico-legal guidelines as they apply to the health care environment.

OBTAINING THE DIPLOMA

To earn the diploma, the student must

- Complete COMPASS Placement Exams
- Matriculate into the program
- Satisfactorily complete all program requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 MAT110 Business Mathematics
 COM110 Interpersonal Communications
 CIT100 Microcomputer Applications
 ENG110 English Composition I
 ACE200 ACCESS Portfolio
 WDP100 Keyboarding I*
 WDP110 Keyboarding II*

Credit hours: 18

**Students will be able to waive Keyboarding I and II by testing out of the course. Tests will be administered by appointment through the Secretarial Technology Program.*

TECHNICAL CORE

HCM100 Medical Terminology
 HCM120 Health Information Management and Medical Office
 HCM130 Basic Anatomy and Physiology
 HCM160 Law and Ethics for Health Occupations
 HCM200 Medical Coding ICD-9-CM
 HCM210 Medical Coding CPT
 HCM220 Medical Transcription
 HCM280 Financial Management in Health Care
 INT299 Internship

Credit hours: 26

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
STU100	College Study Skills	1
WDP100	Keyboarding I*	2
CIT100	Microcomputer Applications	3
ENG110	English Composition I	3
HCM100	Medical Terminology	3
HCM130	Basic Anatomy and Physiology	3
Total Credits		15

SEMESTER II		CREDITS
HCM200	Medical Coding ICD-9-CM	3
MAT110	Business Mathematics	3
COM110	Interpersonal Communications	3
HCM220	Medical Transcription	3
HCM120	Health Information Management and Medical Office	3
Total Credits		15

SEMESTER III		CREDITS
WDP110	Keyboarding II*	2
HCM160	Law and Ethics for Health Occupations	3
HCM210	Medical Coding CPT	3
HCM280	Financial Management in Health Care	3
ACE200	ACCESS Portfolio	1
INT299	Internship	2
Total Credits		14

Total credits to earn Diploma: 44

SCOPIST

DIPLOMA

PROGRAM DESCRIPTION

The court reporting scopist diploma prepares the student for full-time employment immediately in a specialized business occupation. This program provides a job outlet for those students who desire to work in the court reporting field, but do not desire to become a court reporter, or who find they must secure employment within a shorter time. To fully appreciate the role of today's scopist, one must first obtain a clearer understanding of what scopists do. Court reporters may not always have the time to complete every facet of their job themselves, so they will turn to a scopist for aid in the transcripts. Armed with the court reporter's file, the scopist begins the challenging task of cleaning up the file to give it a polished professional look. By using CAT software, the scopist edits what the court reporter has written. Meticulously reading the file word-for-word, the scopist searches for anything in need of correcting untranslates, and verifies unique words and terms. After editing nearly 100 percent of the information, the file is then returned to the reporter. The end result is an accurate, impeccable looking transcript.

CAREER OPPORTUNITIES

- Working in house for a court reporting firm
- Managing a court reporting office.
- Entrepreneurial Enterprise

PROGRAM OBJECTIVES

Upon completion of the diploma program, the student will be able

1. To read and accurately transcribe a court reporter's steno notes.
2. To translate legal and medical jargon and abbreviations into their expanded forms.
3. To utilize legal and medical reference material – both printed and electronic.
4. To understand and comply with legal standards that apply to the courts, in addition to legal and ethical requirements involving case confidentiality.
5. To build a conflict-free dictionary.
6. To take dictation at 80 words per minute using stenographic theory.
7. To read and write stenographic notes using a steno-machine.
8. To develop the basic rules of English grammar, spelling, punctuation, capitalization, vocabulary, sentence, and paragraph structure.
9. To gain an understanding of computer-aided transcription, and real-time application to include operating a real-time translation system.
10. To solve problems in a word processing environment.
11. To develop interpersonal and team participation skills for effectively working with others in the workplace.

OBTAINING THE DIPLOMA

To earn the diploma, students must

- Matriculate into the diploma program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all diploma requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 CIT100 Microcomputer Applications
 CIT107 Microsoft Word
 WDP100 Keyboarding I*
 WDP110 Keyboarding II*
 ENG110 English Composition I
 ENG220 Business Letter & Report Writing
 MAT110 Business Mathematics

Credit hours: 20**TECHNICAL CORE**

CRT110 Machine Shorthand Theory I
 CRT120 Machine Shorthand Theory II
 CRT130 Court Transcription I
 CRT160 Legal Terminology and Procedures
 CRT235 Computer-Aided Transcription
 HCM100 Medical Terminology

Credit hours: 17

**WDP100 and WDP110 may be waived by students passing a typing test (45 wpm/5 errors; 65 wpm/5 errors, respectively) administered by the Court Reporting Department.*

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
WDP100	Keyboarding I*	2
STU100	College Study Skills	1
CRT110	Machine Shorthand Theory I	4
CRT160	Legal Terminology & Procedures	3
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
Total Credits		16

SEMESTER II		CREDITS
CRT120	Machine Shorthand Theory II	4
WDP110	Keyboarding II*	2
MAT110	Business Mathematics	3
CIT107	Microsoft Word	3
ENG220	Business Letter & Report Writing	3
CRT130	Court Transcription I	2
Total Credits		17

SUMMER SESSION		CREDITS
HCM100	Medical Terminology	3
CRT235	Computer-Aided Transcription	1
Total Credits		4

Minimum credits to earn diploma: 37

Certificate Programs



BUILDING CONSTRUCTION TECHNOLOGY

CERTIFICATE

PROGRAM DESCRIPTION

The Construction Technology certificate program provides student with the skills to obtain entry-level positions as a general contractor, subcontractor, or estimator in the building construction trades.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Identify different types of building construction;
2. Estimate material and labor requirements necessary for a typical construction project;
3. Write an estimate for a typical construction project;
4. Identify standard symbols used in construction blueprints;
5. Recognize, communicate, and apply general safety requirements set forth by OSHA (Occupational Safety and Health Act) in the construction workplace;
6. Identify basics concepts pertaining to HVAC (Heating, Ventilation, and Air Conditioning), Plumbing, Fire Protection, and Electrical used in building construction.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all certificate requirements.

CAREER OPPORTUNITIES

- General Contractor
- Subcontractor
- Estimator

REQUIRED COURSES

BUI110 Introduction to Building Technologies
 CAM125 Blueprint Reading
 COM110 Interpersonal Communications
 ENS150 Occupational Safety Laws and Regulations
 MAT115 Construction Math

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
MAT115	Construction Math	3
BUI110	Introduction to Building Technologies	3
ENS150	Occupational Safety Laws and Regulations	3
Total Credits		9

SEMESTER II		CREDITS
COM110	Interpersonal Communications	3
or HAR120	Basic Electricity	1
and HAR130	Basic Controls for HVACR	2
BUI125	Architectural Blueprint Reading	3
Total Credits		6

Minimum credits to earn Certificate: 15

CORE CERTIFICATE IN EARLY CHILDHOOD MANAGEMENT AND LEADERSHIP

CERTIFICATE

PROGRAM DESCRIPTION

The Core Certificate in Early Childhood Management and Leadership is designed for current and future directors and owners of Early Care and Education programs. Topics include leadership; program quality; health, safety and nutrition; organization and administration; business management; and curriculum and pedagogy. All courses use an inclusive educational model. The certificate program at PHCC meets the academic requirements for the Pennsylvania Early Learning Keys to Quality Director Core Certificate.

Upon completing of the certificate program a student is academically eligible to apply for the PA Key Director Core Certificate. Students graduating from this program should be preferred candidates for director positions in programs participating in Pennsylvania's Quality Initiative: Keystone Stars. Students who expect to engage in observation, assessment, or other experiences related to certificate courses must provide current clearance information for Pennsylvania Act 34, Act 114, and Act 151 to the Registrar's Office prior to enrolling in the program. Health information must be provided to the Program Coordinator.

Special Program Entry Requirements

Students who enroll in the PA Director Core Certificate must have one of the following pre-requisites: 1) have an associate's degree in early childhood education, child development, special education or elementary education, or 2) have an associate's degree in any other field, including 18 credit hours of early childhood education, child development, special education, elementary education, or 3) have a bachelor's degree in early childhood education, child development, special education, elementary education, including 18 credit hours of early childhood education, child development, special education, elementary education, or 2) have a bachelor's degree in any other field, including 18 credit hours of early childhood education, child development, special education, elementary education, or the human services field. Students who do not meet the above requirements may register for the course as a program elective with the signature of their advisor. Intermediate experience with computers such as CIT100 Microcomputer applications is required.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Demonstrate the promotion of positive relationships in verbal, non-verbal, and written communications for all children and adults, including staff, parent, and the community.
2. Implement, monitor, evaluate, and revise curricula that foster growth in all domains of child development including cognitive, emotional, language, physical, social, and spiritual area.

3. Use developmentally, culturally, diverse, and linguistically appropriate and effective teaching approaches and evaluate their effectiveness.
4. Be able to identify or design and implement ongoing assessments of child progress, and use qualitative and quantitative evaluation to assess effectiveness of desired outcomes.
5. Use technology and personal conferences to communicate the importance of nutrition, health, and safety of children, staff, parents (guardians), and visitors.
6. Employ and support qualified teaching staff by establishing standards for employment, staff development, and retention through the development of relevant policies, procedures, and forms.
7. Establish and maintain collaborative relationships with families through the development of many forms of communication including the use of technology.
8. Establish and maintain relationships and use resources of the community by participating in collaborative programs that advance awareness of professional child care and early childhood education and demonstrating the incorporation of information into management activities.
9. Provide a safe and healthy physical environment through application of the federal, state, and local regulations plus the application of best practice standards and accreditation as indicated through the developments of policy, procedure, and practice, inclusive of the special needs of all children..
10. Implement strong program management policies that result in high-quality service using leadership concepts, best business practice, and adherence to the laws and regulations of the federal, state, and local governments.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program by completing a program declaration and an Advising form,
- Comply with the College's requirement to have current Act 34, Act 115, and Act 151 clearances that indicate "no record" on file with the Registrar's Office or a letter stating that the current place of employment accepts the existing clearances as current and of "no record" (required by Pa State Regulations)
- Satisfactorily complete all certificate requirements, including the submission of official transcripts of prior college credits that document 18 earned credits in Early Childhood Education
- Satisfactorily complete all certificate requirements.

REQUIRED COURSES

ECD281 Leadership in Early Childhood Programs

ECD282 Child Care Administration II

ECD283 Business Management in Early Childhood Programs

ECE225 Health, Safety and Nutrition for the Young Child

Credits to earn Certificate: 12

COURT REPORTING TECHNICIAN

CERTIFICATE

PROGRAM DESCRIPTION

Successful completion of this certificate program will attest to the technical skills required to take verbatim dictation and transcript dictation using real-time translation software. The program is designed for the student who already has an Associate, Baccalaureate, or Master's Degree in another field.

For each dictation speed attained, students will be issued a Penn Highlands certificate stating that they have met NCRA requirements for that speed proficiency.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Demonstrate speed and accuracy in machine shorthand skills at the level of 180 wpm in Literary, 200 wpm in Jury Charge and 225 wpm in Testimony, all at 95% accuracy as evidenced in resultant transcription.
2. Build a conflict-free personal shorthand dictionary that can be used and augmented throughout a court reporting career.
3. Demonstrate competency in the installation and use of real-time translation software.
4. Orally translate machine shorthand notes.
5. Prepare transcription output in legal and/or word processor formats.
6. Demonstrate knowledge of the terminology and processes of the judicial system including the discovery, trial, and appellate processes.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all certificate requirements.

CAREER OPPORTUNITIES

- Official Court Reporter
- Audio-Visual Captioner
- CART Providers
- Legislative and Conference Reporter
- Freelance Court Reporter
- Court Reporting Business Owner

REQUIRED COURSES

CRT110 Machine Shorthand Theory I
 CRT120 Machine Shorthand Theory II
 CRT160 Legal Terminology and Procedures
 CRT235 Computer-Aided Transcription
 DIC108 Speed Dictation I
 DIC110 Speed Dictation II
 DIC120 Speed Dictation III
 DIC140 Speed Dictation IV
 DIC160 Speed Dictation V
 DIC180 Speed Dictation VI
 DIC200 Speed Dictation VII
 DIC225 Speed Dictation VIII

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
CRT110	Machine Shorthand Theory I	4
CRT160	Legal Terminology and Procedures	3
Total Credits		7

SEMESTER II		CREDITS
CRT120	Machine Shorthand Theory II	4
Total Credits		4

SUMMER SESSION		CREDITS
DIC108	Speed Dictation I	2
DIC110	Speed Dictation II	2
CRT235	Computer-Aided Transcription	1
Total Credits		5

SEMESTER III		CREDITS
DIC120	Speed Dictation III	2
DIC140	Speed Dictation IV	2
Total Credits		4

SEMESTER IV		CREDITS
DIC160	Speed Dictation V	2
DIC180	Speed Dictation VI	2
Total Credits		4

SUMMER SESSION		CREDITS
DIC200	Speed Dictation VII	2
DIC225	Speed Dictation VIII	2
Total Credits		4

Minimum credits to earn Certificate: 28

NOTE: Students with high speed proficiency may accelerate completion of the Speed Dictation courses during and after their first summer session.

DIETARY MANAGER

CERTIFICATE

Approved by the Dietary Managers Association

PROGRAM DESCRIPTION

Successful completion of this nationally recognized program earns the student the opportunity to complete the national certification examination through the Dietary Managers Association. Upon successful completion of this examination the student will be a Certified Dietary Manager (CDM). This certification is required to manage food production and service departments in the acute care and long-term health care setting. This program requires that students have a 2.5 GPA and submit to specific health and criminal background checks prior to the field experience component. Students must pass all three (3) COMPASS exams before being accepted into this nationally approved certificate program.

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To demonstrate time management skills and develop a strong work ethic.
2. To work independently and as a member of a team.
3. To demonstrate information and technological literacy through use of computer technology and information resources.
4. To apply financial information to internal control and operational decision making.
5. To use mathematical and problem solving skills related to the workplace.
6. To demonstrate competence in food purchasing, storage, production and service.
7. To demonstrate medical nutrition therapy skills in the health care setting.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all certificate requirements.

CAREER OPPORTUNITIES

Long-term Healthcare

Dietary Manager
Food Service Supervisor
Food Service Director
Patient Care Services Supervisor

Acute Healthcare

Dietary Manager
Foodservice Supervisor
Patient Care Services Supervisor

REQUIRED COURSES

FSM135 Food Sanitation and Safety
FSM150 Foods I
FSM160 Foods II
FSM200 Food and Beverage Management
FSM260 Diet Therapy
INT200 Internship (150 clock hours)
LIF111 Health and Wellness
HTM200 Hospitality Management

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FSM150	Foods I	3
FSM135	Food Sanitation and Safety	3
FSM200	Food and Beverage Management	3
LIF111	Health and Wellness	3
Total Credits		12

SEMESTER II		CREDITS
FSM160	Foods II	3
FSM260	Diet Therapy	3
HTM200	Hospitality Management	3
HTM296	Dietary Manager Internship	3
Total Credits		12

Minimum credits to earn Certificate: 24

HERITAGE TOURISM MANAGEMENT

CERTIFICATE

PROGRAM DESCRIPTION

This certificate focuses on developing the skills necessary to support small businesses that are developing and/or expanding as a result of the economic development initiatives in heritage tourism. The curriculum is designed to prepare individuals for entry level employment in the hospitality and tourism industry. This certificate is comprised of 21 credits.

PROGRAM OBJECTIVES

Upon completion of the Certificate, the student will be able to

1. Identify the economic significance of travel and tourism
2. Demonstrate an understanding of regional/local history and resources to develop tourist sites and programs
3. Define and articulate "Quality" in quality hospitality service
4. Demonstrate an understanding of the roles of federal, state, and local regulatory agencies in serving safe food
5. Apply fundamental knowledge and skills to perform financial analysis, derive information for personal and organizational decisions, and understand business, governmental, and organizational entities
6. Demonstrate basic marketing skills used by businesses when acquiring current, relevant market knowledge

Conduct an in-depth examination of entrepreneurship and small business management focusing on the reasons for success/failure of a business, the decision to buy an existing business or create a new business, the importance of location, financing the new business, risk and the marketing function.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Satisfactorily complete all certificate requirements

CAREER OPPORTUNITIES

Bed and Breakfast Owner/Manager
Dining Room Hostess
Catering Supervisor
Restaurant Worker
Hotel-Motel Clerk
Special Events Assistant
Tour Developer
Tour Guide
Food Service Assistant

REQUIRED COURSES

HIS115 Regional History and Tourism
BUS110 Introduction to Business
HTM180 Customer Service
MAT110 Business Mathematics
ACC100 Introduction to Accounting
HTM100 Survey of Hospitality and Tourism
BUS220 Principles of Marketing

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
HTM100	Survey of Hospitality	3
ACC100	Introduction to Accounting	3
BUS110	Introduction to Business	3
HIS115	Regional History and Tourism	3
Total Credits		12

SEMESTER II		CREDITS
MAT110	Business Mathematics	3
HTM180	Customer Service	3
BUS220	Principles of Marketing	3
Total Credits		9

Minimum credits to earn Certificate: 21

MANUFACTURING TECHNOLOGY

CERTIFICATE

PROGRAM DESCRIPTION

The Manufacturing Technology Certificate Program prepares students for entry-level positions in the manufacturing/defense industries. As manufacturing and related industries become more competitive, the need for people who have the requisite skills to perform entry-level job duties is becoming critical. People who possess good writing and math skills, along with an understanding of how to perform job duties safely are essential to today's business success. In addition, individuals who have a good understanding of how to read blueprints, who understand quality control concepts, and who comprehend such areas as basic metallurgy and machine terminology are in demand. This Manufacturing Technology Certificate provides students with basic reading comprehension and writing skills as well as an understanding of mathematics and its importance to performing tasks in a work setting. Students will learn to work safely and in an ethical manner for the mutual benefit of the employee and employer.

PROGRAM OBJECTIVES

Upon completion of the certificate, the student will be able

1. To use interpersonal and team participation skills for effectively and ethically working with other people in the workplace and in client/customer relationships.
2. To apply skills in mathematics and logic needed in the manufacturing sector.
3. To understand the relationship of environmental issues to business/industry.
4. To understand the issues that affect policy and how decisions in a company impact the environmental health and safety within the company.
5. To show an understanding of federal, state, and local environmental laws and regulations.
6. To demonstrate a basic understanding of fundamental grammar and composition skills and their application in a technical setting.
7. To demonstrate an understanding of blueprints, diagrams, and schematics using isometric, orthographic, geometric tolerance and free-hand illustrations to support fabrication, machining, and assembly.
8. To use of application software most commonly found in business.

CAREER OPPORTUNITIES

Upon completing the Manufacturing Technology Certificate Program, students will be able to seek employment as:

- Entry-level Mechanical Technicians
- Entry-level Quality Control Technicians
- Entry-level Machine Tool Operators
- Entry-level Sheet Metal Assemblers

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

COURSES

- CIT100 Microcomputer Applications
- COM101 Public Speaking
- ENS140 Introduction to Occupational Safety and Health
- MAT120 Technical Math I
- LDR110 Total Quality Management
- CAM125 Blueprint Reading
- CAM210 Principles of Technology
- BUS107 Problem Solving Skills in the Workplace
- BUS108 Business Concepts
- ENG110 English Composition I

Credit hours: 27

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
CIT100	Microcomputer Applications	3
COM101	Public Speaking	3
ENS140	Introduction to Occupational Safety and Health	3
MAT120	Technical Math I	3
ENG110	English Composition I	3
Total credits		15

SEMESTER II		CREDITS
LDR110	Total Quality Management	3
CAM125	Blueprint Reading	3
CAM210	Principles of Technology	4
BUS107	Problem Solving Skills in the Workplace	1
BUS108	Business Concepts	1
Total credits		12

Minimum credits to earn Certificate: 27

MICROCOMPUTER APPLICATIONS

CERTIFICATE

PROGRAM DESCRIPTION

The Microcomputer Applications Certificate program meets staff development needs and provides a degree of computer literacy to augment the skills of displaced employees. The program meets the need for specific competencies in personal computer programs while providing a framework for continued staff development and credentialing. The certificate program is applicable for course transfer to Associate Degree programs.

CAREER OPPORTUNITIES

- Office Assistant
- Receptionist
- Word Processing Technician
- Data Entry Clerk

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able

1. To demonstrate and understanding of information literacy and basic knowledge of computer technologies.
2. To use the computer applications most commonly found in business.
3. To use the computer operating platforms most commonly found in business.
4. To use team participation skills for effective client/customer and colleague relationships.
5. To use essential communication skills to become an effective member of an organization.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all certificate requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE

STU100 College Study Skills
 ENG110 English Composition I
 MAT110 Business Mathematics
 CIT110 Theory of Computing
 COM101 Public Speaking
 ACE200 ACCESS Portfolio

Credit hours: 14

TECHNICAL CORE

CPT100 PC Basics
 CPT170 Microsoft PowerPoint
 CPT180 Guide to the Internet I
 CIT100 Microcomputer Applications
 CIT103 Microsoft Excel
 CIT107 Microsoft Word

Credit hours: 12

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
CIT110	Theory of Computing	3
ENG110	English Composition I	3
MAT110	Business Mathematics	3
*CPT100	PC Basics	1
*CPT170	Microsoft PowerPoint	1
STU100	College Study Skills	1
Total Credits		12

SEMESTER II		CREDITS
COM101	Public Speaking	3
CIT103	Microsoft Excel	3
CIT107	Microsoft Word	3
CIT100	Microcomputer Applications	3
*CPT180	Guide to the Internet	1
ACE200	ACCESS Portfolio	1
Total Credits		14

Minimum credits to earn Certificate: 26

**Two half semester courses worth 1 credit each*

OFFICE TECHNOLOGY

CERTIFICATE

PROGRAM DESCRIPTION

The Office Technology certificate program provides student with the skills to become certified technicians in Microsoft Office Suite. At the completion of Word, Excel, PowerPoint, and Access, students have the option of registering and completing the Microsoft Office User Specialist (MOUS) examination at a participating MOUS testing center. Pennsylvania Highlands Community College is a participating testing center.

PROGRAM OBJECTIVES

Upon completion of the certificate, the student will be able to:

1. Apply knowledge of Microsoft Office applications to an office setting.
2. Use computer applications most commonly found in business.
3. Produce properly formatted business correspondence.
4. Perform clerical and office technology tasks at an entry level of competency.

CAREER OPPORTUNITIES

- Receptionist
- Accounting Clerk
- Data Entry Clerk
- Office Assistant

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all certificate requirements.

