pennsylvania HIGHLANDS

COMMUNITY COLLEGE

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

www.pennhighlands.edu

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

Pennsylvania Highlands is truly becoming the public college
of the region with a mission to serve the educational and
workforce training needs of the Southern Alleghenies 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. We are dedicated to the task of broadening
the mind—to getting you ready, not only for a place in America's
workforce, but also to getting you ready to face the myriad
challenges that the rest of your life has waiting for you.

As Pennsylvania Highlands' fourth president, I have made it my goal to make Pennsylvania Highlands a household
word throughout the Southern Alleghenies 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 and
Huntingdon and Fulton 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,

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. In January of 2008 the College continued its forward progression by opening the state-of-the-art Richland Campus.

The entire College Community is excited to pursue this chapter of our history under Dr. Asonevich's leadership. We are confident that Pennsylvania Highlands will continue its tradition of providing outstanding academic preparation for many years to come.

MISSION STATEMENT

Pennsylvania Highlands Community College provides quality, affordable opportunities for learning that meet regional needs in a supportive, student-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 lifelong 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

SUMMER 2009

June 15
Tuition Due Date for Summer B

July 3
Independence Day Observed – College Closed

July 6
Summer B Classes begin

July 6-9
Add/Drop Period for Summer B Classes

July 9
Last day to Petition to Audit

July 23
Last day for student-initiated withdrawal from 6 week classes

August 13
Last day of classes

FALL 2009

August 1
Fall 2009 Completed Internship Agreements Due

August 3
Tuition Due Date for Fall 2009

August 24
15 week and 1st 7 week Classes Begin

August 24-28
Add/Drop Period

August 28
Last Day to Petition to Audit (1st 7 week & 15 week classes)

September 7
Labor Day – College Closed

September 14
Late start (12 week) Classes begin

September 14-18
Add/Drop Period for 12 week classes

September 18
Last day for student-initiated withdrawal from a 1st 7 week class

October 1
Fall Graduation Applications Due

October 6
Professional Development Day – No Day Classes or Student Services, Evening Classes Will Meet

October 9
Last day for student-initiated withdrawal from a 15 week class

October 14-20
Final Exams - 1st 7 week classes

October 19
Spring 2010 Internship Applications Available

October 19-30
Priority Advising/Registration Period for Spring 2010

October 21
2nd 7 week Classes Begin

October 21-27
Add/Drop Period for 2nd 7 week classes

October 24
Last day for student-initiated withdrawal from a 12 week class

October 27
Last Day to Petition to Audit (2nd 7 week classes)

November 2
Open Registration Begins for Spring 2010

November 11
Veteran's Day – College Closed

November 13
Last day for student-initiated withdrawal from a 2nd 7 week class

November 25
No Classes – College Closes at 5:00pm

November 26-28
Thanksgiving Break – College Closed

December 11
Spring 2010 Completed Internship Agreements are due

December 12
Last day of classes

December 14-19
Final Exams - 15, 12, and 2nd 7 week classes

December 21
Makeup Day for Final Exams

December 24 - January 3
Holiday Break – College Closed

SPRING 2010

December 23
Tuition Due Date for Spring 2010

January 18
Martin Luther King Jr. Day – College Closed

January 19
15 week and 1st 7 week Classes Begin

January 19-25
Add/Drop Period for 15 week & 1st 7 week classes

January 25
Last Day to Petition to Audit (1st 7 week & 15 week classes)

February 8
Late start (12 week) Classes begin

February 8-12
Add/Drop Period for 12 week classes

February 12
Last Day to Petition to Audit (12 ween clases)

February 12
Last day for student-initiated withdrawal from a 1st 7 week class

February 15
President's Day – College Closed

March 1
Spring Graduation Applications Due

March 9-15
Final Exams - 1st 7 week classes

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

March 16-20
Spring Break – No Classes

March 22
2nd 7 week classes begin

March 22
Summer and Fall 2010 Internship Applications Available

March 22-26
Add/Drop Period for 2nd 7 week classes

March 26
Last day for student-initiated withdrawal from a 12 week class

March 26
Last Day to Petition to Audit (2nd 7 week classes)

March 22 - April 1
Priority Advising/Registration Period for Fall 2010

April 2-3
Spring Holiday Break – College Closed

April 5
Open Registration Begins for Fall 2010

April 16
Last day for student-initiated withdrawal from a 2nd 7 week class

May 10
Last day of classes

May 11-17
Final Exams (2nd 7 week & 15 week classes)

May 20
Commencement

SUMMER 2010

May 3
Tuition Due Date for Summer A

May 24
Summer A Classes begin

May 24-27
Add/Drop Period for Summer A Classes

May 27
Last Day to Petition to Audit

May 31
Memorial Day – College Closed

June 1
Summer Graduation Applications Due

June 10
Last day for student-initiated withdrawal from 6 week classes

June 14
Tuition Due Date for Summer B

July 1
Last day for student-initiated withdrawal from 12 week classes

July 1
Summer A – 6 week classes end

July 5
Independence Day Observed – College Closed

August 12
Summer A – 12 week classes end

LOCATIONS

Pennsylvania Highlands Community College has two educational centers serving our students. Our main facility, located in Richland Township, houses classes, student services, and administrative offices. The Ebensburg Education Center contains instructional and library facilities.

RICHLAND CAMPUS

101 Community College Way
Johnstown, PA 15904
(814) 262-6400 (Voice)
(888) 385-PEAK (7325) (Toll Free)
(814) 269-9743 (Fax)

EBENSBURG EDUCATION CENTER

881 Hills Plaza Drive, Suite 450
Ebensburg, PA 15931
(814) 471-0010 (Voice)
(814) 471-0410 (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, programs, 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 the Executive Director of Human Resources, Pennsylvania Highlands Community College, 101 Community College Way, Johnstown, PA, 15904, (814) 262-3826.

CONTACT INFORMATION

The following list contains commonly used contact information of interest to our students. All offices listed are located at our Richland Campus located at 101 Community College Way in Johnstown, Pa. These offices may also be contacted using the toll-free line at (888) 385-PEAK.

ACADEMIC AFFAIRS
  (814) 262-6455
  academicaffairs@pennhighlands.edu

ADMISSIONS
  (814) 262-6446
  admissions@pennhighlands.edu

BOOKSTORE
  (814) 262-7912
  bookstore@pennhighlands.edu

BURSAR'S OFFICE
  (814) 262-6437
  bursar@pennhighlands.edu

FINANCIAL AID
  (814) 262-6454
  financialaid@pennhighlands.edu

INFORMATION TECHNOLOGY HELP DESK
  (814) 262-6470
  helpdesk@pennhighlands.edu

LIBRARY
  (814) 262-6458
  library@pennhighlands.edu

REGISTRAR'S OFFICE
  (814) 262-6439
  registrar@pennhighlands.edu

SECURITY & SAFETY
  (814) 262-6427
  security@pennhighlands.edu

STUDENT ACTIVITIES
  (814) 262-6463
  collegeevents@pennhighlands.edu

STUDENT SUCCESS CENTER
  (814) 262-6451
  ssc@pennhighlands.edu

WEBSITE

Pennsylvania Highlands Community College maintains an official website located at www.pennhighlands.edu. Current and prospective students are encouraged to visit the website frequently for College happenings and events, directories, and other important 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 encouraged to contact the Admissions Office by telephone, office visit, or email to discuss programs, majors, financial aid, and educational goals. This helps to provide complete and thorough information about the College and ensure accuracy in the application process.

2. Prospective students are required to complete an *Application for Admission* and remit a $20 non-refundable application fee.

3. 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.

4. Applicants with prior college credit must have official copies of transcripts sent from all institutions attended.

5. Upon completion of the application process, an acceptance letter will be issued and students will be required to complete COMPASS testing to measure proficiency in English, reading and mathematics. This requirement may be waived for students who have successfully completed prior equivalent college credits in these areas.

6. 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. Only matriculated students are eligible for financial aid.

DECLARING A MAJOR

Matriculated students must declare a major on the initial *Application for Admission*. Some programs of study have additional, specific admission requirements.

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 Admissions Office. International students are treated as non-residents 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.

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. The schedule is 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.

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: 12 credits for 12-week terms, 9credits for 7-week and 6-week terms, 6 credits for terms shorter than 6 weeks. 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 and the Vice President and Dean of Academic Affairs.

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. This form may be obtained in the Registrar's Office or on the web at www.pennhighlands.edu/forms.

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 *Change of Student Information 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.

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 appropriate Associate Dean.

DROPPING CLASSES

Once a semester begins, students may make changes to their schedule by completing and signing the *Add/Drop Form.* These forms may be obtained at either College location or the College's website. Students who wish 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.

No course can be dropped after the Add/Drop period is over except in special circumstances as determined by the Vice President and Dean of Academic Affairs in consultation with the faculty member.

REPEATING COURSES

A student may repeat a course in which he or she earns a D or F. Students may only repeat a course once. In this case, the grade earned on the repeat attempt is used to calculate the grade point average. The students' 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.

GRADE REPORTS

At the end of each semester, the College will mail or provide electronic access to a grade report to each student. Students with an outstanding financial obligation will not receive a grade report until the obligation has been satisfied through the Bursar's Office.

COURSE AUDIT

Pennsylvania Highlands Community College seeks to encourage students and members of the general public to see learning as a life-long endeavor. Participation in continuing education can enrich the lives of young and old alike by opening opportunities to develop new friendships, new perspectives, and new skills.

Auditing a course is just one of the many ways individuals can participate in continuing education at Pennsylvania Highlands. Course auditors do not receive a grade or credit for the class and the level of participation such as completion of exams, papers, projects, etc. is usually negotiated between the student and the instructor.

Those wishing to audit a course must complete and return a *Request to Audit Form* to the Registrar. This form must be submitted prior to the end of the Add/Drop period of the semester. Once the form has been submitted and processed, audit status cannot be changed. Permission to audit will only be granted if there are seats available in the course. Audit students will be on Stand-by Status until the end of the Add/Drop Period. Once the Add/Drop period is over and seats are available the audit student's status will be finalized.

Students who elect to audit a course will be assessed a special audit rate. Residents of Cambria County age 55 and older may audit a course at a significantly reduced "Senior Audit" rate. The student is responsible for payment of any fees associated with an audited course.

VERIFICATION OF ENROLLMENT

The College will release verification of enrollment staus to current students on a semester basis. An *Enrollment Verification Request Form* must be completed and signed by the student. Forms received in the Registrar's Office will be completed within two business days. Enrollment Verification cannot be completed more than two weeks prior to the start of the semester.

TRANSCRIPTS

The College will provide official transcripts of a student's academic record upon receipt of a signed *Transcript Request Form* and verification from the Bursar's Office that all financial obligations to the College are met. The *Transcript Request Form* can be obtained at either Pennsylvania Highlands' facility or on the College's web site. Telephone requests will not be honored. Official transcripts are mailed directly to the recipient indicated on the form. Copies of transcripts hand-delivered to students will be considered unofficial. Fax service of unofficial transcripts is available.

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. The completed *Add/Drop Form* must be submitted to the Registrar's Office. The College does not withdraw a student due to non-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 withdrawal period and not receive a "F" as a final grade, only when the following two conditions exist:

- A written appeal for mitigating circumstances has been submitted to the Registrar. The appeal must then be approved.
- 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. *Add/Drop Form* submissions will be charged appropriate processing fees.

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, Financial Aid Office (if receiving financial aid), and the Bursar's Office. A fee is charged for withdrawing from all courses. Grades will be determined according to the withdrawal process. Any refund of tuition and fees will be determined by the tuition refund policy.

Students who are not physically capable of completing the Total Semester Withdrawal Form may withdrawal orally by meeting with the Registrar. The Registrar will then complete the withdrawal form on the student's behalf.

INVOLUNTARY WITHDRAWAL

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

MEDICAL WITHDRAWAL

The Vice President for Student Services and Institutional Advancement 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 Student Services and Institutional Advancement prior to enrolling again at Pennsylvania Highlands.

MILITARY LEAVE

A student who is called to active duty during the semester and provides a copy of appropriate military orders may choose one of the following options:

1. A student may choose to do a total semester withdrawal from all of 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 may be readmitted for the next semester in which the student wishes to return. 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.

COURSE CANCELLATION

The College plans to offer all courses as advertised in the Course Schedule. In the event that a course must be cancelled, each student registered will be notified by telephone and/or writing. Students will be encouraged to meet with an academic advisor 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.

Bursar's Office

TUITION

Residence / Description / Tuition

Cambria County Rate: Residents of Cambria County
$1,320.00 Full-time Rate
$87.75/credit hour

Regional Rate: Residents of Blair, Bedford, Somerset, Huntingdon, and Fulton Counties
Counties.
$1,980.00 Full-time Rate
$131.75/credit hour

Out-of-County Rate: Pennsylvania residents outside Blair, Bedford, Cambria, Somerset, Huntingdon, and Fulton Counties
$2,640.00 Full-time Rate
$175.50/credit hour

Out-of-State Rate: Non-Pennsylvania Residents
$3,960.00 Full-time Rate
$263.25/credit hour

Please call the College or visit us online at www.pennhighlans.edu/tuition for the most recent *Tuition and Fee Schedule*. Tuition and fees are subject to change.

FULL-TIME STUDENT / PART-TIME STUDENT DESIGNATION

Students registered for 12 to 18 credits in the Fall and Spring semesters are regarded as full-time students and are assessed the current full-time rate based on their legal residency. Students registered for less than 12 credits are considered part-time and are charged per credit based on legal residency. Students will be charged per credit for each credit exceeding the maximum full-time credit limit. During the Summer semesters students are charged on a per credit basis by legal residency.

MILITARY TUITION

Active duty military personnel stationed in Cambria County and their authorized family members will receive Cambria County Resident tuition rates. To qualify for these tuition rates, the student must submit a copy of appropriate military orders and a *Verification of U.S. Armed Forces Assignment Form* to the Bursar's Office on an annual basis.

