



2011 – 2012

College Catalog

**This Catalog reflects the most current information about Pennsylvania Highlands Community College.
The College reserves the right to amend any provision or requirement at any time.*

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President's Greeting

To all Pennsylvania Highlands Community College students I extend a hearty welcome. I would like to especially welcome those students attending Pennsylvania Highlands classes in Huntingdon and Somerset. You are pioneers in our efforts to provide access to higher education services throughout the Southern Alleghenies region of Pennsylvania.

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. We now serve more than 3,000 students annually in our credit programs at our locations in Richland, Ebensburg, Huntingdon, Somerset, and on the Internet. We serve more than 1200 students in our Accelerated College Education (ACE) classes in high schools in ten Pennsylvania Counties, and we serve approximately 2000 students each year in non-credit training opportunities through our workforce education department. All of that is not to mention the many students who enjoy education, training, and social opportunities through our community education classes.

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. Our Lady Black Bears volleyball team finished 3rd in their conference in their first season. Our men's basketball team has also put forth a strong first effort with the promise of better seasons to come. We have a strong Phi Theta Kappa chapter for our honors students that offers access to more than \$35,000,000 in scholarships to help with the completion of a bachelors degree upon leaving Pennsylvania Highlands. We have grown the number of clubs and other activities, including student organizations at Ebensburg and Somerset, and we expect as we move into our new facilities in Huntingdon that students there will also evolve an extracurricular environment to parallel our efforts in Cambria County.

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

College Information

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.

Since the arrival of Dr. Asonevich in August 2007, the College has moved to its current location on Community College Way in Richland, revamped its offerings at the Ebensburg Education Center, and added expansion sites in Somerset and Huntingdon counties. The College has added new career-technical programs, transfer programs, and a pilot training course. Enrollment has grown tremendously, and the College has rejoined the NJCAA with men's basketball and women's volleyball.

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.

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

Locations

Pennsylvania Highlands Community College operates multiple locations to serve our students. Our main facility, the Richland Campus, houses our student services, academic, and administrative offices. The centers in Ebensburg, Huntingdon, and Somerset offer instructional spaces.

Richland Campus

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

Ebensburg Education Center

881 Hills Plaza Drive, Suite 450
Ebensburg, PA 15931
(814) 471-0010 (Voice)
(814) 471-0410 (Fax)
ebensburg@pennhighlands.edu

Huntingdon Center

Through Summer 2011
11893 Technology Center
Mill Creek, PA 17060
(814) 643-6200 (Voice)
(888) 385-PEAK (7325) (Toll Free)
huntingdon@pennhighlands.edu

Beginning Fall 2011
6311 Margy Drive
Huntingdon, PA 16652
(814) 643-6200 (Voice)
(888) 385-PEAK (7325) (Toll Free)
huntingdon@pennhighlands.edu

Somerset Center

118 W. Main Street
Somerset, PA 15501
(814) 443-2500 (Voice)
(888) 385-PEAK (7325) (Toll Free)
somerset@pennhighlands.edu

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

TDD Access

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

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.

Academic Calendar

Fall 2011

July 28

Completed Internship Agreements Due for Fall

August 1

Tuition Due Date for Fall 2011

August 22

1st 7 Week and 15 Week Classes Begin

August 22-27

Add/Drop Period for 1st 7 Week and 15 Week Classes

August 26

Last Day to Petition to Audit (1st 7 Week and 15 Classes)

September 5

Labor Day – College Closed

September 14

Late Start (12 Week) Classes Begin

September 14-20

Add/Drop Period for 12 Week Classes

September 16

Last Day for Student-Initiated Withdrawal from a 1st 7 Week Class

September 20

Last Day to Petition to Audit (12 Week Classes)

September 30

Fall Graduation Applications Due

October 13

Last Day of 1st 7 Week Classes

October 14

Last day for Student-Initiated Withdrawal from a 15 Week Class

October 17

Spring 2012 Internship Applications Available

October 17-30

Priority Registration Period for Spring 2012

October 19

2nd 7 Week Classes begin

October 19-25

Add/Drop Period for 2nd 7 Week Classes

October 25

Last day for Student-Initiated Withdrawal from a 12 Week Class

October 25

Last Day to Petition to Audit (2nd 7 Week Classes)

October 31

Open Registration Begins for Spring 2012

November 11

Veteran's Day – College Closed

November 15

Last day for Student-Initiated Withdrawal from a 2nd 7 Week Class

November 23

Fall Break - No Classes

November 24-26

Thanksgiving Break – College Closed

December 2

Spring 2012 Completed Internship Agreements are due

December 10

Last day of 15 and 12 Week Classes

December 12-17

Final Exams - 15 and 12 Week Classes

December 14

Last day of 2nd 7 Week Classes

December 19

Makeup Day for Final Exams

December 24 - January 1

Holiday Break – College Closed

Spring 2012

December 16

Tuition Due Date for Spring 2012

January 16

Martin Luther King Jr. Day – College Closed

January 17

15 Week and 1st 7 Week Classes Begin

January 17-23

Add/Drop Period for 15 and 1st 7 Week Classes

January 23

Last Day to Petition to Audit (15 and 1st 7 Week Classes)

February 6

Late start (12 Week) Classes Begin

February 6-11

Add/Drop Period for 12 Week Classes

February 10

Last Day to Petition to Audit (12 week Classes)

February 13

Last day for Student-Initiated Withdrawal from a 1st 7 Week Class

February 20

President's Day – College Closed

February 27

Spring Graduation Applications Due

March 9

Last day of 1st 7 Week Classes

March 12

Last day for Student-Initiated Withdrawal from a 15 Week Class

March 15

2nd 7 Week Classes Begin

March 15-21

Add/Drop Period for 2nd 7 Week Classes

March 16

Last day for Student-Initiated Withdrawal from a 12 Week Class

March 19

Fall 2012 Internship Applications Available

March 19-30

Priority Registration Period for Fall 2012

March 21

Last Day to Petition to Audit (2nd 7 Week Classes)

March 31

Open Registration Begins for Fall 2012

April 5

Spring Break - No Classes

April 6-7

Spring Break - College Closed

April 11

Last day for Student-Initiated Withdrawal from a 2nd 7 Week Class

May 5

Last Day of 15 and 12 Week Classes

May 7-12

Final Exams (15 Week and 12 Week Classes)

May 11

Last Day of 2nd 7 Week Classes

May 17
Commencement

Summer 2012

April 30
Tuition Due Date for Summer

May 21
12 Week and 1st 6 Week Classes Begin

May 21-24
Add/Drop Period for 12 and 1st 7 Week Classes

May 24
Last Day to Petition to Audit (12 and 1st 6 Week Classes)

May 28
Memorial Day – College Closed

May 31
Summer Graduation Applications Due

June 7
Last Day for Student-Initiated Withdrawal from 1st 6 Week Classes

June 28
Last Day for Student-Initiated Withdrawal from 12 Week Classes

July 2
Last Day of 1st 6 Week Classes

July 3
2nd 6 Week Classes Begin

July 3-9
Add/drop Period for 2nd 6 Week Classes

July 4
Independence Day – College Closed

July 9
Last Day to Petition to Audit (2nd 6 Week Classes)

July 23
Last Day for Student-Initiated Withdrawal from a 2nd 6 Week Class

August 13
Last Day of 12 and 2nd 6 Week Classes

Admissions

Admissions Policy

Educational Development (GED) equivalency and who the College considers eligible to benefit academically from admission. Individuals age eighteen or older who have not earned a high school diploma or GED equivalency may be admitted to the College if they are able to demonstrate their ability to benefit from a college experience. After successful completion of thirty (30) credits, students may be able to apply for a Commonwealth Secondary School Diploma through the Pennsylvania Department of Education. Certain academic majors may have additional admissions requirements which must be fulfilled in order for an individual to matriculate to pursue a specific degree, diploma, or certificate.

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.

Admissions Policy for Matriculated Students

In order to attend Pennsylvania Highlands on a full-time basis, a student must be admitted to the institution. Students not admitted to the College are limited to only attend part-time.

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. An online application is available via the College's website. Click the myPEAK link and then the Admissions tab. The traditional application fee is waived for those submitting an online application.
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 a *Non-Matriculation Form* and remit a \$20 non-refundable processing 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 form and fee, non-matriculated students are eligible to register for classes.
5. Non-matriculated students are only permitted to register for a part-time credit load and are not eligible to receive 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.

Bursar's Office

Tuition

Information regarding current tuition and fees is available by accessing the *Tuition and Fee Schedule*, available online at www.pennhighlands.edu/tuition. A copy of the schedule may also be obtained from the Bursar's Office. Tuition and fees are subject to change.

Tuition rates are based on legal residency as follows:

- **Cambria County Rate:** Residents of Cambria County
- **Regional Rate:** Residents of Blair, Bedford, Somerset, Huntingdon, and Fulton Counties
- **Out-of-County Rate:** Pennsylvania residents outside Blair, Bedford, Cambria, Somerset, Huntingdon, and Fulton Counties
- **Out-of-State Rate:** Non-Pennsylvania Residents

Lab/Materials Fees

Some courses require additional fees, often labeled laboratory fees, which cover special costs including insurance, equipment and materials, software usage, and special testing.

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 on a per credit basis according to their legal residency. Students will be charged per credit for each credit exceeding the maximum full-time credit limit. During the Summer semester, students are charged on a per credit basis according to their legal residency.

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 Bursar's 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.

Online Payment - Students can make payments online by accessing the Bursar's Page on the myPEAK student portal (<http://my.pennhighlands.edu>).

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 a designated refund period. A refund check will be automatically issued after the Add/Drop period.

Refund Procedures

For courses of fifteen 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 25% refund. Students who officially drop during the third week of a course may be eligible to receive a 10% refund. There are no refunds after the third week of a course.

For courses less than fifteen weeks:

Students who officially drop through the first week of a course may be eligible to receive a 100% refund. Students who officially drop between the end of the first week and the 20% point of a course may be eligible to receive a 25% refund. There are no refunds after the 20% point 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.

Form 1098-T

IRS Form 1098-T contains information to assist the IRS and our students in determining if they are eligible to claim educational related tax credits such as the Hope Tax Credit and Lifetime Learning Tax Credit.

Form 1098-T is an informational form which the College is required to send each student who had eligible charges and may be able to take advantage of such tax credits.

For additional information on tax credits such as the Hope Tax credit and Lifetime Learning credit, please contact your financial advisor or visit www.irs.gov.

Financial Aid

How and When to Apply for Financial Aid

Applying for aid requires that the student submit a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. A new application must be completed each academic year and is based on the prior year's tax information. Students are encouraged to meet priority deadlines to ensure that all steps in the process are completed 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 results of the FAFSA, and the cost of attendance, which includes amounts 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 first awarded gift aid, including 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. Once awarded, the Bursar's Office applies funds to the student account, deducts any tuition, fees, and other related costs, and refunds the student any excess funds. Refunds are 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 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 - Debt Resolution 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 - Debt Resolution Services.

The notification also provides the student with the following:

Borrower Services - Debt Resolution Services contact information:

U.S. Department of Education

Debt Resolution Services

P.O. Box 5609

Greenville, TX 75403

Telephone number: 800-621-3115

To assure that Borrower Services - Debt Resolution 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 - Debt Resolution 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, FSEOG, the Federal Work-Study Program, and loans under the William D. Ford Direct Loan Program. The Financial Aid Academic Progress Policy requires that students maintain a 2.0 grade point average (GPA), in accordance with the College's academic standing policy, and successfully complete at least two-thirds (67%) of all attempted credits.

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

- Checks student academic progress at the end of the fall, spring, and summer semesters.
- Includes all withdrawals and incompletes as non-completed 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.
- Includes credits earned in developmental courses as credits attempted.
- Notifies students of financial aid "warning" status. Students on warning risk losing their financial aid eligibility due to insufficient academic progress.
- Notifies students of financial aid "suspension" status. Students on suspension are not eligible to receive Title IV financial aid.
- Provides a process for appeal of financial aid "suspension" status. Students are able to file an appeal on a one-time basis only. Students who have their appeal approved will be placed on "probation" status and will have a single semester of aid eligibility during which they will be expected to meet all requirements for satisfactory 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 making satisfactory progress can apply for financial aid for up to 150% of the total credits attempted 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 receiving their first Pell grant on or after July 1, 2008, are limited to 18 semesters of full-time Pell grants.
- Students applying for a Federal Direct Stafford Loan must complete Direct Loan Entrance Counseling regarding the rights and responsibilities of the student borrower and a Master Promissory Note (MPN).

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 responsibilities of a borrower entering repayment of federal student loans.

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 Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct PLUS loans received on behalf of the student, Federal Pell Grants, 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 approximately one-third 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 signed 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, whichever 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 determined until the student has completed the verification process, has a valid Student Aid Report, and complete any/all additional steps as determined by the financial aid office.

NOTE: Students not selected for verification who need to make corrections to their Student Aid Report (SAR) may:

- Make corrections online at www.fafsa.gov.
- Make corrections to SAR at the Financial Aid Office.
- Make corrections to their original SAR and mail to Federal Student Aid Information Center for processing.

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 proposed maximum award for the 2011-2012 academic year is \$5,500.

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 2011-2012 academic year is \$400.

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). The maximum state grant eligibility at a 2-year institution is limited to four full-time state grants.

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 Direct 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 Direct Loan Entrance Counseling and a Master Promissory Note (MPN) are required.

Federal Direct 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 Direct Loan Entrance Counseling and a Master Promissory Note (MPN) are required.

Direct PLUS Loan

Direct PLUS loans are loans that parents can obtain to help pay the cost of education for their dependent undergraduate children. Direct 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.*

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.

Types of Financial Aid

TYPE OF AID	SOURCE	AWARD AMOUNTS	WHO IS ELIGIBLE TO APPLY	APPLICATIONS REQUIRED	*FINANCIAL AID OFFICE PRIORITY DEADLINES
Pell Grant	Federal Government	Proposed yearly award may range from \$400 to \$5,550 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 satisfactory financial aid progress.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	April 1st
Pennsylvania State Grant	State of PA	Yearly awards base upon state formula as determined by PHEAA.	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. Must meet PHEAA progress guidelines.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal	By August 1 (new students) By May 1 (returning students)
Direct Loans - William D. Ford Direct Loan Program	U.S. Department of Education	Maximum base subsidized amounts: \$3,500 first-year student and \$4,500 second-year student. Unsubsidized amounts: eligibility varies according to dependency status. Amounts are requested by student and subject to approval by the Financial Aid Office and the U.S. Department of Education.	Student must be enrolled at least half-time (6 credits).	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal and Federal Direct Master Promissory Note	April 1st

Federal College Work-Study Program	Federal Government	Variable; based on unmet financial need	Student enrolled at Pennsylvania Highlands and maintaining satisfactory financial aid progress.	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 Scholarship Application may be required	April 1st
Parent Direct PLUS Loan	U.S. Department of Education	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 Direct 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 satisfactory financial aid progress. Approval is subject to credit check.	Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal Alternative loan application also required	None

Pennsylvania Highlands Community College Scholarships

Pennsylvania Highlands offers a number of scholarship programs to assist students with funding their education. Priority consideration for scholarships is given to students who have completed the Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal, submitted a scholarship application, and submitted a short essay by the April 1st priority deadline. 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.

Dr. Walter and Kim Asonevich Scholarship

This scholarship was established through the generosity of Dr. Walter and Kim Asonevich. Dr. Asonevich is the current President of Pennsylvania Highlands Community College.

To be eligible for this scholarship, the student must:

- Be a single parent, first semester student enrolled fulltime in an associate's degree program.
- Demonstrate financial need.
- Maintain at least a 3.0 grade point average for second semester renewal of the scholarship.

Scholarships are awarded for the first semester (\$500) and may be extended to the second semester based on availability of funds.

Crown American Hotels Scholarship

This scholarship is sponsored by Crown American Hotels and is awarded to a first year Culinary Arts student from Cambria County.

To be eligible for this scholarship, the student must:

- Be a first year student enrolled fulltime in the Culinary Arts Program.
- Demonstrate financial need.
- Live in Cambria County.
- Maintain at least a 3.0 grade point average for second semester renewal of the scholarship.

Scholarships are awarded for tuition only for two full time semesters.

Dominion Peoples Grant

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

To be eligible for this scholarship, the student must:

- 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.

Johnstown Regional Indian Subcontinent Association (JRISA) Scholarship

This scholarship is sponsored by Johnstown Regional Indian Subcontinent Association (JRISA) and is awarded to a first year student from Cambria County.

To be eligible for this scholarship, the student must:

- Be a first year student enrolled for a minimum of 6 credits per semester.
- Demonstrate financial need.
- Live in Cambria County.
- Maintain at least a 3.0 grade point average for second semester renewal of the scholarship.

A total of \$500 will be awarded annually (\$250 each semester).

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.

A total of 30 credits at the In-County tuition rate will be awarded each academic year. Recipients selected are required to complete the Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal. Awardees will receive the scholarship for tuition only. College fees are the responsibility of the student.

Call 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, the student 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.
- Complete and submit a Board of Trustees Scholarship Application.
- 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 and covers the cost of 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, for a maximum of five semesters, provided the following criteria are met each term:

- The student 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.

NOTE: The Board of Trustees Scholarship is valid for one program of study only, regardless of any remaining semesters not utilized.

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.

Registration

Registration is the process of selecting courses and completing the necessary processes to have the selections entered into the College records. Payment for all related charges must be made by the tuition due date specified for the semester.

Dates for registration periods are listed in the Academic Calendar.

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 descriptions.

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.

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 One of the Following:

- Current property tax receipt showing name, address, county or school district.
- Current Pennsylvania Drivers License with an issue date at least 90 days prior to the start of the semester.
- 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 prohibited from registering for future 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.

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. The summer term is generally 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, 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.

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 via the myPEAK portal.

Change of Address

It is the student's responsibility to notify the College of changes in residency or contact information. The student must notify the Registrar's Office of any changes by updating their information on the myPEAK portal or by submitting a completed Change of Student Information Form.

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 via the myPEAK portal or 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.

Adding/Dropping Classes

Once a semester begins, students may make changes to their schedule through the myPEAK portal or by completing and signing an *Add/Drop Form*. These forms may be obtained online at 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. The date used to drop is the date the change is made via the myPEAK portal or the date the form is submitted to the Registrar’s Office. Students should consult their academic advisor before dropping a course. Schedule changes may also impact a student’s financial aid eligibility.

No course can be added 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 repeat a course once. The student’s transcript will continue to carry all grades earned in the course. Only the last grade earned will be used in the calculation of the student’s grade point average.

Grade Reports

At the end of each semester, students may view their grades via the myPEAK portal. Students with an outstanding financial obligation will not have access to their grades 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

Currently enrolled students may obtain verification of their enrollment status via the myPEAK portal.