REQUIRED COURSES

CIT102 Microsoft Access
 CIT103 Microsoft Excel
 CIT105 Microsoft PowerPoint
 CIT107 Microsoft Word
 CIT100 Microcomputer Applications
 or CIT110 Theory of Computing

TYPICAL SEQUENCE OF COURSES

SEMESTER I	CREDITS
CIT100 Microcomputer Applications or CIT110 Theory of Computing	3
Total Credits	3

SEMESTER II	CREDITS
CIT107 Microsoft Word	3
CIT103 Microsoft Excel	3
Total Credits	6

SEMESTER III	CREDITS
CIT105 Microsoft PowerPoint	3
CIT102 Microsoft Access	3
Total Credits	6

Minimum credits to earn Certificate: 15

PHARMACY TECHNICIAN

CERTIFICATE

PROGRAM DESCRIPTION

The pharmacy technician program prepares individuals for the roles of supportive personnel in hospital and community pharmacies. The pharmacy technician provides assistance to the Registered Pharmacist in a variety of tasks involving the preparation, packaging, distribution, labeling, and recording of drugs. Students are theoretically prepared in the practice of pharmacy technician which includes billing, maintenance of stock, computer data entry, legal and ethical guidelines, and professionalism. There are two clinical internships at the end of the program that provide on the job experience in hospital, retail, community and private pharmacy settings. Upon satisfactory completion of the program, students are eligible to apply and take the Pharmacy Technician Certification Exam that is given by the Pharmacy Technician Certification Board.

CAREER OPPORTUNITIES

After satisfactorily completion of the pharmacy technician program, the graduate will be able to seek employment as a pharmacy technician in the following areas:

- Hospital pharmacies
- Community pharmacies
- Closed (Private) Pharmacies
- Extended care facilities
- Home health agencies
- Satellite pharmacies
- Clinics
- Mail order pharmacy distribution centers

PROGRAM OBJECTIVES

Upon completion of the program, the student will be able to:

1. Demonstrate competencies needed to work as a pharmacy technician in all pharmacy settings.
2. Show proficiency in dispensing medications.
3. Assist Registered Pharmacists in all aspects of pharmacy operations.
4. Function effectively as a member of the health care team.
5. Practice as a pharmacy technician within the legal and ethical framework guidelines.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all certificate requirements.

COURSES

HCM100 Medical Terminology
 HCM130 Basic Anatomy and Physiology
 HCM140 Basic Disease Process and Pharmacology
 CIT100 Microcomputer Applications
 COM120 Organizational Communications
 HCM280 Financial Management in Health Care
 PHT100 Pharmacy Law and Ethics
 PHT101 Pharmacy Calculations
 PHT102 Pharmacy Technician Practice
 PHT103 Pharmacy Technician Professionalism
 PHT298 Hospital Pharmacy Internship
 PHT299 Retail/Community Pharmacy Internship

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
HCM100	Medical Terminology	3
HCM130	Basic Anatomy and Physiology	3
HCM280	Financial Management in Health Care	3
CIT100	Microcomputer Applications	3
COM120	Organizational Communications	3
Total Credits		15

SEMESTER II		CREDITS
HCM140	Basic Disease and Pharmacology	3
PHT100	Pharmacy Law and Ethics	2
PHT101	Pharmacy Calculations	2
PHT102	Pharmacy Technician Practice	3
PHT103	Pharmacy Technician Professionalism	1
PHT298	Hospital Pharmacy Internship	2
PHT299	Retail/Community Pharmacy Internship	2
Total Credits		15

Minimum credits to earn Certificate: 30

SURVIVABILITY AND INFORMATION ASSURANCE INSTITUTE (SIA)

CERTIFICATE

PROGRAM DESCRIPTION

The Survivability and Information Assurance (SIA) certificate program addresses individuals with a technical orientation interested in enhancing their skills and career opportunities associated with protecting critical information on computers, distributed systems, and networks. Students enrolled should have a minimum of two years experience in installing and maintaining computer systems and networking infrastructure components, managing user accounts and files, and a basic knowledge of Transmission Control Protocol/Internet Protocol TCP/IP.

The SIA certificate program curriculum goals are to improve the state of the computer and network systems management practices used in enterprise. Students learn how to think about information assurance (IA) within an enterprise system and how to integrate security policy, practices, and technologies into an operational infrastructure. Resulting skills are those necessary for recognizing, resisting, and recovering from attacks on networked systems.

CAREER OPPORTUNITIES

- Computer Security System Administration
- Computer Security Consultant/Analyst
- Technical Manager
- System/Network Administrator

PROGRAM OBJECTIVES

Upon completion of the certificate, the student will be able to:

1. Recognize attacks on networked systems.
2. Demonstrate skills necessary to protect corporate enterprise systems from networked attacks.
3. Demonstrate skills necessary to recover from networked attacks.
4. Analyze the interaction of various practices with respect to patches, attacks, and intrusions.
5. Apply a new survivable functional unit to new or existing networks.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must

- Matriculate into the program
- Develop a *Flexible Learning Contract* with the assistance of a college advisor
- Satisfactorily complete all certificate requirements.

REQUIRED COURSES

CIT130 Local Area Networks
 SIA210 Principles Survivability Information Assurance
 SIA220 Information Assurance Networking Fundamentals
 SIA230 Sustaining, Improving, and Building Survivable Functional Units

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
CIT132	Local Area Networks	4
SIA210	Principles Survivability Information Assurance *	4
Total Credits		8

SEMESTER II		CREDITS
SIA220	Information Assurance Networking Fundamentals *	5
Total Credits		5

SEMESTER III		CREDITS
SIA230	Sustaining, Improving, and Building Survivable Functional Units	4
Total Credits		4

Minimum credits to earn Certificate: 17

* *SIA210 Principles Survivability Information Assurance and SIA220 Information Assurance Networking Fundamentals can be taken concurrently.*

Course Descriptions



ACC100 Introduction to Accounting

This is an introductory course in financial accounting - the language of business. This course takes the student through the basics: what accounting information is, what it means, and how it is used. By aiming on the function, not the formation of accounting information, this course will serve those students who will pursue advanced studies in accounting as well as those students who will embark upon other academic paths. This course presumes no prior knowledge of accounting. Available in both Fall and Spring Semesters.

3 credits

ACC110 Principles of Accounting

This course is designed to supplement Introduction to Accounting (ACC 100) by presenting procedures used throughout the entire accounting cycle, from the point of original entry through the preparation of financial statements. Emphasis is placed on developing a firm foundation of fundamental procedures that will serve as basic preparation for students who elect to challenge advanced accounting courses and as an accounting requisite for students to pursue other majors. Available in both Fall and Spring Semesters.

Prerequisite: ACC100 Introduction to Accounting
3 credits

ACC200 Intermediate Accounting I

A comprehensive study of accounting theory and practice relating to economic resources, concentration is placed on the role of accounting as an information system used to make informed financial decisions. Available in the Spring Semesters.

Prerequisite: ACC110 Principles of Accounting
3 credits

ACC210 Intermediate Accounting II

A continuation of Intermediate Accounting I (ACC200), this course presents an in-depth study of accounting principles and concepts relating to various financial instruments, as well as addressing certain critical reporting issues. The course culminates with the analysis of financial statements. Available in the Spring semester.

Prerequisite: ACC200 Intermediate Accounting I
3 credits

ACC220 Automated Accounting

This course is designed to provide a working knowledge of how computerized accounting systems function. Students work with up-to-date commercial accounting software commonly used in small to mid-sized business. Includes six fully integrated accounting modules: General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory, and Projects. Available in the Fall semester.

Prerequisites: ACC110 Principles of Accounting, CIT100 Microcomputer Applications
3 credits

ACC230 Managerial Accounting

This course prepares students to understand the critical role cost management information plays in the overall success of an organization. It presents the essential concepts, behavior, and accounting techniques applicable to manufacturing cost systems. Consistent with the shift in the US economy from manufacturing to services industries, the course also presents how the service sector uses cost accounting. Available in the Fall semester.

Prerequisite: ACC110 Principles of Accounting
3 credits

ACC240 Tax Accounting

This is an introductory tax course that presents a conceptual approach to the federal income tax law by concentrating on broad themes. Designed to sensitize students to the tax implications inherent in business transactions and to cultivate the ability to diagnose tax issues. The course provides a permanent frame of reference into which students can integrate the constant changes in the technical minutia of the tax law. Available in the Fall semester.

Prerequisite: ACC200 Intermediate Accounting I
3 credits

ACC250 Government/Nonprofit Accounting

A basic-level course in fund accounting for non-business organizations. Emphasis is placed on the fundamental framework of fund accounting and reporting for governmental units as well as addressing other nonprofit institutions. Available in the Spring Semester.

Prerequisite: ACC200 Intermediate Accounting I
3 credits

ACE200 ACESS Portfolio

This course prepares students for competing effectively in the highly competitive, real-life employment marketplace. The course focuses on career portfolio development/preparation, resume and cover letter preparation, hands-on experience in effectively using career exploratory reference materials, job search techniques, pre-and post-interviewing techniques, including a mock interview and critique, test taking tips, and appropriate professional apparel. (This is a higher level course and should be taken in the student's last or second to last semester. It is highly recommended that this course be completed prior to one's internship semester.) See page 18 of this catalog for more information.

1 credit

ACT100 Introduction to the Activity Profession

Students are introduced to the first three curricular areas of the Basic Education Course recommended by NCCAP (National Certification Counsel for Activity Professionals). Students wishing an NCCAP practicum contract independently with an ACC. Available in the Fall semester.

4 credits

ACT140 Activity Care Planning

This course outlines a frame of reference for care planning, explores the components of an individualized care plan, and discusses the aspects of a health record system. The goal is care planning that helps each resident achieve his/her own measure of quality living by employing NAAP (National Association of Activity Professionals) professional standards. The necessity, legality, and practicality for documentation is studied.

Available in the Spring semester.

Co-requisite: ACT100 Introduction to the Activity Profession
2 credits

ACT200 Methods of Service Delivery in Activity Profession

This course explores activity program scope, types, and management generated from resident interest, ability, or need. Practical issues include steps in carrying out an activity, developing a calendar, use of equipment, policies, procedures, and ongoing evaluation. Various therapies and modalities are introduced and resources are explored focusing on programs that are geared to resident happiness and growth. Offered on a limited basis.

Prerequisites: ACT100 Introduction to the Activity Profession, ACT140 Activity Care Planning
3 credits

ACT210 Advanced Management Course

The Advanced Management Course is an NCCAP approved course for students who have received the Activity Professional diploma or equivalent and plan to complete ACT 100-200 before completing this course. Course instruction is oriented toward management activities expected of an Activity Professional including department responsibilities, administrative practices, communication and documentation, activities program development and review, and volunteer and staff supervision. Students complete a 90-hour practicum that meets NCCAP standards.

6 credits

ANT100 Introduction to Cultural Anthropology

This course is a diverse introduction to the subjects, concepts, theories, ethics, and study of anthropology. Emphasis is on cultural exploration of the similarities and differences of human groups. Available in both Fall and Spring semesters.

3 credits

AOJ100 Introduction to Corrections

Provides students with a basic understanding of the structure and operations of correctional systems, the evolutionary and political development of corrections, and the goals of corrections in contemporary society. It takes students from an examination of the role of corrections in society's attempt to control crime to an in-depth look at two of the most pressing problems in U.S. corrections today: overcrowding and financial problems. Available in both Fall and Spring semesters. Classroom, web-supported & web-based delivery.

Prerequisite: HUS100 Introduction to Human Services

Suggested Co-requisite: ENG100 English Composition I

3 credits

AOJ200 Institutional Populations & Management

The course is an introduction and analysis of punishment, custody and rehabilitation in various inmate populations and the case management roles provided therein. Emphasis is placed on population management techniques based upon the sociological study of the control and rehabilitation process. Includes field trips and guest speakers from a variety of institutions. Available in both Fall and Spring semesters.

Prerequisite: AOJ100 Introduction to Corrections

Suggested Prerequisite: CIT Elective

Co-Requisite: AOJ 210 Parole & Probation

3 credits

AOJ210 Parole & Probation

Examines the processes involved in parole and probation for criminally convicted adults and juveniles and whether these social objectives are achieved. Students will deepen their understanding of these philosophies through an examination of the history of parole and probation in the United States, through an analysis of probation and parole programs in the community. Various classes of offenders are considered. The role of the probation and parole officer is examined, including their relationships with offender-clients. Trends in probation, parole and recidivism rates are examined. The course emphasizes the legalistic approach, noting key legal cases where appropriate, including the most recent U.S. Supreme Court decisions. Students engage in 30 hours of related service learning. Students may need to present approved current ACT 34 & ACT 151 clearances to complete coursework. Available in both Fall and Spring semesters.

Prerequisite: AOJ100 Introduction to Corrections.

Suggested Prerequisite: CIT Elective

Co-Requisite: AOJ200

3 credits

ASL101 American Sign Language I

This course introduces American Sign Language. It focuses on conversation in signs, basic grammar, and cultural aspects of the deaf community. Available in the Fall semester.

3 credits

ASL102 American Sign Language II

This course picks up where American Sign Language left off. It focuses on conversation in signs, grammar and cultural aspects of the deaf community. Students are able to describe and discuss everyday matters and situations in a culturally appropriate manner using their growing sign vocabulary, more complex grammatical principles and communicative strategies that assist in being understood by the deaf listener. Available in the Spring semester.

3 credits

AST100 Introduction to Astronomy

This course will explore the origin, characteristics and evolution of the solar system, the stars and galaxies, and the universe. The course will discuss historical milestones in the science of astronomy from ancient astronomers to the space probes of today. Consideration will be given to the future of astronomical research and current theories in astronomy. Available in both Fall and Spring semesters.

3 credits

BIO100 General Biology

This course provides an overview of the basic principles of biology such as the structure and function of the cell, cellular respiration, photosynthesis, mitosis, meiosis, genetics, natural selection, and evolution. Lectures focus on human and animal biology and are complemented by discussions which stress critical thinking.

3 credits

BIO105 General Biology with Lab

This course provides an overview of the basic principles of biology such as the structure and function of the cell, cellular respiration, photosynthesis, mitosis, meiosis, genetics, natural selection, and evolution. Lectures focus on human and animal biology and are complemented by discussions which stress critical thinking. Labs are designed to supplement the lectures with hands-on laboratory experiments in topics such as writing a laboratory report, microscopy, osmosis, genetics, and evolution. Available in both the Fall and Spring semesters.

4 credits

BIO210 Microbiology

This course is designed to introduce students to the fundamental concepts of microbiology, and the application of those concepts to human disease. Lecture will include the study of microorganisms, their metabolic processes, and their relationship to disease. Laboratory work includes culturing, staining, studying, and identifying microorganisms.

Prerequisite: BIO105 General Biology with Lab

4 credits

BIO220 Biotechnology I

This course is designed to introduce the student to basic principles of biotechnology and to familiarize the student with the application of these principles in modern biotechnology settings.

Topics will include exploration of biotechnology careers and research applications, industry standards for safety procedures (GLP, GMP, PPE, MSDS), basic biotechnology skills, and typical instrumentation related to the identification, isolation, and manipulation of DNA. Available in the Fall semester.

Prerequisites: BIO105 General Biology with Lab, CHM105 General Chemistry with Lab

4 credits

BIO230 Biotechnology II

This course is designed to introduce the student to basic principles of biotechnology and to familiarize the student with the application of these principles in modern biotechnology settings.

Topics will supplement the topics covered in Biotechnology I with the addition of proteomics. Available in the Spring semester.

Prerequisite: BIO220 Biotechnology I

4 credits

BIO240 Bioethics

This course introduces the student to basic bioethics. Theories are discussed in a primary learning level with beginning application levels. Included are current controversial bioethical topics of significance in the field of biotechnology and techniques which enable the student to make justified ethical decisions. Available in the Fall semester.

3 credits

BIO260 Human Anatomy & Physiology

This course introduces the student to the basic structure and functioning of the human body. Course topics will include the organization of the body at the molecular, cellular, and tissue levels. The structure and function of the integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, digestive, reproductive, endocrine and urinary systems will be studied. Available in the Fall semester.

Prerequisite: BIO105 General Biology with Lab or High School Biology within the last 5 years.

4 credits

BIO262 Human Anatomy and Physiology Advanced

This course introduces the student to the structure and functioning of the human body. It is the second half of a yearlong introduction to Anatomy and Physiology. Course topics will include the organization of the body systems at the molecular, cellular, and tissue levels. The structure and function of the senses, cardiovascular, lymphatic, respiratory, digestive, reproductive, endocrine, urinary and immune systems will be studied. Available in the Spring semester.

Prerequisite: BIO260 Human Anatomy & Physiology

4 credits

BIO299 Biotechnology Internship

The internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester they plan to earn the internship credits.
1 credit (45 hours)

BUI101 Civil Survey I

This course starts with the fundamentals of raw data and how to work with it in a CADD environment to produce Civil drawings and Survey drawings. This course covers the basics for a boundary survey drawing including meets and bounds descriptions, symbols, and abbreviations. The student will also learn to create topographic drawings to include all existing information found in the field. The raw information used to create the topographic drawing will then be used to perform grading and volume calculations. A complete explanation of symbols, abbreviations, and drawing requirements will be given as they relate to the creation of civil and survey drawings. Available in the Spring.

Prerequisite: CAD102 Computer Aided Drafting II
3 credits

BUI102 Architectural I

This course covers techniques for rapid development of working plans. Students will learn to identify, create, store and use appropriate symbols within the CADD environment. The main emphasis will be placed on design and engineering for residential construction, some comparisons will be made to the similar techniques used for commercial projects. Drawings included within the course will be: sections, floor plans, foundation plans, various schedules and elevations. Advanced drafting techniques utilizing the latest CADD software will be emphasized. Available in the Spring.

Prerequisite: CAD102 Computer Aided Drafting II
3 credits

BUI110 Introduction to Building Technologies

This course will give the student a broad introduction to the different types of building construction and the modern building technologies used in construction. The student will learn about the basic concepts of architectural design that impact building construction from site conditions to building codes including HVAC, plumbing, fire protection, and electrical systems.
3 credits

BUI125 Architectural Blueprint Reading

This course covers the basics for reading blueprints for Architecture construction plans. Students will learn various layouts and structure of Architecture construction plans. They will learn and understand common symbols and drawing techniques used in the industry. Students will learn how to identify and find floor plans, details, schedules, notes and sections within any complete set of Architecture construction plans. The student will then learn to perform quantity take-offs for the materials needed to construct a given project. Available in the Fall.

3 credits

BUI221 – Building Component – Electrical

This Course covers and utilizes the theories and symbolic representation used in Design and Layout of Electrical Drawings. The student will learn how to Design and Draw Basic residential electrical drawings using CAD. The student will work with the basic requirements for lighting design and layouts and apply that knowledge to the creation of lighting drawings using CAD. Available in the Fall.

Prerequisite: CAD102 Computer Aided Drafting II
3 credits

BUI222 Building Component – Plumbing/Fire Protection

This course covers the basic symbols, symbol libraries, abbreviations, details, and schematic diagrams used on plumbing/fire protection design drawings for buildings. The student will learn how to Design and Draw basic plumbing plans. The student will use industry codes governing fixture selection and layout when Designing and Drawing plumbing plans. This course covers basic fire protection systems. The student will learn to design and draw basic fire protection layouts and plans using of sprinklers and showing the piping valves and fittings. This course does cover a complete explanation and basic understanding of symbols used on plumbing layouts of fixtures, equipment, piping, valves and fittings. Available in the Fall.

Prerequisite: CAD102 Computer Aided Drafting II
3 credits

BUI223 Building Component – HVAC

This course covers and utilizes standards and techniques for layout and drawing through the use of CADD software in the development of Heating, Ventilation, and Air Conditioning (HVAC) drawings for buildings. The student will learn to recognize and utilize standard parts and/or symbol libraries to develop and illustrate HVAC features. The student will not only use CADD to create drawing he or she will also learn to size the Ductwork and Piping shown on HVAC plans. Available in the Fall.

Prerequisite: CAD102 Computer Aided Drafting II
3 credits

BUI299 Building Systems Internship

The internship is credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. Internship credits vary from 1-4 depending on one's program. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
4 credits (180+ hours)

BUI234 Civil Survey II

This course requires the student to use the information learned from Civil/Survey I and apply to roadway and pipeline design. The student will create alignments from existing and proposed centerlines to create profiles. The student can then apply templates for roadway design. Using Pipe networks within the CADD program the student can layout a pipe system for sewers, gas lines, and waterlines including plan and profiles. Available in the Spring.

Prerequisite: BUI101 Civil/Survey I
3 credits

BUI235 Architectural II

This course continues where BUI102 Architectural I left off. The course uses the individual building components as they relate to the overall building design. Students are required to already have the Building components and will learn to incorporate those disciplines into Architecture plans. This entire course will relate everything to project completion. The main emphasis will be placed on complete design and engineering for residential construction and the materials needed to construct it. The students will be required to do a complete residential project using CADD as part of the course. Available in the Spring.

Prerequisites: BUI102 Architectural I, BUI221 Building Component – Electrical, BUI222 Building Component – Plumbing/Fire Protection, BUI223 Building Component - HVAC
3 credits

BUI298 Architectural-Civil Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. To earn three credits, an intern must satisfactorily complete a minimum of 135 hours on the job. Available in the Fall and the Spring.

Prerequisite: Students may intern after earning at least two-thirds of their program and a 2.00 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits

BUS100 Business Office Procedures

This course is designed to acquaint the student with the responsibilities encountered by a business office technician during the workday. Topics covered include understanding your profession, critical support responsibilities, information management, receptionist's duties, telephone techniques, mail handling, filing, handling appointments, office organization, and maintaining a successful career. Available in Fall Semester Only.

3 credits

BUS107 Problem Solving Skills in the Workplace

This course is designed for individuals who are interested in learning how to recognize and solve problems. A step-by-step guide is used to teach the process of problem solving. Creative problem solving, as well as problem solving techniques are also discussed.

1 credit

BUS108 Business Concepts

This course is designed for individuals to obtain a general understanding of what business is, how it is formed, and how it operates within the market system. Emphasis is placed on the manufacturing aspect of business, although many other aspects of a business enterprise are discussed.

1 credit

BUS110 Introduction to Business

This course examines the social, legal, ethical, economic, and political interactions of business and society. This is a foundation for students who specialize in some aspect of business and also provides the opportunity for non-business majors to learn about the impact of business in a society in which they are citizens, consumers, and producers. Topics include economic systems; government and business; ethics and law, social responsibility; globalization; and international business concepts, principles and practices. Available in both Fall and Spring Semesters.

3 credits

BUS125 Management Principles

This course presents the principles, techniques, and concepts needed for managerial analysis and decision making. It highlights the functions of planning, organizing, influencing, and controlling behavior in the organization. Principles of organization development are introduced. Available in both Fall and Spring Semesters.