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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 to attend the College will not be considered as having established a bona fide residency.

- *Cambria County:* In-county tuition rates will be charged for any student whose legal residence is within the boundaries of Cambria County.
- *Regional:* Regional tuition rates will be charged to students whose legal residence is within the boundaries of Blair, Bedford, Somerset, Huntingdon, and Fulton Counties.
- *Out-of-County:* Out-of-county tuition rates will be charged to students whose legal residence is located within Pennsylvania but outside the boundaries of Cambria, Blair, Bedford, Somerset, Huntingdon, and Fulton Counties.
- *Out-of-state:* Out-of-state tuition rates will be charged to students who have not established legal residence within the state of Pennsylvania.

In-state students must establish legal residence at least ninety days prior to the start of the semester. Students relocating to the state of Pennsylvania must establish legal residence within the state at least 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 to the Registrar before the start of the semester.

Tuition rates start the first day of the semester. Tuition rates may 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.
- Proof of payment of local wage tax showing name and address.
- 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 fails to pay the corrected amount of tuition, the student will be administratively withdrawn from present classes and be prohibited from attending classes until the amount due is paid.
- No release of grades, transcripts, degrees, diplomas, or certificates, will occur until the student's account is paid in full.
- The student may be referred to the legal system for fraud, which is a felony punishable in criminal court under Pennsylvania Law.

FEES

Full-time Flat Rate per semester

Comprehensive Services Fee	$450.00
Capital Fee (Residents of Cambria County)	$50.00
Capital Fee (Residents outside of Cambria County)	$155.00

Per Credit

Comprehensive Services Fee	$29.00
Capital Fee (Residents of Cambria County)	$3.00
Capital Fee (Residents outside of Cambria County)	$10.00
Dual Enrollment	$30.00
Course Audit Fee	$50.00
Senior Course Audit Fee	$25.00

Lab and Materials Fee

Lab/Materials*	$10.00 - 1,000.00

Other

Application Fee**	$20.00

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

(Tuition and fees are subject to change)

*Varies depending on consumable supplies and materials required.

**Indicates non-refundable fees.

FEE INFORMATION

COMPREHENSIVE SERVICES FEE

The Comprehensive Services Fee will be charged to all students enrolling in credit courses. This fee supports the non-academic services provided to students and covers expenses related to graduation, activities, transcript requests, etc.

EXPERIENTIAL LEARNING

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

DUAL ENROLLMENT

This per credit fee is charged to students who enroll in college level courses offered at their high school as part of the College's dual enrollment agreement with their school district.

LAB/MATERIALS

Some courses require additional fees, often labeled laboratory fees, which cover special costs including insurance, equipment and materials, software usage, and special testing. These fees are listed in the Credit Course Schedule for each semester.

BOOKS AND SUPPLIES

Textbooks and other supplies are available through the College bookstore located at the Richland Campus. Students should consult the website for bookstore hours of operation. For additional information call 814-262-6453.

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.

LETTER OF INTENT

The Letter of Intent identifies a student's method of payment and must be submitted with his or her registration for the first semester attended each academic year. It is the student's responsibility to notify the Bursar's Office of payment method changes.

PAYMENT OF TUITION AND FEES

Students become responsible for tuition and fees at the time of registration. All financial arrangements for your tuition and fees must be made on or before the tuition due date for each semester or your registration may be cancelled.

   In order to finalize your registration each semester you must have one of the following payment methods in place in the Bursar's Office by the tuition due date each semester:

   Payment of Balance in Full - The College accepts cash, check, money orders, MC, and VISA as methods of payment. Payments may be made at the Bursar's Office during regular business hours. Credit or debit charges may also be made via the telephone at (814) 262-6437.

   Approved Financial Aid - It is the responsibility of the student who intends to use financial aid to cover their student account balance to complete all parts of the financial aid process by the deadlines established by the Financial Aid Office. Costs not covered by financial aid are the responsibility of the student and must be paid on or before the tuition due date.

   Payment Plan - Successful enrollment in our payment plan requires a completed agreement, payment of a $25.00 enrollment fee and payment of your first two monthly payment amounts. Additional information regarding the payment plan may be obtained by contacting the Bursar's Office at (814) 262-6437.

   Proof of Third Party Direct Payment - Students whose tuition and fees are funded through a third party, such as a business or agency, must have written documentation from the responsible third party submitted to the Bursar's Office by the agreement specified by the business or agency responsible for payment.

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. Non-attendance 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 Bursar's 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 Bursar's 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 be permitted to 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. 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 a matriculated student (one who is enrolled or accepted for enrollment for the purpose of obtaining a degree, certificate or diploma) are eligible to receive aid from the programs described herein. Non-matriculated students are not eligible to receive financial aid.

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 (EFC), 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 with special circumstances (unemployment, unusual medical expenses, tuition expenses, etc.) may contact the Financial Aid Office to request a review of the EFC calculation used to determine financial need. 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 Bursar's Office applies funds to student accounts, deducts any tuition, fees, and other related costs, and refunds the student any excess funds. Refunds will be issued approximately nine weeks after the start of the semester.

REFERRING OVERPAYMENT CASES TO THE DEPARTMENT OF EDUCATION

The Financial Aid Department disburses Title IV aid electronically to the College's Bursar's Office during the ninth week (50% mark) of the semester. As a result, overpayments are typically resolved during the two-week time frame wherein the Bursar's 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 the 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 time frame, 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 maintain 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, ACG, FSEOG, the Federal Work-Study Program, and loans under the Federal Family Education Loan Program. Pennsylvania Highlands' 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. The standards for determining Financial Aid Academic Progress are stricter than the College's Academic Policy as it includes all credits attempted (includes "W", "I", "F", and "TR" grades) in the quantitative component.

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 financial aid academic progress. (Courses with an "I" (incomplete),"W" (withdrawal) or an "F" grade will be considered as courses attempted but not successfully completed.)
- Includes transfer credits as credits attempted.
- Sends financial aid "warning" status correspondence to students in danger of losing financial aid due to academic standing.
- Sends financial aid "probation" status correspondence to students who fail to make financial aid academic progress.

Conditions for receiving financial aid:

- Students must demonstrate that they are qualified to enroll in postsecondary education by having a high school diploma or general Educational Development (GED) certificate, or by passing an approved Ability-to-Benefit (ATB) test..
- Students must be enrolled or accepted for enrollment as a matriculated student working toward a degree, certificate or diploma.
- Students must meet satisfactory academic progress standards in accordance with the College's academic standing policy and the Financial Aid Academic Progress Policy.
- Students must be a U.S. citizen or eligible non-citizen with a valid social security number.
- Students sign a statement on the FAFSA or FAFSA Renewal that certifies that they will use federal student aid for educational purposes only.
- Male students ages 18 through 25 must comply with Selective Service Registration.
- Students cannot be in default on a federally funded loan or owe a refund on a federal student grant.
- Students officially withdrawing from the institution should contact the Financial Aid Office prior to withdrawing to determine the impact on their financial aid.
- Students making satisfactory progress can apply for financial aid for up to 150% of the total 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 financial aid academic progress at the time of change.
- Students may receive financial aid for repeated courses only if the original grade in the course was below a "C." Financial aid will not be awarded for courses repeated more than once.
- Students may not 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 are able to receive financial aid at a less than half-time status.
- Students applying for a Federal Stafford Loan must complete Loan Entrance Counseling regarding the rights and responsibilities of the student borrower and a Federal Stafford Loan Master Promissory Note (MPN).
- Students with unusual circumstances, which may have affected financial aid academic progress, may file an appeal to the Financial Aid Appeals Committee.

NOTE: Students who have received federal student loans will receive loan exit counseling if they are graduating, leave school, or enroll less than half time. The exit process provides information about the rights and rseponsibilities of a borrower.

RETURN OF TITLE IV FUNDS POLICY

All students receiving financial aid and withdrawing from the College should contact the Financial Aid Office prior to withdrawing to determine the impact on their 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 of withdrawing may result in a student having to return a portion of his/her 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 Plus loans received on behalf of the student, Federal Pell Grants, ACG and FSEOG.

Return of Title IV Funds examples may be obtained by visiting the Financial Aid Office.

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. This letter outlines the requirements and documentation that the student must 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.
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 requested to return the required documents within a 14-day time frame. 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. Should a student fail 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.

NOTE: Students not selected for verification who need to make 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.

FINANCIAL AID PROGRAMS
Federal Pell Grant
Pell Grants are the foundation of federal student financial aid to which aid from other federal and non-federal services may be added. This grant is awarded to undergraduate students who have financial need to assist with tuition, fees and book expenses.

The maximum award for the 2009-2010 academic year is $6,000.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This grant is awarded to undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients.

The maximum award for the 2009-2010 academic year is $400.

Academic Competitive Grant (ACG)
This grant is awarded to undergraduate Pell-eligible students enrolled full-time who have completed a rigorous high school program of study as determined by a review of the student's final high school transcript.

The maximum award for a first academic year eligible student is $750. The maximum award for a second academic year eligible student (having a 3.0 or above grade point average) is $1,300.

Pennsylvania State Grant (PHEAA)
This grant is available to Pennsylvania residents who have not yet earned a bachelor's or professional degree, are enrolled for at least six credits in a degree-seeking program, who demonstrates financial need according to the PHEAA needs analysis formula, and meet PHEAA's academic progress (for the last academic year during which the student received state grant aid, the student completed the required minimum total number of credits for the terms to which grant aid was applied).

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.

Federal Stafford Student Loan Subsidized
This is a loan which must be repaid after the student graduates or fails to enroll for at least six credits in a semester. The loan is awarded on the basis of financial need and interest will not be charged prior to the repayment period or during an authorized deferment period. Completion of Loan Entrance Counseling and a Federal Stafford Loan Master Promissary Note (MPN) are required.

Federal Stafford Student Loan Unsubsidized
This is a loan which must be repaid after the student graduates or fails to enroll for at least six credits in a semester. This loan is not awarded on the basis of financial need and interest accrued from the time the loan is disbursed until it is paid in full. Interest may be capitalized upon request. Completion of Loan Entrance Counseling and a Federal Stafford Loan Master Promissary Note (MPN) are required.

PLUS Loan
PLUS loans are loans that parents can obtain to help pay the cost of education for their dependent undergraduate children. PLUS loans must be repaid.

*Only those classified as a matriculated student (one who is enrolled or accepted for enrollment for the purpose of obtaining a degree, certificate or diploma) are eligible to receive aid from the programs described herein. Non-matriculated students are not eligible.

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 $6,000 as determined by a federal formula. Based on financial need.	Student enrolled for a minimum of 3 credits.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	April 1st
FSEOG	Federal Government	Yearly award may range from $200 to $400 as determined by a federal formula. Based on financial need. Federal Pell Grant recipients receive priority for FSEOG awards	Student enrolled for a minimum of 6 credits. Student must also maintain financial aid academic progress.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	April 1st
ACG	Federal Government	Maximum award may range from $750 TO $1,300 depending on academic year, GPA, and program of study	Student enrolled for a minimum of 12 credits. Receive a Pell Grant during same award year. Student must have completed rigorous high school field of study. Second year eligibily is also based on GPA of 3.0 or higher.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal. High School transcript is required.	April 1st
PHEAA Grants PA Higher Education Assistance Agency	State of PA	Yearly award may range from $200 to $2,500 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 graduate (or equivalency standards in accordance with PHEAA) or GED recipient. Meet PHEAA progress guidelines.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	By August 1 (new students) By May 1 (returning students)
Stafford Loan	Government approved 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, lender and guarantor. Unsubsidized loan eligibility varies according to dependency status.	Student must be enrolled at least half-time (6 credits).	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal and Federal Stafford Student Loan Application	April 1st
Federal College Work-Study Program	Federal Government	Variable; based on unmet financial need	Student enrolled at Pennsylvania Highlands and making financial aid progress guidelines	Free Application for Federal Student Aid (FAFSA) or FAFSA renewal and Federal Work Study Application	April 1st
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	April 1st
Parent PLUS Loan	Government approved 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 dependent.	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

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.

A maximum of $500 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 maximum of $3,500 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.
- Have at Least a 2.0 GPA.

A maximum of $1,000 is awarded annually.

NATIONAL ASSOCIATION OF INSURANCE AND FINANCIAL ADVISORS (NAIFA) SCHOLARSHIP

The National Association of Insurance and Financial Advisors (NAIFA) 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 NAIFA 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 maximum of $2,500 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.

A maximum of $2,500 is awarded annually.

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-County 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 maximum 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 President's Office.

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 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).

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 maximum 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 maximum of $1,250 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 maximum 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 service persons. 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.

For information on Veteran and Dependent VA Education Benefits call 1-888-442-4551 or access online at www.va.gov/education. Most veterans are responsible to pay tuition and fees by the College's tuition due date. Veterans applying for benefits for the first time should expect a six to eight week wait until the first payment from the Department of Veterans Affairs arrives.

TAX CREDITS

There are two tax credits available to help you offset the costs of higher education by reducing the amount of your income tax. They are the Hope credit and the lifetime learning credit, also referred to as education credits.

The Hope Learning credit is a nonrefundable tax credit, not a scholarship or tax deduction. Tax credits are subtracted directly from the tax a family or student owes, while tax deductions are subtracted from taxable income. To receive the Hope tax credit, a family or student must file a federal tax return and owe taxes. Families and students that don't pay taxes cannot receive money from the Hope credit. If a family or student owes less in taxes than the amount of Hope tax credit they are eligible for they can only receive a credit equal to the amount of taxes owed.

For the 2008 tax year, a family or student can claim up to $1,800 ($3,600 for students in a Midwestern disaster area) for each eligible student for up to two tax years (100% of the first $1,200 ($2,400 for students in a Midwestern disaster area) and 50% of the second $1,200 ($2,400 for students in a Midwestern disaster area) paid for qualified expenses). The Hope credit is only available until each student's first two years of postsecondary education are complete.