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* may be obtained at the Registrar's Office, via the myPEAK portal, or from the College's website. Telephone requests will not be honored. Official transcripts will be mailed directly to the recipient indicated on the form. Copies of transcripts hand-delivered to students will be considered unofficial. Unofficial transcripts may be obtained via the MyPeak portal.

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. Non-attendance does not constitute official withdrawal.

- 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 is not permitted to withdraw 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, and will receive a final grade as assigned by the instructor.

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 detailing extenuating 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.

Total Semester Withdrawal

Students who wish to withdraw from all courses after the add/Drop period of the semester, but before the deadline for Withdrawal must complete and sign a Total Semester Withdrawal Form. A "W" grade will be assigned for the withdrawn course(s).

Students who are not physically capable of completing the Total Semester Withdrawal Form may withdraw orally by contacting the Registrar who 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. Eligibility for refund of tuition and fees will be determined by the tuition refund policy.

Medical Withdrawal

Students who experience serious medical issues during a semester may request a medical withdrawal. Medical Withdrawal Request forms may be obtained by contacting the Registrar's Office. Completed forms must be submitted with proper medical documentation and must be received prior to the end of the semester. Dates provided on medical documentation and the date of the request submission will be considered when evaluating Medical Withdrawal Requests. Prior to returning to the College after an approved Medical Withdrawal, a student must meet with and receive approval from the Vice President for Student Services.

In order to be considered for a medical withdrawal, students must meet the following requirements:

- Passing semester courses with a grade of "C" or better at the date of withdrawal.
- Provide a written summary of the medical circumstances which are preventing the completion of the semester.

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.

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. 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.

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, 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 Americans with 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 who 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. Prepared by an objective professional qualified in the diagnosis 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 College's Programs.
3. Reflect the individual's present level of functioning in the areas related to the particular accommodations request.
4. 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 achieve a satisfactory score in the discipline area. Those students who score below satisfactory must enroll in developmental courses in mathematics, English or reading. Transfer students will not be required to take the COMPASS test, if proficiency is documented by official transcripts.

Students are encouraged to prepare for placement testing by reviewing sample COMPASS questions at www.act.org/compass.

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. You must be able to provide the instructor's name and course section to be given a make-up 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. Newly accepted students are advised in the Student Success Center, then they are assigned a faculty advisor during their first semester.

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 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. Assistance with cover letters, resume writing, and interviewing is also available. 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

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 Vice President and Dean of Academic Affairs.

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 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.

Academic Honors

Dean's List

The Dean's List is announced at the completion of fall and spring semesters. The list will include those full-time students who have completed 12 or more college level credits in the semester and have a semester grade point average of 3.3 or better. Part-time students will be eligible for the Dean's List upon completion of each 12 credit milestone (12, 24, 36, etc.) with a cumulative grade point average of 3.3 or better. Developmental credits do not calculate into the total credits or grade point average for inclusion on the Dean's List.

Phi Theta Kappa Honor Society

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 those who elect to become members are inducted in a formal ceremony.

To be eligible for membership, a student must:

- Be a currently registered, matriculated student.
- Have already completed at least 12 credits towards a degree, diploma, or certificate (excluding developmental courses)
- Have a cumulative grade point average of at least 3.5.

Tau Upsilon Alpha Honor Society

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.

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 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 Standing

Pennsylvania Highlands faculty and staff consider student learning and academic success to be their top priorities. Whether or not a student achieves success, however, will depend largely on student effort, time management and study habits, class attendance, and his/her willingness to constructively utilize the College's many learning support resources.

Any time a student's Cumulative Grade Point Average (GPA) falls below a 2.0, the student is said to be "NOT in Good Academic Standing." The student is thereby on notice that significant changes may be necessary to meet the student's educational and career goals since no student may graduate with less than a 2.0 GPA.

The College will monitor a student's grades and issue notices of warning or probation when grades do not meet these standards. Students who stay in Good Academic Standing are more likely to advance from one course to the next as needed and earn their degree in a timely fashion.

Students who fail to maintain Good Academic Standing will be notified of their status and any conditions required for their continuation. Students who have extenuating circumstances or specific grounds to appeal either their grades or their academic standing may do so as outlined in the Academic Grievance Procedure.

Standards for Academic Standing

Cumulative Credit Hours Attempted	Cumulative Grade Point Average Below 2.0	
1 - 15	1.50 - 1.99	ACADEMIC WARNING
	1.00 - 1.49	ACADEMIC PROBATION
	0.00 - 0.99	ACADEMIC SUSPENSION
16 - 30	1.75 - 1.99	ACADEMIC WARNING
	1.25 - 1.74	ACADEMIC PROBATION
	0.00 - 1.24	ACADEMIC SUSPENSION
31 and up	1.80 - 1.99	ACADEMIC WARNING
	1.50 - 1.79	ACADEMIC PROBATION
	0.00 - 1.49	ACADEMIC SUSPENSION

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 classes as part-time, non-matriculated students and receive tutoring services during their suspension.

Reinstatement following Academic Suspension

A suspended student wishing to be readmitted to the College as a matriculated (degree seeking) student following a period of suspension must complete an application for reinstatement to the College along with the regular College admission application. The Vice President and Dean of Academic Affairs or designee will review the student's academic record, including high school and college transcripts, placement test scores, along with information provided on the Reinstatement Application and make an admission decision or recommendation to admit or not admit based on his/her assessment of the student's ability to benefit from a return to matriculated status. Students who are reinstated following Academic Suspension will be reinstated on Academic Probation.

Act 34 Pennsylvania 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.

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

Act 48 Continuing Professional Education

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*.

Act 114 FBI Fingerprint 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/>.

Act 151 Pennsylvania 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.

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

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.

Developmental Classes (STREAM)

Some students need refresher (developmental) courses before they can expect to succeed in regular 100 and 200 level College courses. The Developmental Education program at Pennsylvania Highlands is known as STREAM (Success with Technology in Reading, English, and Mathematics). STREAM's mission is to prepare students for College-level work by building the basic skills necessary for academic success. STREAM faculty coordinate the instruction, policies, and procedures for students who need developmental courses in reading, English, and math. STREAM faculty also work with students to develop the necessary attitudes and behaviors that will enable them to achieve success in College and in the work-place.

STREAM 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 placed into College-level courses and/or Developmental mathematics, English, and reading classes through placement exams administered upon admission to College. Students must take any prescribed developmental class(es) during their first semester of attendance.

- Small classes offering individual attention
- Tutoring
- Counseling
- Computer-assisted instruction and the use of other educational technologies
- Help for special-needs students

How are Students Placed in Developmental Classes?

Students are placed into college-level courses and/or developmental reading, math, or English with the COMPASS placement exam. COMPASS is administered upon admission to the College. Students can find more information about the COMPASS exam and see a practice test at www.act.org/compass.

Students are required to take any prescribed developmental classes during their first, and if necessary, their second semester.

Students are required to attend a minimum of 80 percent of their developmental classes. All developmental classes use the following grading system:

- A, 93—100 percent; B, 84—92 percent; C, 75—83 percent; F, Below 75 percent

The credits earned with developmental courses do not apply toward grade point average calculations (GPA) or toward graduation, nor are they generally transferable to other institutions.

Current Developmental Offerings:

- ICR 020— Basic College Reading
- ICR 031— Critical College Reading
- ENG 010—Basic English
- ENG 020—Introduction to Composition
- MAT 020—Basic Math
- MAT 041—Pre-Algebra
- MAT 080—Basic Algebra

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 courses, hybrid courses, and courses enhanced through the use of technology. For more information, visit the Distance Education page at www.pennhighlands.edu/distance_education.

Delivery of Academic Programs

Courses in academic programs are taught using a variety of methods including traditional classroom and laboratories and internet-based courses.

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.

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.

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.

General Education Requirements and Statement

Pennsylvania Highlands Community College General Education Statement

General education at Pennsylvania Highlands Community College reflects our conviction that all associate degree graduates must demonstrate proficiency in the following foundational skills: critical thinking, scientific/quantitative reasoning, information literacy, effective communication, awareness of a diverse world, and technological expertise. These skills are essential for success in both college and career in an increasingly complex global economy, and they will ensure that students are equipped to develop as well-rounded and competent individuals through a lifetime of learning.

- *Critical Thinking:* Students must be able to read and think critically in order to synthesize knowledge gleaned from a wide range of sources. Students must demonstrate the ability to use higher-level thinking and analytical skills and to support their judgment, in their disciplines and in resolving ethical dilemmas.
- *Scientific/Quantitative Reasoning:* Students must be able to apply quantitative reasoning and methods, including the experimental method, mathematical formulae, and statistical analysis, to solving problems.
- *Information Literacy:* Students must be able to determine the extent of information needed, access the needed information effectively and efficiently, evaluate information and its sources critically, incorporate the information into their knowledge base, and understand the economic, legal, and social issues surrounding the use of information, and access and use the information ethically and legally.
- *Effective Communication:* Students must demonstrate fluency in both written and oral communications. They must use information literacy, rhetorical training, and critical thinking to create clear written reports, speeches, and oral reports in Standard English. They must be able to comprehend written material.
- *Awareness of a Diverse World:* Students must develop an understanding and appreciation of various cultures in order to live in a diverse world and to compete in the global marketplace.

- *Technological Expertise:* Students must perform fundamental computer operations, use software applications, and demonstrate basic knowledge of computer theory. These are all essential skills in a technological society for problem-solving, communication, information access, and data analysis.

Summary Statement: Students must present an associate degree level of academic and professional competence to the college and community. They must possess the skills necessary for lifelong learning.

Degree and Program Requirements

Pennsylvania Highlands Community College offers three associate degrees: the associate of applied science degree, the associate of science degree, and the associate of arts degree. 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.

The Associate of Applied Science Degree (60-66 credits) is designed to be a two-year terminal degree with a primary goal of getting the student ready for entry into the workforce. As such the program requirements—those courses aimed at providing competency in a particular career-related discipline—make up the bulk of the coursework for the AAS degree.

To complete an AAS degree, students must complete the following degree requirements:

- 1 credit FYE
- 1 credit ACE
- 3 Credits English (ENG 110)
- 3 credits communication (COM 101)
- 3 credits math (MAT)
- 3-4 credits science
- 3 credits technology (CIT 100)
- 3 credits wellness (LIF 111)
- 3 credits social science

This is a total of 23 or 24 credits, depending on whether a 3-credit or 4-credit science course is required by the program. In addition to the degree requirements, students must complete 36-42 program credits, depending upon the specific program the student seeks to complete.

The Associate of Science Degree (60-67 credits) is designed to provide a substantial program experience while optimizing the transferability of the course work for those students who may later decide to seek further education at a baccalaureate institution.

To complete an AS degree, students must complete the following degree requirements:

- 1 credit FYE
- 1 credit HUM 115
- 6 credits English (110 and 200, 205, or 225)
- 3 credits communication (COM 101)
- 6 credits social science
- 8 credits lab science ¹
- 3 credits math (college algebra or higher)
- 3 credits humanities
- 3 credits technology (CIT 100)

This is a total of 34 credits. In addition to the degree requirements, students must complete 26-33 program credits, depending on the specific program the student seeks to complete.

The Associate of Arts Degree (60-66 credits) is designed for those students interested in earning a two-year degree while working toward a bachelor's degree. To this end the degree is designed to optimize transfer by focusing on highly transferable general education requirements while still providing the student with opportunities to work in the major field of interest.

To complete the AA degree, students must complete the following degree requirements:

- 1 credit FYE
- 1 credit HUM 115
- 6 credits English (110 and 200 or 205)
- 3 credits communication (COM 101)
- 6-9 credits social science* ²
- 8 credits lab science 3 credits math (college algebra or higher)
- 6-9 humanities* ³
- 3 credits technology (CIT 100)

This is a total of 40 credits. In addition to the degree requirements, students must complete 20-26 program credits, depending upon the specific program the student seeks to complete.

¹ 8 credits in the same discipline

² Depending on the program, either 9 credits of social science & 6 of humanities or 9 credits of humanities and 6 of social science (to allow for depth as well as breadth of study, at least 6 credits of the 9 must be in the same discipline)

³ See note 2 above.

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

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

Incomplete Grades

Students who may be unable to complete a course due to extraordinary health or other personal circumstances are encouraged to discuss the possibility of an incomplete 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 is to be completed by the student in consultation with the instructor and signed by the student, instructor, and the Associate Dean or Vice President and Dean of Academic Affairs. The completed form is then submitted to the Registrar's Office along with the final course grades.

Grades Policy

Only teaching faculty members can assign grades. No student's grade may be altered without the approval of the faculty member assigning the grade, in consultation with the Vice President and Dean of Academic Affairs, except as follows:

1. If a faculty member leaves the employment of the College for any reason, the College shall assume the responsibility for grading the students.
2. If a student has successfully appealed his/her grade through the appeals process, the faculty member or Vice President and Dean of Academic Affairs will change the grade. If the Vice President changes the grade, the faculty member will receive written notification of the grade change.

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

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.

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.

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. Detailed information about the internship process is available on the College's website.

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.

Minimal Credit Requirement

To earn an Associate Degree from Pennsylvania Highlands, students shall complete a minimum of 30 credit hours at the College.

The following types of successfully earned credits shall constitute the student Minimal Credit requirement:

- Credits earned from Pennsylvania Highlands courses taught on or off-campus, including Dual Enrollment.
- Pennsylvania Highlands distance learning courses originating from or received at the College.

Although Pennsylvania Highlands Community College evaluates prior learning and will apply credits as appropriate to degree, diploma, or certificate programs, the following types of credits do not contribute to a student’s minimal credit requirement:

- Credits transferred from another institution.
- Credit awarded for successful completion of a course examination (credit by exam).
- Credit awarded through the College Level Examination Program (CLEP).
- Credit awarded for Advance Placement Examinations.
- Credit awarded for Military Training.
- Credit awarded by an area Career and Technology Center.
- Credit awarded for Life Experience.

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.

Accelerated College Education for High School Students (ACE)

The Accelerated College Education (ACE) program, formerly known as Dual Enrollment, is a partnership between high schools and the College. ACE allows high school students to earn Pennsylvania Highlands' credits while in high school. The courses are taught by qualifying high school faculty who assure that students' performance in the high school course is equivalent to a course taught at the College. College credits can be applied toward a degree at Pennsylvania Highlands Community College or transferred to another college. More information is available online at <http://www.pennhighlands.edu/ace/>.

Advanced Placement Examinations

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

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.

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.

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.

Transfer to Pennsylvania Highlands

Students who have earned credits at other regionally accredited colleges or universities may request to have those credits applied to their program of study at Pennsylvania Highlands. Those wishing to do so must submit official transcripts from the other institution(s) in which they were enrolled along with the Pennsylvania Highlands Application for Admission.

Upon receipt of the Application for Admission and any other materials required for admission, the College will review the student's official transcript(s) and determine which credits, if any, are to be applied to the student's intended program of study. A written transfer evaluation will be sent to the student.

Pursuant to AACRAO (American Association of Collegiate Registrar and Admissions Officers) guidelines, Pennsylvania Highlands will award transfer credit for courses in which a 2.0 ("C") or higher grade is earned and which are deemed equivalent to required or elective courses in the student's program of study.

To earn an Associate degree from Pennsylvania Highlands, students shall complete a minimum of 30 credit hours at the College.

Transfer grades are not referenced on the Pennsylvania Highlands transcript nor are they factored into the student's cumulative grade point average.

Transfer credit will be awarded for courses in which the student has earned a 2.0 ("C") or higher grade. Credit will not be awarded for courses in which the student earned a grade of "D", "F", "W", "Inc", "Au", "P/F", or "In Progress." Coursework older than ten years is generally not eligible nor are Continuing Education Units (CEU's).

Pennsylvania Highlands does not accept developmental/remedial courses for transfer. Those courses, commonly numbered 000 – 099, include pre-college English, math, reading, and study skills courses. Typically, Pennsylvania Highlands does not accept First Year Experience (freshmen seminar) courses for transfer.

If Advanced Placement and/or CLEP credits are listed on another college's transcript for credit, Pennsylvania Highlands will require an official copy of the score report to evaluate.

For additional information on credit transfer and non-traditional options for earning College credit at Pennsylvania Highlands, please contact the Office of Admissions, an Academic Advisor, or the Student Success Center.

Credit Transfer Appeals

Students unsatisfied with the outcome of their transfer credit petition have the right to appeal that decision to the Vice President and Dean of Academic Affairs.

The steps for appeals are as follows:

- Student must write a letter of appeal accompanied by a syllabus of the course(s) in question along with any other documents that may support the appeal.
- The Vice President will review the request.
- The student will receive a response to the appeal within 10 business days of the receipt of the appeal.

Transfer Partnerships

Some Associate of Applied Science degree programs are offered in cooperation with area vocational-technical schools or comprehensive high schools. In each of these programs, students complete specialized or major courses at the participating school and general education and advanced technical 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.

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.

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.

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.

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, for private businesses, industries, and other agencies in the Southern Alleghenies region of Pennsylvania.

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.
- To provide customized training to meet the needs of its customer.

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 Certified Application Specialist (MCAS) certification program and provides training for the MCAS 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 Defibrillation)

Injury-Control Modules

- Ergonomics
- Slips/Trips/Falls
- Back Injury Prevention
- Workplace Violence Awareness
- Managing Stress
- Your Heart Matters

Basic Anatomy and Physiology

Introduction to the Language of Medicine (Medical Terminology)

Introduction to Administrative Medical Procedures

Customized Courses - Medical Coding workshops, Team Facilitation

Online Courses

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

AutoCAD

Microsoft Access

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Project

Microsoft SQL Server

Microsoft Windows

Microsoft Windows Server 2008

Microsoft Word

PC Basics

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

Risk Management in Manufacturing

Environmental Training OSHA Mandated Training

40 Hour Hazwoper

8 Hour Hazwoper Refresher

24 Hour Confined Space

Safety Awareness

Fire Protection

Quality & Continuous Improvement Tools

8D Corrective Action

AS9100 Internal Auditor Training

AS9102 First Article Process

Export Compliance

ISO-9001: 2008 Internal Auditor Training

Lean Familiarization Training

Lean Six Sigma Green Belt Certification Class

Lean Six Sigma Black Belt Certification Class

Measuring Process & Organizational Performance

Methodology of Doing Lean Manufacturing in Work Place

Supplier Quality Management

Value Stream Mapping

Voice of the Customer

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

The Community Education Department is an alliance of education and community whose purpose is to enhance the personal and professional goals of both individuals and groups. The Community Education Department surveys community needs and interests and develops and offers customized programs according to the assessed needs for individuals, groups, business, organizations, and agencies throughout our region.

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. If you have a subject in mind that is not listed here, we can find an instructor and design a course just for your group.