3 credits

BUS130 Personal Consumer Finance

This course is designed for students with little or no experience in personal money management. The course analyzes the interrelationships of budgeting, bank, credit, investments, taxation, insurance, and estate planning as related to individual and/or family consumer decision making.

3 credits

BUS140 Small Business Management

This course is a review of considerations faced by students planning to establish and manage a small business venture. Includes forms of ownership, financial planning and resources, and basic considerations in operations and control. Available in both Fall and Spring Semesters.

3 credits

BUS150 Machine Transcription

This course includes dictation of business and legal documents utilizing the principles of good grammar, letter and document structure to reproduce information dictated from transcription tapes. The dictated material includes business letters, in block and semi-block letter style, memoranda, information attachments, business reports, and invoices. The course develops proficiency, speed, and accuracy in transcribing all types of business documents in mailable form. Available in Spring Semester Only.

2 credits

BUS165 Human Resource Management

This course examines the policies and practices used by human resource management teams to build and maintain an effective workforce. A major issue is the changing role of Human Resources (HR) in organizations. HR was once a clerical function that was relegated to the lower echelons of the organization; today more companies have elevated the HR function to an integral part of the senior planning team. Topics covered include human resource planning, job analysis, recruitment, selection, performance appraisal, workforce development, compensation, discipline discharge, workplace safety and health, and labor relations. Available in both the Fall and Spring semesters.

3 credits

BUS205 Total Quality Management

This course is an introduction to the study of Total Quality Management, its philosophies and tools. It examines the quality dimensions of products and services; the impact of quality on productivity; and the quality management philosophies of Deming, Juran, and Crosby. Additionally, students become familiar with problem solving and some of the primary tools of quality management, including brainstorming, histograms, flow charts, cause and effect diagrams, Pareto charts, and control charts for variables and attributes. Available in both Fall and Spring Semesters.

3 credits

BUS210 Business Law

This is an introductory course that considers the nature of business law and procedural framework of the legal system. Special interest centers around current legal issues such as compliance issues, EEOC environmental laws and regulations, employment problems/issues, workers' compensation, and sexual harassment. Available in both Fall and Spring Semesters.

3 credits

BUS220 Principles of Marketing

This course is a study of the major elements in the marketing mix, including demand, product planning, pricing, channels, logistics of distribution, and promotion. Principles, functions, and basic problems are also under discussion. The class examines actual practical case studies to assist the student in fully comprehending the nature of marketing. Available in both Fall and Spring Semesters.

3 credits

BUS299 Secretarial Technology Internship

The internship is credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. Internship credits vary from 1-4 depending on one's program. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.

3 credits (135+ hours)

CAD101 Computer Aided Drafting I

This course covers basic Windows, computer and CAD terminology, and basic entity creation and modification all of which are used to produce elementary geometric figures. Students learn to use and control accuracy enhancement tools, use geometric and non-geometric editing commands, control coordinates and display scale, and use layering techniques. Available in the Fall.

3 credits

CAD102 Computer Aided Drafting II

This course covers and uses standards and techniques for layering and efficient drawing production through the use of CAD library development, including the use of attributes. Students learn to use standard parts and/or symbol libraries, grouping techniques, and query commands to interrogate database, trim surfaces, edit control points, and extract geometric data. Available in the Fall.

Prerequisite: CAD101 Computer Aided Drafting I

3 credits

CAD201 Computer Aided Drafting 3D

This course is designed to expose the advanced CAD user to all aspects of 3-D design. Students will work with 3D models, 3D surface models, solid modeling, presentations and application projects. Students will use the latest version of AutoCAD to complete their assigned work.

Available in the Spring

Prerequisite: CAD102 Computer Aided Drafting II

3 credits

CAM125 Blue Print Reading for Machining Trades

This course provides the necessary skills to read blueprints for the machinery trades, coupled with practical math problems in the manufacturing process. Available in Spring Semester Only.

3 credits

CAM210 Principles of Technology

Principles of Technology is a course that will relate to and build a foundation for the student preparing for entry-level positions in the a manufacturing/defense industries. The course will be a practical hands on experience using technical math and physics to explore force, work, rate, resistance, energy power, and force transformers. This course has a 2 credit lab component.

Available in Fall Semester Only.

Suggested prerequisite: Technical Math
4 credits

CFR100 Introduction into Computer Forensics

This course presents the basic computer forensic technology. Students will study the areas of the computer systems that are prone to security intrusion and methods to reduce this risk. Available in the Spring semester.

Prerequisite: CIT100 Microcomputer Applications
3 credits

CFR200 Security Systems

This course presents a comprehensive introduction to the following issues: security of a computer system, potential problems and solutions. Students will learn how to use access controls, cryptography, encryption, and firewalls to design a secure system. Legal issues such as private security, monitoring policies, private and public sector liaison issues and premise liability will be incorporated into the design of security systems.

Prerequisites: CFR100 Introduction into Computer Forensics, CRT160 Legal Terminology and Procedures

Co-requisites for Network Admin Program: CIT226 Windows Server Management, CIT236 TCP/IP and Interconnectivity
3 credits

CFR201 Intrusion Detection

This course presents methods to detect computer system intrusion. Various investigative tools will be utilized to collect and preserve evidence. This course will use intrusion detection software.

Available in the Fall semester.

Prerequisite: CFR100 Introduction into Computer Forensics
3 credits

CFR220 Search and Seizure

This course provides students with processes used in seizing a computer system and examining for evidence. Topics such as: establishing probable cause, evidence protection, and the chain of evidence will be examined. Students will analyze these topics using procedural requirements for evidence collection, relevancy and impeachment of evidence and burden of proof using software. Available in the Spring semester.

Prerequisites: CFR200 Security Systems and BUS210 Business Law
3 credits

CFR221 Economic Crime Investigation

This course applies the rules and methods presented in perquisite courses. Students will learn proper documentation and presentation of a case at all levels of court proceedings using actual case studies. Available in the Spring semester.

Prerequisite: CFR201 Intrusion Detection
3 credits

CFR294 Computer Forensics Internship

The internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. You will need to complete 3 credits hours for the Computer Forensics program. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester they plan to earn the internship credits.
3 Credits (135+hours)

CHC110 Human Growth and Development I

The course focuses on the development and behavior of children from conception to preadolescence and developmentally appropriate practice within the context of each developmental stage. It surveys physical, emotional, social, and intellectual development. Small group projects, child observations, investigation and discussion of issues related to principles of development are examined. Pertinent research is analyzed for applications to the child's world. Students learn to analyze child-rearing practices through an understanding of current research. Readings from current research literature are required. Classroom, web-based & web-supported delivery. Available in both the Fall and Spring semesters.

Co-requisites: ENG100 English Composition I, CIT100 Microcomputer Applications
3 credits

CHC120 Child Care Operations

The course provides the foundation for a comprehensive child care program in any of several types of early child facilities. Students learn to analyze, plan, organize and implement programs for infants through kindergarten age groups. Class activities are completed through reading, research and observation of existing programs. Students complete 40 hours of observation in community early child care and development programs and preschools. Students also complete the essential elements of the CDA training program.

Classroom delivery. Available in the Fall semester.
Prerequisite: ENG100 English Composition I
Co-requisite: CHC110 Human Growth and Development I
3 credits

CHC200 Human Growth and Development II

The course examines the child from a cognitive psychosocial perspective. Perspectives of the major human development theorists are explored through their research and application to early child programs. Perspectives are examined in the context of the individual, the family, group and school. Theoretical notions are explored through classroom observations spanning early childhood and adolescence. Development Emphasis is placed on current empirical research into issues and solutions in group and community contexts. Classroom delivery. Available in the Spring semester.

Prerequisites: CHC110 Human Growth and Development I, PSY100 General Psychology or HUS100 Introduction to Human Services
3 credits

CHC210 Early Child Program Administration*

Based upon the principles of developmentally appropriate practice, this course examines the practitioner's role as a manager, organizer, communicator and teacher. Skills in program planning, physical space, budgeting and staffing requirements are learned in a project-oriented environment. Observation/service learning (30 hours) and consultation with a day care center or nursery or pre- school is integral to the course. Students are expected to present approved current Available in the Spring semester. Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class.

Prerequisites: CHC110 Human Growth and Development I, CHC120 Child Care Operations
3 credits

CHC212 Methods & Materials: Science, Math & Technology

This course focuses on child development from infancy to school age and the methods and materials that teach basic science, math and technology concepts, applications and use. The course includes an emphasis on cooperative learning, assessment, and hands-on science. Using tradition curriculum methods and student centered methods, students will learn to create materials based upon developmentally appropriate practices. When available, student will explore children's software and use the internet in researching and identifying additional instructional methods. Student experience methods of teaching, learning and assessing through a 20-hour preservice teaching experience. In order to complete course requirements, students are expected to present approved current ACT 34 & ACT 151 clearances at the beginning of the class. Available in both the Fall and Spring semesters.

Prerequisite: ECE205 Emerging Literacy/Inclusion
Co-requisite: CHC 214 Methods & Materials: Music Art, Literacy & Language.
3 credits

CHC214 Methods & Materials: Music, Art, Literacy & Language

This course focuses on child development from infancy to school age and the methods and materials that apply literacy concepts. Using traditional curriculum methods and student centered methods, students will learn to create materials based upon developmentally appropriate practices. When available, students will explore children's software and will use the internet to explore the use of technology in the experience of literacy, alternative strategies for instructions and assessment in developmentally appropriate practice. Students will participate in field experiences using the concepts and techniques learned in this course. Students experience the methods of teaching, learning and assessing through a 20-hour preservice teaching experience. In order to complete course requirements, student are expected to present approved current ACT 34 & ACT 151 clearances at the beginning of the class. Classroom delivery. Available in both the Fall and Spring semesters.

Prerequisite: ECE205 Emerging Literacy/Inclusion
Co-requisite: CHC212 Methods & Materials: Science, Math & Technology
 3 credits

CHC216 Methods & Materials: Problem Solving and Mathematical Reasoning for Young Children

This course will present the early childhood educator with the mathematical skills and concepts used in today's programs including sets, systems of numbers, experiences with numbers, operations of numbers, number concepts, and elements of geometry, probability, and measurement. These concepts will also investigate in the context of the NCTM standards as well as Pennsylvania standards. Effective teaching of mathematics requires an understanding of what each student knows and needs to learn and then challenging and supporting them to learn it well. Effective teaching of mathematics also requires the teacher to feel comfortable and confident with the concepts presented. This course will offer that opportunity. Available in both the Fall and Spring semesters.

Prerequisites: MAT145 College Algebra, CIT100 Microcomputer Applications, EDU120 Technology for Teaching
 3 credits

CHC230 Human Exceptionality/ Inclusion (crosslisted as PSY230)

This course focuses on human development and a multidimensional view of exceptionality. Children, students, and adults with special needs, including gifted children, are understood from the bio-psy-cho-social perspective. Beginning prenatally, the appearance of developmental disabilities is examined from available perspectives. The course explores many of the most common disabilities and provides a basis of therapeutic understanding to support enrichment, instruction, and behavioral management. The focus throughout is on special education philosophy, principles, and legislation the essentials necessary for understanding and using the more applied knowledge base of special education. In the broader perspective, the minimization or amelioration of disability is discussed over the life of an individual Classroom delivery. Available in both the Fall and Spring semesters.

Prerequisites: PSY100 General Psychology, ENG110 English Composition I, CHC110 Human Growth & Development I (or HUS150 Human Development Across the Life Span)
 3 credits

CHM105 General Chemistry with Lab

This course is designed to introduce the student to basic concepts of chemistry and connections of these chemical principles to everyday life. Topics include atomic structure, the periodic table, stoichiometry, properties of gasses, chemical bonding, acids and bases, and oxidation-reduction reactions. Laboratory exercises are designed to supplement the lecture material, and to introduce common equipment and techniques in the field of chemistry. Available in both Fall and Spring Semesters.

Prerequisite: MAT145 College Algebra
 4 credits

CHM110 Survey of Organic and Biochemistry

This course is designed to provide an overview of organic chemistry and biochemistry. Topics include functional groups of organic compounds, the structure and function of carbohydrates, the structure and function of lipids, the structure and function of proteins, and the structure and function of DNA. Available in Spring Semester only.

Prerequisite: CHM105 General Chemistry with Lab
 4 credits

CHM200 Environmental Chemistry

This course provides an understanding of modern topics in environmental chemistry. Students gain an understanding of environmental chemistry for use in the work place, as preparation for further educational pursuits, or to gain greater technical insights into current environmental issues. The concepts of atomic structure, bonding, and chemical reactions provide the background chemical knowledge for topics such as water resources, air chemistry, organic chemistry, polymers, energy (fossil fuels and future alternative sources), toxicology, agricultural chemicals, and waste treatment and disposal. Available in the Spring semester.

Prerequisite: CHM105 General Chemistry with Lab
Co-requisite: CHM201 Environmental Chemistry Laboratory
 3 credits

CHM201 Environmental Chemistry Laboratory

The laboratory illustrates the topics introduced in Environmental Chemistry and provides students with hands-on experience with modern environmental analytical laboratory techniques. The laboratory includes experiments in pH, oxygen content, acidity, alkalinity, conductivity, carbon compounds, metals, ions, nitrates, and phosphates, as well as practical experience in laboratory safety, sampling procedures, calibration, and technical laboratory report writing. Available in the Spring semester.

Co-requisite: CHM200 Environmental Chemistry
 1 credit

CIT100 Microcomputer Applications

This hands-on course introduces the student to the more popular microcomputer software packages available including word processing, spreadsheets, and Windows. This course provides students with a working knowledge of these software packages to accomplish the more common tasks. The Microsoft Office suite, including MS Word and MS Excel, is used. Available in both Fall and Spring Semesters.

Suggested Prerequisite: CPT100 PC Basics
 3 credits

CIT102 Microsoft Access

This course introduces students to the basic concepts of database design using Access as the database management system (DBMS). Focus is on the design and management of databases including the creation of database tables, input forms, output reports, and the design of queries against the database using structured query language (SQL). Students are required to design and develop a project database using the various Access constructs. Available in both Fall and Spring Semesters.

Prerequisite: CIT100 Microcomputer Applications
 3 credits

CIT103 Microsoft Excel

This hands-on course provides students with a working knowledge of the spreadsheet package Microsoft Excel. Students learn the basics of creating a spreadsheet and move into the more advanced spreadsheet features such as formatting, charting, reporting, functions, file operations, data management, and what-if analysis. Available in both Fall and Spring Semesters.

Prerequisite: CIT100 Microcomputer Applications
Suggested Prerequisites: CPT104 Introduction to Windows, MAT145 College Algebra or MAT110 Business Mathematics
3 credits

CIT104 Microsoft Project

This course is for students who need to stay in control of ongoing projects. Students first become familiar with project management theory followed by hands-on training in Microsoft Project.

Specific topics covered include tracking projects, charting, event scheduling, and resource management. Available in both Fall and Spring Semesters.
Prerequisite: CPT104 Introduction to Windows or CIT100 Microcomputer Applications
3 credits

CIT105 Microsoft PowerPoint

This course provides students with in-depth information on how to create professional presentations through the use of Microsoft PowerPoint. Students create overheads, electronic paper, photo/print and slide presentations. Students learn how to manipulate and control PowerPoint to organize effective and professional presentations. Available in both Fall and Spring Semesters.

Prerequisite: CIT100 Microcomputer Applications
Suggested Prerequisite: CPT104 Introduction to Windows
3 credits

CIT107 Microsoft Word

This course provides basic as well as advanced information and hands-on training in the use of Microsoft Word for Windows. Students create, edit, format, revise and print documents. Students also learn to add graphics to documents and work with multiple documents as well as sorting and merging techniques. Available in both Fall and Spring Semesters.

Prerequisite: CIT100 Microcomputer Applications
Suggested Prerequisite: WDP100 Keyboarding Part I
3 credits

CIT109 HTML

This course will introduce the student to HyperText Markup Language that is used to create web pages. The student will be introduced to the essential components of HTML that will enable the student to create quality web pages for both business and personal purposes.

Suggested Prerequisite: CPT104 Introduction to Windows
1 credit

CIT110 Theory of Computing

This course provides students with an understanding of the components of the computer and how these components coordinate with each other to become a computer system. Topics covered include hardware and its functions, operating systems and how they coordinate and manage computer activities, computer terminology, the various uses of computers in the home and office, data storage, the future of technology, computer ethics, and other concerns. This course lays the foundation required in technical education and serves as a stand-alone overview of the use of technology in office automation. Available in both Fall and Spring Semesters.

Corequisite: CIT100 Microcomputer Applications
3 credits

CIT112 Programming Concepts

This course will provide students with the prerequisite knowledge necessary to prepare them for the more advanced programming courses. Students will learn the process of program design, program logic, program flow, modular programming, arrays, data structures, and more. Students will be required to demonstrate their abilities in these areas using the C programming language. Available in Spring Semester Only.

3 credits

CIT115 Guide to the Internet

This hands-on course is for students who want to become proficient at using the Internet. This course starts with the basics of connecting to the Internet and moves on to electronic mail, sending and receiving files and using telnet to connect to remote sites. Students also learn to use information retrieval tools to locate and retrieve files, and to convert those files into a usable format. Students will use graphic Internet interfaces such as Netscape to access the Internet.

Prerequisite: CPT104 Introduction to Windows
3 credits

CIT132 Local Area Networks

This course provides an overview of data communications and PC connectivity as it explores the terminology, equipment, and procedures that are used as Local Area Network (LAN) building blocks. This course also covers methods of connecting PC's and the specialized applications that are designed to use the special advantages of a networked environment. Available in both Fall and Spring Semesters.

Prerequisite: CIT110 Theory of Computing
4 credits

CIT140 Introduction to Database Management

An introduction to the theory and utilization of relational database management systems (RDBMS) in the creation of an electronic information system including terminology, data modeling, database design, implementation and testing of database applications using an off-the-shelf database management system (DBMS).

Prerequisite: CIT110 Theory of Computing
3 credits

CIT150 Desktop Publishing and Presentations

A hands-on introduction to Desktop Publishing using a popular page layout software package. Techniques included are selecting an appropriate text style, designing an effective page layout, integrating graphic images, planning different types of documents, creating document templates, and printing/reproducing the finished product.

Available in the Spring semester. *Suggested Prerequisite:* CIT100 Microcomputer Applications
3 credits

CIT155 Introduction to Multimedia Presentations

Students are introduced to the terminology and techniques available in the field of computerized multimedia. Students use a variety of commercial software to integrate graphics, video, and sound into a variety of multimedia applications.

Available in the Fall semester. *Suggested Prerequisite:* CIT100 Microcomputer Applications
3 credits

CIT160 Modern Programming I - Structured Programming

This course provides students with the fundamentals and techniques of proper program design. Structured programming techniques are emphasized for program design and implementation. Students use the BASIC programming language to demonstrate these techniques. Hands-on application is emphasized, but there is also a theoretical component required to understand the theory of these techniques. Available in the Fall semester.

Prerequisite: CIT110 Theory of Computing
3 credits

CIT164 C Programming Language

This course will introduce the student to the very popular programming language, C. Students will learn to appreciate the power of C as well as its syntax, structure, and semantics. Other topics include functions, essential data structures, sorting and searching algorithms, and more. Available in Fall Semester Only.

Prerequisite: CIT160 Modern Programming I, MAT145 College Algebra
3 credits

CIT165 Hardware Components

This course is designed to provide the student with the knowledge and ability to identify various types of computer hardware. The student will become familiar with internal and external hardware and their configurations. Available in both Fall and Spring Semesters.

3 credits

CIT166 Programming with Visual Basic

This course will provide the student with a working knowledge of the popular programming language, Visual Basic. Students will learn the syntax, structure, and semantics of Visual Basic as well as how to create Graphical User Interfaces (GUI's), and object oriented techniques.

Prerequisites: CIT110 Theory of Computing
3 credits

CIT172 Operating Systems and Administration

This course will provide the student with a working knowledge and ability to design, install, and maintain Windows 95/98 and XP workstations. Students will explore all aspects of Windows 95/98 and XP workstation including installation, resource sharing, configuration, resource access, troubleshooting, and more. Students will also be introduced to MS-DOS .22 and the basic commands needed in network administration. Available in both Fall and Spring Semesters.
3 credits

CIT175 Network Resources

This course takes an in-depth look at the resources available for networks. Specific resources covered include printing, facsimile, electronic mail, CDROM, and others.
Prerequisite: CIT180 NOVELL Administration I
3 credits

CIT180 NOVELL Administration I

This course begins the foundation of study to acquaint students with NOVELL NetWare. Students explore the administrative tasks required by NOVELL NetWare as they apply at the server level. These tasks include log-in security, file system security, printer configuration, software installs and upgrades, server optimization, server maintenance and support, and more. Available in Fall Semester Only.
Prerequisites: CIT132 Local Area Networks
3 credits

CIT193 Telecommunications Basics

This course is designed to introduce the student to the basics elements of telecommunications. This is also the first of four courses provided in partnership with Cisco Systems that are geared towards providing each student with the knowledge and ability to become Cisco certified as a Cisco Certified Network Administrator.
Corequisite: CIT110 Theory of Computing
5 credits

CIT222 Linux Operating System

This course provides an overview of the Linux operating system and describes the variance between different Linux implementations and different shells. It covers the major utilities and the commands that are available from the command line as well as covering the use of the Linux text editor "vi." Available in Spring Semester Only.
Prerequisite: CIT110 Theory of Computing
3 credits

CIT225 Windows Server Management

This course is designed to provide the student with the knowledge and ability to administer a Windows server environment. The focus will be on Windows server software and its associated administrative requirements including installation, server configuration, system management, troubleshooting and more. Available in Fall Semester Only.
Prerequisite: CIT132 Local Area Networks
3 credits

CIT226 Windows Server Management

This course is designed to provide the student with the knowledge and ability to administer a Windows server environment. The focus will be on Windows server software and its associated administrative requirements including installation, server configuration, system management, troubleshooting, and an in-depth look at Active Directory. Available in Fall Semester Only.
Prerequisite: CIT132 Local Area Networks
4 credits

CIT230 Web Server Design

This course will provide the student with the ability to create a web server using Microsoft's Internet Information Server (IIS) software in a Windows NT environment. Students will learn to design, implement, configure, and maintain an IIS web server as well as how to create web pages using a popular web page development tool such as Microsoft's FrontPage. Available in Spring Semester Only.
Prerequisites: CIT225 Windows Server Management, CIT235 TCP/IP and Interconnectivity
4 credits

CIT232 Web Server Design

This course will provide the student with the ability to create a web server using Microsoft's Internet Information Server (IIS) software in a Windows environment, and Apache in a Linux environment. Students will learn to design, implement, configure, and maintain an IIS web server as well as how to create web pages using a popular web page development tool such as Microsoft's FrontPage. Available in Spring Semester Only.
Prerequisites: CIT226 Windows Server Management, CIT236 TCP/IP and Interconnectivity
3 credits

CIT235 TCP/IP and Interconnectivity

This course provides students with a working knowledge of TCP/IP for purposes of Internet connectivity. Students explore the history of TCP/IP as well as TCP/IP configuration and TCP/IP internetworking and managing TCP/IP. Available in Fall Semester Only.
Prerequisite: CIT132 Local Area Networks
2 credits

CIT236 TCP/IP and Interconnectivity

This course provides students with a working knowledge of TCP/IP for purposes of Internet connectivity. Students explore the history of TCP/IP as well as TCP/IP configuration and TCP/IP internetworking and managing TCP/IP. Available in Fall Semester Only.
Prerequisite: CIT132 Local Area Networks
3 credits

CIT240 Modern Programming II: Object Oriented Programming using C++

This course presents the basics of modern object oriented programming in C++. The focus is on problems posed by specific requirements and specifications. Students are introduced to the techniques of using the GUI to produce functional and attractive environments. Available in Fall Semester Only.
Prerequisite: CIT164 C Programming Language
3 credits

CIT241 Programming with JAVA and JAVASCRIPT

This course will provide the student with the ability to write proficient code using both JAVA and JAVASCRIPT. These programs will incorporate web-based applets and other tools that will utilize the power and functionality of JAVA and JAVASCRIPT. Available in Spring Semester Only.
Prerequisite: CIT164 C Programming Language
3 credits

CIT260 PC Troubleshooting and Repair

This course provides students with the knowledge and ability to identify hardware problems on the PC and to provide corrective measures. Students become familiar with board installs and swaps, PC preventative maintenance, and PC repair.
Prerequisite: CIT165 Hardware Components
3 credits

CIT265 PC Peripheral Troubleshooting and Repair

This course provides students with the knowledge and ability to identify hardware problems on peripheral devices and to provide corrective measures. Students become familiar with upgrading peripheral devices, peripheral connectivity, peripheral preventative maintenance, and peripheral repair.
Prerequisite: CIT165 Hardware Components
3 credits

CIT280 Network Troubleshooting

This course provides students with an array of knowledge for troubleshooting various types of networked environments including NetWare and Windows Server. Students explore troubleshooting techniques appropriate to the server, node and network environment as well as learning how to systematically locate the problem and how to correct it. Available in Spring Semester Only.
Prerequisites: CIT165 Hardware Components, CIT172 Operating Systems and Administration, CIT180 NOVELL Administration I, CIT226 Windows Management, CIT236 TCP/IP and Interconnectivity
3 credits

CIT285 Network Administration Project

This course is designed as a capstone project for the Network Administration option. This course will provide the student with the opportunity to perform a major, hands-on project pertaining to this field. Available in Spring Semester Only.