The exact amount of the Hope credit also depends on a family's income, the amount of qualified tuition and fees paid, and the amount of certain scholarships and allowances subtracted from tuition. The total credit is also based on how many eligible students are in a family. This differs from the Lifetime Learning Credit which sets a maximum dollar amount for a family.

The Lifetime Learning Credit is a nonrefundable tax credit available to individuals who file a tax return and owe taxes. The amount of the credit is subtracted from the taxes owed, rather than reducing taxable income as with a tax deduction. Individuals who do not pay taxes are not eligible for a Lifetime Learning credit. If a taxpayer owes less in taxes than the amount of Lifetime Learning tax credit they are eligible for, they are only eligible for a credit equal to the amount of taxes they owe.

A family may claim a tax credit of up to $2,000 per tax year for the taxpayer, taxpayer's spouse, or any eligible dependents for an unlimited number of tax years. The amount of the Lifetime Learning credit is 20% of the first $10,000 of qualified educational expenses paid for all eligible students. Therefore, the maximum amount of a Lifetime Learning tax credit is $2,000. The Lifetime Learning credit is available for all years of postsecondary education and for courses taken to acquire or improve job skills, unlike the Hope credit which is only available for two years.

The actual amount of the credit depends on a family's income, the amount of qualified tuition and fees paid, and the amount of certain scholarships and allowances subtracted from tuition. This credit is family-based (up to $2,000 per tax return), unlike the Hope credit which is based on the number of eligible dependents in a family.

For additional information, consult a tax advisor or visit http://www.irs.gov/pub/irs-pdf/p970.pdf.

Student Success Center

The Student Success Center at Pennsylvania Highlands Community College offers a variety of services that can contribute to your success in college. Services provided include workshops, tutoring, providing special accommodations for students with disabilities, career services and personal counseling.

DISABILITY SERVICES

Pennsylvania Highlands Community College recognizes and supports the standards set forth in Sec 504 of the Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which materially limit one or more of a person's major life activities which necessitate modifications to the facilities, programs, or services of the college. Pennsylvania Highlands Community College is committed to making reasonable accommodations for qualifying students with disabilities as required by applicable laws. The College is also committed to making its facilities accessible as required by applicable laws. The College is not required to make accommodations that are unduly burdensome or that fundamentally alter the nature of the College's programs.

Students wish to request accommodations must visit the Counselor/ADA Specialist whose office is located within the Student Success Center. Students are required to fill out a form only viewed by the Counselor/ADA Specialist which describes the disability and how it will affect the student's major life activities as relevant to Pennsylvania Highlands Community College programs. In addition, the student must include on this form the accommodations they are requesting from the College. A student requesting accommodation is required to provide current acceptable documentation at his/her expense. The documentation must be authored by objective professionals qualified to diagnose the disability for which the accommodation is requested. This documentation must verify the nature and extent of the disability, and manner in which the disability limits major life activities relevant to the student's participation in coursework at Pennsylvania Highlands.

All documentation is required to be submitted a minimum of two weeks prior to the start of the semester. This period is required for the Counselor/ADA Specialist to conduct a thorough review and arrange any accommodations which will be provided. Students who provide incomplete documentation will not be given consideration for accommodations. The College reserves the right to request any additional information or documentation it deems necessary to formulate a reasonable and appropriate accommodation plan.

Confidentiality

Documentation provided by a student does not become part of a student's academic transcript or permanent record. The documentation of this disability furnished by the student is kept confidential and only shared with College personnel directly involved in the coordination and facilitation of the accommodations except as otherwise required by law or by a health or safety issue.

Disclosing a Disability

Students are under no obligation to disclose their disability unless they wish to request an accommodation.

Documentation Requirements

1. Be prepared by an objective professional qualified in the diagnoses of such conditions.
2. Include information regarding testing procedures followed, instruments used for the assessment of the disability, test results, and written interpretation of these results as they pertain to an educational environment and/or participation in the Colleges Programs.
3. Reflect the individuals present level of functioning in the areas related to the particular accommodations request.
4. Be prepared no more than three years prior to the initial request for accommodation.
5. Educational records from one's high school must be provided as additional verification.

Accommodations

Pennsylvania Highlands Community College provides reasonable accommodations, auxiliary aids, and support services for students with documented disabilities that are based upon the student's disability documentation and functional limitations.

Some services which may be provided based on functional limitations include:

- Exam accommodations including extended time and use of adaptive technology.
- Alternate Media including texts on tape/CD
- Access to class notes.
- Access to TTY equipment and Victor Vibe Readers
- Assistive Technology including the following programs: Kurzweil and Dragon Naturally Speaking.
- Disability counseling.
- Adaptive furniture.

Once all the documentation has been approved and an accommodation plan has been established the student is responsible for three items: (1) regular communication with faculty, (2) regular meetings with faculty and designated staff to facilitate proper implementation of the plan, and (3) regular conferences with faculty and the Counselor/ADA Specialist to monitor the effectiveness of the accommodations.

Note Taker/Scribe Services

Note-takers from among other students enrolled in a course will be sought to assist students with motor, hearing, processing, or other disabilities. The services are determined by the Counselor/ADA Specialist and is done all in confidentiality.

Reader Services

Reader Services will be provided for students with reading, visual, visual processing, or other disabilities, when deemed a reasonable accommodation. Textbooks on tape when available will be supplied from national tape lending libraries. When appropriate, students will be provided with readers for exams. Exam readers must be requested at least three days in advance.

Time Extensions

Requests for extended time on exams and assignments are evaluated on a case by case basis. Students must work with the Counselor/ADA Specialist to schedule test arrangements.

ASSESSMENT AND TESTING

Placement 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 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 the Student Success Center may waive this requirement. Transfer students will not be required to take the COMPASS test, if proficiency is documented by official transcripts.

Course Make-Up Testing

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

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 a tool that outlines the coursework for completing program requirements. Copies of the advising worksheet are available from advisors or in the Student Success Center.

Transfer Information

Credits earned at Pennsylvania Highlands Community College may 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 separately for evaluation of the transfer of credits.

Students are encouraged to meet with the an academic advisor during their first semester or as soon as they begin to consider transfer. It is in each student's best interest to work with Pennsylvania Highlands Community College and the institution to which they intend to transfer 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. Using this information available, the academic advisor will be able to guide the student to a more effective academic plan while at Pennsylvania Highlands.

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

PA TRAC

Pennsylvania's community colleges and the universities in the Pennsylvania State System of Higher Education (PASSHE) have adopted mandatory equivalency standards for the purpose of creating at least 30 credits of foundation courses that can be easily transferred between any of the participating institutions. Several private colleges and universities and state related institutions also participate in this program.

The Pennsylvania Transfer and Articulation Center (PA TRAC) web site was created to provide information for transfer students and their advisors. The site includes information about transfer course equivalencies, college profiles for participating institutions, searchable databases, and transfer guidance.

For additional information, please visit the web site at www.patrac.org.

CAREER SERVICES

Career counseling is available in the Student Success Center to help undecided students choose a career path. Through testing and meetings with a counselor, students may select courses of study that lead to employment in fields compatible with their interests and abilities. Local job vacancies are posted in the Student Success Center, and students are welcome to drop in to check the listings. Students are encouraged to submit a resume for Student Success Center files during their last semester at Pennsylvania Highlands if they wish to be contacted about employment opportunities for graduates. Contact the Career Counselor in the Student Success Center for additional information.

COUNSELING SERVICES

Personal counseling is available for students with various problems that affect their academic pursuits. Students experiencing general stress, family problems, interpersonal conflict, or illness may benefit from consulting a counselor. Students are referred to resources in the community for intensive or on-going support. For additional information regarding counseling services or to schedule an appointment please contact the Student Success Center.

Academic Information

ATTENDANCE
Students are expected to attend all class sessions. The completion of all requirements specified in the course syllabus is the responsibility of the student.

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. 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 at 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.

ACADEMIC GRIEVANCES
The student academic grievance procedure is available to students who have concerns regarding matters such as final grade appeals.

If resolution cannot be achieved through discussion with the faculty member and the student seeks additional mediation, the student may initiate the formal process as outlined below:

1. A student must submit a letter to the appropriate Associate Dean of Instruction within ten calendar days of the date in which the incident or the complaint occurred. In the case of a final grade discrepancy, the letter should be submitted within fifteen calendar days of the release of grades. In the written complaint, the student should describe his or her concerns, the events that led to those concerns, and provide any supporting documentation.

2. The Associate Dean of Instruction may choose to meet with both the student and the faculty member involved in an attempt to resolve the issue. If the issue is not resolved, the Associate Dean of Instruction will convene the Academic Grievance Committee.

3. The Academic Grievance Committee will review the written grievance and all documentation. The Committee may or may not interview both the student and the faculty member. A member of the Committee will notify the student in writing of the Committee's decision within five working days.

4. If the student remains unsatisfied with the decision issued by the Academic Grievance Committee, the student may make a final appeal to the Vice President and Dean of Academic Affairs. This appeal must be in writing and submitted no later than five working days from the date of the decision issued by the Academic Grievance Committee. The appeal must specify in detail why the decision of the Academic Grievance Committee was unsatisfactory and must be supported with compelling justification. Within ten working days of receipt of the student appeal the Vice President and Dean of Academic Affairs will issue a decision regarding the appeal. This decision will either uphold the decision of the Academic Grievance Committee or will issue other remedies as the Vice President and Dean of Academic Affairs deems appropriate. The decision of the Vice President and Dean of Academic Affairs is final.

In the case where a complaint is levied against any member of the Academic Grievance Committee, the Vice President and Dean of 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 and Dean of 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 Academic Grievance 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 may initiate the Academic Grievance Procedure.

STANDARDS FOR ACADEMIC STANDING

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

WARNING

This status serves to inform 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 support and assistance. 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 any subsequent semester. Students are removed from warning only when the cumulative GPA is a 2.0 or higher.

PROBATION

Students whose grades place them in more serious academic jeopardy as outlined above will be placed on Probation. While on Academic Probation, a student may schedule no more than twelve credits per semester. Students on Probation are strongly urged to meet with their faculty advisor and/or Student Success Center staff to assess their educational goals, learning strategies and styles, priorities, time management, and other needs.

SUSPENSION

Students whose grades are significantly below 2.0 as outlined above may be suspended. Students who are suspended may not matriculate at Pennsylvania Highlands for a period of one semester. Students who are on suspension may enroll in Developmental classes as part-time, non-matriculated students and receive tutoring services during their suspension.

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 creidt of the course for which the grade is received The total of these products is then divided by the total number of semeste hours of credit.

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

Letter Grade		Point Value of Grade		Semester Hours of Credit		Grade Points
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. Further information on Academic Amnesty may be obtained by contacting 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 and Dean of 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 and Dean of 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. Developmental 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.

Tau Upsilon Alpha

Tau Upsilon Alpha (TUA) of the National Organization of Human Services (NOHS) is the National Honor Society for Human Services. This honor society was established in 2007 which supersedes the former honor society of Alpha Delta Omega. TUA is a two and four year college honor society. Students with a GPA of 3.0 or higher in course work within a Human Services program, completing 12 credits or more, 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 also reviewed. Students are invited to join the organization at the beginning of the fall semester. Human Services professionals are also invited to join TUA as professional at-large or honorary members. An applicant must submit an essay describing commitment and philosophy of working within 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 by 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.

MAXIMUM COURSE LOAD

Pennsylvania Highlands has established maximum credits 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: 12 credits for 12-week terms, 9 credits for 7-week and 6-week terms, 6 credits for terms shorter than 6-weeks. 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 and the Vice President and Dean of Academic Affairs.

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 the Richland Campus, Ebensburg Education Center, and the College's website. 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 30 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 within the academic year.

GRADUATION HONORS

Students who have earned a minimum of 30 credits in a certificate, diploma, or degree program and have graduated with at least a 3.5 grade point average will be eligible for graduation honors. Students who have earned an overall GPA of 4.0 are graduated Summa Cum Laude (highest honors). Students who have earned an overall GPA of at least 3.75 and below 4.0 are graduated Magna Cum Laude (high honors). Students who have earned an overall GPA of at least 3.5 and below 3.75 are graduated Cum Laude (honors).

4.0 Summa Cum Laude

3.99-3.75 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. Appeals for a waiver of this policy must be made in writing to the Vice President and Dean of Academic Affairs.

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. Transfers should be directed to the Registrar's Office for processing. Coursework older than ten years is generally ineligible for transfer but will be evaluated on a course by course basis.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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 Student Success Center. Test scores must be sent directly to the Student Success Center from the College Entrance Examination Board. Contact the Student Success Center 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.

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. Students are required to take developmental classes their first semester of attendence.

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.

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 the Student Success Center.

FIRST YEAR EXPERIENCE COURSE

First Year Experience 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 First Year Experience 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.

ACESS COURSE

ACESS 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.

DISTANCE EDUCATION

Distance Education courses offer students the opportunity to earn college credit at the time and location convenient to them. Distance Education includes online coures, hybrid courses, and coures enhanced through the use of technology. For more information, visit the Distance Education page at www.pennhighlands.edu/distance_education.

ONLINE COURSES

Online learning is learner-driven, internet-based instruction delivered via an online platform. Online learning is ideal for students with work obligations, family obligations, travel constraints, or time/schedule conflicts. Students are able to access their online materials 24 hours a day, seven days a week via any internet-accessible computer.

Online courses are 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/distance_education.

STUDENT-FACULTY EVALUATION

At least once each term, students will be asked to provide an evaluation of their classes, their faculty and the methods 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 including 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.

INDEPENDENT STUDY

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

ACT 34 PA CHILD ABUSE HISTORY CLEARANCE

The received official document should read that "No record exist in the Pennsylvania Department of Public Welfare's statewide Central Registry ..." or the existing record must comply with section E of the ACT 34 of 1985 Background Clearance Procedures as amended.