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

Community Education Goals

- To provide educational opportunities through the use of school and community resources.
- To enable learners to become responsible, independent contributors in the community.
- To ensure that every person realizes life-long learning opportunities and fulfills a productive role in their community.
- To assess the needs and interests of the general community.
- To originate, develop, and nurture new non-credit programs.
- To enrich lives and position participants at the forefront of technological and educational advances.
- To enhance the skill base and general knowledge of the community.
- To customize programming to meet the needs of individual community members and groups.
- To serve as an outreach arm of the College and strengthen the regional community and economy.

A sampling of courses provided through Community Education:

Beginning Sign Language

Belly Dancing

Cake Decorating

Computer Skills

Dancing with a Partner

Introduction to Digital Photography

Introduction to Painting

Introduction to Voiceovers

Kid's Courses

Wine Appreciation

You Can Play Guitar

Zumba

Public Safety

Pennsylvania Highlands Community College, in partnership with Southern Alleghenies EMS Council, Inc., offers EMS courses to prepare you for situations requiring emergency medical care. These courses are designed to provide you with the knowledge and skills necessary to succeed in this rewarding profession. To learn more please visit the website at www.pennhighlands.edu/ems.

Courses offered include:

Emergency Medical Technician Bridge

Emergency Medical Responder

Academic Programs

Associate Degree Programs

Accounting (A.A.S.)

Program Description

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 is primarily designed to provide necessary skills for direct entry into the workplace, it may be used for transfer to a four-year institution.

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

The major requirements of the accounting program center 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 Requirements

- FYE 100 - First Year Experience
- ACE 200 - ACCESS Portfolio
- MAT 110 - Business Mathematics
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I
- ENG 220 - Business Letter and Report Writing
- LIF 111 - Health and Wellness
- COM 101 - Public Speaking
- Elective - Science
- Elective - Social Science

Science Electives:*

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 105 - General Biology with Lab

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 200 - American Immigration

- HIS 205 - American Popular Culture
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present
- WEB 130 - Principles of Web Design

Note(s):

**Students can select courses from lists to fulfill the credit requirements in general education.*

Credit hours: 23/24

Major Requirements

- ACC 100 - Introduction to Accounting
- ACC 110 - Principles of Accounting
- ACC 200 - Intermediate Accounting I
- ACC 210 - Intermediate Accounting II
- ACC 220 - Automated Accounting
- ACC 230 - Managerial Accounting
- ACC 240 - Tax Accounting or
- ACC 250 - Government/Nonprofit Accounting
- BUS 110 - Introduction to Business
- BUS 210 - Business Law
- CIT 103 - Microsoft Excel
- ECO 100 - Macroeconomics
- ENG 220 - Business Letter and Report Writing
- BUS 125 - Management Principles

Credit hours: 39

Typical Sequence of Course

Semester I

- ACC 100 - Introduction to Accounting
- CIT 100 - Microcomputer Applications
- FYE 100 - First Year Experience
- MAT 110 - Business Mathematics
- ENG 110 - English Composition I
- LIF 111 - Health and Wellness

Total Credits (16)

Semester II

- ACC 110 - Principles of Accounting
- CIT 103 - Microsoft Excel
- ENG 220 - Business Letter and Report Writing
- BUS 110 - Introduction to Business
Elective - Science

Total Credits (15/16)

Semester III

- ACC 200 - Intermediate Accounting I
- ACC 220 - Automated Accounting
- ACC 230 - Managerial Accounting
Elective - Social Science
- ECO 100 - Macroeconomics

Total Credits (15)

Semester IV

- ACC 210 - Intermediate Accounting II
- ACC 240 - Tax Accounting
- COM 101 - Public Speaking
- BUS 125 - Management Principles
- BUS 210 - Business Law
- ACE 200 - ACCESS Portfolio

Total Credits (16)

Minimum credits to earn A.A.S. degree: 62/63

Accounting (A.S.)

Program Description

The Associate of Science degree in Accounting is designed to present the basic foundation necessary for transfer to four-year colleges having typical third and fourth year programs. After completing this degree program, students should have acquired an understanding of accounting through courses that cover, economics, management, marketing, information technology, and related fields.

Obtaining the Degree

To earn the Associate of Science degree, students must:

- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education and Major requirements.

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. Characterize the basic framework and operation of the federal income tax system.

General Education Requirements

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- ENG 110 - English Composition I
Elective - English
- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
Elective - Science
Elective - Social Science
Elective - Humanities

Social Science Electives (pick two)

- ANT 100 - Introduction to Cultural Anthropology
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present

- HIS 200 - American Immigration
- HIS 205 - American Popular Culture
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Humanities Electives (pick one)

- HUM 100 - Introduction to Humanities
- HUM 105 - Introduction to Art History
- HUM 110 - Introduction to Philosophy
- HUM 120 - World Religions/Religious Studies
- HUM 125 - Introduction to Painting and Sculpting
- HUM 130 - Introduction to Music
- HUM 150 - Introduction to American Cinema
- HUM 200 - Popular American Music in the Twentieth Century

Credit hours: 3

Major Requirements

- ACC 100 - Introduction to Accounting
- ACC 110 - Principles of Accounting
- ACC 200 - Intermediate Accounting I
- ACC 210 - Intermediate Accounting II
- ACC 230 - Managerial Accounting
- ACC 240 - Tax Accounting or
- BUS 125 - Management Principles
- BUS 110 - Introduction to Business
- BUS 210 - Business Law
- ECO 100 - Macroeconomics or
- ECO 110 - Microeconomics
- HUM 225 - Business Ethics

Credit hours: 30

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- ACC 100 - Introduction to Accounting
- CIT 100 - Microcomputer Applications

- MAT 145 - College Algebra
- ENG 110 - English Composition I
Elective - Humanities

Total Credits (17)

Semester II

- ACC 110 - Principles of Accounting
- BUS 110 - Introduction to Business
Elective - English
Elective - Social Science
Elective - Science with Lab

Total Credits (16)

Semester III

- ACC 200 - Intermediate Accounting I
- ACC 230 - Managerial Accounting
- HUM 225 - Business Ethics
Elective - Social Science
Elective - Science with Lab

Total Credits (16)

Semester IV

- ACC 210 - Intermediate Accounting II
- ACC 240 - Tax Accounting
- COM 101 - Public Speaking
- BUS 210 - Business Law
- ECO 100 - Macroeconomics

Total Credits (15)

Minimum credits to earn A.S. degree: 64

Administrative Office Assistant - Business (A.A.S.)

Program Description

The Associate of Applied Science degree for the Administrative Office Assistant utilizes the skills students acquire throughout their training program and work experience to prepare documents and complete tasks required in today's high performance, technologically advanced office. The curriculum enhances the student's software integration skills and exposes them to higher levels of analysis, problem solving, decision making and teamwork in business environments.

Career Opportunities

- Office Manager
- Departmental Administrative Assistant

Program Objectives

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

1. Identify, organize, plan, and allocate resources effectively in a computerized business office.
2. Keyboard at a minimum of 65 words per minute for five minutes with 5 or fewer errors.
3. Transcribe letters, memorandums, reports, forms, and other documents from various methods of input including hand-written, printed copy, and voice-recorded dictation to produce mailable documents.
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 for business, medical and legal offices.
7. Demonstrate the skills necessary to operate equipment commonly used in an 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 Microsoft Office Suite as well as other Microsoft application software.

Obtaining the Degree

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

1. Matriculate into the program.
2. Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics
- COM 101 - Public Speaking
- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio
- Elective - Science
- Elective - Social Science

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues

- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Science Electives:*

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 105 - General Biology with Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- PHY 100 - Physics
- PHY 101 - Physics Laboratory

Note(s): **Students can select one course from either list to fulfill the requirements in general education.*

Major Requirements

- WDP 100 - Keyboarding I *
- WDP 110 - Keyboarding II *
- ENG 220 - Business Letter and Report Writing
- ACC 110 - Principles of Accounting
- AOA 100 - Office Procedures
- AOA 299 - Administrative Assistant Internship **

Note(s): **Students may test out of WDP100 Keyboarding I, WDP110 Keyboarding II, or both by taking a Keyboarding exemption test.*

Exemption requirement for Keyboarding I (WDP100) is 45wpm for 5 minutes with 5 or less errors, the exemption requirement for Keyboarding II (WDP110) is 65wpm for 5 minutes.

***If student is already employed as a secretarial or administrative assistant the internship may be waved in favor of an elective in business, medical, or legal studies.*

Business Requirements

- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
- AOA 220 - Machine Transcription
- Elective - Business
- Elective - Computer
- Elective - Computer
- Elective - Computer

Business Electives

- BUS 110 - Introduction to Business
- BUS 125 - Management Principles
- BUS 205 - Total Quality Management
- BUS 210 - Business Law
- BUS 220 - Small Business Management
- BUS 230 - Principles of Marketing
- BUS 240 - Labor Management Relations

Computer Electives

- CIT 102 - Microsoft Access
- CIT 104 - Microsoft Project
- CIT 105 - Microsoft PowerPoint
- CIT 110 - Theory of Computing
- CIT 155 - Introduction to Multimedia Presentations
- WEB 110 - Bitmap Graphics with Photoshop CS
- WEB 120 - Vector Graphics with Flash 8
- WEB 130 - Principles of Web Design

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- MAT 110 - Business Mathematics
- ENG 110 - English Composition I
- WDP 100 - Keyboarding I
- CIT 100 - Microcomputer Applications
Elective - Business

Total Credits (15)

Semester II

- COM 101 - Public Speaking
- ACC 110 - Principles of Accounting
- ENG 220 - Business Letter and Report Writing
- WDP 110 - Keyboarding II
- CIT 107 - Microsoft Word
- CIT 103 - Microsoft Excel
- ACE 200 - ACCESS Portfolio

Total Credits (18)

Semester III

- AOA 100 - Office Procedures
- AOA 299 - Administrative Assistant Internship
- AOA 220 - Machine Transcription
 - Elective - Computer
 - Elective - Computer
 - Elective - Computer

Total Credits (18)

Semester IV

- LIF 111 - Health and Wellness
- BUS 165 - Human Resource Management
 - Elective - Social Science
 - Elective - Science

Total Credits (12/13)

Minimum credits to earn A.A.S. Degree: 63/64

Administrative Office Assistant - Legal (A.A.S.)

Program Description

The Associate of Applied Science degree for the Administrative Office Assistant utilizes the skills students acquire throughout their training program and work experience to prepare documents and complete tasks required in today's high performance, technologically advanced office. The curriculum enhances the student's software integration skills and exposes them to higher levels of analysis, problem solving, decision making and teamwork in legal environments.

Career Opportunities

- Office Manager
- Departmental Administrative Assistant

Program Objectives

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

1. Identify, organize, plan, and allocate resources effectively in a computerized legal office.
2. Keyboard at a minimum of 65 words per minute for five minutes with 5 or fewer errors.
3. Transcribe letters, memorandums, reports, forms, and other documents from various methods of input including hand-written, printed copy, and voice-recorded dictation to produce mailable documents.
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 for business, medical and legal offices.

7. Demonstrate the skills necessary to operate equipment commonly used in an 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 Microsoft Office Suite as well as other Microsoft application software.

Obtaining the Degree

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

1. Matriculate into the program.
2. Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics
- COM 101 - Public Speaking or
- COM 110 - Interpersonal Communication or
- COM 120 - Organizational Communications
- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio
- Elective - Social Science
- Elective - Science

Social Science Electives*

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Science Electives*

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 105 - General Biology with Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- PHY 100 - Physics
- PHY 101 - Physics Laboratory

Note(s):

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

Credit hours: 23/24

Major Requirements

- WDP 100 - Keyboarding I *
- WDP 110 - Keyboarding II *
- ENG 220 - Business Letter and Report Writing
- AOA 100 - Office Procedures
- ACC 110 - Principles of Accounting
- BUS 165 - Human Resource Management
- AOA 299 - Administrative Assistant Internship **

Note(s): **Students may test out of WDP100 Keyboarding I, WDP110 Keyboarding II, or both by taking a Keyboarding exemption test.*

Exemption requirement for Keyboarding I (WDP100) is 45wpm for 5 minutes with 5 or less errors, the exemption requirement for Keyboarding II (WDP110) is 65wpm for 5 minutes.

***If student is already employed as a secretarial or administrative assistant the internship may be waved in favor of an elective.*

Legal-Related Course Requirements

- AOA 220 - Machine Transcription
- AOA 160 - Legal Terminology
- CIT 107 - Microsoft Word
- CRJ 110 - Introduction to Criminal Justice
- CRJ 220 - Criminal Law
Elective - Computer

Computer Electives

- CIT 102 - Microsoft Access
- CIT 104 - Microsoft Project
- CIT 105 - Microsoft PowerPoint
- CIT 110 - Theory of Computing

- CIT 155 - Introduction to Multimedia Presentations
- WEB 100 - Languages of the World Wide Web
- WEB 110 - Bitmap Graphics with Photoshop CS
- WEB 120 - Vector Graphics with Flash 8
- WEB 130 - Principles of Web Design

Typical Sequence of Courses

- LIF 111 - Health and Wellness
- BUS 165 - Human Resource Management
Elective - Social Science
Elective - Science

Semester I

- FYE 100 - First Year Experience
- MAT 110 - Business Mathematics
- ENG 110 - English Composition I
- CRJ 110 - Introduction to Criminal Justice
- CIT 100 - Microcomputer Applications
- WDP 100 - Keyboarding I

Total Credits (15)

Semester II

- COM 101 - Public Speaking
- ACC 110 - Principles of Accounting
- ENG 220 - Business Letter and Report Writing
- WDP 110 - Keyboarding II
- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
- ACE 200 - ACCESS Portfolio

Total Credits (18)

Semester III

- AOA 100 - Office Procedures
- AOA 220 - Machine Transcription
- AOA 160 - Legal Terminology
- AOA 299 - Administrative Assistant Internship
- CRJ 220 - Criminal Law
Elective - Computer

Total Credits (18)

Semester IV

- LIF 111 - Health and Wellness
- BUS 165 - Human Resource Management
 - Elective - Social Science
 - Elective - Science

Total Credits (12/13)

Minimum credits to earn A.A.S. Degree: 63/64

Administrative Office Assistant - Medical (A.A.S.)

Program Description

The Associate of Applied Science degree for the Administrative Office Assistant utilizes the skills students acquire throughout their training program and work experience to prepare documents and complete tasks required in today's high performance, technologically advanced office. The curriculum enhances the student's software integration skills and exposes them to higher levels of analysis, problem solving, decision making and teamwork in medical environments.

Career Opportunities

- Office Manager
- Departmental Administrative Assistant

Program Objectives

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

1. Identify, organize, plan, and allocate resources effectively in a computerized medical office.
2. Keyboard at a minimum of 65 words per minute for five minutes with 5 or fewer errors.
3. Transcribe letters, memorandums, reports, forms, and other documents from various methods of input including hand-written, printed copy, and voice-recorded dictation to produce mailable documents.
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 for business, medical and legal offices.
7. Demonstrate the skills necessary to operate equipment commonly used in an 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 Microsoft Office Suite as well as other Microsoft application software.

Obtaining the Degree

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

1. Matriculate into the program.
2. Satisfactorily complete all degree requirements, including General Education Core and Technical Core.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics
- COM 101 - Public Speaking or
- COM 110 - Interpersonal Communication or
- COM 120 - Organizational Communications
- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio
- Elective - Social Science
- Elective - Science

Social Science Electives*

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Science Electives*

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 105 - General Biology with Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- PHY 100 - Physics
- PHY 101 - Physics Laboratory

Note(s):* *Students can select one course from either list to fulfill the requirements in general education.*

Credit hours: 23/24

Major Requirements

- WDP 100 - Keyboarding I *
- WDP 110 - Keyboarding II *
- ENG 220 - Business Letter and Report Writing
- AOA 100 - Office Procedures
- ACC 110 - Principles of Accounting
- BUS 165 - Human Resource Management
- AOA 299 - Administrative Assistant Internship **

Note(s): *Students may test out of WDP100 Keyboarding I, WDP110 Keyboarding II, or both by taking a Keyboarding exemption test.

Exemption requirement for Keyboarding I (WDP100) is 45wpm for 5 minutes with 5 or less errors, the exemption requirement for Keyboarding II (WDP110) is 65wpm for 5 minutes.

**If student is already employed as a secretarial or administrative assistant the internship may be waived in favor of an elective.

Medical Requirements

- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- HSC 220 - Medical Transcription
- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
- Elective - Medical
- Elective - Medical
- Elective - Medical
- Elective - Medical

Medical Electives

- HSC 140 - Basic Disease Process and Pharmacology
- HSC 160 - Law and Ethics for Health Occupations
- HSC 200 - Medical Coding ICD-9-CM
- HSC 210 - Medical Coding CPT
- HSC 280 - Financial Management in Health Care

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- WDP 100 - Keyboarding I
- CIT 100 - Microcomputer Applications

Total Credits (15)

Semester II

- ACC 110 - Principles of Accounting
- HSC 220 - Medical Transcription
- WDP 110 - Keyboarding II
- ACE 200 - ACCESS Portfolio
- Elective - Medical
- Elective - Medical
- Elective - Medical

Total Credits (18)

Semester III

- AOA 100 - Office Procedures
- AOA 299 - Administrative Assistant Internship
- ENG 220 - Business Letter and Report Writing
- COM 101 - Public Speaking
- MAT 110 - Business Mathematics
- Elective - Medical

Total Credits (18)

Semester IV

- LIF 111 - Health and Wellness
- BUS 165 - Human Resource Management
- Elective - Social Science
- Elective - Science

Total Credits (12/13)

Minimum credits to earn A.A.S. Degree: 63/64

Architectural/Civil: CAD and Design Technology (A.A.S.)