Corequisites: CIT232 Web Server Design, CIT280 Network Troubleshooting. Must be taken in student's last term
2 credits

CIT290 Network Administration Internship

The internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. You must earn a total of 3 internship credits. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

CIT291 Database Management and Design Internship

The internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. You will need to complete 3 credit hours for the Database Management and Design program. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

CIT296 Routing Technologies

This course focuses on the basics of router configuration. Students will become knowledgeable of the various components of a router and their functions; configure routers via the CISCO IOS for IP addressing, RIP and IGRP etc. as well as learn and implement router trouble-shooting methods. This course is the second course in a four course series offered in partnership with CISCO Systems Inc. Available in Spring Semester Only.

Prerequisite: CIT193 Telecommunications Basics
5 credits

CIT297 Switching Technologies

This course focuses on the basics of switching and switch configuration. The major topics in this class are switching technologies; configuring switches for IPX, IPX access lists and SAP filters; configuring switches for Ethernet networks; configuring VLAN's, advanced LAN and LAN switched design as well as advanced coverage on router configuration. This course is the third course in a four-course series offered in partnership with CISCO Systems Inc. Available in Fall Semester Only.

Prerequisite: CIT296 Routing Technologies
5 credits

CIT298 WAN Technologies

This course focuses on the theory and design of wide area networks (WANs). The major topics covered in this course are WAN theory and design; WAN technologies such as PPP, Frame relay, and ISDN; and network troubleshooting. This is the final course offered in partnership with CISCO Systems Inc. Students successfully taking the four-course series offered through his partnership should be well prepared to pass the CCNA exam, which is a highly regarded certification in the telecommunications industry. Available in Spring Semester Only.

Prerequisite: CIT297 Switching Technologies
5 credits

CIT299 Telecommunications Internship

The internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. You will need to complete 3 credit hours for the Telecommunications program. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

CIV100 Western Civilization: Ancient through Renaissance

Western Civilization I examines past cultures in order to compare their experiences and make us aware of the opportunities and limitations of modern cultures. Major political, social, economic, and culture trends and their influences on modern civilization are examined. As an introduction, this course begins in the Ancient Near East and proceeds through the Central Middle Ages. Western Civilization II (CIV101) examines the period from the 17th century to the present. Available in both the Fall and Spring semesters.

3 credits

CIV110 Western Civilization: Renaissance to Present

Western Civilization II examines the history and experiences of cultures from the Renaissance to the present. Major political, social, economic, cultural and religious trends and influences are examined, discussed and interpreted. Topic discussions include perspectives on the rise of European power; revolutions (political, social, scientific and economic), the arts, literature, philosophy, nationalism and global interdependence among nations. Available in both the Fall and Spring semesters.

3 credits

COM101 Public Speaking

This course is designed to provide an introduction to the knowledge and skills needed to prepare and deliver effective oral presentations. Topics include: the principles and practice of adapting to audiences; creating, researching, and structuring messages; rehearsing and delivering extemporaneous speeches; reporting and evaluating other speakers' intent, content, format, and delivery. Available in both the Fall and Spring semesters.

Recommended Prerequisite: ENG110 English Composition I
3 credits

COM110 Interpersonal Communications

This course is a growth-oriented, adaptive communication course that helps students to become more self-confident and self-aware in relationships with friends, co-workers, intimates, and family members. Topics include self-esteem, perception, healthy lifestyle, listening, assertiveness, and conflict management. Required journal entries, exercises, discussions, and readings which focus on feelings and behaviors to promote a healthy psychological adjustment. Available in both the Fall and Spring semesters.

3 credits

COM120 Organizational Communications

Communication within an organization is a requirement for success and growth in today's competitive business environment. Classic and contemporary theoretical approaches to organizational communication are examined, as well as communication issues in the work place related to cultural, social, and leadership issues. Students study the formal flow of information as well as the grapevine channels of communication. Students review information technologies, such as the Internet, the World Wide Web, and teleconferencing. Available in both the Fall and Spring semesters.

3 credits

COM125 Effective Presentation Skills

This course helps students develop the skills necessary to make business presentations. Emphasis is placed on using multimedia techniques, software programs, and other materials available today to deliver a message to a variety of audiences, such as coworkers, small groups, clients, or the general public. Available in the Spring semester.

3 credits

COM200 Media & Society

This course is a study of mass media and its relationship to and effect on society. Students explore and critically analyze the interrelationships and responsibilities of electronic, print, and computer-based media. Available in the Spring semester.

3 credits

COM210 Group Dynamics

This course focuses on defining a group, theories of group development, decision making strategies, communication concepts, emotionality within groups, conflict resolution techniques, methods for diagnosing group problems, and techniques for improving group efficiency. Available in the Spring semester.

3 credits

COM225 Gender Differences In Communication

An analysis of verbal and nonverbal styles of communication used by men and women. Students examine the genetic and cultural difference, physical and mental development, speech patterns and power relationships between the genders in our society. Also studied is the portrayal of men and women by the media and other contexts, such as education, family, and business. Available in the Fall semester.

3 credits

COM299 Communication Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. To earn three credits, an intern must satisfactorily complete a minimum of 135 on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.

3 credits (135+ hours)

CPT100 PC Basics

This course familiarizes the non-computer user with the basics of using a PC. Students learn how to turn on a computer, the basics of computer equipment, the basics of file management, and a popular word processing program.

1 credit

CPT102 MS-DOS Essentials

This course presents an overview of concepts basic to MS-DOS system software. Students learn what operating systems are, why they are necessary, and some of the basic MS-DOS commands that will make them feel more comfortable when using their computer.

1 credit

CPT104 Introduction to Windows

This course introduces students to Windows. Students become familiar with the operations, applications, and accessories associated with the Windows system. Students are also instructed on how to configure the Windows environment to their personal preferences.

1 credit

CPT110 Word for Windows

This course provides introductory topics and includes hands-on training in the use of Microsoft Word for Windows. Students will create, edit, format, Revise and print documents.

Suggested Prerequisite: WDP100 Keyboarding I or ability to type 20 words per minute

1 credit

CPT115 Microsoft Excel

This course provides introductory and intermediate topics and includes hands-on training in the use of Microsoft Excel for Windows. Students will create, edit and print Worksheets that include formatting, simple formulas and functions.

1 credits

CPT120 Word for Windows

This course provides introductory and intermediate topics and includes hands-on training in the use of Microsoft Word for Windows. It includes all skills required to pass the Microsoft Office User Specialist exam at the Core level.

Suggested Prerequisite: WDP100 Keyboarding I or ability to type 20 words per minute

2 credits

CPT125 Microsoft Excel

This course provides introductory and intermediate topics and includes hands-on training in the use of Microsoft Excel for Windows. It includes all skills required to pass the Microsoft Office User Specialist exam at the Core level.

2 credits

CPT133 Introduction to Microsoft ACCESS

This course provides information and hands-on training in the use of a database management system, specifically using ACCESS. Students create database files, enter and edit records, query the database, and generate basic reports.

Suggested Prerequisite: CIT100 Microcomputer Applications

1 credit

CPT140 Using Quicken for Windows

This course provides in-depth information and hands-on training on the Quicken financial package. Students create balance sheets, produce cash flow reports, create budgets, balance a checkbook, and write checks. The class learns to use Quicken to organize the finances of a small business. (This is not an accounting class.)

1 credit

CPT170 Microsoft Power Point

The course provides students with in-depth information on how to create professional graphic presentations using Power Point. Students create overheads, electronic paper, photoprint, and slide presentations.

Suggested Prerequisite: CIT100 Microcomputer Applications

1 credit

CPT180 Guide to the Internet I

Students are introduced to the basics of Internet use including connecting to the Internet, using electronic mail, sending and receiving files, using Telnet to communicate, and an overview of how to connect to online library catalogs and databases.

Suggested Prerequisite: CPT104 Introduction to Windows

1 credit

CPT181 Guide to the Internet II

This course further develops students' Internet navigational skills and familiarizes them with many of the available information retrieval tools. These tools assist students in locating and retrieving information. Students learn to locate and retrieve text, audio, graphic, and moving image files and to convert these files into a usable form.

Suggested Prerequisite: CPT180 Guide to the Internet I

1 credit

CPT182 Guide to the Internet III

Access the World Wide Web (WWW) for entertainment, information retrieval and other purposes. Students are exposed to facets of the WWW including shopping malls, museums, weather information, and more.

Suggested Prerequisite: CPT181 Guide to the Internet II

1 credit

CPT193 Using Networks

This course familiarizes network users with the basics of LAN, WAN, and Intranet technologies. Students are introduced to network terminology and structure and learn the basics of accessing networks, using and changing passwords, and sharing files and devices.

Prerequisite: CPT100 PC Basics

2 credits

CRT110 Machine Shorthand Theory I

An introduction to the principles of machine shorthand writing; including arbitraries and phrases, phonetic writing, and letter combinations. Skill is developed in writing from live dictation and utilization of audiotapes from familiar and unfamiliar material. Students use the real-time lab to develop accuracy. Emphasis is placed on learning the conflict-free theory underlying the method being taught, as well as on the development of manual skills. The speed goal is 40 words per minute for three minutes with a transcription accuracy of at least 95 percent. Available in the Fall semester.

Co-requisite: ENG110 English Composition I
4 credits

CRT120 Machine Shorthand Theory II

This course continues the learning begun in CRT110 of stenographic theory including arbitraries and phrases, phonetic writing and letter combinations. Skill is developed in writing from live dictation and utilization of audiotapes from familiar and unfamiliar material. Students use the real-time lab to develop accuracy. Emphasis is placed on refining students' understanding of conflict-free theory so that students develop a practical framework for resolving homonyms. Endurance and the development of speed are emphasized. Available in the Spring semester.

Prerequisites: CRT110 Machine Shorthand Theory I, ENG110 English Composition I
Co-requisite: CRT130 Court Transcription I
4 credits

CRT130 Court Transcription I

This course emphasizes the basic rules of English Grammar in conversion of oral data to hardcopy while building dictation speed to 80 wpm through practice with taped and dictated material of various lengths. The students will be introduced to transcript formats, and they will be required to transcribe their notes using these formats. The lecture portion in this course will also emphasize development of listening skills as related to dictation. Available in the Spring semester.

Prerequisites: ENG110 English Composition I, CRT110 Machine Shorthand Theory I
Co-requisite: CRT120 Machine Shorthand Theory II
2 credits

CRT160 Legal Terminology and Procedures

This course emphasizes the basic rules of English Grammar in conversion of oral data to hardcopy while building dictation speed to 80 wpm through practice with taped and dictated material of various lengths. The students will be introduced to transcript formats, and they will be required to transcribe their notes using these formats. The lecture portion in this course will also emphasize development of listening skills as related to dictation. Available in the Fall semester.

Co-requisite: CRT120 Machine Shorthand Theory II
3 credits

CRT200 Court Transcription II

This course reinforces transcript formatting including Q & A, direct and cross examination, colloquy, etc. It also develops speed and competence in the preparation of transcripts using the grammar skills learned in CRT130. Transcription is from short-hand notes to word processing documents using computer-aided transcription software. Focus is on the production of salable transcripts using appropriate standard formats with continued emphasis on the proper application of conflict-free theory. Students are introduced to the procedures for application as a notary public. Available in the Fall semester.

2 credits

CRT210 Medical Transcription for Court Reporters

This course is an introduction to medical transcription using a steno machine and realtime software to create medical steno outlines for incorporation into a realtime-personal dictionary. Also, this course is designed to facilitate stroking proficiency and speedbuilding for medical transcription using realtime technology. Available in the Spring semester.

3 credits

CRT235 Computer-Aided Transcription

Hands-on instruction in the technology of computer-aided transcription (CAT) using the Stenograph software caseCATalyst4 version 5. Topics include use of the computerized steno machine, transmission of steno notes to the computer, translation of steno notes into English, editing functions, creation of Personal and Job Dictionaries, printing Dictionaries, keyword indexing, and printing salable transcripts. Available in the Summer A semester.

Prerequisites: CRT110 Machine Shorthand Theory I, CRT120 Machine Shorthand Theory II
1 credit

CRT255 Court Room Testimony

This course is designed as a practicum for court reporting students in their second year of study. A dictation speed proficiency of 160 to 180 wpm is required before students may register for this course. Students are required to complete fifteen hours shadowing a practicing court reporter in actual courtroom proceedings. Each hour of verbatim dictation will be given two hours of transcription time. In addition to time spent in the actual court environment the class meets once a week to review experiences and transcribe notes into a salable transcript. Steno notes and completed transcription will be graded. Best practices standards will be required for formatting, grammar, punctuation and spelling. This is an opportunity for the student to experience actual courtroom activity and to put into practice the skills they have learned in dictation, legal terminology, legal procedure, and transcription classes.

Available in both the Fall and Spring semesters.
Prerequisite: DIC160 Speed Dictation V
2 credits

CRT299 Court Reporting Internship

The internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. Internship credits vary from 1-4 depending on one's program. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

DIC108 Speed Dictation I

This course reinforces and continues the vocabulary development from CRT110 and CRT120 to write conflict-free shorthand with emphasis on speed development. There is read-back and analysis of shorthand notes to identify and resolve causes of hesitation and speed development. The speed goal is 80 words per minute in Literary, Jury Charge, and Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at each type and speed are required. Available in both the Fall and Spring semesters.

Prerequisite: CRT120 Machine Shorthand Theory II, CRT130 Court Transcription I
2 credits

DIC110 Speed Dictation II

This course continues the vocabulary development from earlier courses but with an increasing emphasis on specialized vocabulary. The speed goal is 100 words per minute in Literary, Jury Charge, and Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at each type and speed are required. Available in both the Fall and Spring semesters.

Prerequisite: DIC108 Speed Dictation I
2 credits

DIC120 Speed Dictation III

This course continues the vocabulary development from earlier courses. Development of speed, colloquy identifications in multiple speaker situations, oral reading of notes, and endurance continue to be emphasized. The speed goal is 120 words per minute in Literary, Jury Charge, and Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at each type and speed are required. Available in both the Fall and Spring semesters.

Prerequisite: DIC110 Speed Dictation II
2 credits

DIC140 Speed Dictation IV

This course continues the vocabulary development from earlier courses. Development of speed, colloquy identifications in multiple speaker situations, oral reading of notes, and endurance continue to be emphasized. The speed goal is 140 words per minute in Literary, Jury Charge, and Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at each type and speed are required. Available in both the Fall and Spring semesters.

Prerequisite: DIC120 Speed Dictation III
2 credits

DIC160 Speed Dictation V

This course continues the vocabulary development from earlier courses. Development of speed, colloquy identifications in multiple speaker situations, oral reading of notes, and endurance continue to be emphasized. The speed goal is 160 words per minute in Literary, Jury Charge, and Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at each type and speed are required. Available in both the Fall and Spring semesters.

Prerequisite: DIC140 Speed Dictation IV
2 credits

DIC180 Speed Dictation VI

This course continues the vocabulary development from earlier courses. Development of speed, colloquy identifications in multiple speaker situations, oral reading of notes, and endurance continue to be emphasized. The speed goal is 180 words per minute in Literary, Jury Charge, and Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at each type and speed are required. Available in both the Fall and Spring semesters.

Prerequisite: DIC160 Speed Dictation V
2 credits

DIC200 Speed Dictation VII

This course continues the vocabulary development from earlier courses. Development of speed, colloquy identifications in multiple speaker situations, oral reading of notes, and endurance continue to be emphasized. The speed goal is 200 words per minute in Jury Charge and Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at each type and speed are required. Available in both the Fall and Spring semesters.

Prerequisite: DIC180 Speed Dictation VI
2 credits

DIC225 Speed Dictation VIII

This course continues the vocabulary development from earlier courses. Development of speed, colloquy identifications in multiple speaker situations, oral reading of notes, and endurance continue to be emphasized. The speed goal is 225 words per minute in Testimony for five minutes with a transcription accuracy of 95 percent. A total of three takes at 225wpm are required. Available in both the Fall and Spring semesters.

Prerequisite: DIC200 Speed Dictation VII
2 credits

ECD281 Leadership in Early Childhood Programs/Inclusion

This course will introduce center-based and family child care professionals to examine, explore and practice leadership roles within an early childhood organization. The course is designed for directors of both for-profit and non-profit child care centers who are seeking the Pennsylvania Early Learning Keys to Quality Core Director's Certificate.

Participants will build existing leadership skills and learn new skills from classic to innovating team building approaches. Students walk-through a typical director day, examine opportunities and threats and reflect on ways in which a leadership perspective could improve, avoid, or abate the outcome. Participants are expected to implement the learning objectives and document their competency through a cumulative course portfolio, including a center or family based action plan for improvement based upon the PA STARS criteria. This course is offered in the Fall Semester.

Note: This course is part of the Core Director's Certificate Program approved by the Pennsylvania Early Learning Keys to Quality program. Students may register only if they meet the overall certificate program requirements or by special permission of the Program Coordinator or the Division Chair.
3 credits

ECD282 Child Care Administration II/ Inclusion

The course is designed for directors of both for-profit and non-profit child care centers who are seeking the Pennsylvania Early Learning Keys to Quality Core Director's Certificate. The course examines the management and supervision of early childhood programs that serve children from infancy through age eight within the framework of planning, implementing, and evaluating programs through established standards (NAEYC). A student applies vision and mission statements in order to assess program, staff welfare, and community response. Topics include child development, program structures, curriculum, and environmental design for effective but transparent management. A student focuses upon leading and managing staff through positive facilitation, motivation, and morale; operational requirements, and quality improvement through networking with agencies and associations; communication tools; and demonstrated professionalism. Grant writing is explored as one means of continuing support for growth. Participants are expected to implement the learning objectives and document their competency through a course portfolio. This course is offered in the Spring Semester.

Note: This course is part of the Core Director's Certificate Program approved by the Pennsylvania Early Learning Keys to Quality program. Students may register only if they meet the overall certificate program requirements or by special permission of the Program Coordinator or the Division Chair.
3 credits

ECD283 business Management in Early Childhood Programs

The course is designed for directors of both for-profit and non-profit child care centers who are seeking the Pennsylvania Early Learning Keys to Quality Core Director's Certificate. This course introduces center-based and family child care professionals to practical business management and explores a variety of topics such as budgeting and financial management. Participants build existing business management skills, explore new skills and management applications, and build a network of peers for support. The course is designed to give participants the opportunity for practical application of their learning through assignments, action groups, and budget oriented action plans. This course is offered in the Spring Semester.

Note: This course is part of the Core Director's Certificate Program approved by the Pennsylvania Early Learning Keys to Quality program. Students may register only if they meet the overall certificate program requirements or by special permission of the Program Coordinator or the Division Chair.
3 credits

ECE205 Emerging Literacy/Inclusion

This course focuses on the development of literacy processes (reading and writing) from birth through first grade, emphasizing typically developing children and atypically developing children. Emergent literacy research and theory are discussed along with classroom based practical experiences in lesson planning and delivery. Means of nurturing emergent literacy are presented and explored for parents, early child care & development professionals, and preschool through third grade teachers. The course applies principles of developmentally appropriate practice and Pennsylvania academic standards. Published early child curricula and community resources involving emergent literacy are also explored. Twenty hours of preservice, ten in an Early Child environment (infant to PreK) and 10 in a public/private school environment (K-3) are required. Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class. Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class. Available in the Fall and Spring semesters.

Prerequisites: ENG110 English Composition I, PSY100 General Psychology or CHC110 Human Growth & Development I or HUS150 Development across the Lifespan.
3 credits

ECE212 Methods & Materials: Science, Math & Technology

This course focuses on child development from infancy to school age and the methods and materials that teach basic science, math and technology concepts, applications and use. The course includes an emphasis on cooperative learning, assessment, and hands-on science. Using traditional curriculum methods and student centered methods, including classroom based practical experiences in lesson planning and delivery, students learn to create materials based upon developmentally appropriate practices. When available, student will explore children's software and use the internet in researching and identifying additional instructional methods. Students apply the methods of teaching, learning, and assessing through a 20-hour preservice teaching experience infant through 3rd grade. Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class. Available in the Fall semester.