ACT 151 PA CRIMINAL RECORD CHECK

The received official document should read that "... has no criminal record in Pennsylvania based on a check based on the above identifiers - refer to control ..." or the existing record must comply with section E of the ACT 34 of 1985 Background Clearance Procedures 24 PS 1-111 as amended .

ACT 114 FBI FINGER PRINT CLEARANCE

The received official document should read that the subject has "No record" or the existing record must comply with section E of the ACT 34 of 1985 Background Clearance Procedures 24 PS 1-111 as amended.

NOTE: Additional information concerning clearances referring to teaching in Pennsylvania can be found at http://www.teaching.state.pa.us/teaching/cwp/.

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 First Year Experience and other courses.

Tutoring

Tutoring is available to all students enrolled in courses at the College. Tutors must be requested by completing a *Tutor Request Form*. These forms are available in the Library at the Richland Campus or at the Information Desk at the Ebensburg Education Center. Tutoring is dependent upon tutor availability.

Peer Tutors

Students with an overall grade point average of 3.0, an "A" in the course they wish to tutor, and a recommendation from the course instructor are eligible to become peer tutors. Interested students may pick up a *Request to be a Tutor Form* in the Library at the Richland Campus.

ACT 48

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

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

When registering at Pennsylvania Highlands for Act 48 credit, the educator must complete the *Act 48 Continuing Professional Education Requirement Form.*

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 credit. 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.

POSTSECONDARY PARTNERSHIPS

Some Associate of Applied Science degree programs are offered in articulation with area vocational-technical schools. In each of these programs, students complete specialized or major 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. A maximum of 30 credits may be transferred to Pennsylvania Highlands under this program.

DUAL ENROLLMENT

Pennsylvania Highlands has articulated programs with area school districts which provide the opportunity for high school students to earn dual credit. Upon matriculation, the credits earned in this program may be used towards degree completion at Pennsylvania Highlands. Further information on the dual enrollment program may be obtained from the Admissions Office or the high school guidance office.

ACADEMIC PROGRAMS

ASSOCIATE DEGREE PROGRAMS

Accounting

Architectural/Civil: CAD and Design Technology

Biotechnology

Biotechnology - Nanofabrication

Business Management

Communication

Computer Information and Communications Technology - Network Administration

Computer Information and Communications Technology - Telecommunications

Criminal Justice

Culinary Arts

Early Childhood Education/Inclusion

Electric Utility Technology

Health Care Management

Human Services - Early Child Care and Development

Human Services - Generalist

Human Services - Gerontology

Liberal Arts

Pre-Communications Media (Entertainment Technology)

Secretarial Technology

Teacher Education

Welding Technology

DIPLOMA PROGRAMS

Medical Coding Specialist

Medical Office Specialist

CERTIFICATE PROGRAMS

Applied Behavior Support/Inclusion

Building Construction Technology

Early Childhood Management and Leadership

Office Technology

Office Technology Essentials

Pharmacy Technician

Survivability and Information Assurance Institute (SIA)

CONTINUING EDUCATION

WORKFORCE EDUCATION

Pennsylvania Highlands Community College created its Workforce Education Department as a vehicle to enhance the 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, Workforce Education provides comprehensive assessment of employer/employee needs for training by developing and offering customized programs according to assessed needs.

WORKFORCE EDUCATION MISSION

Our mission 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

Workforce Education can also provide customized on-site training with certified faculty. Interested employers and students are encouraged to contact Workforce Education at 814-262-3815 for additional information.

WORKFORCE EDUCATION 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 our 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 Workforce Education at 814-262-3815.

CERTIFICATIONS

We have 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.

Workforce Education 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 largest employment segments in our area. Because of continual advances, there is a continual need for well-trained health care workers. Pennsylvania Highlands offers non-credit opportunities for job training and continuing education.

A sampling of the health care courses offered through Workforce Education:

IV Therapy
Dietary Aide
Pharmacy Technician
Phlebotomy
Basic Venipuncture for Medical Office Staff
Specimen Collection
CPR (Cardio Pulmonary Resuscitation)
AED (Automated External Defribrillation)
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

Workforce Education 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

Workforce Education provides customized training according to assessed needs in non-credit format. Training can be delivered either on-site or scheduled at one of our facilities. Workforce Education also has "wireless" laptop computer labs for IT training.

A sampling of the workshops and courses provided through Workforce Education:

Computer Skills

A+ Certification
AutoCADD
Cisco Systems
Electronics
Implementing Windows SharePoint Services 3.0
Microsoft Access
Microsoft Certified Professional
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Microsoft Project
Microsoft SQL Server
Microsoft Windows
Microsoft Windows Server 2008
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
Bridge Course
First Responder

Professional Development

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

ACT 48 Classes

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

COMMUNITY EDUCATION

Community Education seeks to provide outstanding opportunities for individuals from all community segments to gain insight and experience in a variety of topics of interest. Our numerous non-credit courses provide occasions for personal enrichment, social engagement, and knowledge expansion.

Our courses are continually evaluated and updated to ensure that we offer the most popular sessions taught by the most qualified instructors. Our goal is to create positive, fun and rewarding experiences to enrich our community.

For more information regarding Community Education, contact us by calling 814-262-6441 or via email at commed@pennhighlands.edu.

A sampling of courses provided through Community Education:

Beginning Sign Language
Beer Appreciation
Cake Decorating
Dancing with a Partner
Introduction to Digital Photography
Introduction to Painting
Introduction to Voiceovers
Overview of eBay
Therapeutic Massage
What Every Pet Owner Needs to Know
You Can Play Guitar

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.
- Accounting Assistant
- Junior Accountant
- Staff Accountant
- Inventory Specialist/Clerk
- Accounts Payable/Receivable Specialist
- Payroll Specialist

OBTAINING THE DEGREE
To earn the Associate of Applied Science degree, students must:
- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core courses to obtain a minimum of 62 credits.

PROGRAM OBJECTIVES
Upon completion of the program, the student will be able to:
1. Utilize accounting information to make financial decisions.
2. Complete all steps within the accounting cycle.
3. Employ generally accepted accounting principles to measure, process, and communicate financial information for proprietorships, partnerships, and corporations.
4. Structure and analyze financial statements.
5. Prepare accounting data relating to cash, receivables, inventories, and operating assets.
6. Present accounting data relating to investments, liabilities, and stockholders' equity.
7. Prepare and maintain payroll subsidiary records.
8. Apply federal and PA state laws/regulations necessary to complete payroll-related tax returns and documents.
9. Develop budgets and financial forecasts.
10. Record representative cost accounting transactions and reflect the effect of those transactions in financial statements.
11. Employ the accounting system as a tool to motivate managers towards organizational goals.
12. Perform accounting procedures employed in fund accounting as applied to governmental and nonprofit organizations.
13. Characterize the basic framework and operation of the federal income tax system.
14. Bridge the gap between financial accounting and federal income tax.
15. Use computer software to record transactions, maintain accounting records, and prepare financial statements.
16. Apply sound economic and management principles related to the business environment.
17. 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 includeSs 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
FYE100 First Year Experience
ACE200 ACESS Portfolio
MAT110 Business Mathematics
CIT100 Microcomputer Applications
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
WEB130 Principles of Web Design

Students can select two courses from either list to fulfill the six credit requirement in general education.
Credit hours: 26

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
FYE100	First Year Experience	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
Elective	Humanities or Social Science	3
Total Credits		**15**

SEMESTER III		CREDITS
ACC200	Intermediate Accounting I	3
ACC220	Automated Accounting	3
ACC230	Managerial Accounting	3
Elective	Humanities or Social Science	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	ACESS Portfolio	1
Total Credits		**16**

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

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 to:
1. Obtain an understanding of building components, including Architectural Design, HVAC, Electrical, and Plumbing/Fire Protection.
2. Obtain an understanding of the interactions and relationships of the above building components.
3. Obtain an understanding of site and utility work through Civil Design.
4. Obtain an understanding of CAD and CADD software as they relate to building design and drafting.
5. Show proficiency in both CAD and CADD software applications.
6. Relate drawing and design information to the public and contractors.
7. Communicate effectively and work with architects, engineers, designers, facilities managers and other building professionals.
8. Identify, organize, plan, and allocate resources effectively in the computer environment.
9. Develop strong communication and critical thinking skills to include reading, writing, editing, organizing, evaluating, problem solving, and presenting skills.
10. 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.
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
LIF111 Health and Wellness
ENG110 English Composition I
CIT100 Microcomputer Applications
ENG225 Technical Writing
COM101 Public Speaking
MAT115 Construction Math
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 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
FYE100	First Year Experience	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
Elective – Humanities or Social Sciences		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	ACESS Portfolio	1
COM101	Public Speaking	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 to:
1. Demonstrate Good Laboratory Practices (GLPs) and Good Manufacturing Practices (GMPs).
2. Identify critical components of manufacturing safety data sheets.
3. Demonstrate knowledge of quality assurance and quality control.
4. Demonstrate proficiency with basic laboratory skills associated with Biotechnology.
5. Operate current Biotechnology instrumentation.
6. Apply basic statistical analysis to scientific data.

OBTAINING THE DEGREE
To earn the Associate of Applied Science degree, students must:
- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
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
FYE100	First Year Experience	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
BIO240	Bioethics	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
MAT200	Probability and Statistics	3
Humanities or Social Science Elective		3
PSY100	General Psychology	3
ELT102 Intro. to Nanofabrication or BIO299 Biotechnology Internship		1
ACE200	ACESS 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

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

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, and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
ENG110 English Composition I
MAT110 Business Mathematics
CIT100 Microcomputer Applications
LIF111 Health and Wellness
COM101 Public Speaking
ACE200 ACESS 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
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 one/two 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
BUS220 Small Business Management
BUS165 Human Resource Management
BUS230 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
FYE100	First Year Experience	1
ENG110	English Composition I	3
MAT110	Business Mathematics	3
CIT100	Microcomputer Applications	3
Business Techical Core Class		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
Business Techical Core Class		3
ACC110	Principles of Accounting	3
Total credits		**15**

SEMESTER III		CREDITS
Business Techical Core Classes		12
Computer Elective		3
Humanities or Social Science Elective		3
Total credits		**18**

SEMESTER IV		CREDITS
LIF111	Health and Wellness	3
ACE200	ACESS Portfolio	1
Business Techical Core Classes		6
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

Communication majors learn how communication interacts with media, technology, and society while developing oral, written, and performance skills to succeed in various work environments. Students have the opportunity to explore the field of Communication physically, visually, and theoretically through coursework and a hands-on community-based internship program. Students also have the opportunity to compete in intercollegiate Forensic competitions.

The Communication degree provides students the experience of being well-rounded in a course of study which provides a foundation for success that transcends numerous fields such as: business, teacher education, entertainment, public relations, religious studies, and journalism.

Communication is a liberal arts program that transfers to most colleges and universities.

CAREER OPPORTUNITIES

- Paralegal
- Proofreader
- Advertising Assistant
- Media Specialist
- Public Relations Assistant
- Volunteer Coordinator
- Entrepreneur
- Corporate Worker
- Speech Writer
- Political Aide
- Marketing Assistant/Manager
- Customer Service Representative
- Sales Representative
- Travel Agent
- Reporter
- Fund Raiser
- Event Planner
- Ombudsman

PROGRAM OBJECTIVES

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

1. Develop a personal portfolio containing examples of writing assignments from Communication classes.
2. Apply a methodological approach to the effective delivery of information to an individual or group.
4. Identify and apply basic principles of verbal, nonverbal, interpersonal, organizational, and small group communication to better manage personal communication and communication in the workplace.
4. Identify the functions of formal and informal communication in the workplace and in life.
5. Illustrate the relationship between the functions and structure of communication and organizational management styles.
6. Identify styles, strengths, and weaknesses of different types of task-oriented group leadership.
7. Discuss the impact of technology on communication.
8. 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

FYE100 First Year Experience
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
COM150 Forensics
COM200 Media and Society
COM210 Group Dynamics
COM225 Sex, Gender and Communication
COM229 Communication Internship
HUM110 Introduction to Philosophy
Credit hours: 24

COMMUNICATION ELECTIVES

(select four)
HUM100 Introduction to Humanities
HUM160 Acting 1
HUM210 Directing 1
BUS220 Principles of Marketing
BUS110 Introduction to Business
COM125 Effective Presentation Skills
Credit hours: 12

COMPUTER ELECTIVES

(select two)
CIT103 Microsoft Excel
CIT104 Microsoft Project
CIT105 Microsoft PowerPoint
CIT150 Desktop Publishing and Presentations
CIT155 Introduction to Multimedia Presentations
WEB110 Bitmap Graphics with Photoshop
WEB120 Vector Graphics with Flash MX
WEB130 Principles of Web Design
Credit hours: 6

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
ENG110	English Composition I	3
COM150	Forensics	3
FYE100	First Year Experience	1
CIT100	Microcomputer Applications	3
MAT145	College Algebra	3
COM110	Interpersonal Communications	3
Total Credits		**16**

SEMESTER II		CREDITS
SOC100 or PSY100	Introduction to Sociology General Psychology	3
HUM110	Introduction to Philosophy	3
COM101	Public Speaking	3
Elective	Computer	3
LIF111	Health and Wellness	3
ENG220	Business Letter and Report Writing	3
Total Credits		**18**

SEMESTER III		CREDITS
COM120	Organizational Communications	3
Elective	Communication	3
Elective	Communication	3
COM200	Media and Society	3
COM225	Sex, Gender, and Communication	3
Total Credits		**15**

SEMESTER IV		CREDITS
Elective	Communication	3
Elective	Communication	3
COM299	Communication Internship	3
Elective	Computer	3
COM210	Group Dynamics	3
ACE200	ACESS Portfolio	1
Total Credits		**16**

Minimum credits to earn A.A. 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 to:

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

GENERAL EDUCATION CORE

FYE100 First Year Experience
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
FYE100	First Year Experience	1
Elective	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	ACESS 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.