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. Provide detailed, technical explanations of building components, including Architectural Design, HVAC, Electrical, and Plumbing/Fire Protection.
2. Provide detailed, technical explanations of the interactions and relationships of the above building components.
3. Provide detailed, technical explanations of site and utility work through Civil Design.
4. Provide detailed, technical explanations 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. Apply strong communication and critical thinking skills including reading, writing, editing, organizing, evaluating, problem solving, and presentation skills in the work environment.
10. Use interpersonal and team participation skills to build and maintain effective co-worker 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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- LIF 111 - Health and Wellness
- ENG 110 - English Composition I

- CIT 100 - Microcomputer Applications
- ENG 225 - Technical Writing
- COM 101 - Public Speaking
- MAT 115 - Construction Math
- ACE 200 - ACCESS Portfolio

Credit hours: 20

Major Requirements

- PHY 100 - Physics and
- PHY 101 - Physics Laboratory
- CAD 101 - Computer Aided Drafting I
- CAD 102 - Computer Aided Drafting II
- CAD 201 - Computer Aided Drafting 3D
- BUI 101 - Civil Survey I
- BUI 102 - Architectural I
- BUI 125 - Architectural Blueprint Reading
- BUI 221 - Building Component -- Electrical
- BUI 222 - Building Component -- Plumbing/Fire Protection
- BUI 223 - Building Component -- HVAC
- BUI 234 - Civil Survey II
- BUI 235 - Architectural II
- BUI 298 - Architectural/Civil Internship or Free Elective

Credit hours: 40

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- MAT 115 - Construction Math
- CAD 101 - Computer Aided Drafting I
- CAD 102 - Computer Aided Drafting II
- BUI 125 - Architectural Blueprint Reading
- ENG 110 - English Composition I

Total Credits (16)

Semester II

- LIF 111 - Health and Wellness
- BUI 101 - Civil Survey I
- BUI 102 - Architectural I
- COM 101 - Public Speaking
- CIT 100 - Microcomputer Applications

Total Credits (15)

Semester III

- PHY 100 - Physics and
- PHY 101 - Physics Laboratory
- ENG 225 - Technical Writing
- BUI 221 - Building Component -- Electrical
- BUI 222 - Building Component -- Plumbing/Fire Protection
- BUI 223 - Building Component -- HVAC

Total Credits (16)

Semester IV

- ACE 200 - ACESS Portfolio
- CAD 201 - Computer Aided Drafting 3D
- BUI 298 - Architectural/Civil Internship or Free Elective
- BUI 200 - Building System I - Civil/Survey
- BUI 220 - Building System IV - Architectural

Total Credits (15)

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

Biotechnology (A.A.S)

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.

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 an understanding of biotechnological principles and concepts
2. Perform basic laboratory tasks common to biotechnology while following appropriate safety procedures and regulations.
3. Demonstrate a proficiency in the use and theory of modern biotechnology instrumentation.
4. Show the ability to communicate clearly, both orally and in written form.
5. 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 Requirements and Technical Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I
- ENG 225 - Technical Writing
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- MAT 145 - College Algebra
- ACE 200 - ACCESS Portfolio

Humanities Electives:*

- HUM 100 - Introduction to Humanities
- HUM 105 - Introduction to Art History
- HUM 110 - Introduction to Philosophy
- HUM 120 - World Religions/Religious Studies
- HUM 125 - Introduction to Painting and Sculpting
- HUM 130 - Introduction to Music
- HUM 150 - Introduction to American Cinema
- HUM 200 - Popular American Music in the Twentieth Century

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- SOC 100 - Introduction to Sociology

Note(s): **Students can select two courses from either list to fulfill the six credit requirement in general education.*

Credit hours: 29

Major Requirements

- BIO 210 - Microbiology
- BIO 220 - Biotechnology I
- BIO 230 - Biotechnology II
- BIO 240 - Bioethics
- BIO 260 - Human Anatomy and Physiology
- BIO 299 - Biotechnology Internship or
- ELT 102 - Introduction to Nanofabrication
- CHM 106 - Introductory Chemistry
- CHM 110 - Survey of Organic and Biochemistry
- MAT 200 - Probability and Statistics
- BIO 110 - Principles of Biology I

Credit hours: 34

Typical Sequence of Courses

Semester I

- BIO 110 - Principles of Biology I
- CHM 106 - Introductory Chemistry
- ENG 110 - English Composition I
- FYE 100 - First Year Experience
- MAT 145 - College Algebra

Total Credits (15)

Semester II

- BIO 210 - Microbiology
- CHM 110 - Survey of Organic and Biochemistry
- ENG 225 - Technical Writing
- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness

Total Credits (17)

Semester III

- BIO 220 - Biotechnology I
- BIO 240 - Bioethics
Humanities Elective 3 Credits
- BIO 260 - Human Anatomy and Physiology
- COM 101 - Public Speaking

Total Credits (17)

Semester IV

- ELT 102 - Introduction to Nanofabrication or
- BIO 299 - Biotechnology Internship
- ACE 200 - ACESS Portfolio
- BIO 230 - Biotechnology II
- MAT 200 - Probability and Statistics
Social Science Elective 3 Credits
- PSY 100 - General Psychology

Total Credits (15)

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

Nanotechnology Option

The Nanotechnology 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.

Semester V

- ELT 220 - Material, Safety and Equipment Overview for Nanofabrication
- ELT 221 - Basic Nanofabrication Processes
- ELT 222 - Materials in Nanotechnology
- ELT 223 - Lithography for Nanofabrication
- ELT 224 - Materials Modification in Nanofabrication
- ELT 225 - Characterization, Testing of Nanofabricated Structures and Materials

Total Credits (18)

Business Administration (A.S.)

Program Description

The Associate of Science degree in Business Administration is designed to present the basic foundations necessary for transfer to four-year colleges having typical third and fourth year programs in a variety of business fields. A strong mathematics and science background is essential and is provided in this program.

Program Objectives

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

1. Transfer to a four-year college or university for further study in a business field;
2. Demonstrate knowledge of basic management and leadership principles;
3. Collect and critically analyze data and information;
4. Demonstrate the ability to solve complex problems/issues and;
5. Present project/research findings clearly, both orally and in written form.

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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- ENG 110 - English Composition I

- ENG 200 - English Composition II/Studies in Literature or
- ENG 205 - Research Writing or
- ENG 225 - Technical Writing
- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- Elective - Science
- Elective - Science
- Elective - Social Science
- Elective - Social Science
- Elective - Humanities

Social Science Electives (pick two)

- ANT 100 - Introduction to Cultural Anthropology
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present
- LIB 100 - Information and Research

Humanities Electives (pick one)

- HUM 100 - Introduction to Humanities
- HUM 105 - Introduction to Art History
- HUM 110 - Introduction to Philosophy
- HUM 120 - World Religions/Religious Studies
- HUM 125 - Introduction to Painting and Sculpting
- HUM 130 - Introduction to Music
- HUM 150 - Introduction to American Cinema
- HUM 200 - Popular American Music in the Twentieth Century

Credit hours: 34

Major Requirements

- BUS 110 - Introduction to Business
- BUS 125 - Management Principles
- BUS 210 - Business Law
- BUS 230 - Principles of Marketing
- ECO 100 - Macroeconomics
- ECO 110 - Microeconomics
- ACC 110 - Principles of Accounting
- ACC 230 - Managerial Accounting
- MAT 200 - Probability and Statistics
- MAT 205 - Applied Calculus

Credit hours: 31

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- ENG 110 - English Composition I
- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- BUS 110 - Introduction to Business
- Elective - Social Science

Total Credits (17)

Semester II

- BUS 125 - Management Principles
- COM 101 - Public Speaking
- MAT 205 - Applied Calculus
- Elective - Science
- Elective - English
- ENG 200 - English Composition II/Studies in Literature or
- ENG 205 - Research Writing or
- ENG 225 - Technical Writing

Total Credits (17)

Semester III

- MAT 200 - Probability and Statistics
- BUS 210 - Business Law
- ACC 110 - Principles of Accounting
- ECO 100 - Macroeconomics
- Elective - Science

Total Credits (16)

Semester IV

- BUS 230 - Principles of Marketing
- ACC 230 - Managerial Accounting
- ECO 110 - Microeconomics
- Elective - Social Science
- Elective - Humanities

Total Credits (15)

Minimum credits to earn A.S. degree: 65

Business Management (A.A.S)

Program Description

The Associate of Applied Science degree in Business Management develops leaders at various levels for business, industry, and public service organizations. 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 General Education and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- MAT 110 - Business Mathematics
- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness
- COM 101 - Public Speaking
- ACE 200 - ACCESS Portfolio
- Elective - Science 3 or 4 Credits
- Elective - Social Science 3 Credits

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography

- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Note(s): *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 Social Science elective.)

Credit hours: 23

Major Requirements

- BUS 110 - Introduction to Business
- BUS 210 - Business Law
- BUS 205 - Total Quality Management
- BUS 125 - Management Principles
- BUS 220 - Small Business Management
- BUS 165 - Human Resource Management
- BUS 230 - Principles of Marketing
- BUS 240 - Labor Management Relations
- ECO 100 - Macroeconomics or
- ECO 110 - Microeconomics
- ACC 100 - Introduction to Accounting
- ACC 110 - Principles of Accounting
- ENG 220 - Business Letter and Report Writing
- HUM 225 - Business Ethics
- BUS 298 - Business Management Internship or
Elective - Social Science 3 Credits

Credit Hours: 41 or 42

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- MAT 110 - Business Mathematics
- CIT 100 - Microcomputer Applications
- BUS 110 - Introduction to Business
- ACC 100 - Introduction to Accounting

Total credits (16)

Semester II

- ENG 220 - Business Letter and Report Writing
Elective - Science 3 or 4 Credits
- BUS 220 - Small Business Management
- BUS 125 - Management Principles
- ACC 110 - Principles of Accounting

Total credits (15/16)

Semester III

- BUS 205 - Total Quality Management
- BUS 210 - Business Law
- COM 101 - Public Speaking
- BUS 240 - Labor Management Relations
- HUM 225 - Business Ethics
Elective - Social Science 3 Credits

Total credits (18)

Semester IV

- ECO 100 - Macroeconomics or ECO 110 - Microeconomics
- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio
- BUS 165 - Human Resource Management
- BUS 298 - Business Management Internship or Elective - Social Science 3 Credits
- BUS 230 - Principles of Marketing

Total Credits (15/16)

Minimum credits to earn A.A.S. degree: 64/66

Computer Information and Communications Technology - Network Administration (A.A.S)

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 Linux, numerous Microsoft network operating systems, and other network utilities.

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. Explain the role of computer technology in the workforce.
2. Demonstrate the operation and function of a variety of computer software applications.
3. Provide accurate technical explanations of the role of the major components of a PC including CPU, RAM, ROM, storage, and BIOS.
4. Demonstrate basic administrative skills for various operating systems including Microsoft Windows and Linux 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 Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- MAT 145 - College Algebra
- COM 101 - Public Speaking
- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio

Science Electives:*

- BIO 105 - General Biology with Lab
- BIO 260 - Human Anatomy and Physiology
- CHM 106 - Introductory Chemistry
- PHY 100 - Physics

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Note(s): *Students must select one course from the Science Electives and one course from the Social Science electives to satisfy the credit requirements in general education.

Credit hours: 23

Major Requirements

- CIT 110 - Theory of Computing
- CIT 132 - Local Area Networks
- CIT 165 - Hardware Components
- CIT 166 - Programming with Visual Basic
- CIT 172 - Operating Systems and Administration
- CIT 222 - Linux Operating System
- CIT 226 - Windows Server Management
- CIT 232 - Web Server Design
- CIT 236 - TCP/IP and Interconnectivity
- CIT 280 - Network Troubleshooting
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship
- CIT 292 - Network Security

Credit hours: 40

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
Elective - Social Science
- ENG 110 - English Composition I
- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- CIT 110 - Theory of Computing

Total Credits (16)

Semester II

- LIF 111 - Health and Wellness
- CIT 165 - Hardware Components
- CIT 132 - Local Area Networks
- CIT 172 - Operating Systems and Administration
Elective - Science

Total Credits (16)

Semester III

- CIT 166 - Programming with Visual Basic
- CIT 226 - Windows Server Management
- CIT 236 - TCP/IP and Interconnectivity
- CIT 292 - Network Security
- COM 101 - Public Speaking

Total Credits (16)

Semester IV

- CIT 222 - Linux Operating System
- CIT 232 - Web Server Design
- CIT 280 - Network Troubleshooting
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship
- ACE 200 - ACESS Portfolio

Total Credits (15)

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

Criminal Justice (A.A.S)

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.

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.
- Apply skills and knowledge in positive communication and critical thinking skills including writing, essential math, problem solving, evaluating and organizing.
- Communicate and apply the fundamental ethical and legal guidelines which govern the field of Criminal Justice.
- Demonstrate 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.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
Elective - English
- LIF 111 - Health and Wellness
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics or
- MAT 145 - College Algebra
Elective - Social Science
- COM 101 - Public Speaking
- ACE 200 - ACCESS Portfolio

Credit hours: 23

Major Requirements

- CRJ 100 - Introduction to Corrections
- CRJ 110 - Introduction to Criminal Justice
- CRJ 150 - Juvenile Justice
- CRJ 220 - Criminal Law
- CRJ 230 - Criminal Procedure
- CRJ 240 - Criminology
- CRJ 250 - Criminal Investigation
- CRJ 295 - Criminal Justice Internship
- CRJ 210 - Probation and Parole
- PSY 100 - General Psychology
- PSY 200 - Abnormal Psychology
- SOC 100 - Introduction to Sociology
- SOC 200 - Contemporary Social Issues
- LIF 130 - Biohazard Seminar

Credit hours: 40

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- SOC 100 - Introduction to Sociology
- CIT 100 - Microcomputer Applications
- CRJ 110 - Introduction to Criminal Justice
- MAT 110 - Business Mathematics

Total Credits (16)

Semester II

- PSY 100 - General Psychology
Elective - English
- CRJ 240 - Criminology
- CRJ 150 - Juvenile Justice
- COM 101 - Public Speaking
- CRJ 100 - Introduction to Corrections

Total Credits (18)

Semester III

- SOC 200 - Contemporary Social Issues
- LIF 111 - Health and Wellness
- CRJ 220 - Criminal Law
- CRJ 210 - Probation and Parole
Elective - Social Science

Total Credits (15)

Semester IV

- PSY 200 - Abnormal Psychology
- CRJ 230 - Criminal Procedure
- CRJ 250 - Criminal Investigation
- LIF 130 - Biohazard Seminar
- ACE 200 - ACCESS Portfolio
- CRJ 295 - Criminal Justice Internship

Total Credits (14)

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

Criminal Justice (A.S.)

Program Description

The Associate of Science degree in Criminal Justice prepares students for transfer to a four-year institution. The program 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.

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.
- Apply skills and knowledge in positive communication and critical thinking skills including writing, essential math, problem solving, evaluating and organizing.
- Communicate and apply the fundamental ethical and legal guidelines which govern the field of Criminal Justice.
- Demonstrate 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.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- BIO 110 - Principles of Biology I or
- CHM 106 - Introductory Chemistry
- BIO 115 - Principles of Biology II or
- CHM 110 - Survey of Organic and Biochemistry
- CIT 100 - Microcomputer Applications
- MAT 145 - College Algebra or
- MAT 200 - Probability and Statistics
- COM 101 - Public Speaking
- HUM 115 - Introduction to Transfer and Liberal Arts

- SOC 100 - Introduction to Sociology
- PSY 100 - General Psychology
- Elective - English
- Elective - Humanities

Major Requirements

- CRJ 100 - Introduction to Corrections
- CRJ 110 - Introduction to Criminal Justice
- CRJ 150 - Juvenile Justice
- CRJ 210 - Probation and Parole
- CRJ 220 - Criminal Law
- CRJ 230 - Criminal Procedure
- CRJ 240 - Criminology
- CRJ 250 - Criminal Investigation
- PSY 200 - Abnormal Psychology
- SOC 200 - Contemporary Social Issues

Credit hours: 30

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- SOC 100 - Introduction to Sociology
- CIT 100 - Microcomputer Applications
- CRJ 110 - Introduction to Criminal Justice
- MAT 145 - College Algebra or MAT 200 - Probability and Statistics

Total Credits (16)

Semester II

- CRJ 100 - Introduction to Corrections
- PSY 100 - General Psychology
- CRJ 150 - Juvenile Justice
- CRJ 240 - Criminology
- HUM 115 - Introduction to Transfer and Liberal Arts
- Elective - English

Total Credits (16)

Semester III

- CRJ 210 - Probation and Parole
- CRJ 220 - Criminal Law
- BIO 110 - Principles of Biology I
- SOC 200 - Contemporary Social Issues
- COM 101 - Public Speaking

Total Credits (16)

Semester IV

- BIO 115 - Principles of Biology II
- PSY 200 - Abnormal Psychology
- CRJ 230 - Criminal Procedure
- CRJ 250 - Criminal Investigation
- Elective - Humanities

Total Credits (16)

Minimum credits to earn A.S. degree: 64

Culinary Arts (A.A.S)

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
- Chef Garde Manager
- Head Chef
- Head Cook
- Assistant Food and Beverage Manager
- Cafeteria or 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 and Major Requirements.

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:

- CUL 135 - Food Sanitation and Safety
- CUL 170 - Menu Planning and Marketing
- CUL 200 Hospitality Management
- CUL 250 - Quantity Food Production and Service
- 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 Requirements

- FYE 100 - First Year Experience
- BIO 102 - Life Science
- ENG 110 - English Composition I

- MAT 110 - Business Mathematics
- COM 120 - Organizational Communications
- LIF 111 - Health and Wellness
- CIT 100 - Microcomputer Applications
- ACE 200 - ACCESS Portfolio
Elective - Social Science

Major Requirements

- BUS 125 - Management Principles
- ENG 220 - Business Letter and Report Writing
- CUL 180 - Baking
- CUL 135 - Food Sanitation and Safety
- CUL 150 - Foods I
- CUL 160 - Foods II
- CUL 170 - Menu Planning and Marketing
- CUL 200 - Hospitality Management
- CUL 210 - Beverage Management
- CUL 250 - Quantity Food Production and Service
- CUL 299 - Culinary Arts Internship

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- CUL 150 - Foods I
- CUL 135 - Food Sanitation and Safety
- MAT 110 - Business Mathematics

Total Credits (16)

Semester II

- CUL 160 - Foods II
- BIO 102 - Life Science
- COM 120 - Organizational Communications
- ENG 220 - Business Letter and Report Writing
Elective - Social Science

Total Credits (15)

Semester III

- BUS 125 - Management Principles
- CUL 180 - Baking
- CUL 200 - Hospitality Management
- CUL 250 - Quantity Food Production and Service
- LIF 111 - Health and Wellness

Total Credits (15)

Semester IV

- ACE 200 - ACCESS Portfolio
- CUL 170 - Menu Planning and Marketing
- CUL 210 - Beverage Management
- CUL 299 - Culinary Arts Internship

Total Credits (16)

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

Early Childhood Education (A.A.S)

Program Description

Early Childhood Education (ECE) is a two-year (4-semester), career and transfer program designed to produce qualified educators and caregivers to work in a variety of early child settings, including working with children with special needs. Consistent with Pennsylvania PreK-4th grade teacher certification requirements and the National Association for the Education of Young Children (NAEYC) standards, the program prepares professionals to support children (birth through 4th grade) and their families in inclusive settings.

The Early Childhood Education program provides opportunities to integrate theory with practice through class work and supporting field experiences. Knowledge of the “whole child” and the elements of professional practice provide the foundation for first-year major courses along with content preparation through the general education courses. In the second year, students integrate theory and acquired skills into reflective practice and demonstrate their ability to consolidate their learning through field experiences and successful completion of a professional portfolio. Students planning to continue their studies in a four-year Early Childhood Education or Early Child Development baccalaureate program will be prepared to do so through program articulation.