Prerequisite: CHC200 Human Growth & Development II or ECE 205 Emerging Literacy and/or EDU120 Technology for Teaching/Inclusion
Co-requisite: CHC 214 Methods & Materials: Music Art, Literacy & Language, and ECE216 Methods & Materials: Problem Solving and Mathematical Reasoning for Young Children
 3 credits

ECE214 Methods & Materials: Music, Art, Literacy & Language

This course focuses on child development from infancy to school age and the methods and materials that apply literacy concepts. Using traditional curriculum methods and student centered methods, including classroom based practical experiences in lesson planning and delivery, students will learn to create materials based upon developmentally appropriate practices. When available, students will explore children's software and will use the internet to explore the use of technology in the experience of literacy, alternative strategies for instructions and assessment in developmentally appropriate practice. Students apply the methods of teaching, learning, and assessing through a 20-hour preservice teaching experience infant through 3rd grade. Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class. Available in the Fall semester.

Prerequisite: CHC200 Human Growth & Development or ECE 205 Emerging Literacy and/or EDU120 Technology for Teaching/Inclusion.
Co-requisite: CHC212 Methods & Materials: Science, Math & Technology and ECE216 Methods & Materials: Problem Solving and Mathematical Reasoning for Young Children
 3 credits

ECE216 Methods & Materials: Problem Solving and Mathematical Reasoning for Young Children

This course will present the early childhood educator with the mathematical skills and concepts used in today's programs including sets, systems of numbers, experiences with numbers, operations of numbers, number concepts, and elements of geometry, probability, and measurement. These concepts will also investigate in the context of the NCTM standards as well as Pennsylvania standards. Effective teaching of mathematics requires an understanding of what each student knows and needs to learn and then challenging and supporting them to learn it well. Classroom based practical experiences in lesson planning and deliver are experienced. Students apply the methods of teaching, learning, and assessing through a 20-hour preservice teaching experience infant through 3rd grade Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class. Available in the Fall semester.

Prerequisites: CHC200 Human Growth & Development or ECE 205 Emerging Literacy and/or EDU120 Technology for Teaching/Inclusion.
Co-requisite: CHC212 Methods & Materials: Science, Math & Technology and CHC 214 Methods & Materials: Music Art, Literacy & Language.
 3 credits

ECE225 Health, Safety and Nutrition for the Young Child/ Inclusion

This course is intended for students, new and experienced early education teachers, parents, and colleagues in any role that touches children's lives. Three major topical areas are addressed in this course: children's health; safety concerns and management; and nutrition (basic and applied). The course focuses upon direct relationships which exist between health status, safety, nutrition and numerous social and environmental factors including poverty; inequality of medical care and access to good nutrition; and informed individuals who accept responsibility for their own well-being and who work to improve social conditions affecting health.

Prerequisite: Enrollment in the ECML certificate program or Program Coordinator permission
 3 credits (lecture)

ECE250 Children, Parents, and Community/Inclusion

This course is about parent involvement and the relationship between homes, schools, and communities. Content is organized around how the home, family, and school, influences the growth, development, and education of younger children. Students will learn how schools relate to parents and will acquire knowledge and skills to implement excellent parent involvement programs. The basic knowledge source is the theory, research, and practice about parent involvement and the functional connections between homes and schools. For prospective teachers, this course is directly related to the student teaching experience and will prepare you to conduct some of the activities as you work in classrooms. For other human services students, applications will vary with career plans. The laboratory portion of the course will be held primarily in computer labs researching materials about family and community initiatives and involvement in the schools. Work in the community and the service-learning component is included in the laboratory component of the course. Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class. Available in the Spring semester.

Prerequisite: ECE205 Emerging Literacy or PSY150 Educational Psychology.
 3 credits

ECE290 Assessing Child Performance/Inclusion

This course is an introduction to assessment theory and methods. Students learn fundamental assessment theory and apply it to classroom-based practice in assessing a child's level of achievement. This course provides the practical guidelines to integrate authentic assessment with effective teaching. Assessment is viewed as a process rather than a product of effective learning. Students learn both formal and informal approaches to assessment and planning based upon assessment for child-based, curriculum-based, and program-based assessment. The scope of the course includes early literacy, linguistic diversity, inclusive education, and family communication. Students learn how to adapt the learning environment for special needs students. Available in the Spring semester. Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class

Prerequisites: ENG110 English Composition I, PSY150 Educational Psychology, ECE205 Emerging Literacy/Inclusion.
 3 credits

ECE299 Field Experience in Early Child Care, Development, & Education: Observation & Assessment

Students enrolled in the ECE program complete their final degree requirements through this course/practicum. This seminar style class is a capstone experience for the student who also completes 40 hours (120 hours total) in a each of the following licensed early childhood settings: 1) infant-toddler/nursery/preschool/Head Start or childcare center; 2) kindergarten through 3rd grade; 3) a special needs setting birth through 3rd grade. Student review early child and teacher ethics, conduct structured observations and assessments and develop reports for each of their experiences. Student also complete their 3-part teaching/learning portfolios Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class.

Prerequisite: 46 credits earned in the Early Childhood Education program.

Note: This course is restricted to students in their final semester who have an earned

GPA of 3.0. Students not meeting this requirement are encouraged to consider an internship in the Human Services/Early Child Care and Development program (HUS296).

3 credits

ECO100 Macroeconomics

The course is designed to introduce the student to the basic principles of economics with an emphasis on macroeconomic theory, policy and analysis. The major topics for the course include the scope and nature of economics, ideology and structure of the American economy, supply and demand, production and opportunity cost, efficiency, gross domestic product, business cycles and unemployment, inflation, history of economic thought, federal deficits and national debt, and monetary policy.

3 credits

ECT100 Electronic Commerce Concepts

This course provides the student with an understanding of electronic commerce, the components of an electronic commerce system, and how these components and technologies coordinate with each other to provide business solutions. Topics covered include the business case for EC, EC hardware, software, standards, communications, and technologies, trading partner relationships, EC applications and processes, interfacing and EC systems integration. This course lays the foundation required in electronic commerce technical education and serves as a stand-alone overview of the use of EC in business. Available in the Spring semester.

3 credits

ECT110 Extensible Markup Language (XML) Concepts

This course will provide the student with a working knowledge of the Extensible Markup Language (XML). Students will learn the syntax, structure, and semantics of XML as well as the creation of Document Type Definitions (DTDs) and basic stylesheets. Topics covered include XML business case, benefits, document structure, XML syntax, DTD syntax, DTD logic, XML attributes, Extensible Stylesheet Language (XSL) basics, XML tools, XML tools, XML supporting standards, and XML applications. Available in the Spring semester.

Prerequisite: WEB100 *Languages of the World Wide Web*

3 credits

EDS200 Introduction to Paraprofessional Education

This course surveys the essential skills needed as a beginning paraprofessional educator. The course exposes students to the elements of the federal No Child Left Behind (NCLB) Act of 2002.

Paraprofessional educators are expected to be highly qualified assistants in supporting the learning activities of children in the reading, writing, and math disciplines. This course presents the students with an overview of the requirements in those areas plus an introduction to behavioral management methods, implementing behavioral plans, working with English language learners (ELL), disabilities, and team work with school personnel. Available in the Spring semester.

Co-requisites: CIT100 *Microcomputer Applications (or equivalent)*, Eng 110 *English Composition I*, PSY100 *General Psychology*, MAT 130 *Introduction to Algebra*. *Although an introductory course, students must have knowledge of computer use and operations and a background in principles of psychology and basic algebra skills to successfully complete this course.*

3 credits

EDS210 Curriculum Delivery Strategies I (Pre-K-7th)

This course is designed for paraprofessional educators who are working or plan to work in a pre-K through 8th grade school environment. The role of the paraprofessional educator is delivering teacherdesigned curriculum through specifically designed strategies. Students will learn the basic elements of implementing strategies that support the activities in the classroom. One-to-one tutoring skills and strategies of independent study, cooperative learning, discovery learning and constructivist approaches are studied and practiced. Students develop effective interpersonal communications that are developmentally and culturally appropriate for children, parents, supervisors, and community representatives. Child motivation and behavior development approaches are discussed. Students learn about teaching systems that address literacy, reading, writing, math, and critical thinking such as the Creative Curriculum and Success for All. Strategies for remediation and specific approaches for students with special needs are explored. Students also complete research activities that enhance their ability to learn and apply a variety of different approaches that may be used in a classroom from pre-K through 8th grade. Available in the Fall semester.

Prerequisites: EDS200 *Introduction to Paraprofessional Education*, CHC110 *Human Growth and Development I*, PSY230 *Human Exceptionality*, PSY150 *Educational Psychology*, CHC212 *Methods & Materials: Science, Math & Technology*, CHC214 *Music, Art, Literacy, & Language*, ECE 205 *Emerging Literacy/Inclusion*

3 credits

EDS215 Curriculum Delivery Strategies II

This course is designed for paraprofessional educators who are or plan to work in an 8th through 12th grade (21 years) school environment. The role of the paraprofessional educator is delivering teacher-designed curriculum through specifically designed strategies. Students will learn the basic elements of implementing strategies that support the activities in the upper-level classroom.

Implementing one-to-one tutoring, small group and peer tutoring as well as cooperative and integrative learning are skills needed at the upper-class level. Older students need help in organizing and mastering difficult material. The paraprofessional works to motivate students toward success by learning about the student's learning styles and modifying instruction to ensure greater success. The strategies of independent study, cooperative learning, discovery learning and constructivist approaches are studied and practiced. Students develop effective interpersonal communications that are developmentally and culturally appropriate for older students, parents, supervisors, and community representatives. Strategies for remediation and specific approaches for students with special needs are explored. Students also complete research activities that enhance their ability to learn and apply a variety of different approaches that may be used in a classroom from 8th through 12th grade. Available in the Spring semester.

Prerequisites: EDS200 Introduction to Paraprofessional Education, EDS210 Curriculum Delivery Strategies I (Pre-K-7th), CHC110 Human Growth and Development I, PSY230 Human Exceptionality/Inclusion, PSY150 Educational Psychology, CHC212 Methods & Materials: Science, Math & Technology, CHC214 Methods & Materials: Music, Art, Literacy & Language, ECE205 Emerging Literacy/ Inclusion.
3 credits

EDS299 Curriculum Delivery Practicum

In the fall or spring semester prior to graduation, students are expected to complete a practicum (similar to an internship) in their preferred educational setting of early childhood, elementary, or middle school/high school. The student will participate in a classroom-based analysis and evaluation of the field experiences along with a review of the Pennsylvania Code of Professional Practice and Conduct for Educators (15 hours). The student is expected to apply skills that are learned in the Curriculum Delivery I and II courses which represent cumulative knowledge acquired from the program's foundation courses. The student is expected to participate with students, parents and interdisciplinary team members in all settings. There is a practicum component of 145 hours, 15 hours of which is seminar experience within a classroom. Available in the Spring semester.

Prerequisites: The student must have an overall GPA of 2.5 in order to enroll in this course. Courses: EDS200, 210, 215, CHC110, PSY230, PSY150, CHC212, 214, ECE205.
3 credits (Field Experience/Practicum)

EDU120 Technology for Teaching/Inclusion

This course is designed to prepare future and current teachers to select, use, modify, design, and integrate instructional and assistive technologies in the classroom. A practicum experience of one credit hour is included to provide learning of instructional technology enhancements such as e-mail, Powerpoint, web, database, spreadsheets, software, scanner, digital camera, and more. These technology enhancements serve as an integral part of lesson development based on the National Education Technology Standards (NETS). In addition, students will create a professional electronic portfolio and website to augment professional development. Available in both Fall and Spring Semesters.

Prerequisite: CIT100 Microcomputer Applications (or equivalent)
3 credits

EDU210 Educational Psychology

Educational psychology studies individual behaviors in environments where instruction takes place. The material addresses core principles of psychological theory and brain-based concepts as applied to education, instruction, and assessment. This course provides the foundation, tools, and techniques of classroom instruction and management strategies that are applicable across the learning career of a teaching assistant or public school teacher. The teacher's job is to be able to identify and analyze elements in the student, the instructional environment, and in one's self that impact a student's ability to learn. Available in Spring Semester Only.

Prerequisite: PSY100 General Psychology
3 credits

EDU240 Field Experience in Education

Students receive direct experience with teaching through supervised field placement in an elementary or secondary school setting. Lectures and classroom teaching experiences are combined to allow students the opportunity of applying skills in observation, interaction, and professional behavior. Available in the Spring semester.

Prerequisites: Completion of specialized education courses (EDU120 Technology for Teaching/Inclusion, EDU210 Educational Psychology) and 45 earned credits.
3 credits

EDU296 PRAXIS I Exam Preparation

PRAXIS I Preparation is a one credit hour course designed to give students interested in teacher education an orientation to the program, as well as an opportunity to apply knowledge and skills which prepare them for the PRAXIS I (Pre-Professional Skills Tests [PPST]/Computer-Based Tests [CBT]). Students will achieve competencies through module completion on each of the competency areas included in the PRAXIS I exam. Available in both Fall and Spring Semesters.

Prerequisites: Early Childhood Education Majors: Students who have completed EDU, CHC, and ECE courses and have maintained a minimum of a 3.0 GPA (Fall 2003) over the last 45 credits are permitted to enroll in this course. Teacher Education Majors: Students who have completed all EDU courses with the exception of the Field Experience, and have at least 45 credits, and have maintained a minimum GPA of 3.0.

1 credit

ELT100 Electronics I

This course focuses on the fundamentals of electronics, enabling students to understand the basic laws of electricity and the theories of basic electronic circuits. Simple circuits consisting of resistors, inductors, and capacitors are analyzed with the application of Direct Current and Alternating Current. Available in Fall and Spring Semester.

4 credits

ELT101 Electronics Lab I

This course offers students the opportunity to develop the ability to analyze various circuits, from simple to increasingly complex and advanced. The fundamentals of electronics are applied in hands-on projects using basic test equipment. The equipment used is identical or similar to that encountered in industry. Available in Fall and Spring Semester.

2 credits

ELT102 Introduction to Nanofabrication

This course is an orientation for all students considering entering the Nanofabrication Training Sequence at the Nanofabrication Laboratory at Penn State University. The primary aim of this course is to introduce the student to the new world of nanotechnology, the applications of this technology in everyday life and why it is important to us. An introduction/orientation to program educational requirements and details of career opportunities as technicians/technologists within the rapidly expanding field of Nanofabrication will be provided. A field trip to tour the Class 10 cleanroom at Penn State Nanofabrication Facility will be included to allow the student to see the equipment used and visualize the work environment for this career. This is a world class cleanroom operation used for student training and industry research the value of the equipment is 30 million dollars.

1 credit

ELT108 Solid State Devices/Circuits

This course provides students with a comprehensive overview of solid state devices and systems. Topics include P-N-junction, bipolar junction, and various other circuit configurations. Each configuration is analyzed regarding input and output impedance and gain with emphasis on the transistor as a linear amplifier. Available in Spring Semester Only.

Prerequisites: ELT100 Electronics I and ELT101 Electronics Lab I
2 credits

ELT109 Solid State Devices/Circuits Lab

This course focuses on laboratory activities in which students build transistorized circuits and test semiconductor characteristics. The proper use of test equipment and safety standards practiced in industry are also addressed. Available in Spring Semester Only.

Prerequisites: ELT100 Electronics I and ELT101 Electronics Lab I
2 credits

ELT110 Semiconductor Circuits

This course provides students with a comprehensive overview of solid state devices and systems. Topics include P-N-junction, bipolar junction, and various other circuit configurations. Each configuration is analyzed regarding input and output impedance and gain with emphasis on the transistor as a linear amplifier. Available in Spring Semester Only.

Prerequisites: ELT100 Electronics I and ELT101 Electronics Lab I
4 credits

ELT111 Semiconductor Lab

This course focuses on laboratory activities in which students build transistorized circuits and test semiconductor characteristics. The proper use of test equipment and safety standards practiced in industry are also addressed. Available in Spring Semester Only.

Prerequisites: ELT100 Electronics I and ELT101 Electronics Lab I
2 credits

ELT120 Industrial Electronics

This course gives students a fundamental understanding of control systems and instrumentation used in industry. The course introduces the students to control circuits and similar devices. Available in Fall Semester Only.

Prerequisites: ELT110 Semiconductor Circuits, ELT111 Semiconductor Circuits Lab
4 credits

ELT121 Industrial Electronics Lab

This course uses lab experiments on components and circuits used in industry, allowing students to gain hands-on experience with principles and concepts in industrial electronics. Students will use techniques for testing components in controlled circuits. Available in Fall Semester Only.

Prerequisites: ELT110 Semiconductor Circuits and ELT111 Semiconductor Lab
2 credits

ELT130 Soldering

This course introduces the concepts necessary for reworking, modifying, and repairing circuit boards and electronic assemblies. Students gain practical experience in rebuilding circuit boards for broken traces, lifted or missing pads, and burned or missing circuit boards. Available in the Spring semester.

1 credit

ELT200 Communications Electronics

This course introduces the student to fundamental principles of electronic communications, introducing amplitude and frequency modulation. Available in Fall Semester Only.

Prerequisites: ELT110 Semiconductor Circuits, ELT111 Semiconductor Lab
4 credits

ELT201 Communications Electronics Lab

This lab offers students the opportunity to use equipment, instruments, and techniques used in the field of RF communications. Troubleshooting techniques and alignment of transmitters and receivers are covered. Available in Fall Semester Only.

Prerequisites: ELT110 Semiconductor Circuits, ELT111 Semiconductor Lab
2 credits

ELT202 Instrumentation and Process Control

This course investigates the electronic techniques and principles that are used for measurement and control in process control systems. The fundamentals of closed-loop systems including transducers, signal conditioning circuits and both analog and digital controllers will be introduced. Available in Spring Semester Only.

Suggested Prerequisites: ELT108 Solid State Devices/Circuits, ELT109 Solid State Devices/Circuits Lab and ELT111 Semiconductor Lab
3 credits

ELT210 Digital Electronics

This course provides the student with an introduction to digital electronics. Topics include numbering systems, logic functions, truth tables and Boolean expressions. Applying digital basics, combinational logic circuits will be formed. More advanced digital circuits will be covered to include various flip-flops, counters, registers, clocks, decoders, encoders, analog to digital circuits and digital to analog conversion. The fundamentals of simple interfacing techniques for the compatibility between logic families will be covered. Available in Spring Semester Only.

2 credits

ELT211 Digital Electronics Lab

This course uses techniques to develop the student's ability for troubleshooting basic digital circuits. Students will build lab projects, debugged and analyze the results, allowing the blending of theory and practical to come together. The proper use of associated test equipment and safety standards practiced in industry are emphasized during all phases of the program. All lab projects will enhance and reinforce the theory lessons.

Electronic Workbench will be used to supplement the lab projects and also to reinforce the theory presented. Available in Spring Semester Only.

2 credits

ELT220 Material, Safety and Equipment Overview for Nanofabrication

This course provides an overview of the materials, safety and equipment issues encountered in the practice of "top down" and "bottom up" nanofabrication. It focuses on safety, environmental and health issues in equipment operation and materials handling as well as on cleanroom protocol. Topics to be covered include: cleanroom operation, OSHA lab standard safety training, health issues, Biosafety Levels (BSL) guidelines, and environmental concerns. Safety issues dealing with nanofabrication equipment, materials, and processing will also be discussed including those pertinent to biological materials, wet benches, thermal processing tools, plasma based equipment, stamping and embossing lithography tools, vacuum systems and pumps, gas delivery systems and toxic substance handling and detection. Specific material handling procedures to be discussed will include corrosive, flammable, and toxic materials, biological materials, carcinogenic materials, DI water, solvents, cleaners, photo resists, developers, metals, acids, and bases. The course will also concentrate on safe equipment maintenance and operation. Students will be given an overview of basic nanofabrication materials, equipment and equipment operation. This technical overview and operational introduction to processing equipment and characterization tools will include: chemical processing, furnaces, vacuum based processing (physical vapor deposition equipment, chemical vapor deposition equipment, and dry etching equipment), and lithography as well as scanning probe microscopy (e.g., atomic force microscopy), optical microscope, electron microscopy (e.g., scanning electron microscopy), ellipsometer, nanospec, and profilometer equipment. Available in Fall and Spring semesters.

3 credits

ELT221 Basic Nanofabrication Processes

This course is the hands-on introduction to the processing involved in “top down”, “bottom up”, and hybrid nanofabrication. The majority of the course details a step-by-step description of the equipment, facilities processes and process flow needed to fabricate devices and structures. Students learn to appreciate processing and manufacturing concerns including process control, contamination, yield, and processing interaction. The students design process flows for micro- and nano-scale systems. Students learn the similarities and differences in “top down” and “bottom up” equipment and process flows by undertaking hands-on processing. This hands-on exposure covers basic nanofabrication processes including colloidal chemistry, self-assembly, catalyzed nanoparticle growth, lithography, wet and dry etching, physical vapor deposition, and chemical vapor deposition. Available in Fall and Spring semesters. *3 credits*

ELT222 Materials in Nanotechnology

This course is an in-depth, hands-on exposure to materials fabrication approaches used in nanofabrication. Students learn that these processes can be guided by chemical or physical means or by some combination of these. Hands-on exposure will include self-assembly; colloidal chemistry; atmosphere, low-pressure and plasma enhanced chemical vapor deposition; sputtering; thermal and electron beam evaporation; nebulization and spin-on techniques. This course is designed to give students hands-on experience in depositing, fabricating and self-assembling a wide variety of materials tailored for their mechanical, electrical, optical, magnetic, and biological properties. Available in Fall and Spring semesters. *3 credits*

ELT223 Lithography for Nanofabrication

This course is a hands-on treatment of all aspects of advanced pattern transfer and pattern transfer equipment including probe techniques; stamping and embossing; e-beam; and optical contact and stepper systems. The course is divided into five major sections. The first section is an overview of all pattern generation processes covering aspects from substrate preparation to tool operation. The second section concentrates on photolithography and examines such topics as mask template, and mold generation. Chemical makeup of resists will be discussed including polymers, solvents, sensitizers, and additives. The role of dyes and antireflective coatings will be discussed. In addition, critical dimension (CD) control and profile control of resists will be investigated. The third section will discuss the particle beam lithographic techniques such as e-beam lithography. The fourth section covers probe pattern generation and the fifth section explores embossing lithography, step-and-flash, stamp lithography, and self assembled lithography. Available in Fall and Spring semesters. *3 credits*

ELT224 Materials Modification in Nanofabrication

This course will cover in detail the processing techniques and specialty hardware used in modifying properties in nanofabrication. Material modification steps to be covered will include etching, functionalization, alloying, stress control and doping. Avoiding unintentional materials modification will also be covered including such topics as use of diffusion barriers, encapsulation, electromigration control, corrosion control, wettability, stress control, and adhesion. Hands-on materials modification and subsequent characterization will be undertaken. Available in Fall and Spring semesters. *3 credits*

ELT225 Characterization, Testing of Nanofabricated Structures and Materials

This course examines a variety of techniques and measurements essential for testing and for controlling material fabrication and final device performance. Characterization includes electrical, optical, physical, and chemical approaches. The characterization experience will include hands-on use of tools such as the Atomic Force Microscope (AFM), Scanning Electron Microscope (SEM), fluorescence microscopes, and Fourier transform infrared spectroscopy. Available in Fall and Spring semesters. *3 credits*

ENG020 Introduction to Composition

This course emphasizes fundamental grammar and compositional skills. Through intensive grammar work, frequent writing assignments, critical reading, and class discussion, students develop fluency in writing and are prepared to enter ENG110 English Composition I. This course will not count toward graduation, will not earn college credit, and will not be used in GPA calculations. Please see page 5, Developmental Classes for an explanation of institutional credit. Available in both the Fall and Spring semesters. *3 institutional credits*

ENG110 English Composition I

This course emphasizes the techniques of writing expository essays with stress upon careful thinking, word choice, sentence structure, thesis statement, and methods of organization. Students practice the writing of clear, coherent, and unified paragraphs and essays. Editing skills and the use of correct grammar and mechanics are also emphasized. Students are taught research and documentation skills and are required to write an argumentative research paper. This is the standard college English composition course. Available in both the Fall and Spring semesters. *3 credits*

ENG200 English Composition II/Studies in Literature

Studies in Literature emphasizes the study of literary terms and techniques frequently used in literature. This course introduces students to major themes found in short stories, poetry, and drama. Students are required to read various genres of literature, respond to their readings in well-developed essays, and participate in class discussions. This is a standard college-level introductory literature course. Available in both the Fall and Spring semesters.