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 configure a variety of metwork devices such as routers and switches. Graduates will have an understanding of local and wide area network technologies, 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 to:
1. Discuss the role of telecommunication technology in the workforce.
2. Understand the fundamentals of telecommunication systems.
3. Configure, troubleshoot and repair various network routers and switches.
4. Identify, organize, plan, and allocate resources effectively in the telecommunication environment.
5. Apply strong communication and critical thinking skillsincluding reading, writing, organizing, evaluating, problem-solving, and presentation skills.
6. Design, configure and install telecommunication hardware devices and technology.

OBTAINING THE DEGREE
To earn the Associate of Applied Science degree, students must:
- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
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
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
FYE100	First Year Experience	1
Elective	Humanities or Social Science	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	ACESS 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

CRIMINAL JUSTICE
A.A.S. DEGREE

PROGRAM DESCRIPTION
The Associate of Applied Science degree in Criminal Justice teaches students the fundamentals of the criminal justice system and criminal justice skills. Areas of study include corrections, law enforcement, and the court system. The program develops knowledge of human behavior, the social environment and community resources while providing an introduction to the complex network within the criminal justice system. The curriculum is designed to offer a balance of theory and application to encourage and develop critical thinking skills. The degree in Criminal Justice enables students and current police officers to enhance their skill and knowledge base in working with diverse populations, and provides a foundation for those wishing to pursue a bachelor's degree in Criminal Justice or related course of study.

Students may matriculate directly into the Criminal Justice A.A.S. degree program or transfer previously earned credits from diploma and specialized programs which share an integrated or similar curriculum. This program accepts a total of 30 transfer credits from the GJCTC Municipal Police Academy. Students pursuing this degree as a transfer from the police academy must complete the General Education and Technical Core Education requirements of the degree totaling 30 credits. 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 the internship. The clearances must be valid through the end of the semester in which the student is enrolled in the course.

CAREER OPPORTUNITIES
Criminal Justice is a rapidly growing field of interest. The Criminal Justice program provides the opportunity to build a solid foundation in the area of criminal justice, which will help to prepare students for various entry-level positions in areas such as:
- Corrections Officer
- Police Officer
- PA State Police Officer Eligibility
- Corporate Security Officer
- Police-Community Liaison
- Juvenile Justice Worker
- Probation/Parole Officer
- School Security

PROGRAM OBJECTIVES
Upon completion of the program, the student will be able to:
- Demonstrate working knowledge of the major components of the criminal justice system – police, courts, and corrections.
- Apply working knowledge of community resources.
- Appropriately apply psychosocial principles to diverse client situations.
- Identify and analyze the ethical issues within the criminal justice system.
- Develop skills and knowledge in positive communication and critical thinking skills including writing, essential math, problem solving, evaluating and organizing.
- Express an understanding of the fundamental ethical and legal guidelines which govern the field of Criminal Justice.
- Acquire an appreciation of healthy lifestyles, the rights of individuals and the circumstances of working in a diverse society.

OBTAINING THE DEGREE
To earn the Associate of Applied Science Degree in Criminal Justice, students must:
- Matriculate into the program.
- Satisfactorily complete all degree requirements of 60 credits, including General Education and Technical Core coursework.
- Students transferring from the GJCTC Municipal Police Academy must complete 23 credit hours of General Education Courses and 7 credits of Technical Core Courses, which should include CRJ 295 Criminal Justice Internship and LIF130 Biohazard Seminar.

GENERAL EDUCATION CORE

FYE100 First Year Experience
ENG110 English Composition I
English Elective
LIF111 Health & Wellness
CIT100 Microcomputer Applications
MAT110 Business Math or MAT145 College Algebra
Humanities or Social Science Elective
COM101 Public Speaking
ACE100 ACESS Portfolio
Credit hours: 23

TECHNICAL CORE

CRJ110 Introduction to Criminal Justice
CRJ 220 Criminal Law
CRJ240 Criminology
PSY100 General Psychology
SOC100 Introduction to Sociology
SOC200 Contemporary Social Issues
CRJ295 Criminal Justice Internship
LIF130 Biohazard Seminar
Credit hours: 22

CONCENTRATION CORE

CRJ150 Juvenile Justice
AOJ200 Institutional Population & Management
AOJ210 Parole & Probation
CRJ230 Criminal Procedure
PSY200 Abnormal Psychology or PSY230 Human Exceptionality
Credit hours: 21

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FYE100	First Year Experience	1
ENG110	English Composition	3
SOC100	Introduction to Sociology	3
CIT100	Microcomputer Applications	3
AOJ100	Introduction to Corrections	
or CRJ110	Introduction to Criminal Justice	3
MAT110	Business Math	
or MAT145	College Algebra	3
Total Credits		**16**

SEMESTER II		CREDITS
Elective	English	3
PSY100	General Psychology	3
CRJ240	Criminology	3
CRJ150	Juvenile Justice	3
COM101	Public Speaking	3
Total Credits		**15**

SEMESTER III		CREDITS
SOC200	Contemporary Social Issues	3
LIF111	Health & Wellness	3
CRJ220	Criminal Law	3
AOJ200	Institutional Population & Management	3
AOJ210	Parole & Probation	3
Total Credits		**15**

SEMESTER IV		CREDITS
PSY200	Abnormal Psychology or	
PSY230	Human Exceptionality	3
CRJ230	Criminal Procedure	3
Elective	Humanities/Social Science	3
LIF130	Biohazard Seminar	1
ACE200	ACESS Portfolio	1
CRJ295	Criminal Justice Internship	3
Total Credits		**14**

Minimum credits to earn A.A.S. Degree: 60

CULINARY ARTS
A.A.S. DEGREE

PROGRAM DESCRIPTION
The Culinary Arts program prepares students for entry level and management positions in the foodservice industry. The College 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 general business studies with a focus on food/beverage production and service, culinary skills, financial management, and nutrition. Course work is supplemented by practical experience arranged through internships and service learning projects. Each student is also expected to complete 200 hours of service learning in conjunction with an internship of 405 hours.

CAREER OPPORTUNITIES
- Line Cook
- Sous Chef
- Garde Manager Chef
- Head Chef
- Head Cook
- Assistant Food and Beverage Manager
- Cafeteria Manager
- Kitchen Manager
- Kitchen Supervisor
- Foodservice Production Supervisor

PROGRAM OBJECTIVES
Upon completion of the program, the student will be able to:
1. Demonstrate written, oral, interpersonal communication and critical thinking skills as well as problem solving and presentation skills.
2. Demonstrate information and technological literacy and use computer technology and information resources effectively on the job.
3. Work in a professional and ethical manner respecting legal, social, and cultural responsibilities of the field.
4. Apply 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. Use cost control techniques to internal operational decision making.
7. Describe the steps necessary to provide a safe and sanitary environment for customers and employees.
8. Demonstrate knowledge of laws, rules, regulations, and procedures governing food and beverage operations.
9. Plan, develop and produce appropriate foods and menus for a variety of settings.
10. Demonstrate knowledge of foodservice and culinary industry terminology.
11. Demonstrate knowledge of basic nutrition and healthy cooking guidelines.

OBTAINING THE DEGREE
To earn the Associate of Applied Science Degree in Culinary Arts, students must:
- Matriculate into the program.
- Satisfactorily complete all degree requirements, including the General Education Core and Technical Core.

MANAGE FIRST CERTIFICATE
The following credentials are professional certificates granted by the National Restaurant Association Educational Foundation. It is possible to earn certificates by successfully completing the examinations in the following classes:

- FSM 135 Food Safety and Sanitation
- FSM 170 Menu Planning & Marketing
- FSM 250 Quantity Food Production
- HTM 200 Hospitality Management
- CUL 299 Culinary Arts Internship

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
Culinary Arts students make a commitment to working in the community. Several 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.

GENERAL EDUCATION CORE

FYE100 First Year Experience
ENG110 English Composition I
ENG220 Business Letter and Report Writing
MAT110 Business Mathematics
COM101 Public Speaking
LIF111 Health and Wellness
CIT100 Microcomputer Applications
ACE200 ACESS Portfolio
Humanities/Social Science elective

CONCENTRATION CORE

BUS 125 Management Principles
BUS 220 Principles of Marketing
CUL 180 Baking
CUL 210 Beverage Management
CUL 299 Culinary Arts Internship
FSM 135 Food Sanitation and Safety
FSM 150 Foods I
FSM 160 Foods II
FSM 170 Menu Planning, Costing and Design
FSM 250 Quantity Food Production
HTM 200 Hospitality Management

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FYE100	First Year Experience	1
ENG 110	English Composition	3
CIT 100	Microcomputer Applications	3
FSM 150	Foods I	3
FSM 135	Sanitation and Safety	3
MAT 110	Business Mathematics	3
Total Credits		**16**

SEMESTER II		CREDITS
FSM 160	Foods II	3
BUS 220	Principles of Marketing	3
COM 101	Public Speaking	3
ENG 120	Business Letter and Report Writing	3
Elective	Humanities/Social Science	3
Total Credits		**15**

SEMESTER III		CREDITS
HTM 200	Hospitality Management	3
FSM 250	Quantity Food Production and Service	3
CUL 140	Baking	3
BUS 125	Management Principles	3
LIF 111	Health and Wellness	3
Total Credits		**15**

SEMESTER IV		CREDITS
ACE200	ACESS Portfolio	1
FSM 170	Menu Planning and Marketing	3
CUL 210	Beverage Management	3
CUL 299	Culinary Arts Internship	9
Total Credits		**16**

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

EARLY CHILDHOOD EDUCATION / INCLUSION
A.A.S. DEGREE

PROGRAM DESCRIPTION
Early Childhood Education/Inclusion (ECE/I) is designed to produce qualified educators to work in various early education settings with children from birth to nine 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 in quality early childhood settings and in public schools PreK-4th grade.

This program is articulated with Commonwealth and private 4-year early childhood teacher education programs as a participant in a state-wide initiative to implement PreK-4th Grade Teacher Certification. If you are seeking a PA Keys to Quality Director Credential please refer to the Early Childhood Management and Leadership Certificate Program.

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.

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
- 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

PROGRAM OBJECTIVES
A graduate of the Early Childhood Education/ Inclusion program will be able to:
1. Identify a child's social-emotional, physical, and cognitive needs with respect to the child's overall development.
2. Apply ethical standards to the responsible and reflective conduct of the profession.
3. Observe, design, implement, and assess the developmental and academic needs of children, birth to fourth grade, by providing learning experiences that are devlopmentally appropriate for the child and consistent with Early Learning standards.
4. Use scientifically-based instructional and intervention techniques as needed with respect to a child's developmental level and health.
5. Work cooperatively with other educators, assistants, special service personnel, parents, and administration to accomplish a quality education for the child.
6. Function safely in the work environment.
7. Promote good nutrition as part of an overall program for the wellness of the child.
8. Learn to function as an effective, knowledgeable, and ethical assistant in any educational situation.
9. Apply positive values, attitudes, knowledge, and skills learned in the program to be a motivated, effective worker or transfer student.

OBTAINING THE DEGREE
Students must be able to meet all of the following requirements in order to graduate from this program:
- Matriculate into the program.
- Satisfactorily complete all degree requirements. Any citation on the Act 34, Act 151, or Act 114 will prevent students from participating in practicum or field experiences.
- Submission to the Registrar's Office current, approved, Act 34, Act 114, and Act 151 clearances.
- Complete a graduation portfolio review.
- Students are required to have a Hepatitis B vaccination, health assessment, and TB test or vaccine or meet other health standards in order to complete practicum and field experience requirements.

Important Note: Due to Pennsylvania Department of Education mandates, changes in teacher education programs may require changes to curricular requirements for all of the education programs.

GENERAL EDUCATION CORE

FYE100 First Year Experience
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
FYE100	First Year Experience	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
ENG230/235	American Literature I or II	
ENG240/245	British Literature I OR II	3
ECE205	Emerging Literacy/ Inclusion*	3
ACE200	ACESS Portfolio	1
Total Credits		**16**

SEMESTER III		CREDITS
MAT145	College Algebra	3
PSY150	Educational Psychology	3
ECE212	Methods & Materials: Science, Math & Technology*	3
ECE214	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
PSY230/240	Human Exceptionality/Inclusion*/Inclusive Learning	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 discussed at 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
FYE100 First Year Experience
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
FYE100	First Year Experience	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	ACESS Portfolio	1
EUT210	Electric Utility Technology Substation IV	6
Total Credits		**13**

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

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

OBTAINING THE DEGREE
To earn the Associate of Applied Science degree, students must:
- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core classes.

GENERAL EDUCATION CORE
FYE100 First Year Experience
CIT100 Microcomputer Applications
ENG110 English Composition I
LIF111 Health and Wellness
MAT110 Business Mathematics
ACE200 ACESS 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
BUS205 Total Quality Management
BUS165 Human Resource Management
HCM297 Internship
Credit hours: 42

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FYE100	First Year Experience	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
BUS165	Human Resource Management	3
HCM120	Health Information Management & Medical Office	3
HCM240	Health Care Management Procedures	3
BUS205	Total Quality Management	3
HCM200	Medical Coding ICD-9-CM	3
Total Credits		**15**

SEMESTER IV		CREDITS
ACE200	ACESS Portfolio	1
HCM280	Financial Management in Health Care	3
HCM210	Medical Coding CPT	3
HCM290	Health Research and Clinical Application	3
HCM297	Internship	3
Total Credits		**13**

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

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 and Gerontology concentrations, 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.

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

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 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.

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.

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.

GENERAL EDUCATION CORE

FYE100 First Year Experience
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
ECE212 Methods & Materials: Science, Math & Technology
ECE214 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
FYE100	First Year Experience	1
ENG110	English Composition I	3
SOC100	Introduction to Sociology	3
Elective	Computer	3
HUS100	Introduction to Human Services	3
MAT110 or MAT145		3
Total Credits		**16**

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

SEMESTER IV		CREDITS
Core*	Early Child Care & Development	6
Elective	English	3
LIF130	Biohazard Seminar	1
ACE200	ACESS 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, Act 114, 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 and Early Child Care & Development concentrations, which provides a foundation for working with diverse populations. This program requires the student to submit approved Act 34 Child Abuse Clearance and Act 151 Pennsylvania State Police Clearance 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.