The ECE program actively participates in statewide program-to-program articulation efforts. Transfer students take 6 credits in English composition and literature and 6 credits in college-level math prior to accumulating 48 credits in the major.

Students with a current Child Development Associate (CDA) Credential may be eligible for up to 12 credits of Advanced Placement. Those with professional development credits may be eligible for an advanced start within our program thus reducing the number of courses required. Please contact the Office of Admissions for additional information.

Students seeking a PA Keys to Quality Director Credential are encouraged to refer to the Early Childhood Management and Leadership Certificate Program.

The program is currently engaged in the self-study process to achieve NAEYC program accreditation.

Career Opportunities

- Transfer to a 4-year PreK-4th Grade Teacher Certification or other 4-year degree program
- Assistant Teacher or Educational Assistant.
- PA Licensed Private Academic Nursery/Kindergarten Assistant Teacher *
- Instructional support at Head Start or Head Start Teacher
- Preschool or Infant-toddler Teacher
- Supervisor/Administrator in Early Childhood Programs
- Program Specialist for a child with special needs
- Child Care Support/ Therapeutic Support Specialist *
- Child Care Services Worker
- Family, Group, or Afterschool Care Provider
- Children's Librarian
- Nanny or Au Pair
- Child Care Director in the travel/theatre industry
- Summer Camp Counselor
- Volunteer in school and community programs, theatre, museums, social clubs

* Requires additional qualifications

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

- Pennsylvania, Pittsburgh, and National NAEYC
- Pennsylvania and National Association of Early Childhood Teacher Educators (NAECTE)
- Pennsylvania Science Teachers Association (PSTA)
- Pennsylvania Child Care Association (PACCA)
- American Associate Degree Early Childhood Educators (ACCESS)
- American Psychological Association & Divisions 2, 5, 15, 25, & 33.
- American Psychological Society

Program Requirements

A student will be admitted (matriculated) into the Early Childhood Education Program when the following requirements are met:

- Meet all College Admissions requirements;
- Satisfactorily complete the College's Placement Examination or complete all developmental courses indicated by the placement examination;
- Submit acceptable documents: Clearances according to Pennsylvania Acts 34, 114, and 151. Program Objectives

Note: Up to seven credits (ECE100, ECE110, & ECE140) may be taken without matriculating into the program.

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,
- Complete a professional development plan for graduation (includes transfer and/or career planning),
- Other documentation required to graduate:
- Health Evaluations (annually) and acceptable Tuberculosis tests (Tine/Mantoux),
- Submit vaccinations as may be required by the Commonwealth,

- Submit two letters of recommendation, one personal and one professional.
- Satisfactorily complete all degree requirements including all General Education and major course requirements.

For students who plan to transfer to a PreK-4th grade teacher certification program (program-to-program), the following requirements include: a 3.0 GPA maintained over the last 48 credits, receive passing scores on the PRAXIS I (English, Math, Writing), 6 credits of college-level math and 6 credits of college-level English including 3 credits of American/English Literature, and graduate from the ECE program. If planning to transfer, students must complete their math and literature courses prior to earning 48 credits. *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.*

Program Objectives

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

1. Apply positive values, attitudes, knowledge, skills, and reflective approaches learned in the program to be a motivated and effective childhood professional or transfer student;
2. Demonstrate artifacts consistent with the Pennsylvania PreK-4th Grade Teacher Competencies and the NAEYC Standards;
3. Use knowledge of a child's social, educational, physical, and cognitive needs with respect to a child's unique development and based on multiple interacting influences including exceptionalities to create inclusive, responsive environments and experiences that are healthy, safe, and supportive of quality learning experiences;
4. Integrate scientifically-based knowledge and methods of child development, families and communities, observations and assessment with knowledge of developmentally effective teaching strategies and early childhood content areas to design, implement, and evaluate learning experiences and program effectiveness;
5. Use knowledge of learning and professional standards to be continuous, collaborative learners and teachers that demonstrate knowledgeable, reflective, and critical perspectives on their work, make informed decisions that integrate knowledge from a variety of sources, and advocate for sound educational practices and policies with children, their families, and the community.
6. Work cooperatively with other educators, assistants, special service personnel, families, and administrators to accomplish a quality education for the child based upon developmentally appropriate and educationally effective principles while applying ethical practices;
7. Promote good nutrition, health, and safety practices as part of an overall program for the wellness of the child and his/her social milieu.

General Education Requirements

- FYE 100 - First Year Experience
- COM 101 - Public Speaking
- ENG 110 - English Composition I
- LIF 111 - Health and Wellness
- MAT 145 - College Algebra
- PSY 100 - General Psychology
- CIT 100 - Microcomputer Applications
- ACE 200 - ACCESS Portfolio
- BIO 105 - General Biology with Lab
- Elective - Humanities
- Elective - History or Geography

Credit hours: 30

Major Requirements

- PSY 240 - Inclusive Learning in the Classroom
- ECE 100 - Trends in Early Childhood Education
- ECE 110 - Child Development

- ECE 140 - Early Childhood Environments
- ECE 205 - Emerging Literacy
- ECE 213 - Teaching: Science and Technology
- ECE 215 - Teaching: Integrating Curriculum through Creative Expression
- ECE 217 - Teaching: Problem Solving and Mathematical Reasoning
- ECE 250 - Children, Families, and Community
- ECE 290 - Observation and Assessment in Early Childhood/Inclusion
- ECE 295 - Capstone Seminar in Early Childhood Education
- ECE 299 - Field Experience in Early Childhood Education

Credit hours: 34

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- ECE 100 - Trends in Early Childhood Education
- ECE 110 - Child Development
- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness
- MAT 143 - Foundations of Mathematics

Total Credits (17)

Semester II

- ECE 140 - Early Childhood Environments
- PSY 100 - General Psychology
- COM 101 - Public Speaking
- ECE 205 - Emerging Literacy
- ECE 225 - Health, Safety and Nutrition for the Young Child

Total Credits (15)

Semester III

- BIO 105 - General Biology with Lab
- ECE 213 - Teaching: Science and Technology
- ECE 215 - Teaching: Integrating Curriculum through Creative Expression
- ECE 217 - Teaching: Problem Solving and Mathematical Reasoning
- Elective - Humanities or English

Total Credits (16)

Semester IV

- PSY 240 - Inclusive Learning in the Classroom
- ECE 250 - Children, Families, and Community
- ECE 260 - Infant and Cognitive Development
- ECE 290 - Observation and Assessment in Early Childhood/Inclusion
- ECE 295 - Capstone Seminar in Early Childhood Education
- ECE 299 - Field Experience in Early Childhood Education (preteaching experience)
- ACE 200 - ACCESS Portfolio

Total Credits (16)

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

Electric Utility Technology (Electrical Equipment/Substation Maintenance) (A.A.S)

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 First Energy 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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- COM 101 - Public Speaking
- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness
- MAT 131 - Intermediate Algebra
- ACE 200 - ACCESS Portfolio
- PHY 100 - Physics
- PHY 101 - Physics Laboratory
- SOC 100 - Introduction to Sociology

Credit hours: 24

Major Requirements

- ENG 225 - Technical Writing
- BUS 110 - Introduction to Business
- BUS 240 - Labor Management Relations
- HUM 110 - Introduction to Philosophy
- 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

Credit hours: 38

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- MAT 131 - Intermediate Algebra

- CIT 100 - Microcomputer Applications
- EUT 100 - Electric Utility Technology Substation I

Total Credits (16)

Semester II

- ENG 225 - Technical Writing
- BUS 110 - Introduction to Business
- PHY 100 - Physics
- PHY 101 - Physics Laboratory
- EUT 110 - Electric Utility Technology Substation II

Total Credits (16)

Summer Semester

Summer Field Experience

Total Credits (2)

Semester III

- BUS 240 - Labor Management Relations
- SOC 100 - Introduction to Sociology
- COM 101 - Public Speaking
- EUT 200 - Electric Utility Technology Substation III

Total Credits (15)

Semester IV

- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio
- HUM 110 - Introduction to Philosophy
- EUT 210 - Electric Utility Technology Substation IV

Total Credits (13)

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

General Studies (A.A.)

Program Description

General Studies is a flexible program designed for those who plan to transfer to a four-year institution; those who are looking for personal enrichment; and those who are uncertain about their major area of study. With the careful guidance of an academic advisor, students can tailor their studies to best address their objectives.

The General Studies program offers maximum flexibility for students who plan to transfer to a four-year institution. The 30-credit general education core offers courses that transfer smoothly and seamlessly to Pennsylvania State System of Higher Education universities and other local colleges and universities.

The large number of open electives enables students to tailor their program to their individual needs and interests.

The degree also offers students the opportunity to explore the entire curriculum and discover a variety of possibilities for future careers.

Students can develop their creativity in literature and arts; explore the potential of technology; expand awareness of global cultures and the human condition; enhance mathematical and scientific reasoning; and refine oral and written communication skills.

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. Develop analytical, critical thinking, and interpersonal skills applicable to real-world problems.
3. Use organizational and planning skills and principals for effective individual and social decision-making.
4. Apply skills to solve basic technical and mathematical problems
5. Communicate clearly, in both oral and written form, with a diverse population.
6. Demonstrate an appreciation for the creative process in art, music, literature, and language.
7. Integrate diverse disciplines.
8. Design a plan for successful transfer into to a chosen four-year major, transfer to a four-year or other institution of higher learning, and make an informed decision in order to choose a proper career path.

Obtaining the Degree

To earn the Associate of General Studies Degree, the student must:

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

General Education Requirements

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- ENG 110 - English Composition I
- ENG 200 - English Composition II/Studies in Literature
- COM 101 - Public Speaking
- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- Elective - Social Science (Track 1)

Elective - Social Science (Track 2)
Elective - Humanities (Track 1)
Elective - Humanities (Track 2)
Elective - Science
Elective - Science

Technology Electives

- CIT 102 - Microsoft Access
- CIT 103 - Microsoft Excel
- CIT 104 - Microsoft Project
- CIT 105 - Microsoft PowerPoint
- CIT 107 - Microsoft Word

Science Electives

- BIO 105 - General Biology with Lab
- BIO 110 - Principles of Biology I
- BIO 115 - Principles of Biology II
- BIO 260 - Human Anatomy and Physiology
- BIO 262 - Human Anatomy and Physiology Advanced
- CHM 106 - Introductory Chemistry
- CHM 110 - Survey of Organic and Biochemistry
- CHM 120 - General Chemistry I
- CHM 122 - General Chemistry II
- PHY 100 - Physics
- PHY 101 - Physics Laboratory

Social Science Track 1 Electives

- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- GOV 100 - Introduction to American National Government
- HIS 200 - American Immigration
- HIS 205 - American Popular Culture
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 210 - Current Events and Contemporary Issues

Social Science Track 2 Electives

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- EDU 210 - Educational Psychology
- PSY 100 - General Psychology
- PSY 200 - Abnormal Psychology
- SOC 100 - Introduction to Sociology

Humanities Track 1 Electives

- HUM 105 - Introduction to Art History
- HUM 110 - Introduction to Philosophy
- HUM 125 - Introduction to Painting and Sculpting
- HUM 130 - Introduction to Music

Humanities Track 2 Electives

- HUM 100 - Introduction to Humanities
- HUM 101 - Foundations of Literature and the Arts in Western Culture
- HUM 120 - World Religions/Religious Studies
- HUM 125 - Introduction to Painting and Sculpting
- HUM 150 - Introduction to American Cinema
- HUM 160 - Acting I
- HUM 200 - Popular American Music in the Twentieth Century
- HUM 210 - Directing I
- HUM 225 - Business Ethics
- ENG 205 - Research Writing
- ENG 230 - Survey of American Literature I
- ENG 235 - Survey of American Literature II
- ENG 240 - Survey of British Literature I
- ENG 245 - Survey of British Literature II
- ENG 250 - Women and Literature
- SPA 101 - Spanish I
- SPA 102 - Spanish II

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- CIT 110 - Theory of Computing
- MAT 145 - College Algebra
- ENG 110 - English Composition I
Elective - Social Science (Track 1)

Total Credits (14)

Semester II

- ENG 200 - English Composition II/Studies in Literature
- COM 101 - Public Speaking
Elective - Social Science (Track 2)
Elective - Humanities (Track 1)
Elective - Open

Total Credits (15)

Semester III

Elective - Science
Elective - Humanities (Track 1 or 2)
Elective - Humanities or Social Science
Elective - Open
Elective - Open

Total Credits (16)

Semester IV

Elective - Science
Elective - Open
Elective - Open
Elective - Open
Elective - Open

Total Credits (16)

Minimum credits to earn A.A. degree: 61

Health Professions - Radiologic Technology (A.A.S.)

Program Description

The Associate of Applied Science Degree in Health Professions - Radiologic Technology is a comprehensive approach to preparing students to acquire expertise in the field of radiography. The responsibilities of the radiologic technologist include performing diagnostic radiographic procedures, such as a chest X-ray or an X-ray of a broken bone, as well as procedures which requires the use of contrast agents to visualize organs in the body. The technologist is also responsible for assisting the radiologist during fluoroscopic and special procedures, processing the radiographic image and positioning the patient while ensuring that the patient's mental and physical comfort is maintained.

The program is offered in partnership with the hospital based radiologic technologist diploma program at Conemaugh Valley Memorial Hospital. The College provides classroom instruction and the hospital based program provides specialized classroom and clinical experience.

Career Opportunities

Upon successful completion of all program requirements, the graduate has the option of registering and completing the American Registry of Radiologic Technologists (ARRT) exam at a participating center. The College does not guarantee results of this registry exam. There is also opportunity for professional growth and advancement in specialty areas such as ultrasound, nuclear medicine, radiation therapy, computerized automated tomography (CT), special procedures, and magnetic resonance imaging (MRI).

- Registered staff technologist in a hospital, clinic or doctor's office
- Registered staff technologist in industry
- Registered staff technologist in the military
- Management
- Research
- Education
- Sales

The median salary for a radiological technologist in the United States is \$58,279 (Salaries.com, 2010).

Program Objectives

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

1. Function as a competent entry level radiologic technologist in multiple settings.
2. Develop skills in critical thinking, effective communication and problem solving in the practice of Radiologic Technology
3. Maintain professional growth and development through continuing education.
4. Meet the needs of the healthcare community for certified radiographers.
5. Become eligible to register and complete the ARRT registry exam.

Obtaining the Degree

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

- Satisfactorily complete prerequisite courses in BIO 260 Human Anatomy & Physiology, and BIO 262 Advanced Human Anatomy & Physiology.
- Apply to Conemaugh Valley Memorial Hospital and be accepted into the hospital based radiological technology diploma program.
- Satisfactorily pass the comprehensive final exam in the hospital based radiological technology diploma program at Conemaugh Valley Memorial Hospital.
- Satisfactorily complete all degree requirements including college courses and all hospital based courses.

General Education Requirements

- CIT 100 - Microcomputer Applications
- COM 120 - Organizational Communications
- ENG 110 - English Composition I
- FYE 100 - First Year Experience
- LIF 111 - Health and Wellness
- MAT 131 - Intermediate Algebra
- PSY 100 - General Psychology
- ACE 200 - ACCESS Portfolio
- PHY 100 - Physics
- PHY 101 - Physics Laboratory

Credit Hours: 24

Major Requirements

- PSY 130 - Human Development Across the Lifespan
- ENG 220 - Business Letter and Report Writing
Conemaugh specialized classroom and clinical experience technical block (32 credits)

Credit Hours: 38

Typical Sequence of Courses

Semester I

- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I
- FYE 100 - First Year Experience
Conemaugh specialized classroom and clinical experience*

Total credits (7)

Semester II

- MAT 131 - Intermediate Algebra
- PSY 130 - Human Development Across the Lifespan
Conemaugh specialized classroom and clinical experience*

Total credits (6)

Semester III

- PHY 100 - Physics
- PHY 101 - Physics Laboratory
Conemaugh specialized classroom and clinical experience*

Total credits (4)

Semester IV

- ENG 220 - Business Letter and Report Writing
- LIF 111 - Health and Wellness
Conemaugh specialized classroom and clinical experience*

Total credits (6)

Semester V

- COM 120 - Organizational Communications
- ACE 200 - ACCESS Portfolio
Conemaugh specialized classroom and clinical experience*

Total credits (4)

Semester VI

- PSY 100 - General Psychology
Conemaugh specialized classroom and clinical experience*

Total credits (3)

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

*Upon successful completion of all specialized classroom and clinical experience administered and offered only by Conemaugh School of Radiologic Technology, the College awards a technical block of 32 credits.

Total Pennsylvania Highlands Community College Credits (30)
Conemaugh School of Radiologic Technology Technical Block Credits (32)

Human Services - Generalist (A.A.S)

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.

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 or 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.

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 Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- MAT 110 - Business Mathematics
- COM 101 - Public Speaking
- Elective - Social Sciences
- Elective - Science
- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio
- CIT 100 - Microcomputer Applications

Credit hours: 24

General Education Electives

Social Science Electives

- ANT 100 - Introduction to Cultural Anthropology
- Any Government Course (GOV)
- Any Civics Course (CIV)
- Any Humanities Course (HUM)
- Any Geography Course
- Any Criminal Justice Course (CRJ)
- Any History Course (HIS)

Major Requirements

- HUS 100 - Introduction to Human Services
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- SOC 200 - Contemporary Social Issues
- HUS 295 - Human Services -- Generalist Internship
- HUS 200 - Interviewing and Case Management
- HUS 202 - Introduction to Research
- HUS 210 - Community Intervention and Social Policy
- PSY 130 - Human Development Across the Lifespan
- PSY 200 - Abnormal Psychology

Credit hours: 30

Major Electives

Choose 6 credits from:

- ACT 100 - Introduction to the Activity Profession
- COM 110 - Interpersonal Communication
- HSC 100 - Medical Terminology
- SOC 250 - Introduction of Social Work
- PSY 150 - Educational Psychology
- PSY 210 - Psychology of Aging
- PSY 230 - Human Exceptionality
- Any English Course (ENG)
- Any Criminal Justice Course (CRJ)
- Any Computer Technology Course (CIT)

Typical Schedule of Courses:

Semester I

- FYE 100 - First Year Experience
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I
- SOC 100 - Introduction to Sociology
- HUS 100 - Introduction to Human Services
- MAT 110 - Business Mathematics or MAT 145 - College Algebra

Total Credits (16)

Semester II

- PSY 100 - General Psychology
- COM 101 - Public Speaking
- PSY 130 - Human Development Across the Lifespan
- SOC 200 - Contemporary Social Issues
Elective - Social Science

Total Credits (15)

Semester III

- LIF 111 - Health and Wellness
- HUS 200 - Interviewing and Case Management
Elective - Major
Elective - Major
- HUS 202 - Introduction to Research
- PSY 200 - Abnormal Psychology

Total Credits (16)

Semester IV

- HUS 210 - Community Intervention and Social Policy
- ACE 200 - ACCESS Portfolio
- HUS 295 - Human Services -- Generalist Internship
Elective - Major
Elective - Major

Total Credits (13)

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

Liberal Arts (A.A.)