Prerequisite: ENG110 English Composition I
3 credits

ENG205 Research Writing

This course emphasizes the skills involved in doing research in various fields and writing about the results. The basic skills of summary, paraphrase, and quotation and the writing of accurate and balanced summaries of articles are taught. Critical thinking and the writing of critiques are emphasized, as is the ability to create a well-thought-out synthesis of multiple sources. Information-gathering skills are also stressed. Finally, the student will research and write a lengthy research project. Available in both the Fall and Spring semesters.

Prerequisite: ENG110 English Composition I
3 credits

ENG215 Creative Writing

Creative Writing reviews various writing styles and methods. Students study these methods by analyzing published works and student examples. Students are expected to produce original, insightful works using accurate grammar, punctuation, spelling, and style conventions. Proofreading, revising, and peer editing skills are taught. This is a standard college creative writing course. Available in both the Fall and Spring semesters. *Prerequisite: ENG110 English Composition I*
3 credits

ENG220 Business Letter and Report Writing

The strategies and techniques of writing letters, memos, and reports are emphasized for situations that arise in business. Business communication skills are developed and refined through assignments that include the writing of positive letters, negative letters, and other business messages. For greater development of these skills, a business report and an oral report are assigned to apply principles for writing analytical or informational reports. This is a required course for some majors. Available in both the Fall and Spring semesters. *Prerequisite: ENG110 English Composition I*
3 credits

ENG225 Technical Writing

This course stresses the application of skills central to all types of communication that technical personnel are called upon to write. The course involves training in the writing of definitions, descriptions, instructions, proposals, reports, and other technical documents. For greater development of these skills, a formal report is assigned to apply principles for writing reports that are unique to technical professions. Available in both the Fall and Spring semesters.

Prerequisite: ENG110 English Composition I
3 credits

ENG230 Survey of American Literature I

This course surveys American literature from the precolonial period to the Civil War. The roots of the American experience and the major currents in American thought are discussed. Significant works of American writers, traditional and non-traditional, are studied for their literary value and in their historical and philosophical contexts. Available in the Fall semester.

Prerequisite: ENG110 English Composition I
3 credits

ENG235 Survey of American Literature II

This course surveys American literature from the Civil War to the present. Significant works of American writers, traditional and non-traditional, are studied for their literary value and in their historical and philosophical contexts. Available in the Spring semester.

Prerequisite: ENG110 English Composition I
3 credits

ENG240 Survey of British Literature I

This course begins with the roots of the English language and of English literature, including the epic *Beowulf* and the works of Chaucer and other Middle English authors. Shakespeare and other authors of the Early Modern era are studied, in addition to significant authors through the eighteenth century. The student will learn to enjoy and appreciate the literary and cultural heritage of the English language in its historical and philosophical contexts. Available in the Fall semester.

Prerequisite: ENG110 English Composition I
3 credits

ENG245 Survey of British Literature II

This course surveys British literature from the Romantic period to the present. The course begins with the origins of the Romantic Movement in the late eighteenth century. The impact of the Industrial Revolution and the social and cultural developments of the nineteenth century provide the context of the Victorian era. The rapid cultural and philosophical changes of the twentieth century and their impact on British writers are also discussed. The student's enjoyment of significant and influential works of British writers, traditional and nontraditional, is enhanced by understanding of the cultural, historical, and philosophical context of these works. Available in the Spring semester.

Prerequisite: ENG110 English Composition I
3 credits

ENS110 Introduction to Environmental Technology

The course provides an introduction to technological approaches for the management of pollution and wastes. It will survey pollution prevention, recycling, control, treatment, waste disposal, and remediation technologies while providing a grounding in pertinent scientific principles, and regulatory and policy aspects. The course has broad applicability to careers in manufacturing, construction, transportation, utilities, environmental services, government, health care, and other sectors where environmental hazards may be present or require management. Available in the Fall semester only.

3 credits

ENS120 Introduction to Environmental Laws and Regulations

This course introduces students to the environmental regulations most commonly encountered in a wide variety of careers affected by environmental laws and regulations. It covers the structure of the environmental law system and the regulatory issues associated with hazardous waste and materials management, pollution prevention, air quality management and control, and water quality management and control. Available in the Fall semester only.

3 credits

ENS130 Principles of Hazardous Materials Management

This course covers the issues involved with the handling, storage, movement, treatment, and disposal of hazardous materials. The course has applicability to any field in which hazardous chemicals are present in the work place such as manufacturing, physical distribution, and health care. Available in the Spring semester only.

3 credits

ENS140 Introduction to Occupational Safety and Health

This course introduces the student to issues involved with the recognition, evaluation, and control of occupational health and safety hazards arising from or during work. It covers basic principles of health hazard control, problem-solving techniques, and engineering control measures associated with chemical, physical, biological and ergonomic hazards. Available in Fall semester only.

3 credits

ENS150 Occupational Safety Laws and Regulations

This course provides an overview of the Occupational Safety and Health Act of 1970 and the federal agencies create by this act, OSHA and NIOSH. It covers OSHA's general industry standards with particular emphasis on those health and safety compliance standards frequently cited during workplace inspections. In addition, course work will review the proceedings of an OSHA inspection, penalty structure, and litigation procedures. Available in the Spring semester only.

Prerequisite: ENS140 Introduction to Occupational Safety and Health
3 credits

ENS200 Air Quality Management

This course discusses the Clean Air Act Amendments of 1990, and the National Ambient Air Quality Standards (NAAQS) that have resulted from this legislation, the effects of air pollution, and how air pollution is monitored. Other topics include managing air quality from various sources, state requirements for air quality management, permitting, and pollution treatment and control. Available in the Fall semester.

Suggested Prerequisites: ENS110 Introduction to Environmental Technology, ENS120 Introduction to Environmental Laws and Regulations, and ENS140 Introduction to Occupational Safety and Health.
3 credits

ENS210 Environmental Geology

This course provides students with an overview of the geologic factors involved in environmental management. Emphasis is on those geologic principles, processes, and hazards that affect human activities and that form the basis for understanding and finding solutions for many environmental issues. Available in the Spring semester only.

3 credits

ENS220 Water Quality Management

This course discusses the federal laws and regulations controlling water pollution, including the Clean Water Act, Safe Drinking Water Act, and Oil Pollution Act. Other topics include managing water quality, state requirement for water quality management, local water problems, permitting, and water pollution treatment and control. Available in the Summer semester(s).

Suggested Prerequisites: ENS110 Introduction to Environmental Technology, ENS120 Introduction to Environmental Laws and Regulations, and ENS140 Introduction to Occupational Safety and Health.
3 credits

ENS230 Natural Resources Management

This course covers the issues that are involved with managing natural resources, including flora, fauna, and energy resources. Emphasis is on the integration of the laws and regulations and the principles of science that describe the environment and the natural resources in it. Available in the Fall semester.

Suggested Prerequisite: ENS120 Introduction to Environmental Laws and Regulations
3 credits

ENS240 Environmental Management

This course provides students with an overview of issues with which an environmental manager may be faced, including compliance assurance, project implementation, training, auditing, and analysis of a comprehensive environmental program.

Emphasis is on implementing an environmental management program that considers all of the entities involved with environmental management, including the company itself, its workers, and the environment in which it operates.

Available in the Spring semester.

Suggested Prerequisite: ENS120 Introduction to Environmental Laws and Regulations
3 credits

ENS250 Hazardous Waste Site Investigation

This course provides a practical overview of the regulatory and technical aspects of hazardous waste site investigations. It has direct applicability to career fields involved with planning, sampling, and coordination of investigation/remediation activities at hazardous waste sites. A key component of the course is the examination of case studies of actual risk assessment and remedial investigations. Available in the Spring semester.

Suggested Prerequisite: ENS130 Principles of Hazardous Materials Management
3 credits

ENS260 Hazardous Waste Operations and Emergency Response (HAZWOPER)

This course covers the proper use of environmental monitoring instruments, personal protective equipment, and simulations that prepare students to address a variety of hazardous waste cleanup situations. It has applicability to any personnel, site workers, supervisors, and managers involved in hazardous waste site cleanup operations and activities. Upon successful completion, students can earn documentation to certify that they have met the basic health and safety training requirements under OSHA's 29 CFR 1910.12. Available in the Summer semester.

Suggested Prerequisites: ENS150 Occupational Safety Laws and Regulations, ENS130 Principles of Hazardous Materials Management, and ENS140 Introduction to Occupational Safety and Health.
3 credits

ENS270 Environmental Sampling and Monitoring

This course prepares students to plan, perform and conclude valid sampling from air, water, soil, hazardous waste, sludge and sediments. Students are taught measuring techniques for recording and reporting samplings as required by safety and health regulations. Available in the Summer.

Suggested Prerequisites: CHM 200 Environmental Chemistry, ENS120 Introduction to Environmental Laws and Regulations
3 credits

ENS280 Facility Waste Management

This course will familiarize students with the generator's responsibility for managing solid and hazardous waste at industrial, research and development, and medical facilities. Procedures for identification and characterization of hazardous wastes, completing permits, tracking wastes, proper transportation, minimizing waste production, and the treatment, storage, and disposal of wastes are some of the topics to be covered. Available in the Spring semester.

Suggested Prerequisites: ENS110 Introduction to Environmental Technology and ENS130 Principles of Hazardous Materials Management
3 credits

ENS296 Environmental Technology – Health & Safety Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

ENS297 Environmental Technology – Environmental Remediation Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

ENS298 Environmental Technology – Education Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

ENS299 Environmental Technology Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.0 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135+ hours)

EUT100 Electric Utility Technology Substation I

This course is the first in a series of four which provides the student with the basic knowledge and skills necessary to assist with the performance of maintenance and testing in substations and switchyards.

6 credits

EUT110 Electric Utility Technology Substation II

This course is the second in a four part series providing the student with a broader skill set as well as an enhanced knowledge and skill level necessary to safely assist in the performance of routine repairs on distribution and power transformers, bushings, circuit breakers, disconnect switches, control equipment and other de-energized electrical equipment used in the distribution of electrical energy. EUT100 Electric Utility Technology Substation I and EUT110 Electric Utility Technology Substation II are prerequisites for the Summer Field Experience.

Prerequisite: EUT100 Electric Utility Technology Substation I
6 credits

EUT200 Electric Utility Technology Substation III

This course is the third in a four part series providing the student with the advanced knowledge and skills necessary to safely work in a supervised capacity on energized equipment and in an unsupervised capacity on de-energized equipment employed in the production and distribution of electrical energy. This course also introduces the student to power transformer testing, troubleshooting, alarm systems, circuit breaker troubleshooting, reclosers and sectionalizers, OCB maintenance and voltage regulators.

Prerequisite: EUT110 Electric Utility Technology Substation II
6 credits

EUT210 Electric Utility Technology Substation IV

This course is the fourth in a four part series providing the student with the knowledge and skills to work safely and competently in a supervised or unsupervised capacity. The fourth series is the culmination of prior courses with the introduction of advanced knowledge and skills related to MOABS, electronic recloser controls, SF6 gas breakers, ACB maintenance, OCB timing and travel tests, calibration of various substation equipment, PT testing, phasing, switching procedures and the performance of energized primary work.

Prerequisite: EUT200 Electric Utility Technology Substation III
6 credits

FRE101 French I

This course studies the foundations of French grammar with exercises in speaking and an introduction to French culture and history through selected readings. Open to students with no previous training. Available in the Fall semester.

3 credits

FRE102 French II

This course is a continuation of FRE101 with increased emphasis on reading and conversational skills. Available in the Spring semester.

Prerequisite: FRE101 or by placement.
3 credits

FSM130 ServSafe

ServSafe is The National Restaurant Association's Educational Foundation food safety program. It centers on the foodservice leader's role in measuring risks, setting policies, and training and supervising employees. This three-part program focuses on the challenge of food safety, the flow of food in a food service operation and managing your food service operation. It discusses the Hazard Analysis Critical Control Point system of ensuring food safety. This course includes the 2005 Food Code guidelines and is offered in a one-day format. The student must purchase the textbook a minimum of two weeks before class and sign a waiver stating that they spend seven hours of home study before coming to an eight hour class to be eligible for the Pennsylvania Food Safety Licensure. This course meets all the requirements for five year recertification and licensure in Food safety required by the Pennsylvania Department of Agriculture. Test scores of 75% or better earn the participant a National Restaurant Association Food Safety Certification good in all 50 states.

1 credit

FSM132 ServSafe Alcohol Certification

This course is designed to train participants on responsible alcohol service techniques and to enhance their knowledge of liquor laws. Information is presented in simplified but thorough test, visuals and discussion to enhance key concepts. This course is recommended for employees - regardless of their job positions - who interact directly with customers. It includes a variety of activities used to deliver, reinforce, and review course content. Students earning 75% or better on the examination will earn a National Restaurant Association Educational Foundations' nationally recognized ServSafe Alcohol Certification.

1 credit

FSM135 Food Sanitation and Safety

This course provides instruction in food service sanitation and safety. Students learn how to develop and implement a Hazard Analysis Critical Control Point (HACCP) food safety system. Students learn to identify and demonstrate proper food sanitation and safety practices. Successful participants earn the National Restaurant Association educational Foundation's ServSafe Food Safety Certification.

3 credits

FSM150 Foods I

This course provides an introduction to the food service industry, basic cooking principles, and tools and equipment usage as well as recipe and menu structure. Both theory and practical experience in the preparation of food is provided. Students are able to prepare, portion, and serve stocks, soups, meats, and poultry in an entry-level position. Students are expected to wear a uniform for all foods laboratory classes. Available in the Fall semester.

Recommended Co-requisite: MAT110 Business Mathematics
3 credits

FSM160 Foods II

This course provides practical instruction in the preparation and service of food. Students are able to prepare, portion, and serve vegetables, potatoes, rice, pasta, salads, salad dressings, sandwiches, hors d'oeuvres, breakfast, and bake shop items at an entry-level position. Students are expected to wear a uniform for all foods laboratory classes. Available in the Spring semester.

Suggested Prerequisite: FSM150 Foods I
3 credits

FSM170 Menu Planning and Marketing

The menu is involved with nearly every facet of the food service operation. This course involves planning the menu with emphasis on the market study and segmentation, customer demographics and food preferences, staff capabilities and necessary equipment. Also included are the various types of menus, writing menus, costing, analyzing and evaluating menus. Upon completion of this course, students may earn a ManageFirst Certificate from the National Restaurant Association Educational Foundation (NRAEF). Available in the Spring semester.

3 credits

FSM200 Food and Beverage Management

This course presents the basic principles of foodservice management, which can be applied to all types of foodservice organizations. Students are challenged to think as a systems manager from the designing of the system through procurement, storage, production distribution, sanitation, maintenance and management of foodservice facility. Emphasis is on the managerial process of decision-making, communications, and leadership, human and financial management. Successful students may earn ManageFirst certificates in Hospitality and Restaurant Management and Inventory and Purchasing from the National Restaurant Association's Educational Foundation. Available in the Fall semester.

3 credits

FSM250 Quantity Food Production and Service

This course highlights the management principles for all types of successful quantity food production and service facilities. It also focuses on what front-of-the house staff needs to know to serve alcohol and customers responsibly. Practical experience in large quantity cookery is required and may involve various non-profit community food-service facilities. This course offers 2 credits of lecture and 1 credit of "hands-on" lab experience. Students are required to wear a uniform for all foods laboratory classes. Successful students may earn a ServSafe Alcohol, and two ManageFirst Certificates, one in Hospitality and Restaurant Management and the other in Inventory and Purchasing from the National Restaurant Association Educational Foundation (NRAEF). Available in the Fall semester.

3 credits

FSM260 Diet Therapy

Nutrition can play a vital role in maintaining good health and preventing chronic disease. Nutritional therapy in clinical situations is an adaptation of the principles of normal nutrition, and proper application of those principles can maximize restoration of health. This course is clinically oriented for students interested in health care food service. Students will learn how to calculate modified diets, plan menus according to therapeutic diet prescriptions, and provide individual and group instruction on nutrition related issues. Available in the Spring semester.

Prerequisite: LIF111 Health and Wellness
3 credits

GEO100 Introduction to Geography

This course offers an introduction to basic concepts necessary to study and understand the discipline of geography. Using the four major geography research traditions as a basis, students are introduced to the study of the world around them through topics such as landforms, weather and climate, political and economic geography and regional geography. Available in both the Fall and Spring semesters.

3 credits

GEO110 World Regional Geography

This course offers the exploration of the world through the regional approach. Students will examine the physical, cultural and locational aspects of the realms that make up the world in geographic study. Each realm will be explored through landmass, culture, religion, economics, political organization, and climate, as well as other topics. Available in the Spring semester.

3 credits

GOV100 Introduction to American National Government

This course introduces the institutions and processes of American national government. The course examines the evolution of the principles, form, and operation of the national government system with special emphasis on constitutional issues; voting behavior; public opinion; the party system; the Executive, Legislative, and Judicial branches of American national government.

Available in both the Fall and Spring semesters.
3 credits

GOV210 Current Events and Contemporary Issues

This course will focus on events and issues that face the state, country and world today. Particular attention will be placed on newsworthy events and issues on a weekly basis involving both foreign and domestic policy. They will be put in historical perspective so that students can understand the background that led up to the present action or interpretation. In addition, the ramifications, repercussions and impact of those events and issues will be discussed in a "what if" format. Available in the Spring semester.

3 credits

HAR100 Introduction to Heating, Air Conditioning and Refrigeration

In this course students are taught the basic principles of heat transfer and thermodynamics. Students will be introduced to Industry Organizations, tools, equipment and safety.

2 credits

HAR101 Introduction to Heating, Air Conditioning and Refrigeration Lab

This course offers the opportunity to perform fundamental piping practices such as soldering, brazing, bending, flaring and swaging copper, threading black iron and installing PVC piping. The proper use of tools, equipment and the safety standards practiced in industry are enforced.

Co-requisite: HAR100 Introduction to Heating, Air Conditioning and Refrigeration.

3 credits

HAR120 Basic Electricity

This course focuses on the fundamentals of electricity enabling students to develop a basic understanding of electricity. They will discuss its origin, how it is produced and how it works in a basic circuit.

1 credit

HAR130 Basic Controls for HVACR

This course is to introduce the students to electric circuits and controls as they apply to modern air conditioning and heating systems used in the HVACR industry. Students will learn to draw and read wiring schematics and use them to troubleshoot HVACR control circuits and equipment.

Prerequisite: HAR120 Basic Electricity

2 credits

HCM100 Medical Terminology

This course is a study of the professional language of medicine, including description, interpretation, building, and spelling medical terms that relate to human anatomy and physiology, pathophysiology, diagnostic testing, and medical procedures. This is also available as an online internet course.

Available in both Fall and Spring Semesters.

3 credits

HCM120 Health Information Management and Medical Office

This course presents the theoretical concepts of Health Information. Topics presented include history of hospitals and other health care facilities; health information systems the responsibilities and functions of medical personnel; the various methods available; and procedures for maintaining health records, methods of numbering and filing, and compiling statistics and reports for hospitals and other facilities. Regulatory issues of HIPA are integrated throughout the course.

Available in both the Fall and Spring semesters.

3 credits

HCM130 Basic Anatomy and Physiology

This course introduces students to human anatomy and physiology. All systems are discussed at a primary learning level. Included is clinical application of related disease processes and diagnostic procedures. This course is also available as an online internet course. Available in both Fall and Spring Semesters.

3 credits

HCM132 Advanced Anatomy and Physiology I

This is the first of two courses that together provide the student with complete knowledge of human anatomy and physiology. Chemistry cellular and tissue organization are covered initially. The integumentary, skeletal and nervous systems are discussed in depth and include a virtual anatomy laboratory that allows for animal dissection. Within the course there are links that allow the student to view animated diagnostic tests. Included are clinical simulations that challenge the student to think critically. Integrated throughout the course are related disease processes, diagnostic procedures and therapeutic measures. This is an online course that is available in the Fall semester.

3 credits

HCM133 Advanced Anatomy and Physiology II

This is the second course that along with HCM132 provides the student with complete knowledge of human anatomy and physiology. The senses, endocrine, blood and vessels, cardiac, lymphatic, respiratory, digestive, urinary, genetics, and reproductive systems are discussed in depth and include a virtual anatomy laboratory that allows for animal dissection. Within the course there are links that allow the student to view animated diagnostic tests. Included are clinical simulations that challenge the student to think critically. Integrated throughout the course are related disease processes, diagnostic procedures, and therapeutic measures. This is an online course that is available in the Spring semester.

3 credits

HCM140 Basic Disease Process and Pharmacology

This course provides an overview of disease processes and introduces students to current concepts in pharmacology. An analysis of how drugs affect all body systems and related diseases is highlighted. Major disease entities, including etiology and symptoms, are presented. Overview of basic drug actions, indications for drug therapy, toxicity, side effects, and safe ranges for therapeutic dosages are presented. There is correlation between disease and drug therapy. Available in both Fall and Spring Semesters.

Prerequisite: HCM130 Basic Anatomy and Physiology

3 credits

HCM160 Law and Ethics for Health Occupations

The student is introduced to a variety of issues facing health care personnel including legal situations involving health law, functioning within the constraints of applicable law and current challenges facing health care providers. Presented are aspects of medical malpractice, the regulatory environment, civil versus criminal law and the judicial system. There is an overview of medical ethics with discussion of such issues as right to life, right to die, euthanasia, stem cell research, cloning and genetic engineering, as well as other ethical issues facing health care workers. Available in both Fall and Spring Semesters. This is also available as an online course in Fall, Spring, and Summer.