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

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.

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.

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 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.

GENERAL EDUCATION CORE
FYE100 First Year Experience
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
   CHC200 Human Development II
   COM210 Group Dynamics
   CRJ Courses (any Criminal Justice course)
   HCM100 Medical Terminology
   HCM130 Basic Anatomy & Physiology
   LDR200 Stress Management Applications
   BUS240 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
FYE100	First Year Experience	1
ENG110	English Composition I	3
SOC100	Introduction to Sociology	3
Elective	Computer	3
HUS100	Introduction to Human Services	3
MAT110 or MAT145		3
Total Credits		**16**

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

SEMESTER IV		CREDITS
Core*	Generalist	6
Elective	English	3
LIF130	Biohazard Seminar	1
ACE200	ACESS 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-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 and Early Child Care & Development concentrations, 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.

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

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.

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.

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.

GENERAL EDUCATION CORE
FYE100 First Year Experience
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
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

CRJ Courses (any Criminal Justice course)

HCM100 Medical Terminology

HUS200 Interviewing & Case Management

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
FYE100	First Year Experience	1
ENG110	English Composition	3
SOC100	Introduction to Sociology	3
Elective	Computer	3
HUS100	Introduction to Human Services	3
MAT110 or MAT145		3
Total Credits		**16**

SEMESTER II		CREDITS
Elective	Social Science/Humanities	3
PSY100	General Psychology	3
Core*	Gerontology	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
Core*	Gerontology	9
Total Credits		**18**

SEMESTER IV		CREDITS
Core*	Gerontology	6
Elective	English	3
LIF130	Biohazard Seminar	1
ACE200	ACESS 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

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 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 four-year institution. 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, the 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.

FYE100 First Year Experience
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 9 or 12 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 9 or 12 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 though 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 choose to take 9 credits of natural science/ mathematics can reduce their social science or humanitites credits to 9.

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FYE100	First Year Experience	1
HUM115	Introduction to Transfer and Liberal Arts	1
ENG110	English Composition I	3
CIT100	Microcomputer Applications	3
HUM100	Introduction to Humanities	3
Elective	History	3
Elective	Social Science	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
Elective	History	3
Elective	Humanities	3
Total Credits		**15**

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

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

PRE-COMMUNICATIONS MEDIA (ENTERTAINMENT TECHNOLOGY)
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 to:
1. Transfer to one of IUP's CommMedia undergraduate degree programs having completed 60 credit hours towards their baccalaureate degree requirements.
2. Display familiarity with Internet terminology and services including sending and receiving files using FTP, search engines, browsing, and other services.
3. Develop effective web site content and to adapt existing material to web site publishing.
4. Use a variety of commercial software to integrate graphics, video, and sound into multimedia publications.
5. Create and manipulate graphic images, photographs and animations.
6. Understand and demonstrate the basics of creating a web page with HTML, CSS, JavaScript and XML technologies.
7. 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 Arts degree, students must:
- Matriculate into the program.
- 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
FYE100 First Year Experience
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 S0C100 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
FYE100	First Year Experience	1
Elective	Fine Arts	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
BIO105, CHM105 or PHY100	Natural Science	3
PHY101	Natural Science Lab	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	ACESS 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 micro-computer 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.

This program may be customized for special needs by taking the executive or legal tracks. A certificate option in Microcomputer Applications is also available.

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

PROGRAM OBJECTIVES
Upon successful completion of the program, the student will be able to:
1. Identify, organize, plan, and allocate resources effectively in the computerized business office.
2. Keyboard at a minimum of 65 words per minute for five minutes with less than five errors.
3. 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. Proofread and edit keyed copy for accuracy and correctness.
5. Analyze, classify, record, and summarize financial transactions applying fundamental accounting principles.
6. Apply standardized filing rules in the storage and retrieval of records.
7. Demonstrate the skills necessary to operate equipment commonly used in business office environment.
8. Receive incoming telephone calls and manage routine office correspondence.
9. Demonstrate work habits that contribute to organizational goals, including maintaining confidentiality, presenting a professional appearance, and re-engineering work flow to optimize resources.
10. 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.
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
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 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
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 Principles of Accounting
CIT103 Microsoft Excel
CIT107 Microsoft Word
BUS299 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
FYE100	First Year Experience	1
MAT110	Business Mathematics	3
ENG110	English Composition I	3
BUS110	Introduction to Business	3
WDP100	Keyboarding I	3
CIT100	Microcomputer Applications	3
Total Credits		**16**

SEMESTER II		CREDITS
COM101 or	Public Speaking	
COM120	Organizational Communication	3
CIT107	Microsoft Word	3
ACC100	Introduction to Accounting	3
ENG220	Business Letter and Report Writing	3
CIT103	Microsoft Excel	3
WDP110	Keyboarding II	2
Total Credits		**17**

SEMESTER III		CREDIT
BUS100 or	Business Office Procedures	
CRT160	Legal Terminology	3
Elective	Humanities or Social Science	3
Elective	CIT Elective	3
BUS165 or	Human Resources Management	
BUS210	Business Law	3
Elective	CIT Elective	3
Total Credits		**15**

SEMESTER IV		CREDITS
BUS299	Internship or BUS elective	3
LIF111	Health and Wellness	3
BUS150	Machine Transcriptin	2
Elective	CIT Elective	3
ACE200	ACESS Portfolio	1
Total Credits		**12**

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 to:
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.
- 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.
- 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.

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
FYE100 First Year Experience**
Credit hours: 19

*** If waived, HUM140 Liberal Arts Seminar must be taken.*

SPECIALIZED COURSES
EDU120 Technology for Teaching/Inclusion
EDU210 Educational 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
FYE100	First Year Experience	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
Elective	Computer Applications	3
Elective	Natural Science or Mathematics	3-4
Elective	Social Science	3
Total Credits		**15-16**

SEMESTER III		CREDITS
EDU120	Technology for Teaching	3
Elective	Humanities	3
Elective	Humanities	3
Elective	Natural Science or Mathematics	3-4
Elective	Social Science	3
Total Credits		**15-16**

SEMESTER IV		CREDITS
*EDU296	Praxis I Preparation	1
EDU240	Field Experience in Education	3
Elective	Humanities (Fine Arts)	3
Elective	Social Science	3
Electives	Free	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.

WELDING TECHNOLOGY
A.A.S. Degree

PROGRAM DESCRIPTION
The Associate of Applied Science degree in Welding Technology is designed to train students for employment in the welding fields as a structural steel detailer, trade welder, engineering aide and sales engineer. This program also prepares students for rapid advancement to inspection, shop planning, supervision or one of the many related fields. This program emphasizes hands-on training in multiple welding styles and develops technical knowledge of blueprint reading, layout, metallurgy and manipulative welding skills. Students planning careers in welding need manual dexterity, good eyesight and good eye-hand coordination. Students should have the ability to concentrate on detail work for long periods and be physically able to bend, stoop, and wear protective equipment.

REQUIRED EQUIPMENT NEEDED BY STUDENT
- Welding Helmet and Lens
  (1 #10 Shade Lens and 6 clear Plastic Lens)
- Safety Glasses with Side Shields
- Full-Length Leather Welding Gloves
- Chipping Hammer
- Wire Brush
- Pliers
- Work Clothes and Work Shoes
- Welding Cap
- Welding Coat (Leather recommended)

  No student will be permitted to weld without the proper safety equipment, work clothes, or work shoes. Pennsylvania Highlands Community College does not provide the required safety equipment.

CAREER OPPORTUNITIES
- Welder
- Structural Welder
- Production Welder
- Quality Assurance/Quality Control Inspector
- Assembler Welder
- Foreman
- Instructor
- Maintenance Welder

PROGRAM OBJECTIVES
Upon completion of the program, the student will be able to:
1. Apply technical knowledge needed in work situations which involve the welding of materials.
2. Apply the skills necessary to handle welding and testing equipment associated with the various methods of welding.
3. Select the appropriate tools and equipment to perform specific welding operations.
4. Execute mechanical skills in an effective manner to perform a proper weld.
5. Use welding tools and equipment in an effective and safe manner according to manufacturer's recommended procedures.
6. Interpret and relate blueprint information to established work patterns.
7. Communicate effectively to solve problems and seek appropriate guidance when confronted with a problematic situation.
8. Identify, organize, plan, and allocate resources effectively in the computer environment.
9. Develop strong communication and critical thinking skills to include reading, writing, editing, organizing, evaluating, problem solving, and presenting skills.
10. 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.
- Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
LIF111 Health and Wellness
ENG110 English Composition I
CIT100 Microcomputer Applications
ENG225 Technical Writing
COM101 Public Speaking
MAT117 Technical Math for Trades
BUS205 Total Quality Management
ACE200 ACESS Portfolio
Credit hours: 23

TECHNICAL CORE
PHY100 Physics and PHY101 Physics Lab or (CAM210 Principles of Technology)
CHM105 General Chemistry with Lab
CAM125 Basic Blueprint Reading
WEL101 Welding I
WEL102 Welding II
WEL110 Welding Metallurgy
WEL201 Advanced Welding I
WEL202 Advanced Welding II
WEL210 Welding Equipment Repair & Troubleshooting
WEL215 Welding Inspection & Code Specifications
WEL220 Metal Fabrication
WEL225 Materials Evaluation
Credit hours: 38

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FYE100	First Year Experience	1
MAT117	Technical Math for Trades	3
ENG110	English Composition I	3
WEL101	Welding I	3
WEL215	Welding Inspection & Code Specs	3
CAM125	Basic Blueprint Reading	3
Total Credits		**16**

SEMESTER II		CREDITS
CIT100	Microcomputer Applications	3
LIF111	Health and Wellness	3
COM101	Public Speaking	3
WEL102	Welding II	3
CHM105	General Chemistry with Lab	4
Total Credits		**16**

SEMESTER III		CREDITS
PHY100	Physics and PHY101 Physics Lab	
or CAM210	Principles of Technology	4
ENG225	Technical Writing	3
BUS205	Total Quality Management	3
WEL110	Welding Metallurgy	3
WEL201	Advanced Welding I	3
Total Credits		**16**

SEMESTER IV		CREDITS
ACE200	ACESS Portfolio	1
WEL202	Advanced Welding II	3
WEL210	Welding Equipment Repair & Troubleshooting	3
WEL220	Metal Fabrication	3
WEL225	Materials Evaluation	3
Total Credits		**13**

Minimum Credits to earn the A.A.S. Degree: 61

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

1. Utilize current ICD-9-CM and CPT coding and reporting in a variety of health care settings.
2. Discuss the purposes of diagnostic and procedural coding for professional services.
3. Correlate medical terminology, anatomy and physiology, pathophysiology and pharmacology concepts with the coding process.
4. Identify organizational principles of the Health Information Department.
5. Demonstrate computer literacy and basic knowledge of software applications.
6. Apply ethico-legal aspects while performing medical coding activities.
7. Develop interpersonal and team participation skills.

OBTAINING THE DIPLOMA
To earn the diploma, students must:
*   Matriculate into the program.
*   Satisfactorily complete all program requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
ACE200 ACESS 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
HCM298 Internship
Credit hours: 30

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FYE100	First Year Experience	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	ACESS Portfolio	1
HCM298	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 multifaceted 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 to:
1. Verbalize appropriate medical language as it applies to office management.
2. Discuss the purpose for diagnostic and procedural coding.
3. Explain the purposes of coding for professional services.
4. Discuss organizational principles of the medical office.
5. Discuss the daily activities of an integrated medical office.
6. Demonstrate interpersonal and team participation skills.
7. Demonstrate basic level computer literacy and software application.
8. Discuss ethico-legal guidelines as they apply to the health care environment.

OBTAINING THE DIPLOMA
To earn the diploma, students must:
- Matriculate into the program.
- Satisfactorily complete all program requirements, including General Education Core and Technical Core.

GENERAL EDUCATION CORE
FYE100 First Year Experience
MAT110 Business Mathematics
COM110 Interpersonal Communications
CIT100 Microcomputer Applications
ENG110 English Composition I
ACE200 ACESS 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 lCD-9-CM
HCM210 Medical Coding CPT
HCM220 Medical Transcription
HCM280 Financial Management in Health Care
HCM299 Internship

Credit hours: 26

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
FYE100	First Year Experience	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	ACESS Portfolio	1
HCM299	Internship	2
Total Credits		**14**

Total credits to earn Diploma: 44

Certificate Programs

APPLIED BEHAVIOR SUPPORT/INCLUSION
ADVANCED CERTIFICATE

PROGRAM DESCRIPTION

The Applied Behavior Support/Inclusion Certificate program provides an academic background in the theory and practice of behavior management in inclusive, special needs classroom and community settings. It is designed to enhance basic job skills. This program examines the principles of learning and behavior in theoretical in applied contexts using tools such as single-subject data collection, functional behavioral assessment, and developing positive behavior support plans.

The certificate is designed for pre-service teachers, paraprofessional educators, continuing education for current teachers (ACT48), and human service workers who work in the preK-12 educational environment.

Certificate recipients have the knowledge and skills to work in inclusive and similar educational, community settings with individuals who exhibit emotional and/or behavioral challenges requiring support.

PROGRAM OBJECTIVES

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

1. Identify laws and ethics that apply to the processes and purposes of behavior management and to the education of exceptional children;
2. Differentiate ethical responsibilities and boundaries in working with students, families, and professional personnel;
3. Analyze educational situations and apply research based strategies to ameliorate or enhance student and classroom issues;
4. Develop analytic approaches to the implementation of Individualized Education Plans, Functional Assesments and Positive Behavior Support Plans as they relate to the child, the family, the school, and the community;
5. Develop adaptive instruction that meets the needs of the diverse learner in a variety of educational and disability categories;
6. Develop skills in the identification, data collection, analysis, and reporting of behaviors and the development of behavioral solutions;
7. Demonstrate skills in single-subject designs;
8. Identify and use observation and informal assesment to build learner academic, social, or life skills competencies;
9. Develop collaborative skills with other professionals that support a child or a classroom.