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 Requirements

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.

- FYE 100 - First Year Experience
- ENG 200 - English Composition II/Studies in Literature or ENG 205 - Research Writing
- ENG 110 - English Composition I

- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- HUM 100 - Introduction to Humanities
- COM 101 - Public Speaking
- LIF 111 - Health and Wellness
- HUM 115 - Introduction to Transfer and Liberal Arts

Credit hours: 23

Humanities Electives

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

- HUM 105 - Introduction to Art History
- HUM 110 - Introduction to Philosophy
- HUM 120 - World Religions/Religious Studies
- HUM 125 - Introduction to Painting and Sculpting
- HUM 130 - Introduction to Music
- HUM 140 - Liberal Arts Seminar
- HUM 150 - Introduction to American Cinema
- HUM 200 - Popular American Music in the Twentieth Century
- ENG 230 - Survey of American Literature I
- ENG 235 - Survey of American Literature II
- ENG 240 - Survey of British Literature I
- ENG 245 - Survey of British Literature II
- SPA 101 - Spanish I *
- SPA 102 - Spanish II *
- ASL 101 - American Sign Language I *
- ASL 102 - American Sign Language II *

Note(s): *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.*

- AST 100 - Introduction to Astronomy
- BIO 105 - General Biology with Lab
- CHM 106 - Introductory Chemistry
- PHY 100 - Physics
- PHY 101 - Physics Laboratory
- MAT 200 - Probability and Statistics
- MAT 210 - Calculus I
- MAT 220 - Calculus II

Social Science Electives

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

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- SOC 200 - Contemporary Social Issues

History Electives

Students must choose a minimum of 6 history credits.

- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Open Elective

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

Note(s): **Liberal Arts students who choose to take 9 credits of natural science/mathematics can reduce their social science or humanities credits to 9.*

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
 - HUM 115 - Introduction to Transfer and Liberal Arts
 - ENG 110 - English Composition I
 - CIT 100 - Microcomputer Applications
 - HUM 100 - Introduction to Humanities
- Elective History 3 Credits
Elective Social Science 3 Credits

Total Credits (17)

Semester II

- ENG 200 - English Composition II/Studies in Literature or
 - ENG 205 - Research Writing
 - MAT 145 - College Algebra
 - COM 101 - Public Speaking
- Elective History 3 Credits
Elective Humanities 3 Credits

Total Credits (15)

Semester III

Electives Humanities 6 Credits
Elective Natural Science/Mathematics 3 Credits
Electives Social Science 6 Credits

Total Credits (15)

Semester IV

- LIF 111 - Health and Wellness
- Elective Humanities 3 Credits
Elective Social Science 3 Credits
Elective Natural Science/Mathematics 3 Credits
Elective Open 3 Credits

Total Credits (15)

Minimum credits to earn A.A. Degree: 62

Note(s): *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.*

Medical Assisting Technology (A.A.S)

Program Description

The Associate of Applied Science Degree in Medical Assisting Technology is a comprehensive approach to preparing students to 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 administrative skills, both ICD and CPT coding, medical billing, insurance coding procedures, and provider regulatory issues. . Included are basic human anatomy and physiology, disease and pharmacology concepts. There is a planned practicum that prepares the student for transition to the professional field. 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. Perform administrative and clinical duties in a variety of healthcare settings.
2. Demonstrate entry level skill in applying concepts of coding, insurance billing, finance and office procedures.
3. Demonstrate computer literacy and basic knowledge of software applications.
4. Develop interpersonal and team participation skills in a variety of settings.
5. Implement critical thinking and problem-solving skills.
6. Utilize teaching-learning techniques to identify, implement, and evaluate health education needs of patients.
7. Apply legal guidelines and ethical standards in everyday practice.

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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking or
- COM 110 - Interpersonal Communication or
- COM 120 - Organizational Communications
- ENG 110 - English Composition I
- LIF 111 - Health and Wellness
- MAT 110 - Business Mathematics
- ACE 200 - ACCESS Portfolio
- BIO 102 - Life Science
- Elective - Social Science

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Note(s): *Students can select one course to fulfill the three credit requirement in general education.

Credit hours: 23

Major Requirements

- HSC 100 - Medical Terminology
- HSC 120 - Health Information Management and Medical Office
- HSC 130 - Basic Anatomy and Physiology
- HSC 140 - Basic Disease Process and Pharmacology
- HSC 160 - Law and Ethics for Health Occupations
- HSC 200 - Medical Coding ICD-9-CM
- HSC 210 - Medical Coding CPT
- HSC 240 - Health Care Management Procedures
- HSC 280 - Financial Management in Health Care
- HSC 290 - Health Research and Clinical Application
- BUS 165 - Human Resource Management
- HSC 297 - Health Care Management Internship
- ENG 220 - Business Letter and Report Writing

Credit hours: 39

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I

Total Credits (13)

Semester II

- HSC 140 - Basic Disease Process and Pharmacology
- HSC 160 - Law and Ethics for Health Occupations
- LIF 111 - Health and Wellness
- HSC 200 - Medical Coding ICD-9-CM
- COM 101 - Public Speaking or COM 110 - Interpersonal Communication or COM 120 - Organizational Communications

Total Credits (15)

Summer Session

- ENG 220 - Business Letter and Report Writing
Elective - Social Science

Total Credits (6)

Semester III

- HSC 120 - Health Information Management and Medical Office
- HSC 240 - Health Care Management Procedures
- HSC 210 - Medical Coding CPT
- MAT 110 - Business Mathematics
- HSC 290 - Health Research and Clinical Application

Total Credits (15)

Semester IV

- ACE 200 - ACCESS Portfolio
- HSC 280 - Financial Management in Health Care
- HSC 297 - Health Care Management Internship
- BUS 165 - Human Resource Management
- BIO 102 - Life Science

Total Credits (13)

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

Teacher Education Transfer (A.A.)

Program Description

The Associate of Arts degree in Teacher Education Transfer 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 and Major courses as well as those 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 Requirements

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I
- ENG 205 - Research Writing
- LIF 111 - Health and Wellness
- MAT 145 - College Algebra
- MAT 200 - Probability and Statistics

Credit hours: 23

Major Requirements

- PSY 100 - General Psychology
- EDU 120 - Technology for Teaching/Inclusion
- EDU 210 - Educational Psychology
- EDU 240 - Field Experience in Education
- EDU 296 - PRAXIS I Exam Preparation

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:

- ENG 200 - English Composition II/Studies in Literature
- ENG 230 - Survey of American Literature I
- ENG 235 - Survey of American Literature II
- ENG 240 - Survey of British Literature I
- ENG 245 - Survey of British Literature II

Philosophy or Religious Studies:

- HUM 110 - Introduction to Philosophy
- HUM 120 - World Religions/Religious Studies

Fine Arts:

- HUM 105 - Introduction to Art History
- HUM 130 - Introduction to Music
- HUM 150 - Introduction to American Cinema

Credit hours: 9

Social Science Electives

Students must choose 9 social science credits without repeating prefixes.

- ANT 100 - Introduction to Cultural Anthropology
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present
- ECO 100 - Macroeconomics
- ECO 110 - Microeconomics
- GEO 100 - Introduction to Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 205 - American Popular Culture
- SOC 100 - Introduction to Sociology

Credit hours: 9

Natural Science Electives

Students must choose 8 natural science credits in the same field.

- BIO 110 - Principles of Biology I
- BIO 115 - Principles of Biology II
- CHM 120 - General Chemistry I
- CHM 122 - General Chemistry II

Credit hours: 8

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I
- LIF 111 - Health and Wellness
- PSY 100 - General Psychology

Total Credits (14)

Semester II

- ENG 205 - Research Writing
- EDU 210 - Educational Psychology
- COM 101 - Public Speaking
- MAT 145 - College Algebra
- Elective - Social Science

Total Credits (15)

Semester III

- MAT 200 - Probability and Statistics
- EDU 120 - Technology for Teaching/Inclusion
- Elective - Humanities
- Elective - Science
- Elective - Social Science

Total Credits (16)

Semester IV

- EDU 296 - PRAXIS I Exam Preparation
- EDU 240 - Field Experience in Education
 - Elective - Humanities
 - Elective - Social Science
 - Electives - Humanities
 - Elective - Science

Total Credits (17)

Minimum Credits to earn A.A. Degree: 62

Technology Studies (A.A.S.)

Program Description

The Associate of Technology Studies is a program designed to provide recognition for work and life experience while assisting individuals for entrance into an entry level technology field, preparation for career advancement or change. The program is highly individualized and flexible. As many as 30 credits may be awarded for work and life experience including military experience, trade/proprietary school preparation, apprenticeship programs, structured on-the-job training and transfer credits. This degree program provides a broad scope of technical skills applicable to technician employment in appropriate industry or service companies. A core foundation including computer hardware/software applications, math, science, CAD, and electronics is combined with specialized study areas relative to student/employer interest. Program opportunities exist for graduates as entry level technicians or for skill advancement of currently employed personnel in technical fields.

This program is best suited for students interested in technology and open to new ideas and new and changing career fields.

Program Objectives

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

1. Formulate an educational plan designed to accomplish a personal/professional goal.
2. Demonstrate an attitude of responsibility to self, employer and community.
3. Identify, organize, plan, and allocate resources effectively in the computer environment.
4. Develop strong communication and critical thinking skills
5. Use interpersonal and team participation skills for effective co-workers and client relationships.
6. Advance in a career, building on already acquired skills and competencies.

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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ACE 200 - ACCESS Portfolio
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- COM 110 - Interpersonal Communication
- ENG 225 - Technical Writing
- MAT 117 - Technical Math for Trades or
- MAT 131 - Intermediate Algebra or
- MAT 145 - College Algebra
- LIF 111 - Health and Wellness
- PHY 100 - Physics
- PHY 101 - Physics Laboratory
- Elective - Social Science

Credit hours: 24

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Note(s): *Students can select one course from either list to fulfill the three credit requirement in general education.

Major Requirements

- CAD 101 - Computer Aided Drafting I
- BUI 125 - Architectural Blueprint Reading
- BUS 205 - Total Quality Management
- CIT 110 - Theory of Computing
- WEB 100 - Languages of the World Wide Web
- ELT 140 - Electronics for Computers

Electives:

Select 5 from the following courses as technical electives:

- ACC 100 - Introduction to Accounting
 - AVI 110 - Private Pilot Theory
 - AVI 111 - Private Pilot Lab
 - BIO 105 - General Biology with Lab
 - BUI 110 - Introduction to Building Technologies
 - BUS 125 - Management Principles
 - CAD 102 - Computer Aided Drafting II
 - CHM 106 - Introductory Chemistry
 - CIT 102 - Microsoft Access
 - CIT 132 - Local Area Networks
 - CIT 155 - Introduction to Multimedia Presentations
 - CIT 165 - Hardware Components
 - CIT 166 - Programming with Visual Basic
 - CIT 172 - Operating Systems and Administration
 - CIT 194 - Networking Basics/CISCO I
 - COM 120 - Organizational Communications
 - CUL 135 - Food Sanitation and Safety
 - CUL 150 - Foods I
 - CUL 160 - Foods II
 - CUL 180 - Baking
 - ECO 100 - Macroeconomics
 - WEB 110 - Bitmap Graphics with Photoshop CS
 - WEB 120 - Vector Graphics with Flash 8
 - WEB 130 - Principles of Web Design
- Up to 18 credit-hours approved for work and life experience such as: Apprenticeship Training, Military Training, Trade/Proprietary Education

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I
- CAD 101 - Computer Aided Drafting I
- BUS 205 - Total Quality Management

Total Credits (16)

Semester II

- ENG 225 - Technical Writing
- ELT 140 - Electronics for Computers
- PHY 100 - Physics
- PHY 101 - Physics Laboratory
- CIT 110 - Theory of Computing
- WEB 100 - Languages of the World Wide Web

Total Credits (16)

Semester III

- BUI 125 - Architectural Blueprint Reading
- LIF 111 - Health and Wellness
 - Elective - Technical
 - Elective - Technical
 - Elective - Technical

Total Credits (15)

Semester IV

- COM 110 - Interpersonal Communication
- ACE 200 - ACCESS Portfolio
 - Elective - Technical
 - Elective - Technical
 - Elective - Social Science

Total Credits (13)

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

Nanotechnology Option

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

Nanotechnology Career Opportunities

- Career opportunities exist in three areas:
- Manufacturing Associates/Operators
- Equipment Process Technicians
- Facilities Maintenance Technicians

To qualify for the Nanotechnology (NMT) Program a student must be recommended by the faculty member in charge of the NMT Program and must possess the following qualities:

- Have a history of course completion.
- Demonstrate maturity.
- Have good interpersonal skills.
- Have no history of disciplinary problems.
- Work well with others.
- Have shown a genuine interest in the NMT field and be registered as a nanofabrication student.
- Complete the required prerequisites.
- Have a minimum 2.5 GPA

Nanotechnology Program Objectives

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

- To demonstrate leadership skills based on a sense of professional and personal integrity, self-esteem, and willingness to receive and give constructive praise and criticism.
- To apply information literacy skills.
- To demonstrate strong communications and critical thinking skills, including reading, writing, organizing, evaluating, problem solving, editing, and presenting skills.
- To demonstrate skills in mathematics and logic applied to technology.
- Operate nanofabrication processing equipment with a focus on safety, environmental and health issues.
- Demonstrate a thorough understanding of the materials handling procedures related to advanced electronic and manufacturing technologies.
- Identify material and physical hazards associated with basic semiconductor processing equipment.
- Communicate advanced technical concepts in an oral, written, and graphical form.
- Use the computer in reporting, analyzing, and researching technical information.
- Provide an active problem-solving link between engineers and production personnel.
- Record relevant information in a working lab notebook.
- Identify industries using nanofabrication technology such as opto-electronics, biomedical, sensors, flat panel displays, information storage, micro-electromechanical devices, micro-fluidics, solar cells, and microelectronics.

Semester V (Nanotechnology Option)

(Classes at Penn State Main Campus)

- ELT 220 - Material, Safety and Equipment Overview for Nanofabrication
- ELT 221 - Basic Nanofabrication Processes
- ELT 222 - Materials in Nanotechnology
- ELT 223 - Lithography for Nanofabrication
- ELT 224 - Materials Modification in Nanofabrication
- ELT 225 - Characterization, Testing of Nanofabricated Structures and Materials

Total Credits (18)

Welding Technology (A.A.S.)

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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- LIF 111 - Health and Wellness
- ENG 110 - English Composition I
- CHM 106 - Introductory Chemistry
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- MAT 117 - Technical Math for Trades
- BUS 205 - Total Quality Management
- ACE 200 - ACESS Portfolio

Social Science Electives

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Credit hours: 24

Major Requirements

- PHY 100 - Physics
- PHY 101 - Physics Laboratory
- BUS 205 - Total Quality Management
- CAM 125 - Basic Blueprint Reading
- WEL 101 - Welding I
- WEL 102 - Welding II
- WEL 110 - Welding Metallurgy
- WEL 201 - Advanced Welding I
- WEL 202 - Advanced Welding II
- WEL 210 - Welding Equipment Repair and Troubleshooting
- WEL 215 - Welding Inspection and Code Specifications
- WEL 220 - Metal Fabrication
- WEL 225 - Materials Evaluation

Credit hours: 37

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- MAT 117 - Technical Math for Trades
- ENG 110 - English Composition I
- WEL 101 - Welding I
- BUS 205 - Total Quality Management
- CAM 125 - Basic Blueprint Reading

Total Credits (16)

Semester II

- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness
- COM 101 - Public Speaking
- WEL 102 - Welding II
- CHM 106 - Introductory Chemistry

Total Credits (16)

Semester III

- WEL 210 - Welding Equipment Repair and Troubleshooting
Elective - Social Science 3 Credits
- WEL 110 - Welding Metallurgy
- WEL 201 - Advanced Welding I
- WEL 215 - Welding Inspection and Code Specifications

Total Credits (15)

Semester IV

- ACE 200 - ACCESS Portfolio
- WEL 202 - Advanced Welding II
- PHY 100 - Physics
- PHY 101 - Physics Laboratory
- WEL 220 - Metal Fabrication
- WEL 225 - Materials Evaluation

Total Credits (14)

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

Wide Area Networks Technology: CISCO Networking Academy (A.A.S.)

Program Description

The Associate of Applied Science degree in Wide Area Networks Technology 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 network 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. After completion of the program, the student will be prepared to take the CCNA certification exam.

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.

Program Objectives

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

1. Be knowledgeable of the basics of routing, switching, and advanced technologies to prepare for Cisco CCNA certification and entry-level networking careers.
2. Configure and troubleshoot various network routers and switches.
3. Obtain a deep, theoretical understanding of networking concepts with advanced problem-solving and analytical skills.
4. Identify, organize, plan, and allocate resources effectively in the telecommunication environment.
5. Apply strong communication and critical thinking skills including reading, writing, organizing, evaluating, problem-solving, and presentation skills.
6. Obtain critical thinking, problem solving, and collaboration 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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- MAT 145 - College Algebra
- COM 101 - Public Speaking
- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness
- ACE 200 - ACCESS Portfolio

Science Electives:*

- BIO 105 - General Biology with Lab
- BIO 260 - Human Anatomy and Physiology
- CHM 106 - Introductory Chemistry
- PHY 100 - Physics

Social Science Electives:*

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- GEO 100 - Introduction to Geography
- GEO 110 - World Regional Geography
- GOV 100 - Introduction to American National Government
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology
- HIS 100 - U.S. History I: Discovery through Reconstruction

- HIS 110 - U.S. History II: Reconstruction to Present
- HIS 210 - The Civil War and Reconstruction
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film
- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present

Note(s): *Students must select one course from the Science Electives and one course from the Social Science electives to satisfy the credit requirements in general education.