3 credits

HCM200 Medical Coding ICD-9-CM

International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM) is a course in statistical classification systems. A classification system is an arrangement of the elements of a subject into groups according to previously established criteria. In ICD-9-CM, diseases and injuries are arranged by group into appropriate chapters, sections, categories and subcategories. Available in both the Fall and Spring

semesters. *Prerequisites:* HCM100 Medical Terminology, HCM130 Basic Anatomy and Physiology

3 credits

HCM210 Medical Coding CPT

Current Procedural Terminology (CPT) is a listing of descriptive terms and identifying codes for reporting medical services and procedures performed by physicians. The terminology provides a uniform language that accurately describes medical, surgical, and diagnostic services and thereby provides an effective means for reliable nationwide communication among physicians, patients, and third parties. Available in both the Fall and Spring semesters.

Prerequisite: HCM200 Medical Coding ICD-9-CM

3 credits

HCM220 Medical Transcription

This course includes physician dictation utilizing medical terminology students encounter as medical transcriptionists. The dictated reports include history and physical examinations, chart notes, x-ray reports, and referral letters from nine medical specialties. Medical-related materials include laboratory procedures, correct use of medical terms, and standard abbreviations. The course develops proficiency, speed, and accuracy in recording medical information that is part of a patient's permanent health record. Available in both the Fall and Spring semesters.

Prerequisites: HCM100 Medical Terminology, WDP100 Keyboarding I

3 credits

HCM240 Health Care Management Procedures

This course provides an analysis of management and supervision in health care institutions. Emphasis is placed on planning, organizing, staffing, directing, and controlling labor relations. Further analysis of the fundamental relationship between supervision and management is explored including motivation, leadership, problem solving and decision making, communication, and legal aspects of health care. Available in the Spring semester.

3 credits

HCM280 Financial Management in Health Care

This course provides information about the financial aspects of Managed Care in the current health care arena. Included are presentation of the major private sector and governmental health insurances. Operational aspects of financial management in the outpatient and inpatient settings are integrated throughout the course. The methodology of account billing and collections is presented. The necessary regulatory requirements that govern practice management and their impact on health care is stressed. Available in both the Fall and Spring semesters, and also as an online course.

3 credits

HCM290 Health Research and Clinical Application

This course presents the concepts of basic and applied research as it relates to the health care field. The importance of research and the use of health care research data as it relates to planning and outcomes are stressed. The student is challenged to think critically about theoretical and practical application of research results.

Presentation of clinical concepts that are essential to practice areas are introduced along with experience in practical application. (This is an upper level course and should be scheduled in the last semester.) Available in both the Fall and Spring semesters.

3 credits

HCM291 Coding Certification Examination Preparation

Coding Certification Examination Preparation is a one credit course designed to give interested individuals (both student and workforce) a vehicle to a higher understanding of CPT, ICD-9 and physician reimbursement concepts. Students will apply previous knowledge and training in preparation for "gold standard" examinations in medical coding (CPC and CCS-P) through review of coding principles, test taking techniques and practice examinations. Available in the Spring semester.

Prerequisite: HCM200 Medical Coding ICD-9-CM or one continuous year of employment with coding responsibilities in a healthcare setting.

Co-requisite: HCM210 Medical Coding CPT

1 credit

HCM297 Health Care Management Internship

The internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom theoretical knowledge through practical application. This course provides the Health Care Management student a choice of reality training in the field of health care with an emphasis on management and clinical practice. Students will be mentored by an experienced supervisor in the agency setting. Satisfactory completion of the experience is required for the completion of the AAS degree in Health Care Management.

Prerequisite: Students may intern after satisfactory completion of 42 program credits with a 2.0 grade point average or better. All students must register and meet with the faculty internship advisor during the semester prior to the semester in which they plan to earn internship credits.

3 credits (135+ hours)

HCM298 Medical Coding Internship

This internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom theoretical knowledge through practical application. This course provides the Medical Coding Specialist student a choice of reality training in the field of health care with an emphasis on coding and billing practice. Students will be mentored by an experience supervisor in the agency setting. Satisfactory completion of this experience is required for the completion of the Medical Coding Diploma.

Prerequisite: Students may intern after satisfactory completion of 25 program credits with a 2.0 grade point average or better. All students must register and meet with the faculty internship advisor during the semester prior to the semester which they plan to earn internship credits.

3 credits (135+ hours)

HCM299 Medical Office Internship

This internship is a credit-worthy work opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom theoretical knowledge through practical application. This course provides the Medical Office Specialist student a choice of reality training in the field health care with an emphasis on coding billing and practice. Students will be mentored by an experienced supervisor in the agency setting. Satisfactory completion of this experience is required for the completion of the Medical Office Diploma.

Prerequisite: Students may intern after satisfactory completion of 29 program credits with a 2.0 grade point average or better. All students must register and meet with the faculty internship advisor during the semester prior to the semester in which they plan to earn internship credits.

2 credits (90+ hours)

HIS100 U.S. History:**Discovery through Reconstruction**

This course focuses on the history of the United States from European discovery and settlement to Reconstruction. Major events will be introduced and analyzed along with political, economic, social and cultural challenges that America faced during that period. Available in both the Fall and Spring semesters.

3 credits

HIS110 U.S. History:**Reconstruction to Present**

This course focuses on the history of the United States from the Gilded Age to our status as a sole superpower today. Major events will be introduced and analyzed along with political, economic, social and cultural challenges that America faced during that period. Available in both the Fall and Spring semesters.

3 credits

HIS115 Regional History and Tourism

This course focuses on using regional/local history and resources to develop tourist sites and programs. Topics covered include interpretation, cultural conservation, education and entertainment, living history, historical accuracy, oral history, traditional culture, controversial issues, addressing a diverse audience. Uses southwestern Pennsylvania's history and tourist sites as examples and laboratory.

3 credits

HIS120 Family History

This course teaches students the basics of researching and compiling a family history. The course explores the influence of family background on the development of personal values, self-esteem, and work ethic. Offered on a limited basis.

1 credit

HIS210 The Civil War and Reconstruction

This course will examine the time frame in American history from 1850 to 1877—shortly before, during and after the Civil War. Specific focus will be placed on the major battles, causes, politics, and cultural, intellectual, and social aspects of this period. Available in the Fall semester.

Suggested Prerequisite: HIS100 U.S. History I
3 credits

HIS220 The Vietnam War

This course focuses on the United States' war in Vietnam. This includes but not limited to a brief history of Vietnam; how, why and when the United States entered the war; the social, cultural, and political impact the conflict had and still has on the United States; and the specific battles and major events of the war itself. Available in the Spring semester.

Suggested Prerequisite: HIS100 U.S. History I
3 credits

HIS250 World War II through Film

This Course focuses on the period of World War II, from its origins in European nationalism, World War I and the worldwide depression of the 1930s, through to its conclusion and aftermath, including the rebuilding of Europe and the Cold War. Particular emphasis will be paid to the treatment of the war in the popular cinema. Available in the Fall semester.

Suggested Prerequisites: CIV110 Western Civilization II or HIS110 US History II
3 credits

HTM100 Survey of Hospitality Tourism

This course focuses on the history, scope, current status, and career opportunities in the related fields of foods, lodging and tourism. This course examines significant factors affecting travel, tourism, and hospitality as well as their interaction with government, economics, and environment. This course provides an introduction to research methodologies, problems and issues in the field. Instruction includes guest speakers from representative community businesses and sites. Available in the Fall semester.

3 credits

HTM180 Customer Service

This course is designed for the service provider. Students will learn how their professional image sets them up for excellence in the Hospitality Industry. The service provider greets the guest, communicates with the guest, renders the necessary service, interacts with the guest in a variety of ways, completes the transaction, and sends the guest on his or her way. In most hospitality operations, this encounter occurs without a manager being close by or, sometimes even available. Given this scenario, virtually all hospitality service providers are in a situation where they can make choices about what to do, say, and act. The service providers can determine, to a great extent, the success of each and every customer service encounter. This course confronts that challenge head-on and serves as a complete guide to success for the hospitality service provider.

3 credits

HTM299 Hospitality Management Foodservice Specialty Internship

The internship is a credit-worthy opportunity for students to gain experience in foodservice management by strengthening and expanding their classroom knowledge through practical application. To earn three credits, an intern must satisfactorily complete minimum of 135 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program credits and a 2.5 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.
3 credits (135 clock hours)

HUM100 Introduction to Humanities

This course examines expressions in literature, philosophy, music, architecture and painting in the context of the political, economic, and social history of the Western World. Emphasis is on the arts and ideas as reflections of and influences on social and cultural change. Available in both the Fall and Spring semesters.

3 credits

HUM105 Introduction to Art History

This survey course examines artistic masterpieces from major periods of western art history: Ancient, Egyptian, Greek, Early Medieval, Romanesque, Gothic, Renaissance, Baroque, and 19th Century. The course will examine the religious, philosophical, and social forces that shaped the masterpieces. Available in both the Fall and Spring semesters.

Suggested prerequisite: HUM100 Introduction to Humanities
3 credits

HUM110 Introduction to Philosophy

This course introduces students to traditional philosophical problems. The course will survey basic topics in philosophy and the great ideas that changed history. Students will examine classical and contemporary texts on the nature of reality, truth, morality, goodness, justice, the possibility of knowledge, faith, reason, and the existence of God. Available in both the Fall and Spring semesters.

Suggested prerequisite: HUM100 Introduction to Humanities
3 credits

HUM115 Introduction to Transfer and Liberal Arts

This course focuses on the process of transferring to a four-year college or university. Students also explore the history of liberal arts, its academic disciplines, and potential careers in liberal arts. Available in both the Fall and Spring semesters.

1 credit

HUM120 World Religions/Religious Studies

This course examines the nature and development of religion. Students will study the origins, history, sacred practices, and philosophical thought of the great religions of the world. The contributions of the literary, historical, and theological study of these religions to modern culture will be examined. Available in both the Fall and Spring semesters.

Suggested prerequisite: HUM100 Introduction to Humanities
3 credits

HUM125 Introduction to Painting and Sculpting

This hands-on course introduces the student to various materials and techniques used to create works of art. The course involves 2 dimensional and 3 dimensional projects. Available in both the Fall and Spring semesters.

Suggested Prerequisites: HUM100 Introduction to the Humanities, HUM105 Introduction to Art History
3 credits

HUM130 Introduction to Music

This course is an introduction to music which studies the elements of music (notation, scales, meter, rhythm, intervals) instruments of the orchestra, vocalization, and the lives and works of composers from the Middle Ages, Renaissance, Baroque, Classical, Romantic, and Contemporary eras. Use is made of recordings, concerts, and other media.

Suggested prerequisite: HUM100 Introduction to Humanities

HUM140 Liberal Arts Seminar

Through reading, research, and discussion, students continue to explore a selected topic/theme using single, multiple, and cross disciplinary methods.

3 credits

HUM150 Introduction to American Cinema

The course is a thematic and historical study of American cinema. It introduces the history, technology, vocabulary, fundamentals, symbolism and realism of American filmmaking. In addition, specific genres of American films will be viewed and discussed. Available in both the Fall and Spring semesters.

3 credits

HUM160 Acting I

This is an introductory course to the acting process as described by Constantin Stanislavski. We will be focusing on such techniques as biography, sense and emotion memory, and script analysis to name a few. Students in this course will be expected to learn the basic background work that professional actors do to prepare for a role.

3 credits

HUM200 Popular American Music in the Twentieth Century

Popular American Music in the Twentieth Century reviews the basic elements of music, surveys the history of popular music in America from the invention of the phonograph (1877) to the current dates, and explores the use of music as a social, cultural, and political mirror and influence on the society we live in. Supplemental recordings, concerts, and other media are used as tools in the study of American Popular Music.

Suggested Prerequisite: HUM130 Introduction to Music

3 credits

HUM210 Directing I

This is an introductory course to the process of directing theatrical productions. During this course we will cover the basics of directing such as script analysis, play selection, casting, and blocking. As a final project, all students will direct a french scene utilizing either the students of the Acting I class, from the College's student population, or from the class.

3 credits

HUS100 Introduction to Human Services

This course is an overview of human services and is required of all human services majors. It is designed to help students examine and understand basic concepts required to work in the human services field. It is designed for student presently working or planning a career in applied human services such as nutrition aide, health care assistant, law enforcement, corrections, child care provider, victims services assistant, social service worker, therapeutic support staff, group home worker, or activity professional. Topics examined include ethics, professional confidentiality, and legal liabilities in addition to the processes of helping and referral resources. Classroom, web-based, web-supported delivery. Available in both the Fall and Spring semesters.

3 credits

HUS150 Human Development Across the Life Span

This course examines the factors that influence the total development of the individual and the psychological and sociological thought that affects how we interpret developmental ages and stages from birth to death. The individual is explored with respect to his or her ability to participate and shape life choices. The student has a unique opportunity to concentrate on an area of interest such as developmental disabilities, juvenile justice, sociology of growing old. Classroom, web-based, web-supported delivery. Available in both the Fall and Spring semesters.

Suggested Prerequisites: ENG110 English Composition I, CIT100 Microcomputer Application, HUS100 Introduction to Human Services

3 credits

HUS200 Interviewing and Case Management

The job of a case manager or assistant is pivotal in coordinating all of the services provided to consumers. This course focuses on empowering clients to manage their own lives during the case management process, from the intake interview until termination. Important skills such as interviewing, report writing, service documenting, case planning and supervision, and mastering technology is explored and practiced in the classroom and in the field. Students learn how to develop a plan for services, identify services, and gather information through the interviewing process. The elements of crisis intervention are explored. Students engage in 30 hours of related service learning. Students may need to present approved current ACT 34 & ACT 151 clearances to complete course requirements. Classroom delivery. Available in both the Fall and Spring semesters.

Prerequisites: HUS100 Introduction to Human Services, HUS150 Human Development Across the Life Span or CHC110 Human Growth & Development I, PSY100 General Psychology

3 credits

HUS210 Community Intervention and Social Policy

A major assumption of this class is that some families, organizations and community groups do not realize their fullest potential because of disparities of power, lack of resources, racism, sexism, ageism and other structural inequalities. The provision of social services and the legal basis for such services implies that collective action, advocacy, consciousness raising, and community organization among members in societies can alter oppressive conditions and enrich our sense of belonging. Various strategies and their effectiveness, including liberation movements among women, African Americans, gays, labor, senior citizens, the differently-abled groups will be discussed. Finally, the characteristics and implications of organizing and development are discussed. Lectures, guest speakers, videos, exercises, research and discussion will be employed to convey concepts about community development and effective interventions. Students engage in 30 hours of related service learning experience. Students may need to present approved current ACT 34 & ACT 151 clearances to complete course requirements. Classroom delivery. Available in both the Fall and Spring semesters.

Prerequisites: HUS100 Introduction to Human Services, HUS 150 Human Development Across the Life Span or CHC110 Human Growth & Development I, PSY100 General Psychology
Suggested Prerequisite: CIT100 Microcomputer Applications

3 credits

HUS295 Human Services-Generalist Internship

The internship is the field experience for students majoring in Human Services, and utilizes a concurrent model of field education. This model affords students the opportunity to simultaneously practice in the field and uses seminars as a forum to improve their service skills and enhances their teaming skills. Students coordinate their internship experience with the faculty internship advisor and the site supervisor at the location of the field experience. The internship is designed to enable the student to experience increasingly levels of responsibility within the fieldwork facility. The field experience is a minimum of 135 hours on site, along with 15 hours in a scheduled internship seminar. Students may intern at their work site with approval from the faculty internship advisor or may choose an internship position available in the community.

Prerequisite: Completion of minimum 45 credits
3 credits (135 clock hours, 15 hours of seminar)

HUS296 Human Services – Early Child Care/Development Internship

The internship is the field experience for students majoring in Human Services, and utilizes a concurrent model of field education. This model affords students the opportunity to simultaneously practice in the field and uses seminars as a forum to improve their service skills and enhances their teaming skills. Students coordinate their internship experience with the faculty internship advisor and the site supervisor at the location of the field experience. The internship is designed to enable the student to experience increasingly levels of responsibility within the fieldwork facility. The field experience is a minimum of 135 hours on site, along with 15 hours in a scheduled internship seminar. Students may intern at their work site with approval from the faculty internship advisor or may choose an internship position available in the community.

Prerequisite: Completion of minimum 45 credits 3 credits (135 clock hours, 15 hours of seminar)

HUS297 Human Services – Corrections Internship

The internship is the field experience for students majoring in Human Services, and utilizes a concurrent model of field education. This model affords students the opportunity to simultaneously practice in the field and uses seminars as a forum to improve their service skills and enhances their teaming skills. Students coordinate their internship experience with the faculty internship advisor and the site supervisor at the location of the field experience. The internship is designed to enable the student to experience increasingly levels of responsibility within the fieldwork facility. The field experience is a minimum of 135 hours on site, along with 15 hours in a scheduled internship seminar. Students may intern at their work site with approval from the faculty internship advisor or may choose an internship position available in the community.

Prerequisite: Completion of minimum 45 credits 3 credits (135 clock hours, 15 hours of seminar)

HUS298 Human Services – Law Enforcement Internship

The internship is the field experience for students majoring in Human Services, and utilizes a concurrent model of field education. This model affords students the opportunity to simultaneously practice in the field and uses seminars as a forum to improve their service skills and enhances their teaming skills. Students coordinate their internship experience with the faculty internship advisor and the site supervisor at the location of the field experience. The internship is designed to enable the student to experience increasingly levels of responsibility within the fieldwork facility. The field experience is a minimum of 135 hours on site, along with 15 hours in a scheduled internship seminar. Students may intern at their work site with approval from the faculty internship advisor or may choose an internship position available in the community.

Prerequisite: Completion of minimum 45 credits 3 credits (135 clock hours, 15 hours of seminar)

HUS299 Human Services – Gerontology Internship

The internship is the field experience for students majoring in Human Services, and utilizes a concurrent model of field education. This model affords students the opportunity to simultaneously practice in the field and uses seminars as a forum to improve their service skills and enhances their teaming skills. Students coordinate their internship experience with the faculty internship advisor and the site supervisor at the location of the field experience. The internship is designed to enable the student to experience increasingly levels of responsibility within the fieldwork facility. The field experience is a minimum of 135 hours on site, along with 15 hours in a scheduled internship seminar. Students may intern at their work site with approval from the faculty internship advisor or may choose an internship position available in the community.

Prerequisite: Completion of minimum 45 credits 3 credits (135 clock hours, 15 hours of seminar)

ICR030 Introduction to College Reading

This course focuses on the types of reading that students will encounter in the various academic areas. Topics such as annotating, summarizing, paraphrasing, notetaking, outlining, and mapping skills will be learned in conjunction with reading in specific disciplines. Reading various materials such as print media, electronic media, graphics, and visuals will be stressed. There will be a focus on the use of the library and reference material. This course will not count toward graduation, will not earn college credit, and will not be used in GPA calculations. Please see page 5, Developmental Classes for an explanation of institutional credit. Available in both the Fall and Spring semesters.

3 institutional credits

ITA101 Italian I

Italian I studies the foundation of Italian grammar, with exercises in speaking, and an introduction to Italian culture and history through selected readings. This course is open to students with no previous training. Available in the Fall semester.

3 credits

ITA102 Italian II

Italian II is a continuation of Italian 101, with increased emphasis on reading and conversational skills. Available in the Spring semester.

Prerequisite: ITA101 Italian I, or by placement. 3 credits

JOR200, 201, 202, 203 Journalism Practicum

Award of academic credits based on experience. This course is available to members of the school's newspaper (The Highlander) or film club (The Filmmakers' Club), or the literary magazine (As yet Uncharted). Students are required to take a minimum of 3 credits. A maximum of 4 credits may be counted toward graduation and only one credit per term will be awarded. Students will be required to work in one of the media organizations (student newspaper, the filmmaker's club, or the literary journal) of the college as in-house internships. During the semester they complete graded projects and assignments that are related to the clubs' overall objectives to complete a film, monthly student newspaper, or semiannual journal. *1 credit per semester. No more than 4 credits will be counted toward graduation*

LDR200 Stress Management Applications

This course emphasizes the development of self-regulation skills and improving time management skills. The course covers identifying stress, signs of stress, and ways to manage stress. It includes cognitive, meditative, and biofeedback-aided strategies to manage and cope with stress.

3 credits (A one credit module is also offered as LIF115)

LDR240 Labor Management Relations

This course is designed to provide students with an introduction to the labor movement and discusses how to manage in a unionized environment. The main objective of the course is to analyze the role labor management plays in many workplaces. This course will assist students in acquiring current, relevant labor management relations skills and knowledge that will allow students to become better managers. Available in both the Fall and Spring semesters.

3 credits

LIF111 Health and Wellness

Healthy lifestyle behaviors contribute to wellness throughout the life cycle. This is a Health science course that explores variables related to achieving a longer and healthier life. This course discusses how informed personal choices in regards to behavior, exercise, and food intake can promote health and wellness. This course looks at personal behavior choices in regard to various health disorders, such as chronic disease, sexually transmitted disease, eating disorders, alcohol and drug abuse, allergies and food intolerances. The goal is for students to use this new knowledge to make informed choices in everyday life. Available in both the Fall and Spring semesters.

3 credits

LIF115 Stress Management Principles

This course emphasizes the development of self regulation skills and the sharpening of time management skills. Stress management approaches include cognitive, meditative, and biofeedbackaided strategies. Available in the Spring semester.

1 credit

LIF120 First Aid/CPR

This is a standard first aid course. It covers recognizing and caring for breathing and cardiac emergencies, basic first aid skills, information on disease and injury prevention, and healthy lifestyles. Offered on a limited basis.

1 credit

LIF125 Total Fitness and Wellness

Good health is our most precious possession. This course focuses on how lifestyle can be altered to achieve a high degree of physical fitness and wellness. Two major aspects of daily life that most affect our level of wellness are exercise and diet. Hence, the interaction of exercise and diet and the essential role of regular exercise and good nutrition in achieving total fitness and wellness are major themes of this course. This course is built on solid research and seeks to dispel many myths associated with nutrition, exercise, weight loss, and wellness. The how-to-approach is used for the evaluation of various wellness components such as fitness levels and nutritional status.

Students will experience physical exercises that are designed to enhance the classroom learning.