OBTAINING THE CERTIFICATE

To earn the advanced certificate, students must:

* Matriculate into the program with demonstrated official transcripts that include 12 credits in a teacer education program or demonstrated 12 credits earned in psychology from an accredited higher education institution.
* Present all required clearances and medical information required by the Pennsylvania Department of Welfare (Office of Child Development) prior to applying for graduation.
* Develop an advising plan with the assistance of a college advisor.
* Complete all required coursework in the certificate program.

REQUIRED COURSES

PSY 240 Inclusive Learning in the Classroom
PSY 242 Law and Ethics: Behavior Change
PSY 250 Principles of Behavior Change
PSY 256 Applied Behavior Analysis and Functional Assessment/Lab
PSY 260 Capstone Seminar/Portfolio Experience

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
PSY240	Inclusive Learning in the Classroom	3
PSY242	Law and Ethics: Behavior Change	1
PSY250	Principles of Behavior Change/Lab	4
Total Credits		**8**

SEMESTER II		CREDITS
PSY256	Behavior Analysis and Functional Assessment	3
PSY260	Capstone Seminar/Portfolio Experience	1
Total Credits		**4**

Minimum credits to earn Certificate: 12

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.

CAREER OPPORTUNITIES

- General Contractor
- Subcontractor
- Estimator

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, students must:

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

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

EARLY CHILDHOOD MANAGEMENT AND LEADERSHIP
CERTIFICATE

PROGRAM DESCRIPTION
The 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. This certificate meets the academic requirements for the Pennsylvania Early Learning Keys to Quality Director Core Certificate.

Upon successful completion 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.

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. 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 assesments 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 child hood 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 114, 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.

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

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.

CAREER OPPORTUNITIES

- Receptionist
- Accounting Clerk
- Data Entry Clerk
- Office Assistant

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.

OBTAINING THE CERTIFICATE

To earn the certificate, the student must:

- Matriculate into the program.
- 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

OFFICE TECHNOLOGY ESSENTIALS
CERTIFICATE

PROGRAM DESCRIPTION

The Office Technology Essentials Certificate is an entry-level program for persons needing enhanced computer skills. It serves three primary purposes: 1) to provide basic computer literacy skills for displaced workers or others needing to improve computer skills, 2) to provide enhanced computer skills and/or credentials for workers in a computerized office work environment, and 3) to enable advanced credentialing for individuals wishing to complete an Associate Degree in a related field of study.

The certificate program focuses on the basic knowledge necessary to work in the Windows environment on a day-to-day basis and acquisition of essential office skills in word processing and English composition, spreadsheet development, business mathematics and communications strategies. Students are also offered electives that provide entry-level skills in Web page development, computer graphics, database management, project management or multimedia presentations.

For those students wishing to pursue an advanced degree, it should be noted that as much as 89% of the earned certificate credits may apply towards an advanced degree, depending on the degree selected.

CAREER OPPORTUNITIES

- Office Assistant
- Receptionist
- Word Processing Technician
- Data Entry Clerk
- Web Page Maintainer
- Digital Graphics Editor
- Multimedia Editor

PROGRAM OBJECTIVES
Upon completion of the cerificate, the student will be able to:

1. Demonstrate day-to-day working knowledge of the Windows environment.
2. Demonstrate the use of the most commonly found business computer applications to create professionally formatted documents.
3. Demonstrate the ability to edit or create effective specialty documents such as Web pages, digital images, data base elements, or multimedia presentations.
4. Demonstrate the use of 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 an advising worksheet.
- 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
CIT100 Microcomputer Applications
ACE200 ACESS Portfolio
And one of the following:
COM101 Public Speaking, or
COM110 Interpersonal Communications, or
COM120 Organizational Communications, or
COM125 Effective Presentation Skills
Credit hours: 14

TECHNICAL CORE
KBD100 Keyboarding I
CIT103 Microsoft Excel
CIT107 Microsoft Word
Any two of the following:
CIT102 Access
CIT104 Microsoft Project
CIT105 Microsoft PowerPoint
CIT155 Intro to Multimedia Presentations
WEB100 Languages of the WWW
WEB110 Bitmap Graphic Design (PhotoShop)
WEB130 Principles of Web Design (Dreamweaver)
Credit hours: 14

TYPICAL SEQUENCE OF COURSES

SEMESTER I		CREDITS
CIT100	Microcomputer Applications	3
Elective	Communication Elective	3
WBD100	Keyboarding 1 (or test-out)	2
ENG110	English Composition I	3
MAT110	Business Mathematics	3
STU100	College Study Skills	1
Total Credits		**15**

SEMESTER II		CREDITS
CIT103	Microsoft Excel	3
CIT107	Microsoft Word	3
Elective	Technical Core Elective	3
Elective	Technical Core Elective	3
ACE200	Access Portfolio	1
Total Credits		**13**

Minimum credits to earn Certificate: 28

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 satisfactory 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.
- 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 Finacial 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
PHT101	Pharmacy Calculations	2
PHT102	Pharmacy Technician Practice	3
COM120	Organizational Communications	3
Total Credits		**14**

SEMESTER II		CREDITS
HCM140	Basic Disease and Pharmacology	3
PHT100	Pharmacy Law and Ethics	2
CIT100	Microcomputer Applications	3
HCM280	Financial Management in Health Care	3
PHT103	Pharmacy Technician Professionalism	1
PHT298	Hospital Pharmacy Internship	2
PHT299	Retail/Community Pharmacy Internship	2
Total Credits		**16**

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;
- 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.

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.

Prerequisite: ACC100 Introduction to Accounting (except for Secretarial Technology majors)

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.

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.

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.

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.

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.

Prerequisite: ACC110 Principles of Accounting

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.

Prerequisite: ACC110 Principles of Accounting

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-inter-viewing 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.)

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.

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.

Co-requisite: ACT100 Introduction to the Activity Professional

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.

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.

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 offi-
cer 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.
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.
3 credits

ASL102 American Sign Language II
This course picks ups 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.
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.
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.
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.
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.
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.
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, nervous,
lymphatic, immune, and fetal development systems
will be studied.
Prerequisite: BIO105 General Biology with Lab, or
high school Biology within the last five years, or
accepted by CSON.
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 muscles, cardiovascular, respiratory, digestive,
reproductive, endocrine, and urinary systems will be
studied.
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.
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.
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 sys-
tems.
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 than learn to perform quantity
take-offs for the materials needed to construct a given
project.
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.
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 build-ings. 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.
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.
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.
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 com-ponents as they relate to the overall building design. Students are required to already have the Building components and will learn to incorporate those disci-plines into Architecture plans. This entire course will relate everything to project completion. The main emphasis will be placed on complete design and engi-neering 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.
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 stu-dents 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.
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 dur-ing 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.
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.
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.
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

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.
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.
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.
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.
3 credits

BUS220 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.
3 credits

BUS230 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.
3 credits

BUS240 Labor Management Relations
This course will focus on the major elements of labor management relations. History of the labor movement, labor law, union organizing, and the bargaining for and the administration of labor contracts will be discussed. A contract will be negotiated by the class.
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.
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.
Prerequisite: CAD101Computer 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.
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.
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.
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.
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
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.
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.
Prerequisites: CFR200 Security Systems and BUS210 Business Law
3 credits

CFR221 Economic Crime Investigation
This course applies the rules and methods presented in prerequisite courses. Students will learn proper documentation and presentation of a case at all levels of court proceedings using actual case studies.
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.

Co-requisites: ENG110 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.

Prerequisite: ENG110 English Composition 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 thorough 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.

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

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-psycho-social perspective. Beginning prenatally, the appearance of developmental disabilities is exam- ined 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 under- standing 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.

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 gases, matter and energy, chemical bonding, acids and bases, nuclear chemistry and organic chemistry. Laboratory exercises are designed to supplement the lecture material and to introduce common equipment and techniques in the field of chemistry.

Prerequisite: MAT130 Introductory Algebra or MAT117 Technical Math for Trades
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.

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.

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 environ- mental 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.

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 Windows, word processing, spreadsheets, and presentations. This course provides students with a working knowledge of these software packages to accomplish the more common tasks. The Microsoft Office suite, MS Word, MS Excel and MS PowerPoint is used.

Suggested Prerequisite:WDP100 Keyboarding Part I
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 lan guage (SQL). Students are required to design and develop a project database using the various Access constructs.

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.
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.
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.
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.
Prerequisite: CIT100 Microcomputer Applications
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.
Corequisite: CIT100 Microcomputer Applications
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.
Corequisite: CIT110 Theory of Computing
4 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.
Suggested Prerequisite: CIT100 Microcomputer Applications
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.
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 XP and Vista workstations. Students will explore all aspects of Windows XP and Vista 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.
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.
Prerequisits: 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."
Prerequisite: CIT110 Theory of Computing
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.
Prerequisite: CIT132 Local Area Networks
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.
Prerequisites: CIT226 Windows Server Management, CIT236 TCP/IP and Interconnectivity
3 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.
Prerequisite: CIT132 Local Area Networks
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.
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.
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 troubleshooting methods. This course is the second course in a four course series offered in partnership with CISCO Systems Inc.
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 IP, IP access lists; 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.
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.
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.
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.
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.
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.
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.
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.
3 credits

COM150 Forensics
This course is designed to introduce and prepare students to compete in forensics at the intercollegiate level. This course provides students an educational experience which will teach skills like confidence and perseverance, which transcend all fields. Students will develop the use of critical thinking skills in everyday life and will experience the forensic process of research, preparation, and delivery of the modes of competition: speaking events, interpretive events, and limited preparation events. The capstone event of the course will be a successful presentation(s) to a public audience at the local level and/or intercollegiate competition.
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.
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.
3 credits

COM225 Sex, Gender and 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.
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

CRJ110 Introduction to Criminal Justice

This course introduces students to the criminal justice system and its three main components: law enforcement, the courts, and corrections. It reviews what constitutes a criminal offense, how crime is measured, and theories of crime causation. This course also looks at issues and challenges facing the criminal justice system and examines possible future directions. Topics examined include the history of crime and criminal justice; the justice system; biological, psychological, and sociological theories of crime; emerging trends in criminal justice including multiculturalism and diversity in criminal justice; the role of research in criminal justice.
3 credits

CRJ150 Juvenile Justice

This course gives students an overview of American juvenile justice, in terms of both system and practice. It examines the juvenile offender, causes of juvenile crime, the juvenile court system, and juveniles in the adult court system. This course also looks at institutionalization, rehabilitation, the treatment of juveniles, and the future of juvenile justice in America. Topics examined include the history of juvenile justice in the United States; the history and impact of technology in juvenile justice; the juvenile justice system including juvenile court, adult court, and international juvenile justice; treatment of juvenile offenders relating to community-based programs, institutionalization and treatment technologies.
3 credits

CRJ220 Criminal Law

This course provides students with an understanding of the fundamental nature of law, an overview of general legal principles and a general understanding of the historical development of criminal law and its function in today's society. This course also examines actual court cases which will assist in illustrating important themes in the law. Topics examined include the nature and history of criminal law; the concept of crime criminal liability; defense theories; legal and social dimensions of personal crime, property and computer crime; punishment and sentencing.
3 credits

CRJ230 Criminal Procedure

This course introduces students to the study of criminal procedure and the many diverse characteristics that are contained within its interdisciplinary nature. This course will equip students with essential foundational information about the law of constitutional criminal procedure and will cover topics such as the Fourth Amendment, the Due Process Model and the Crime Control Model. Actual court cases will be examined in this course to assist in increasing the understanding of the format of criminal proceedings. Topics examined include the meaning and essence of criminal procedure; due process and crime control perspectives; the Fourth Amendment as it relates to the protection of human rights; violation of constitutional rights.
3 credits

CRJ240 Criminology

This course introduces students to the study of criminology and the many diverse views that are contained within its interdisciplinary nature. This course also examines the theories and research of criminology, current issues in crime, and addresses issues of race/ethnicity, culture and gender as it relates to criminality. Theories that are analyzed include the choice theory, trait theory, social structure theory and social process theories. This course also examines actual court cases which will assist in illustrating social policy as it relates to criminology; research used in criminology; typologies such as violent crime, property crime, and public order crimes.
3 credits

CRJ295 Criminal Justice Internship

The internship is the field experience for students majoring in Criminal Justice, 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 enhance their team building 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 increasing levels of responsibility within the fieldwork facility. The field experience is a minimum of 150 hours on site, along attendance at regularly scheduled internship seminar meetings. Students may intern at their work site with approval from the faculty internship advisor or may choose an internship position available in the community. Student is responsible for presenting approved current ACT 34 Child Abuse Clearance and ACT 151 PA Criminal Background Record prior to beginning approved internship.
Prerequisite: Completion of minimum of 45 credits
3 credits

CRT160 Legal Terminology and Procedures

This course is a study of the professional language of the law and recognizing related concepts so that you not merely memorizing lists of words. The terminology is grouped around broad categories and concepts of the law. This course also includes a study of the local, state, and federal court systems and legal procedures relevant to those areas. The course provides students with the basic legal background necessary for employment as support staff in any legal environment.
3 credits

CUL180 Baking

This course includes an introduction to tools and equipment, baking principles, safety and sanitation and the preparation of cakes, cookies, breads, pies and tarts. Uniforms are required.
3 credits

CUL210 Beverage Management

This course provides an overview of the management of beverage operations. Topics include RAMP Certification, staff training, beverage pricing, food and wine pairings, wine list development, purchasing, storage and service, creative beverage marketing, cost controls and loss prevention.
3 credits