Credit hours: 23

Major Requirements

- CIT 110 - Theory of Computing
- CIT 172 - Operating Systems and Administration
- CIT 194 - Networking Basics/CISCO I
- CIT 296 - Routing Technologies
- CIT 297 - Switching Technologies
- CIT 298 - WAN Technologies
- CIT 299 - Telecommunications Internship
- CIT 226 - Windows Server Management
- CIT 228 - Wireless Networking
- CIT 251 - CCNA Exam Preparation
- CIT 292 - Network Security

Credit hours: 41

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- CIT 110 - Theory of Computing
- CIT 194 - Networking Basics/CISCO I

Total Credits (15)

Semester II

- CIT 296 - Routing Technologies
- MAT 145 - College Algebra
- COM 101 - Public Speaking
Elective - Social Science
Elective - Science

Total Credits (17)

Semester III

- CIT 172 - Operating Systems and Administration
- CIT 226 - Windows Server Management
- CIT 296 - Routing Technologies
- CIT 297 - Switching Technologies

Total Credits (15)

Semester IV

- ACE 200 - ACCESS Portfolio
- CIT 298 - WAN Technologies
- LIF 111 - Health and Wellness
- CIT 299 - Telecommunications Internship
- CIT 228 - Wireless Networking
- CIT 251 - CCNA Exam Preparation

Total Credits (17)

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

Diploma Programs

Administrative Office Assistant - Business (Diploma)

Program Description

The Administrative Office Assistant Diploma program is designed for the entry level student or those students returning to the workplace after several years. This program is for students with no experience working in an office environment, and no or minimal keyboarding and computer skills. The curriculum is designed to enhance the student's keyboarding skills; provide them with a solid background and training software programs necessary in today's office environment; and finally the program exposes them to higher levels of analysis, problem solving, decision making and teamwork in business environments.

Career Opportunities

- Receptionist
- Appointment Secretary
- Accounts Payable/Receivable/Payroll Clerk
- Transcriptionist
- Records Management clerk
- Entry Level Clerk
- Data Entry clerk

Program Objectives

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

1. Identify, organize, plan work assigned.
2. Keyboard at a minimum of 65 words per minute for five minutes with 5 or less errors.
3. Transcribe letters, memorandums, reports, forms, and other documents from various methods of input including hand-written, printed copy, and voice-recorded dictation to produce mailable documents.
4. Proofread and edit keyed-copy for accuracy and correctness.
5. Process invoices for receivables and payables, and prepare payroll.
6. Apply standardized filing rules in the storage and retrieval of records for business offices.
7. Demonstrate the skills necessary to operate equipment commonly used in an 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 Microsoft Office Suite.

Obtaining the Diploma

To earn the Diploma, students must:

1. Matriculate into the program.
2. Satisfactorily complete all course requirements, including General Education Core and Technical Core Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics
- COM 101 - Public Speaking
- ACE 200 - ACCESS Portfolio

Major Requirements

- WDP 100 - Keyboarding I *
- WDP 110 - Keyboarding II *
- ENG 220 - Business Letter and Report Writing
- AOA 100 - Office Procedures
- ACC 110 - Principles of Accounting
- AOA 299 - Administrative Assistant Internship

Note(s): *Students may test out of WDP100 Keyboarding I, WDP110 Keyboarding II, or both by taking a Keyboarding exemption test.

Exemption requirement for Keyboarding I (WDP100) is 45wpm for 5 minutes with 5 or less errors, the exemption requirement for Keyboarding II (WDP110) is 65wpm for 5 minutes.

***If student is already employed as a secretarial or administrative assistant the internship may be waved in favor of an elective in business, medical, or legal studies.*

Business Requirements

- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
- AOA 220 - Machine Transcription
 - Elective - Business
 - Elective - Computer
 - Elective - Computer
 - Elective - Computer

Business Electives

- BUS 110 - Introduction to Business
- BUS 125 - Management Principles
- BUS 205 - Total Quality Management
- BUS 210 - Business Law
- BUS 220 - Small Business Management
- BUS 230 - Principles of Marketing
- BUS 240 - Labor Management Relations

Computer Electives

- CIT 102 - Microsoft Access
- CIT 104 - Microsoft Project
- CIT 105 - Microsoft PowerPoint
- CIT 110 - Theory of Computing
- CIT 155 - Introduction to Multimedia Presentations
- WEB 100 - Languages of the World Wide Web
- WEB 110 - Bitmap Graphics with Photoshop CS
- WEB 120 - Vector Graphics with Flash 8
- WEB 130 - Principles of Web Design

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- MAT 110 - Business Mathematics
- ENG 110 - English Composition I
- WDP 100 - Keyboarding I
- CIT 100 - Microcomputer Applications
Elective - Business

Total Credits (15)

Semester II

- COM 101 - Public Speaking
- ACC 110 - Principles of Accounting
- ENG 220 - Business Letter and Report Writing
- WDP 110 - Keyboarding II
- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
- ACE 200 - ACCESS Portfolio

Total Credits (18)

Semester III

- AOA 100 - Office Procedures
- AOA 220 - Machine Transcription
- AOA 299 - Administrative Assistant Internship
Elective - Computer
Elective - Computer
Elective - Computer

Total Credits (18)

Minimum credits to earn Diploma: 51

Administrative Office Assistant - Legal (Diploma)

Program Description

The Administrative Office Assistant Diploma program is designed for the entry level student or those students returning to the workplace after several years. This program is for students with no experience working in an office environment, and no or minimal keyboarding and computer skills. The curriculum is designed to enhance the student's keyboarding skills; provide them with a solid background and training software programs necessary in today's office environment; and finally the program exposes them to higher levels of analysis, problem solving, decision making and teamwork in legal environments

Career Opportunities

- Receptionist
- Appointment Secretary
- Accounts Payable/Receivable/Payroll Clerk
- Transcriptionist
- Records Management clerk
- Entry Level Clerk
- Data Entry clerk

Program Objectives

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

1. Identify, organize, plan work assigned.
2. Keyboard at a minimum of 65 words per minute for five minutes with 5 or less errors.
3. Transcribe letters, memorandums, reports, forms, and other documents from various methods of input including hand-written, printed copy, and voice-recorded dictation to produce mailable documents.
4. Proofread and edit keyed-copy for accuracy and correctness.
5. Process invoices for receivables and payables, and prepare payroll.
6. Apply standardized filing rules in the storage and retrieval of records for legal offices.
7. Demonstrate the skills necessary to operate equipment commonly used in an 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 Microsoft Office Suite.

Obtaining the Diploma

To earn the Diploma, students must:

1. Matriculate into the program.
2. Satisfactorily complete all course requirements, including General Education Core and Technical Core Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics
- COM 101 - Public Speaking or
- COM 110 - Interpersonal Communication or
- COM 120 - Organizational Communications
- ACE 200 - ACCESS Portfolio

Major Requirements

- WDP 100 - Keyboarding I *
- WDP 110 - Keyboarding II *
- ENG 220 - Business Letter and Report Writing
- AOA 100 - Office Procedures
- AOA 299 - Administrative Assistant Internship **
- ACC 110 - Principles of Accounting

Note(s): *Students may test out of WDP100 Keyboarding I, WDP110 Keyboarding II, or both by taking a Keyboarding exemption test.

Exemption requirement for Keyboarding I (WDP100) is 45wpm for 5 minutes with 5 or less errors, the exemption requirement for Keyboarding II (WDP110) is 65wpm for 5 minutes.

**If student is already employed as a secretarial or administrative assistant the internship may be waved in favor of an elective.

Legal-Related Course Requirements

- AOA 220 - Machine Transcription
- AOA 160 - Legal Terminology
- CIT 107 - Microsoft Word
- CRJ 110 - Introduction to Criminal Justice
- CRJ 220 - Criminal Law
- Elective - Computer

Computer Electives

- CIT 102 - Microsoft Access
- CIT 104 - Microsoft Project
- CIT 105 - Microsoft PowerPoint
- CIT 110 - Theory of Computing
- CIT 155 - Introduction to Multimedia Presentations
- WEB 100 - Languages of the World Wide Web
- WEB 110 - Bitmap Graphics with Photoshop CS
- WEB 120 - Vector Graphics with Flash 8
- WEB 130 - Principles of Web Design

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- MAT 110 - Business Mathematics
- ENG 110 - English Composition I
- CRJ 110 - Introduction to Criminal Justice
- WDP 100 - Keyboarding I
- CIT 100 - Microcomputer Applications

Total Credits (15)

Semester II

- COM 101 - Public Speaking
- ACC 110 - Principles of Accounting
- ENG 220 - Business Letter and Report Writing
- WDP 110 - Keyboarding II
- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
- ACE 200 - ACESS Portfolio

Total Credits (18)

Semester III

- AOA 100 - Office Procedures
- AOA 220 - Machine Transcription
- AOA 160 - Legal Terminology
- AOA 299 - Administrative Assistant Internship
- CRJ 220 - Criminal Law
- Elective - Computer

Total Credits (18)

Minimum credits to earn Diploma: 51

Administrative Office Assistant - Medical (Diploma)

Program Description

The Administrative Office Assistant Diploma program is designed for the entry level student or those students returning to the workplace after several years. This program is for students with no experience working in an office environment, and no or minimal keyboarding and computer skills. The curriculum is designed to enhance the student's keyboarding skills; provide them with a solid background and training software programs necessary in today's office environment; and finally the program exposes them to higher levels of analysis, problem solving, decision making and teamwork in medical environments

Career Opportunities

- Receptionist
- Appointment Secretary
- Accounts Payable/Receivable/Payroll Clerk
- Transcriptionist
- Records Management clerk
- Entry Level Clerk
- Data Entry clerk

Program Objectives

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

1. Identify, organize, plan work assigned.
2. Keyboard at a minimum of 65 words per minute for five minutes with 5 or less errors.
3. Transcribe letters, memorandums, reports, forms, and other documents from various methods of input including hand-written, printed copy, and voice-recorded dictation to produce mailable documents.
4. Proofread and edit keyed-copy for accuracy and correctness.
5. Process invoices for receivables and payables, and prepare payroll.
6. Apply standardized filing rules in the storage and retrieval of records for medical offices.
7. Demonstrate the skills necessary to operate equipment commonly used in an 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 Microsoft Office Suite.

Obtaining the Diploma

To earn the Diploma, students must:

1. Matriculate into the program.
2. Satisfactorily complete all course requirements, including General Education Core and Technical Core Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ENG 110 - English Composition I
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics
- COM 101 - Public Speaking or
- COM 110 - Interpersonal Communication or
- COM 120 - Organizational Communications
- ACE 200 - ACCESS Portfolio

Major Requirements

- WDP 100 - Keyboarding I *
- WDP 110 - Keyboarding II *
- ENG 220 - Business Letter and Report Writing
- AOA 100 - Office Procedures
- AOA 299 - Administrative Assistant Internship **
- ACC 110 - Principles of Accounting

Note(s): *Students may test out of WDP100 Keyboarding I, WDP110 Keyboarding II, or both by taking a Keyboarding exemption test.

Exemption requirement for Keyboarding I (WDP100) is 45wpm for 5 minutes with 5 or less errors, the exemption requirement for Keyboarding II (WDP110) is 65wpm for 5 minutes.

**If student is already employed as a secretarial or administrative assistant the internship may be waived in favor of an elective.

Medical Requirements

- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- HSC 220 - Medical Transcription
- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
- Elective - Medical
- Elective - Medical
- Elective - Medical
- Elective - Medical

Medical Electives

- HSC 140 - Basic Disease Process and Pharmacology
- HSC 160 - Law and Ethics for Health Occupations
- HSC 200 - Medical Coding ICD-9-CM
- HSC 210 - Medical Coding CPT
- HSC 280 - Financial Management in Health Care

Typical Sequence of Courses

Semester I

- ENG 110 - English Composition I
- FYE 100 - First Year Experience
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- WDP 100 - Keyboarding I
- CIT 100 - Microcomputer Applications

Total Credits (15)

Semester II

- ACC 110 - Principles of Accounting
- HSC 220 - Medical Transcription
- WDP 110 - Keyboarding II
- ACE 200 - ACESS Portfolio
- Elective - Medical
- Elective - Medical
- Elective - Medical

Total Credits (18)

Semester III

- AOA 100 - Office Procedures
- ENG 220 - Business Letter and Report Writing
- COM 101 - Public Speaking
- MAT 110 - Business Mathematics
- AOA 299 - Administrative Assistant Internship
- Elective - Medical

Total Credits (18)

Minimum credits to earn Diploma: 51

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 and Major Requirements.

General Education Requirements

- FYE 100 - First Year Experience
- ACE 200 - ACCESS Portfolio
- CIT 100 - Microcomputer Applications

Credit hours: 5

Major Requirements

- HSC 100 - Medical Terminology
- HSC 120 - Health Information Management and Medical Office
- HSC 130 - Basic Anatomy and Physiology
- HSC 140 - Basic Disease Process and Pharmacology
- HSC 160 - Law and Ethics for Health Occupations
- HSC 200 - Medical Coding ICD-9-CM
- HSC 210 - Medical Coding CPT
- HSC 220 - Medical Transcription
- HSC 280 - Financial Management in Health Care
- HSC 298 - Medical Coding Internship

Credit hours: 30

Typical Sequence of Courses

Semester I

- FYE 100 - First Year Experience
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- CIT 100 - Microcomputer Applications
- HSC 120 - Health Information Management and Medical Office

Total Credits (13)

Semester II

- HSC 280 - Financial Management in Health Care
- HSC 220 - Medical Transcription
- HSC 140 - Basic Disease Process and Pharmacology
- HSC 200 - Medical Coding ICD-9-CM
- HSC 160 - Law and Ethics for Health Occupations

Total Credits (15)

Semester III

- HSC 210 - Medical Coding CPT
- ACE 200 - ACCESS Portfolio
- HSC 298 - Medical Coding Internship

Total Credits (12)

Total credits to earn Diploma: 40

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 Assessments and Positive Behavior Support Plans as they relate to the child, the family, the school, and the community;
5. Prepare adaptive instruction strategies that meet the needs of the diverse learner in a variety of educational and disability categories;
6. Apply 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 assessment to build learner academic, social, or life skills competencies.

Obtaining the Certificate

To earn the advanced certificate, students must:

- Matriculate into the program with demonstrated official transcripts that include 12 credits in a teacher 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
- PSY 260 - Capstone Seminar in Applied Behavior Support/Inclusion Portfolio Experience

Typical Sequence of Courses

Semester I

- PSY 240 - Inclusive Learning in the Classroom
- PSY 242 - Law and Ethics: Behavior Change
- PSY 250 - Principles of Behavior Change

Total Credits (8)

Semester II

- PSY 256 - Applied Behavior Analysis and Functional Assessment
- PSY 260 - Capstone Seminar in Applied Behavior Support/Inclusion Portfolio Experience

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

- BUI 110 - Introduction to Building Technologies
- CAM 125 - Basic Blueprint Reading
- COM 110 - Interpersonal Communication
- ENS 150 - Occupational Safety Laws and Regulations
- MAT 115 - Construction Math

Typical Sequence of Courses

Semester I

- MAT 115 - Construction Math
- BUI 110 - Introduction to Building Technologies
- ENS 150 - Occupational Safety Laws and Regulations

Total Credits (9)

Semester II

- COM 110 - Interpersonal Communication or HAR 120 - Basic Electricity
- HAR 130 - Basic Controls for HVACR
- BUI 125 - Architectural Blueprint Reading

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. Identify or design and implement ongoing assessments of child progress, and use qualitative and quantitative evaluation to assess effectiveness of desired outcomes.
5. Use technology and personal conferences to communicate the importance of nutrition, health, and safety of children, staff, parents (guardians), and visitors.
6. Employ and support qualified teaching staff by establishing standards for employment, staff development, and retention through the development of relevant policies, procedures, and forms.
7. Establish and maintain collaborative relationships with families through the development of many forms of communication including the use of technology.
8. Establish and maintain relationships and use resources of the community by participating in collaborative programs that advance awareness of professional child care and early 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.
- 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

- ECD 281 - Leadership in Early Childhood Programs/Inclusion
- ECD 282 - Child Care Administration II/Inclusion
- ECD 283 - Business Management in Early Childhood Programs
- ECE 225 - Health, Safety and Nutrition for the Young Child

Credits to earn Certificate: 12

General Studies (Certificate)

Program Description

The General Studies certificate is designed for those who do not plan to attend the College for a two-year period, but would like to stay for one year (or 30 credits). It offers students the opportunity to explore the curriculum and discover a variety of possibilities for future careers and future educational pursuits. After completing the one-year program, they may choose to stay and work towards the associate degree in General Studies.

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. Apply analytical, critical thinking, and interpersonal skills to real-world problems.
3. Use organizational and planning skills and principals for effective individual and social decision-making.
4. Communicate clearly, both orally and in written form.
5. Demonstrate knowledge of aesthetics and develop an appreciation for the creative process in art, music, literature, and language.
6. Integrate diverse disciplines.
7. Transfer to a four-year or other institution of higher learning.

Obtaining the Certificate

To earn the Certificate, the student must:

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

General Education Requirements

- FYE 100 - First Year Experience
- HUM 115 - Introduction to Transfer and Liberal Arts
- ENG 110 - English Composition I
- ENG 200 - English Composition II/Studies in Literature
- COM 101 - Public Speaking
- MAT 145 - College Algebra

Technology Electives

- CIT 100 - Microcomputer Applications
- CIT 102 - Microsoft Access
- CIT 103 - Microsoft Excel
- CIT 104 - Microsoft Project
- CIT 105 - Microsoft PowerPoint
- CIT 107 - Microsoft Word

Science Electives

- BIO 105 - General Biology with Lab
- BIO 260 - Human Anatomy and Physiology
- BIO 262 - Human Anatomy and Physiology Advanced
- CHM 106 - Introductory Chemistry
- PHY 100 - Physics
- PHY 101 - Physics Laboratory

Social Science Track 1 Electives

- CIV 100 - Western Civilization: Ancient through Renaissance
- CIV 110 - Western Civilization: Renaissance to Present
- HIS 100 - U.S. History I: Discovery through Reconstruction
- HIS 110 - U.S. History II: Reconstruction to Present
- GOV 100 - Introduction to American National Government

Social Science Track 2 Electives

- ANT 100 - Introduction to Cultural Anthropology
- ECO 100 - Macroeconomics
- EDU 210 - Educational Psychology
- PSY 100 - General Psychology
- SOC 100 - Introduction to Sociology

Typical Sequence of Courses

Semester I

- HUM 115 - Introduction to Transfer and Liberal Arts
- FYE 100 - First Year Experience
- ENG 110 - English Composition I
Elective Science 4 Credits
Elective Social Science (Track 1) 3 Credits
Elective Technology 3 Credits

Total Credits (7)

Semester II

- ENG 200 - English Composition II/Studies in Literature
Elective Social Science (Track 2) 3 Credits
Elective Humanities 3 Credits
- COM 101 - Public Speaking
- MAT 145 - College Algebra

Total Credits (15)

Minimum credits to earn certificate: 30

Information Security and Analysis (Certificate)

Program Description

Security is one of the most desired skills in Information Technology. The Information Security and Analysis Certificate will prepare you to be able to secure computers and networks from all types of threats including malware, viruses, protocol attacks, and more. You will also learn how to analyze your environment for problems associated with threats, bandwidth issues, and issues that can occur at each of the layers of the OSI Model. The one semester certificate will include three core courses, with each course preparing you for 3rd party certification to make your knowledge even more valuable.