2 credits lecture and 1 lab credit

LIF130 Biohazard Seminar

The nature of working with people, either on a continuing or incidental basis, always poses the potential for exposure to infectious blood and other bodily fluids. OSHA regulations require that workers with potential exposure receive and maintain annual training on bloodborne and other pathogens. This course serves as the initial training for students seeking careers in the human service and health sectors as well as training for workers who need to maintain or upgrade their knowledge in the area of personal protective equipment and behaviors. Hazard communication, food safety, and fire safety also are addressed in this course. Written, classroom, and hands-on experience in the requirements for personal protective equipment are experienced. Students should plan to take this course during their graduation semester. Available in both the Fall and Spring semesters.

1 credit

MAT020 Basic Math

This course is a review of basic arithmetic skills including whole numbers, fractions, decimals, percents, ratio and proportion. It is designed for students who need to develop the basic mathematics skills that are essential to success in more advanced college level work. This course will not count toward graduation, will not earn college credit, and will not be used in QPA calculations. Please see Developmental Classes for an explanation of institutional credit.

3 institutional credits

MAT040 Consumer Math

This course is both a review of basic arithmetic skills (including whole numbers, fractions, decimals, percents, ratio and proportion), and an introduction to algebra. It is designed for students who need to develop the basic mathematics skills that are essential to success in more advanced college level work. Prealgebra and basic geometry formulae are among the topics. This course will not count toward graduation, will not earn college credit, and will not be used in QPA calculations. Please see page 5, Developmental Classes for an explanation of institutional credit.

Prerequisite: MAT020 Basic Math or by placement test

3 institutional credits

MAT110 Business Mathematics

This course stresses the mastery of fundamental mathematical operations designed to prepare students in all pertinent areas of business. Topics include a review of fractions and decimals, percentages, and solving equations. Applications of these topics will include payroll, taxes, finance charges, insurance, compound interest, commissions, sales, and credit.

Prerequisite: One year of high school algebra, MAT040 Consumer Math, or by placement exam

3 credits

MAT115 Construction Math

This course is to prepare the student for the mathematics use in building construction. Topics include applying basic mathematics to calculate spacing and sizing of Roof Rafters, Overhangs, and Stairs as used in building construction. Use of geometry for the calculation of building materials needed. Available in the Fall semester only.

Prerequisite: MAT040 Consumer Math or by placement.

3 Credits

MAT120 Technical Math I

This course is the first course of a two-course sequence. Topics include measurements, perimeter, and algebra. The course is designed for students in programs leading to vocational or technical occupations, and prepares them to use the skills and concepts in their workplace.

Prerequisite: MAT040 Consumer Math or by placement exam

3 credits

MAT130 Introductory Algebra

This course is designed to prepare students for higher-level mathematics through a mastery of basic algebraic concepts. Topics include signed numbers, factoring, variable expressions, variable equalities and inequalities, absolute value, and graphing.

Prerequisite: MAT040 Consumer Mathematics, one year of high school algebra, or by placement exam

3 credits

MAT140 Technical Math II

This is the second course of a two-course sequence. The student will learn applied geometry which includes area, volumes, and angular measures. Topics in trigonometry include function identities and formulae, right triangle trigonometry, the Law of Sines, the Law of Cosines, and Vectors. Application problems will allow students to use the concepts that are learned to solve practical problems.

Prerequisite: MAT120 Technical Mathematics I or by placement exam

3 credits

MAT145 College Algebra

This course includes complex algebraic skills. Students enrolled in this course should have a strong background in introductory algebra. Topics include algebraic, polynomial, exponential and quadratic functions and their graphs, real and complex numbers, sets, vectors, series, sequences, induction, and verifying identities.

Prerequisite: Two years of high school algebra, MAT130 Introductory Algebra, or by placement exam

3 credits

MAT160 Trigonometry

This course is an applied trigonometry course designed for the student who needs to understand the concepts of trigonometry for physics, business or other programs. The topics covered will be the unit circle, right triangle trigonometry, degree and radian conversions, basic identities and formulae, vectors, and polar coordinates.

Prerequisite: Two years of high school algebra or MAT145 College Algebra or Co-requisite: MAT145 College Algebra

1 credit

MAT170 Precalculus

This course is designed for the student who needs to strengthen the algebraic and geometric skills necessary for calculus. The student will use trigonometric functions, curve plotting, determinants, relations, graphs, logarithms, exponential functions, inequalities, ratios, sequences and series, and limits.

Prerequisite: Two years of high school algebra and one year of high school trigonometry, MAT145 College Algebra, MAT150 College Algebra & Trig or by placement exam

3 credits

MAT200 Probability and Statistics

This course provides the student an opportunity to learn and apply concepts. Applications include problems from agriculture, biology, business, economics, education, psychology, engineering, medicine, sociology, and computer science. Sources, collection methods and processing of statistical data, frequency distributions, measures of central tendency and dispersion, probability theory, sampling, tests of significance and regression analysis will be discussed.

Prerequisites: Math requirement: Two years of high school algebra, MAT130 Introductory Algebra, or higher

Computer requirement: CIT100 Microcomputer Applications or CIT103 Microsoft Excel
3 credits

MAT210 Calculus I

This course covers the derivatives of algebraic and basic trigonometric functions, anti-derivatives, integral functions of one variable and their applications, limits and continuity. This course is intended for students pursuing Advanced Engineering Technology degrees or heading toward a four-year institution.

Prerequisite: MAT170 Pre-Calculus or equivalent
4 credits

MAT220 Calculus II

This course covers integration techniques and applications, special integration rules and formulae, and infinite series. This is a continuation of the information learned in MAT210 Calculus I.

Prerequisite: MAT210 Calculus I
4 credits

MFG100 Introduction to Metalworking/Lathe I

This first part of this course is designed to introduce the student to the history of machining tools, machine trade opportunities and general shop safety. Classroom and laboratory activities include basic measurements, layout tools and processes, hand tool and bench work, metal cutting saws and drilling machines. The Machinery's Handbook will be used to introduce the student to metal cutting technology and operations. The second part of this course is designed to provide the student with basic skills in the use of the metal lathe, its parts and applications. Classroom and laboratory activities will include straight turning, facing, single point threading, turning with stock held in chucks and between centers.

Students will turn parts to specification while observing appropriate safety procedures. Available in Spring Semester Only.

4 credits

MFG101 Programmable Logic Control I

This course introduces the students to the fundamental industrial processes and their control. This course will also include design, function, and applications of various industrial controllers. This course is to be the foundation for subsequent courses in the Manufacturing Process Technology curriculum. Moreover, it represents a fundamental understanding of the design, assembly, installation, programming and troubleshooting of typical programmable controllers. Available in Fall Semester Only.

4 credits

MFG102 Introduction to Computer Numerical Control

This course is designed to extend the skills of a machinist into modern CNC production techniques. Students will be taught manual part programming in Word Address Format. Emphasis will be placed on writing actual part programs for milling and lathe operations. Available in Spring Semester Only.

3 credits

MFG103 Welding I

This course provides demonstrations by instructor and practice by students in basic oxyacetylene and arc welding. This includes safe and correct methods of assembly and operation of welding equipment, and the use of pedestal and hand grinders. Practice in flame cutting, gas and arc welding in flat, horizontal, and vertical positions. Demonstrations and practice in basic TIG welding. There is strong emphasis on lab techniques and safety. Available in Spring Semester Only.

3 credits

MFG104 Heating and Cooling Fundamentals

Introduces and explores the mechanical refrigeration cycle as it applies to residential and light commercial refrigeration, heating and air-conditioning equipment. Individual components and controls as they relate to equipment and systems are covered in both the classroom and lab. Students will learn to use HVAC & R hand tools, power tools, gauges, and meters to troubleshoot and repair HVAC & R equipment. Available in Spring Semester Only.

3 credits

MFG299 Manufacturing Technology Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. To earn two credits, an intern must satisfactorily complete a minimum of 90 hours on the job.

Prerequisite: Students may intern after earning at least two-thirds of their program and a 2.00 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.

2 credits

PHT100 Pharmacy Law and Ethics

This course is designed to introduce the student to Federal and State laws governing the practice of Pharmacy and the activities of the Pharmacy Technician. It explores the commonly encountered ethical dilemmas in Pharmacy practice and provides methods of analyses for appropriate ethical decision making. Available in both the Fall and Spring semesters.

2 credits

PHT101 Pharmacology Calculations

This course is designed to introduce the student to calculations encountered in pharmacy practice. Presented are the methods for conversion and dosage calculation for solids, liquids, dilutions, compound formulas. Patient appropriate calculations are integrated throughout the course. Interpretation of prescriptions, physician orders, drug labels and medication errors are covered. Available in both the Fall and Spring semesters.

2 credits

PHT102 Pharmacy Technician Practice

This course serves as the capstone course to the pharmacy technician program and prepares the student for clinical practice. The course provides an overview of the practice of the pharmacy technician and develops the fundamental concepts and principles for success in the field. All activities within the scope of practice are presented. Topics include pharmacy technology, medication distribution systems, repackaging pharmaceuticals, intravenous admixture, compounds, dispensing, billing, managing inventory, and setting-specific activities. Available in both the Fall and Spring semesters.

Prerequisites/Co-requisites: PHT100 Pharmacology Law and Ethics, PHT101 Pharmacology Calculations

3 credits

PHT103 Pharmacy Technician Professionalism

This course presents the role of the pharmacy technician and other pharmacy personnel. Students are presented with concepts about new drug development, drug distribution, and the role of the pharmacy technician in drug procurement. Information is shared about the types of sites and various job settings that currently employ pharmacy technicians. Current trends, national organizations, and national certification standards are discussed. Professional attire and behavior guidelines are presented. Professional interactions with patients, families, co-workers, and other health care team members are stressed. Available in both the Fall and Spring semesters.

1 credit

PHT298 Pharmacy Technician Hospital Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. This experience is designed to give the PHT student reality training in the field of hospital, nursing home, distribution center and other large pharmacy agencies. Students will be mentored by a Registered Pharmacist and Pharmacy Technician. Satisfactory completion of this practicum is required for completion of the certificate.

Prerequisite: Students may intern with satisfactory progress or completion of PHT102 and a 2.0 grade point average. All students must register and meet with the faculty internship advisor to intern during the semester prior to the semester in which they plan to earn the internship credits.
2 credits (90+ hours)

PHT299 Pharmacy Technician Retail Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. This experience is designed to give the PHT student reality training in the field of community pharmacy settings. Students will be mentored by a Registered Pharmacist and Pharmacy Technician. Satisfactory completion of this practicum is required for completion of the certificate.

Prerequisite: Students may intern with satisfactory progress or completion of PHT102 and a 2.0 grade point average. All students must register and meet with the faculty internship advisor to intern during the semester prior to the semester in which they plan to earn the internship credits.
2 credits (90+ hours)

PHY100 Physics

This course introduces students to phenomena, concepts and principles of physics. Concepts are taught in context of how they relate to four energy systems: mechanical, fluid, electrical, and thermal. The course is for students who may not have prior physics instruction.

Prerequisite: MAT115 Construction Math or MAT140 Technical Math II
3 credits

PHY101 Physics Laboratory

This course illustrates the topics introduced in lecture through hands-on laboratory experiments. Experiments in laboratory are conducted on force, work, acceleration, energy, waves, reflection and refraction.

Co-requisite: PHY100 Physics
1 credit

PSY100 General Psychology

This course is a general introduction to the scientific study of the brain, behavior, and mental processes of humans and animals, with emphasis on the goals of psychology: to describe, explain, predict, and control behavior. Students examine the substance of psychology such as biopsychology, sensation & perception, learning, memory, cognitive processes, affective behaviors, and mental illness through an examination of the theories, principles, and methods of research used in the field. Examples and applications enable the student to acquire the elements of critical thinking as adapted to the research environment. Students produce an APA formatted research paper. This course applies the fundamental principles of psychology as a natural science. Students explore current research through reading original empirical research and write an APA formatted analytic research paper. Classroom, web-supported, & web-based delivery. Available in both the Fall and Spring semesters.

Prerequisite: ENG110 English Composition I
Suggested Prerequisite: CIT100 Microcomputer Applications
3 credits

PSY150 Educational Psychology

Educational psychology studies individual behaviors in environments where instruction takes place. The material addresses core principles of psychological theory and brain-based concepts as applied to education, instruction, and assessment. This course provides the foundation, tools, and techniques of classroom instruction and management strategies that are applicable across the learning career of a teaching assistant or public school teacher. The teacher's job is to be able to identify and analyze elements in the student, the instructional environment, and in one's Self that impact a student's ability to learn. Students explore current research through reading original empirical research. Classroom, web-supported, web-based delivery.

Prerequisite: PSY100 General Psychology
3 credits

PSY200 Abnormal Psychology

This course examines behaviors currently described as psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study, diagnosis, and treatment of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and Treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns, as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. Students explore current research through reading original empirical research. Classroom, web-supported, & web-based delivery. Available in both the Fall and Spring semesters.

Prerequisites: PSY100 General Psychology, HUS150 Human Development across the Lifespan or CHC110 Human Growth & Development I.
Suggested Prerequisite: CIT100 Microcomputer Applications
3 credits

PSY210 Psychology of Aging

This upper-level course examines the implications of living longer, applying the biopsychosocial model to the study of the aging process from several cultural and contextual perspectives. A variety of attitudes, myths and stereotypes about aging are discussed. Aging is viewed from the perspective of America's past view of the elderly to an emerging view of the elder individual as an important contributor to society. A strengths approach to the aging process is examined and contrasted against the usual medical model of aging. The course examines aging issues with special emphasis on the supportive role of the Human Services worker in the area of mental health. Current research and research methods are integrated into the coursework through writing assignments. Service-learning may be required. * Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class.

Prerequisite: PSY100 General Psychology
Suggested Prerequisite: CIT100 Microcomputer Applications
3 credits

PSY230 Human Exceptionality

This course focuses on human development and a multidimensional view of persons of diverse abilities. Children, students, and adults with special needs, including gifted, are under-stood from the bio-psycho-social perspective, including theoretical and applied knowledge. Beginning prenatally, the appearance of developmental disabilities is examined from available perspectives. The course explores many of the most common disabilities and provides a basis of therapeutic understanding to support enrichment, instruction, and behavioral management. The focus throughout is on special education philosophy, principles, and legislation (ADA, 504, & IDEA) that are necessary for understanding and using the more applied knowledge base of special education. In the broader perspective, the minimization or amelioration of disability is discussed over the life of an individual. Students engage in 30 hours of related service learning and explore current research through reading original empirical research. * Current PA mandated clearances under Acts 34, 114, and 151 are required for this course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class. Classroom, web-supported, & web-based delivery. Available in both the Fall and Spring semesters.

Prerequisites: PSY100 General Psychology, CHC110 Human Growth and Development I or HUS150 Human Development Across the Lifespan
Suggested Prerequisite: CIT100 Microcomputer Applications
3 credits

PSY240 Inclusive Learning in The Classroom

This course reviews high and low incidence disorders common in the inclusive classroom. Students examine the psychological domains affected by the disorder and specific learning strategies within social and academic content areas that reduce the impact of special learning needs. Adaptive classroom strategies and variants are explored. Students are expected to integrate disorder, developmentally appropriate practice, teaching strategy, and content in a semester project. Standards reviewed in this course include those of the Council for Exceptional Children (CEC), the Interstate New Teachers Assessment and Support Consortium (INTASC), the NAEYC preschool standards, and the content area standards from Pennsylvania.

Prerequisites: Students must have accumulated coursework that includes 12 accumulated credits in a teacher education program or in psychology. This course is classroom based and web enhanced. APA 5th Edition writing Style is used. Internet access is available at the College.

SIA210 Principles Survivability Information Assurance

This course examines principles for survivability and information assurance within an enterprise system. Topics include: survivability within an enterprise's networked systems, managing risk, information assurance policy, identification of users and computer systems, survivable functional units, applying a structured approach to securing a system, technology roadmaps, challenging assumptions, and communicating with constituencies. The target audience for this class is existing or prospective system/network administrators.

Prerequisite(s): The technical student who has a fundamental understanding of information technology and previous experience working with computer systems in an administrative capacity at an enterprise. Recommended is a base knowledge of TCP/IP.
4 credits

SIA220 Information Assurance Networking Fundamentals

This course explains how Transmission Control Protocol/Internet Protocol (TCP/IP) networking works and applies the 10 principles of survivability and information from course SIA210 whenever possible. This course begins with the simplest of networks: two computer systems connected using Ethernet-style networking. Network services are gradually added, as are additional computer systems and network infrastructure components. Through this spiral technique, the instructor explains and demonstrates most of the commonly used features of TCP/IP. Application layer services are then built on top of TCP/IP and they are provided to some constituency that is authenticated on a service-by-service basis.

Prerequisite: SIA210 Principles Survivability Information Assurance
5 credits

SIA230 Sustaining, Improving, and Building Survivable Functional Units

Using captured network traffic and other network and organizational artifacts, students manage the network according to system survivability, information assurance principles, and networking concepts. Students analyze the interaction of various practices with respect to patches, attacks, and intrusions. Working in teams in a networked classroom environment, students learn to sustain and improve survivable functional units found in an existing network and add to that network a new survivable functional unit.

Prerequisite: SIA220 Information Assurance Networking Fundamentals
4 credits

SOC100 Introduction to Sociology

This course introduces the basic sociology concepts and theories, with emphasis on application of these concepts to the understanding of American institutions: politics, economics, religion, education, marriage and the family. Available in both the Fall and Spring semesters.

Suggested Prerequisites: ENG110 English Composition I, STU100 College Study Skills
3 credits

SOC200 Contemporary Social Issues

This course is taught seminar style and focuses on the theoretical constructs and the analysis of social problems at local and national levels. The ability to distinguish and identify social issues and analyze their impact on the community serves as the course objective. Available in both the Fall and Spring semesters.

Prerequisite: SOC100 Introduction to Sociology
Suggested Prerequisite: CIT100 Microcomputer Applications
3 credits

SOC250 Introduction of Social Work

This course is designed to introduce students to the field of social work and social welfare as an institution and a discipline. Students survey the social, political, economic and historical dimensions of poverty and welfare services in the United States. Social institutions are examined within an array of human studies endeavors including cultural anthropology, healthcare, political science, economics, political science, and psychology. From both a historical and contemporary perspective, social welfare as a professional will be studied. This course is intended to help students think critically, to develop an analytical approach to the value judgements made by social institutions and to broaden the understanding of human diversity and the human condition in the United States. Available in Spring semester.

Prerequisites: SOC 200 Contemporary Social Issues, HUS 200 Interviewing & Case Management, PSY200 Abnormal Psychology or PSY230 Human Exceptionality
3 credits

SPA101 Spanish I

This course studies the foundations of Spanish grammar with exercises in speaking, and an introduction to Spanish culture and history through selected readings. Open to students with no previous training. Available in the Fall semester.

3 credits

SPA102 Spanish II

This course is a continuation of SPA101 with increased emphasis on reading and conversational skills. Available in the Spring semester.

Prerequisite: SPA101 Spanish I or by placement.
3 credits

SPA203 Spanish III

Spanish III combines the review of Spanish grammar with intensive practice in reading, writing, speaking and listening. The student will develop cultural sensitivity through contact with authentic materials such as videos and readings by famous Hispanic writers and personalities. The student will respond by speaking, reading, writing and understanding on a level commensurate with his emerging proficiency level. He/she is expected to improve his/her skills weekly so as to complete the course with an advanced-mid designation in accordance with established ACTFL guidelines.

Prerequisite: Spanish II
3 credits

STU100 College Study Skills

This course helps students make the transition to college courses. Methods of inquiry, college reading and study skills, time management and active learning concepts are taught. The objective is to provide a set of analytical skills that ensure success in a competency-based program. Available in both the Fall and Spring semesters.

1 credit

STU010 Critical Thinking and College Success

This course assists students who have not been successful in maintaining a 2.0 cumulative grade point average or those who haven't completed College Study Skills with a grade of C or higher. This course provides reinforcement that enhances study skills and improves success. This course will not count toward graduation, will not earn college credit, and will not be used in GPG calculations. Please see page 5, Developmental Classes for an explanation of institutional credit.

Available on a limited basis.

1 institutional credit

WDP100 Keyboarding I

This course develops skills in touch typing and formatting letters, memos, simple tables, outlines, and short manuscripts. Upon completion, students should be able to type a minimum of 40 words per minute. Available in both the Fall and Spring semesters.

2 credits

WDP110 Keyboarding II

This course is a continuation of Keyboarding I. This course develops competence in typewriting through concentrated practice in advanced written correspondence, tabulations, business forms, advanced manuscript styles, and typing techniques. Upon completion, students should be able to type a minimum of 60 words per minute. Available in both the Fall and Spring semesters.
2 credits

WEB100 Languages of the World Wide Web

This course covers introductory as well as advanced topics and includes hands-on training in the use of HTML code to create Web pages. Enhancement of Web pages with CSS code and JavaScript programs is also covered. Students are also introduced to the use of Java applets and the creation of multimedia Web pages. The focus is on knowledge and application of code using a text editor to create and modify Web pages. Available in Spring Semester Only.
Prerequisite: CIT100 Microcomputer Applications
3 credits

WEB110 Bitmap Graphics with Photoshop

This course provides students with a working knowledge of Adobe PhotoShop to produce professional quality graphic designs. The course will concentrate on designing images for multimedia and web page use and will also cover printed designs. Specific topics covered include PhotoShop tools, palettes, and masks as well as the use of peripheral devices such as scanners. Available in Spring Semester Only.
Suggested prerequisite: CIT100 Microcomputer Applications
3 credits

WEB120 Vector Graphics with Flash MX

This course provides students with a working knowledge of Macromedia's FlashMX to produce professional quality vector images for Web publishing. The course will cover creation of graphic images and text, enhancing with tweened animation, development of multimedia movies, and navigation elements such as buttons and menus. Available in Fall Semester Only.
Suggested prerequisite: CIT100 Microcomputer Applications
3 credits

WEB130 Principles of Web Design

This course focuses on the principles that will enable students to plan and develop well-designed Web sites that combine effective navigation with the balanced use of graphics, text, and color. Students will learn how to create Web sites that let users quickly access information, regardless of browser type, connection speed or computing platform, in a more interesting, accessible, and visually exciting way. Students are required to create and publish a project Web site. Available in Fall Semester Only.
Prerequisite: WEB100 Languages of the World Wide Web
3 credits

WEB200 Dynamic Database Design

This course covers the use of Web-related visual database tools using Active Server pages 2.0 and Visual InterDev. Students will learn to use Active Server Pages 2.0 and Visual InterDev to build and query databases accessed via the web. Available in Spring Semester Only.
Prerequisite: CPT133 Microsoft Access
3 credits

WEB240 Project

This course focuses on the development and implementation of teamwork and customer service skills in conjunction with utilization of acquired technical skills. Students are organized into a multimedia development team and assigned a real-world client for whom the team develops and publishes a professional quality Web site. Available in Spring Semester Only.
Prerequisites: WEB110 Computer-based Graphic Design, WEB130 Principles of Web Design
3 credits

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