CUL299 Culinary Arts Internship

The internship is an opportunity for students to expand their classroom knowledge by learning food preparation and presentation techniques through practical application. To earn nine credits, an intern must satisfactorily complete a minimum of 405 hours on the job. Uniforms are required.
9 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.
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 Associate Dean of Instruction..
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.
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 Associate Dean of Instruction..
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.
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 Associate Dean of Instruction..
3 credits

ECE100 Trends in Early Childhood Education/Inclusion

For the new and returning student, this course provides an overview of early childhood development and education, professional development guidance through the DPW and PDE systems in Pennsylvania, requirements for child care centers, preschools, & nursery schools by national, state, and local agencies and organizations. This couse prepares the student for many tasks that an early childhood professional must accomplish to become a high-quality teacher/caregiver of very young children.
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.
Prerequisites: ENG110 English Composition I
3 credits

ECE212 Methods & Materials: Science & Technology

This course focuses on child development from infancy to school age and the methods and materials that teach basic science 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, 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.
Prerequisite: ECE 205 Emerging Literacy and CIT100 Microcomputer Applications or equivalent computer experience
Co-requisites: 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.
Prerequisite: CE 205 Emerging Literacy and CIT100 Microcomputer Applications or equivalent computer experience
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.
Prerequisites: ECE 205 Emerging Literacy and CIT100 Microcomputer Applications or equivalent computer experience
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 courses focuses upon direct relationships which exist between health status, safety, nutrition and numerous social and environmental factors including poverty; inequality of medial 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, CHC110 Human Development I, 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.
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. 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: PSY150 Educational Psychology,.
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-todler/ 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 aching/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.).
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.
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 well as the creation of Document Type Definitions (DTDs) and basic stylesheets. Topics covered include XML business

case, benefits, document structure, XML syntax, DTD syntas, DTD logic, XML attributes, Extensible Stylesheet Language (XSL) basics, XML tools, XML tools, XML supporting standards, and XML applications.
Prerequisite: WEB100 Languages of the World Wide Web
3 credits

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.
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.
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.
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.
Prerequisites: Early Childhood Education Majors: Students are encouraged to take this course following the accumulation of 18 credits.
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.
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.
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

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.
1 credit

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.
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.
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.
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 or 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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
Prerequisite: ENG110 English Composition I
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.
Prerequisite: ENS140 Introduction to Occupational Safety and Health
3 credits

EUT100 Electric Utility Technology Substation I

This course is the first in a four part series 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. This course 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

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.
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.
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).
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 foodservice 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 MangeFirst Certificates, one in Hospitality and Restaurant Management and the other in Inventory and Purchasing from the National Restaurant Association Educational Foundation (NRAEF).
3 credits

FYE100 First Year Experience

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.
1 credit

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.
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.
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.
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.
3 credits

HAR100 Introduction to Heating, Air Conditioning and Refrigeration

In this course students are taught the basic principals 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 introduces 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.
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.
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.

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.

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 processed, diagnostic procedures, and therapeutic measures.

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.

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. This is also available as an online course.

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.

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.

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, wchart 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.

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.

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. This course is also available 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.)

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.

Prerequisite: HCM200 Medical Coding ICD-9CM 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 I:
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.
3 credits

**HIS110 U.S. History II:
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.
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

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.
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.
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.
3 credits

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.
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.
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.
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.
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.
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.
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.
3 credits

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.
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.
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.
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 andshape 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.
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 technoogy 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 35 hours of related service learning. Students may need to present approved current ACT 34 & ACT 151 clearances to complete course requirements. Classroom delivery.
Prerequisites: HUS100 Introduction to Human Services,
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 35 hours of related service learning experience. Students may need to present approved current ACT 34 & ACT 151 clearances to complete course requirements. Classroom delivery.
Prerequisites: HUS100 Introduction to Human Services
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 140 hours on site, along with 10 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 (140 clock hours, 10 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 140 hours on site, along with 10 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 (140 clock hours, 10 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 140 hours on site, along with 10 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 (140 clock hours, 10 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.
3 institutional credits

JOR200, 201, 202, 203 Journalism Practicum

Award of academic credits based on experience. 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 film-maker's club, or the literary journal) of the college as in-house intertnship. 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.
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.
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.
1 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.
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 GPA calculations.
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 GPA calculations.
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.
Prerequiste: 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.
Prerequisite: MAT040 Consumer Math or by placement.
3 Credits

MAT117 Technical Math for Trades
This course is designed to prepare students for mathematics they will use working in technical and trade fields. The student will review basic math skills working with whole number, decimals, and fractions. The student will learn applied geometry, basic algebraic operations, and introduction to trigonometric functions. Application problems will allow students to use the concepts that are learned to solve practical problems.
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, 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: 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: 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: 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

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.
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.
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.
Prerequisites/Co-requisites: 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.
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. The student is responsible for obtaining Act 34 Criminal Clearance and any other agency requirements prior to this experience. It is recommended that the student obtain professional liability prior to beginning the internship experience.
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. The student is responsible for obtaining Act 34 Criminal Clearance and any other agency requirements prior to this experience. It is recommended that the student obtain professional liability prior to beginning the internship experience.
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, MAT117 Technical Math for Trades, or MAT130 Introductory Algebra
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.
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.
Prerequisites: PSY100 General Psychology
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 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
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 understood 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 to 35 hours of related service learning and explore current research through reading original empirical research. *Current PA mandated clearances under Acts 34 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.
Prerequisites: PSY100 General Psychology
3 credits

PSY240 Inclusive Learning in The Classroom

This course reviews high and low incidence disorders common in the inclusive classroom. Students examine the 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, content, and Pennsylvania academic standards 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.

PSY242 Law and Ethics: Behavior Change

This course examines current challenges and controversies in the field of behavior modification, applied behavior analysis, and behavior management programs. This course will familiarize the student with the ethical responsibilities framed by leading organizations in the fields of education and mental health. Informed consent, due process, protection of confidentiality, and selection of least intrusive, least restrictive behavior change procedures will be presented and discussed within the context of case method. Ethical decisions making processes will be emphasized and the relationship between ethics and law will be explored. 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, the ethical responsibilities of the Behavior Analytic Certification Board (BACB) and the American Psychological Association (APA). This course is classroom based with web enhancements.
Prerequisite: Students must have accumulated coursework that includes 12 accumulated credits in a teacher education or psychology program.
1 credit

PSY250 Principles of Behavior Change

This course provides an introduction to the science and principles of behavior change, and their application to the resolution of problems and to the behavioral improvement in everyday life. The theoretical basis of these techniques within basic and applied research will be reviewed. The course will also consider the principles and components incorporated into behavior change programs. Current applications of behavior modifications principles within the context of educational and other environmental situations are considered. This course is classroom based with web enhancements.
Prerequisite: Students must have accumulated coursework that includes 12 accumulated credits in a teacher education or psychology program.
4 credits

PSY256 Applied Behavior Analysis and Functional Assessment

Applied behavior analysis (ABA) is the application of basic principles of behavior to change behaviors of environmental significance to the participants involved. This course teaches the applications of behavior management and change as structured by the discipline of applied behavior analysis. Applications to instructional situations in home, educational, and institutional settings are reviewed. In addition to learning about the experimental analysis of behavior in class, students review articles in the application of behavioral analysis to modify significant behaviors. Positive Behavior Support Plans are developed form analysis. Standards reviewed in this course include those of the Council for Exceptional Children (CEC), academic content area standards from Pennsylvania, and the Behavior Analyst Certification Board standards as well as other organizations that promote the best practice in behavior change.
Prerequisite: Students must have accumulated coursework that includes 12 accumulated credits in a teacher education or psychology program. A prior course in behavior change principles is required.
3 credits

PSY260 Capstone Seminar in Applied Behavior Support/Inclusion Portfolio Experience

The capstone course is an opportunity for students to demonstrate that they have achieved the program outcomes for learning established in the program objectives. Students are able to demonstrate they have mastered the core curriculum outcomes and are able to design and plan for inclusive classroom instruction, describe and interpret models of the differentiated classroom and plan for high and low-incidence disabilities within the inclusive classroom in the role in which they plan to function. Students will develop a comprehensive portfolio of their experiences and demonstrated learning in the certificate program including the relevant standards: Council for Exceptional Children (CEC), the Interstate New Teachers Assessment and Support Consortium (INTASC), the NAEYC preschool standards, the content area standards from Pennsylvania the ethical responsibilities of the Behavior Analytic Certification Board (BACB) and the American Psychological Association (APA). This course is classroom based with web enhancements.
Prerequisite: Students must have completed three of the five courses in the Applied Behavior Support/Inclusion certificate program
1 credit

PSY272 Paranormal Psychology

This upper level course combines ideas from the social and natural sciences, as well as ideology from philosophy and religions of the world. The course focuses on the importance of critical thinking, skepticism, scientific analysis, and valid logic when evaluating paranormal/scientific claims concerning topics relative to paranormal psychology (i.e. afterlife channeling, near-death experiences, psychics, healings, clairvoyance, and numerous other topics). A library research paper using original research is required.
Prerequisite: PSY100 General Psychology
3 credits

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.
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.
Prerequisite: SOC100 Introduction to Sociology
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.
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.
3 credits

SPA102 Spanish II

This course is a continuation of SPA101 with increased emphasis on reading and conversational skills.
Prerequisite: SPA101Spanish 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

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 GPA calculations.
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.
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.
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.

Prerequisite: CIT100 Microcomputer Applications
3 credits

WEB110 Bitmap Graphics with Photoshop CS

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.

Suggested prerequisite: CIT100 Microcomputer Applications
3 credits

WEB120 Vector Graphics with Flash 8

This course provides students with a working knowledge of Macromedia's Flash 8 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.

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 thatlet 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.

Suggested prerequisite: CIT100 Microcomputer Applications
3 credits

WEL101 Welding I

Instructor demonstrations and practice by the students in basic Oxyacetylene and Arc welding. The students will practice flame cutting, gas and arc welding in flat, horizontal, and vertical positions. Emphasis on lab techniques and safety to include safe and correct methods of assembly, operation of welding equipment and use of grinders

3 credits

WEL102 Welding II

Instructor demonstrations and practice by the students involving Vertical and Overhead welding techniques to include Tungsten-Arc Inert Gas (TIG) and Shielded Metal Arc Welding (SMAW). Students will also go over basic welding techniques using Gas Metal Arc Welding (GMAW).

Prerequisite: WEL101 Welding I
3 credits

WEL110 Welding Metallurgy

This course covers the manufacturing of metals and alloys. Emphasis is placed on the metal's properties as to weld ability. The student will study and have demonstrations in the use of tensile tester, impact tester, metallographic, metallurgical microscopes, and polishing techniques.

3 credits

WEL201 Advanced Welding I

This course includes the Theory, application and skill development of advanced Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), and Oxygen Arc Cutting (OAC) processes. Skill development for the ARC welding processes will emphasize vertical and overhead "vee" groove joints. Root/face bend tests will be conducted on all test welds. Skill tests will follow either American Society of Mechanical Engineers (ASME) or American Welding Society (AWS) welding code criteria.

Prerequisite: WEL102 Welding II
3 credits

WEL202 Advanced Welding II

This course covers the theory and practical use of Plasma Arc, Automatic and Semiautomatic Submerged Arc, Flux Core, Metal Inert Gas (MIG), Tungsten Inert Gas (TIG) welding processes, Carbon Arc Gouging and Cutting. The course includes the study of automatic welding equipment and weld positioners. The student will perform pipe welding employing MIG and TIG welding processes. Demonstrations and practice in resistance welding (Spot Welding). Root/face and side-bend test will be passed by the student following American Welding Society (AWS) and American Petroleum Institute (API) code procedures.

Prerequisite: WEL201 Advanced Welding I
3 credits

WEL210 Welding Equipment Repair & Troubleshooting

This course covers the operation and maintenance of welding equipment. The student will learn various methods of troubleshooting for a variety of problems that occur with welding and cutting equipment. The student will also learn about the different tools that are used for troubleshooting such as the volt-ohm-meter. This course will have the students apply their troubleshooting knowledge to real problems with welding and cutting equipment.

Prerequisite: WEL101 Welding 101
3 credits

WEL215 Welding Inspection & Code Specifications

This course covers how to read, write, and interpret specifications and codes for both the American Welding Society (AWS) and American Society of Mechanical Engineers (ASME). The course covers specifications and codes for structural steel welding and pressure vessel welding.

3 credits

WEL220 Metal Fabrication

This course provides students with an understanding of metal fabrication. Emphasis will be placed on proper joint selection, design, stresses in welds, material selection, and estimating welding costs. Students will construct projects using common metal fabrication equipment to include welding, shears, ironworker, and metal rollers.

Prerequisite: WEL102 Welding II and CAM125 Basic Blueprint Reading
3 credits

WEL225 Materials Evaluation

This course offers classroom and hands on evaluation of materials. The student will study the various methods to evaluate welds to include visual, dye penetrate, x-ray, ultrasonic, radiographic, and destructive testing. The student will study the differences between Destructive and Non-Destructive test.

Prerequisite: WEL110 Welding Metallurgy and MAT117 Technical Math for Trades
3 credits

College Personnel

Dr. Lisa Pasierb
Research Lab Assistant
John P. Murtha Neuroscience & Pain Institute

Ms. Kristin Dianne Sewak
Director
Natural Biodiversity

Dr. Richard I. Somiari
President and Chief Scientific Officer
ITSI Biosciences, LLC

Mr. Joseph J. Wilson
Instructor of Mathematics
University of Pittsburgh at Johnstown

Ms. Heather Wilt
Administration/Recruiter - School of Nursing
Conemaugh Memorial Hospital

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Workforce Development Director
Johnstown Area Regional Industries

Mr. Lawrence E. Caprous
Retired Business Executive

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*Professor and Adult & Community
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Dr. Melissa Lynn Klingenberg
Principal Technical Staff Member
Concurrent Technologies Corporation

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Kevin Farabaugh
Security Officer

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