Career Opportunities

- Junior Network Security Engineer
- Network Analysis
- Ethical Hacker

Program Objectives

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

1. Be prepared to protect a computer or network environment from physical, internal, and cyber attacks.
2. Be able to perform comprehensive security audits and penetration tests.
3. Analyze and troubleshoot network issues related to security and more.
4. Create and implement a comprehensive security policy.
5. Be prepared to take the following 3rd party vendor certification exams: CIT292 Network Security, CIT293 Wireshark Network Analysis, CIT294 Ethical Hacking, Cisco CCNA Security Certification, Wireshark Certified Network Analyst, EC-Council Certified Ethical Hacker Exam 312-5

Obtaining the Certificate

To earn the Certificate, the student must:

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

Typical Sequence of Courses

Semester 1

- CIT 292 - Network Security *
- CIT 293 - Wireshark Network Analysis
- CIT 294 - Ethical Hacking

Total Credits (10)

Note(s): *The pre-requisites for CIT 292 Network Security will be as follows for this certificate only: CIT 132 Local Area Networks or CIT 194 Networking Basics or a minimum of two years of experience as a computer network professional.

Minimum credits to earn Certificate: 10

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.

Typical Sequence of Courses

Semester I

- CIT 100 - Microcomputer Applications or CIT 110 - Theory of Computing

Total Credits (3)

Semester II

- CIT 107 - Microsoft Word
- CIT 103 - Microsoft Excel

Total Credits (6)

Semester III

- CIT 105 - Microsoft PowerPoint
- CIT 102 - Microsoft Access

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 certificate, 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 and Major Requirements.

General Education Requirements

- ENG 110 - English Composition I
- MAT 110 - Business Mathematics
- CIT 100 - Microcomputer Applications
- ACE 200 - ACCESS Portfolio

And one of the following:

- COM 101 - Public Speaking
- COM 110 - Interpersonal Communication
- COM 120 - Organizational Communications
- COM 125 - Effective Presentation Skills

Credit hours: 14

Major Requirements

- WDP 100 - Keyboarding I
- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word

Any two of the following:

- CIT 102 - Microsoft Access
- CIT 104 - Microsoft Project
- CIT 105 - Microsoft PowerPoint
- CIT 155 - Introduction to Multimedia Presentations
- WEB 100 - Languages of the World Wide Web
- WEB 110 - Bitmap Graphics with Photoshop CS
- WEB 130 - Principles of Web Design

Credit hours: 14

Typical Sequence of Courses

Semester I

- CIT 100 - Microcomputer Applications
Elective Communication Elective 3 Credits
- WDP 100 - Keyboarding I (or test-out)
- ENG 110 - English Composition I
- MAT 110 - Business Mathematics

Total Credits (15)

Semester II

- CIT 103 - Microsoft Excel
- CIT 107 - Microsoft Word
Elective Technical Core Elective 3 Credits
Elective Technical Core Elective 3 Credits
- ACE 200 - ACCESS Portfolio

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

- CIT 100 - Microcomputer Applications
- COM 120 - Organizational Communications
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- HSC 140 - Basic Disease Process and Pharmacology
- HSC 190 - Pharmacy Law and Ethics
- HSC 191 - Pharmacology Calculations
- HSC 192 - Pharmacy Technician Practice
- HSC 193 - Pharmacy Technician Professionalism
- HSC 280 - Financial Management in Health Care
- HSC 295 - Pharmacy Technician -- Hospital Internship
- HSC 296 - Pharmacy Technician -- Retail Internship

Typical Sequence of Courses

Semester I

- COM 120 - Organizational Communications
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- HSC 191 - Pharmacology Calculations
- HSC 192 - Pharmacy Technician Practice

Total Credits (14)

Semester II

- CIT 100 - Microcomputer Applications
- HSC 140 - Basic Disease Process and Pharmacology
- HSC 190 - Pharmacy Law and Ethics
- HSC 193 - Pharmacy Technician Professionalism
- HSC 280 - Financial Management in Health Care
- HSC 295 - Pharmacy Technician -- Hospital Internship
- HSC 296 - Pharmacy Technician -- Retail Internship

Total Credits (16)

Minimum credits to earn Certificate: 30

Course Descriptions

Accounting

ACC 100 - 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

ACC 110 - 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.

3 credits

ACC 200 - 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(s): ACC110 Principles of Accounting

3 credits

ACC 210 - Intermediate Accounting II

A continuation of ACC 200 Intermediate Accounting I, 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(s): ACC 200 Intermediate Accounting I

3 credits

ACC 220 - 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.

Prerequisite(s): ACC110 Principles of Accounting, CIT100 Microcomputer Applications

3 credits

ACC 230 - 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(s): ACC110 Principles of Accounting

3 credits

ACC 240 - 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(s): ACC110 Principles of Accounting

3 credits

ACC 250 - 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(s): ACC110 Principles of Accounting

3 credits

ACESS

ACE 200 - ACESS Portfolio

This course prepares students for competing effectively in the highly competitive, real-life employment marketplace. The course focuses on career portfolio development/preparation, resume and cover letter preparation, hands-on experience in effectively using career exploratory reference materials, job search techniques, pre- and post-interviewing techniques, including a mock interview and critique, test taking tips, and appropriate professional apparel. (This is a higher level course and should be taken in the student's last or second to last semester. It is highly recommended that this course be completed prior to one's internship semester.)

1 credit

Activity Profession

ACT 100 - 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).

4 credits

ACT 140 - 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.

Corequisite(s): ACT100 Introduction to the Activity Professional

2 credits

ACT 200 - 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.

Prerequisite(s): ACT100 Introduction to the Activity Profession, ACT140 Activity Care Planning

3 credits

ACT 210 - 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

Anthropology

ANT 100 - 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

Administrative Office Assistant

AOA 100 - 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

AOA 160 - Legal Terminology

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

AOA 220 - Machine Transcription

The emphasis in this course is on the transcription of business communications with a focus on formatting and grammar skills using Dictaphone equipment to transcribe the spoken word using a computer. The course develops proficiency, editing skills for grammar, punctuation, speed, and accuracy; as well as, proper formatting for business documents.

3 credits

AOA 299 - Administrative Assistant 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(s): 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)

American Sign Language

ASL 101 - 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

ASL 102 - American Sign Language II

This course begins where American Sign Language I ended. 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

Astronomy

AST 100 - 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

Aviation

AVI 110 - Private Pilot Theory

This course provides the foundation of knowledge needed to progress to the flight lab required for professional certificates and ratings. Commonly referred to as "ground school" the course covers the basic components of an airplane as well as elements of aerodynamics, weather, navigation, safety, and more.
3 credits

AVI 111 - Private Pilot Lab

This course will develop the foundation of knowledge that a pilot will need to possess to safely exercise the privileges of the FAA Private Pilot Certification and progress further to professional certificates and ratings. The student must successfully pass the FAA Private Pilot written exam and the FAA Private Pilot practical exam to complete the course and receive the Private Pilot Certification. Prior to beginning flight training, students must possess at least 3rd class FAA aero-medical certification; proof of U.S. Citizenship as evidenced by birth certificate or Passport or successful TSA screening; and the ability to read, clearly speak, and write in English.

Corequisite(s): AVI110 Private Pilot Theory
3 credits

Biology

BIO 102 - Life Science

This course is a survey course for non-majors that examines the processes common to all life on Earth. Science and the scientific method are described. Topics include cell structure, energy transfer in plants and animals, genetics, evolution, ecology and conservation. This course may not be transferrable to 4 year colleges as a science course.
3 credits

BIO 105 - 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

BIO 110 - Principles of Biology I

This course provides an overview of the basic principles of biology including the structure and function of the cell, cellular respiration, photosynthesis, mitosis, meiosis, genetics and evolution. Lectures emphasize human biology and are complemented by discussions that stress critical thinking. Lab experiments are designed to teach basic scientific skills, and to reinforce the topics covered during lectures. This course is designed to prepare students for more advanced courses in biology.

4 credits

BIO 115 - Principles of Biology II

This course provides an overview of the basic principles of biology including the structure and function of animals and plants, including organ systems, reproduction and the regulation of body systems. The course also provides an overview of the Earth's ecosystems and the diversity of life within each ecosystem. Lectures are complemented by discussions that stress critical thinking. Lab experiments are designed to teach basic scientific skills and to reinforce the topics covered during lectures. This course is designed to prepare students for more advanced courses in biology.

Prerequisite(s): BIO 110 Principles of Biology I

4 credits

BIO 210 - 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(s): BIO105 General Biology with Lab or BIO110 Principles of Biology I

4 credits

BIO 220 - Biotechnology I

Biotechnology I is the first semester course of a two semester sequence that is designed to introduce the student to basic principles of biotechnology and to familiarize the student with application of these principles in modern biotechnology settings. Topics will include exploration of biotechnology careers and research applications, industry standards for safety procedures, basic biotechnology skills and typical instrumentation related to the identification, isolation and manipulation of DNA.

Prerequisite(s): BIO105 General Biology with Lab or BIO110 Principles of Biology I; and CHM106 Introductory Chemistry or CHM120 General Chemistry I

4 credits

BIO 230 - Biotechnology II

Biotechnology II is the second semester course of a two semester sequence that is designed to introduce the student to basic principles of biotechnology and to familiarize the student with application of these principles in modern biotechnology settings. Topics will include exploration of biotechnology careers and research applications.

Prerequisite(s): BIO220 Biotechnology I

4 credits

BIO 240 - 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

BIO 260 - Human Anatomy and 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(s): BIO105 General Biology with Lab or BIO110 Principles of Biology I, or high school Biology within the last five years, or accepted by CSON

4 credits

BIO 262 - 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(s): BIO260 Human Anatomy and Physiology

4 credits

BIO 299 - 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(s): 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)

Building

BUI 101 - 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(s): CAD102 Computer Aided Drafting II

3 credits

BUI 102 - 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(s): CAD102 Computer Aided Drafting II

3 credits

BUI 110 - Introduction to Building Technologies

This course will give the student a broad introduction to the different types of building construction and the modern building technologies used in construction. The student will learn about the basic concepts of architectural design that impact building construction from site conditions to building codes including HVAC, plumbing, fire protection, and electrical systems.

3 credits

BUI 125 - Architectural Blueprint Reading

This course covers the basics for reading blueprints for Architecture construction plans. Students will learn various layouts and structure of Architecture construction plans. They will learn and understand common symbols and drawing techniques used in the industry. Students will learn how to identify and find floor plans, details, schedules, notes and sections within any complete set of Architecture construction plans. The student will then learn to perform quantity take-offs for the materials needed to construct a given project.

3 credits

BUI 200 - Building System I - Civil/Survey

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 CAD program the student can layout a pipe system for sewers, gas lines, and waterlines including plan and profiles.

Prerequisite(s): BUI 101 Civil/Survey I

4 credits

BUI 220 - Building System IV - Architectural

This course continues where BUI 102 Architectural I ended using CAD and Revit software. The course uses the individual building components as they relate to the overall building design. Students are required to already have the building components and will learn to incorporate those disciplines into architecture plans. This entire course will relate everything to project completion. The main emphasis will be placed on complete design and engineering for residential construction and the materials needed to construct it. The students will work on a complete residential project using Revit software as part of the course.

Prerequisite(s): BUI102 Architectural I, BUI221 Building Component - Electrical, BUI222 Building Component - Plumbing/Fire Protection, BUI223 Building Component - HVAC

4 credits

BUI 221 - 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(s): CAD102 Computer Aided Drafting II

3 credits

BUI 222 - Building Component -- Plumbing/Fire Protection

This course covers the basic symbols, symbol libraries, abbreviations, details, and schematic diagrams used on plumbing/fire protection design drawings for buildings. The student will learn how to Design and Draw basic plumbing plans. The student will use industry codes governing fixture selection and layout when Designing and Drawing plumbing plans. This course covers basic fire protection systems. The student will learn to design and draw basic fire protection layouts and plans using of sprinklers and showing the piping valves and fittings. This course does cover a complete explanation and basic understanding of symbols used on plumbing layouts of fixtures, equipment, piping, valves and fittings.

Prerequisite(s): CAD102 Computer Aided Drafting II

3 credits

BUI 223 - 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(s): CAD102 Computer Aided Drafting II

3 credits

BUI 234 - 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(s): BUI101 Civil/Survey I

3 credits

BUI 235 - Architectural II

This course continues where BUI102 Architectural I left off. The course uses the individual building components as they relate to the overall building design. Students are required to already have the Building components and will learn to incorporate those disciplines into Architecture plans. This entire course will relate everything to project completion. The main emphasis will be placed on complete design and engineering for residential construction and the materials needed to construct it. The students will be required to do a complete residential project using CADD as part of the course.

Prerequisite(s): BUI102 Architectural I, BUI221 Building Component -- Electrical, BUI222 Building Component -- Plumbing/Fire Protection, BUI223 Building Component - HVAC

3 credits

BUI 298 - Architectural/Civil Internship

The internship is a credit-worthy opportunity for students to gain experience in their major areas of study by strengthening and expanding their classroom knowledge through practical application. To earn three credits, an intern must satisfactorily complete a minimum of 135 hours on the job.

Prerequisite(s): Students may intern after earning at least two-thirds of their program and a 2.00 grade point average. All students must apply to intern during the semester prior to the semester in which they plan to earn the internship credits.

3 credits

BUI 299 - 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(s): 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.

1-4 credits (45-180+ hours)

Business

BUS 110 - 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

BUS 125 - 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

BUS 130 - 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

BUS 165 - 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

BUS 205 - 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

BUS 210 - 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

BUS 220 - 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

BUS 230 - 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

BUS 240 - 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

BUS 298 - Business 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 knowledge through practical application in a business setting. Internship credits vary from 1-4 depending on one's academic goals. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job; two credits equates to 90 hours; three credits includes 135 hours, and four credits requires the completion of 180 hours on the job.

2-4 Credits

Computer Aided Drafting

CAD 101 - 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

CAD 102 - 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(s): CAD101 Computer Aided Drafting I

3 credits

CAD 201 - 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(s): CAD102 Computer Aided Drafting II

3 credits

CAM 125 - Basic Blueprint Reading

This course provides the necessary skills to read blueprints for the machinery trades, coupled with practical math problems in the manufacturing process.

3 credits

Chemistry

CHM 106 - Introductory Chemistry

This course is designed to introduce the student to basic concepts of chemistry and connections of these chemical principles to everyday life.

Topics include atomic structure, the periodic table, stoichiometry, properties of gasses, chemical bonding, acids and bases, and oxidation-reduction reactions. Laboratory exercises are designed to supplement the lecture material, and to introduce common equipment and techniques in the field of chemistry.

Prerequisite(s): MAT131 Intermediate Algebra or MAT 130 Introductory Algebra or MAT 117 Technical Math for Trades

4 credits

CHM 110 - 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(s): CHM106 Introductory Chemistry

4 credits

CHM 120 - General Chemistry I

This course is designed to prepare students for more advanced courses in chemistry and science. The lecture portion of the course focuses on the study of the properties of matter and chemical transformations. Topics include: measurement, chemical nomenclature, chemical reactions and stoichiometry, atomic theory, molecular structure, thermochemistry, and gas laws. The laboratory will reinforce the lecture topics and emphasize safety technique. This course is a first semester course of a two semester sequence.

Prerequisite(s): MAT130 Introductory Algebra or MAT131 Intermediate Algebra

4 credits

CHM 122 - General Chemistry II

This course is designed to prepare students for more advanced courses in chemistry and science. This course is a continuation of the study of the basic principles of chemistry. Topics include: intermolecular forces, solutions, kinetics, equilibria, acids and bases, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. The laboratory will reinforce the lecture topics and emphasize safety and technique. This course is a second semester course of a two semester sequence.

Prerequisite(s): CHM120 General Chemistry I

4 credits

Computer Information Technology

CIT 100 - 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.

3 credits

CIT 102 - Microsoft Access

This course introduces students to the basic concepts of database design using Access as the database management system (DBMS). Focus is on the design and management of databases including the creation of database tables, input forms, output reports, and the design of queries against the database using structured query language (SQL). Students are required to design and develop a project database using the various Access constructs.

Prerequisite(s): CIT100 Microcomputer Applications

3 credits

CIT 103 - 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(s): CIT100 Microcomputer Applications

3 credits

CIT 104 - 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(s): CIT100 Microcomputer Applications

3 credits

CIT 105 - 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(s): CIT100 Microcomputer Applications

3 credits

CIT 107 - 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(s): CIT100 Microcomputer Applications

3 credits

CIT 110 - 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(s): CIT100 Microcomputer Applications

3 credits

CIT 132 - 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(s): CIT110 Theory of Computing

4 credits

CIT 150 - Desktop Publishing and Presentations

A hands-on introduction to Desktop Publishing using a popular page layout software package. Techniques included are selecting an appropriate text style, designing an effective page layout, integrating graphic images, planning different types of documents, creating document templates, and printing/reproducing the finished product. Offered only under an approved High School concurrent enrollment agreement.

Prerequisite(s): CIT100 Microcomputer Applications

3 credits

CIT 155 - 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.

3 credits

CIT 165 - 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

CIT 166 - 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 (GUT's), and object oriented techniques.

Prerequisite(s): CIT110 Theory of Computing

3 credits

CIT 172 - Operating Systems and Administration

This course will provide the student with a working knowledge and ability to design, install, and maintain Windows 7 workstations. Students will explore all aspects of Windows 7 workstations including installation, resource sharing, configuration, resource access, troubleshooting, and more. Students will also be introduced to Windows PE and the basic commands needed in network administration.

3 credits

CIT 194 - Networking Basics/CISCO I

This course is designed to introduce the student to the basic elements of networking. This is also the first of four courses provided in partnership with Cisco Systems that are geared towards providing students with the knowledge and ability to become Cisco certified as a Cisco Certified Network Administrator.

Corequisite(s): CIT110 Theory of Computing

5 credits

CIT 222 - 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(s): CIT110 Theory of Computing

3 credits

CIT 226 - 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(s): CIT132 Local Area Networks

4 credits

CIT 228 - Wireless Networking

This course will teach students skills in the configuration, implementation, and support of wireless LANs, specifically those networks using Cisco equipment. Students completing the recommended Cisco training are provided with information and practice activities to prepare them for configuring, monitoring, and troubleshooting basic tasks of a Cisco WLAN in small to Enterprise networks.

Prerequisite(s): CIT194 Networking Basics/CISCO I or CIT132 Local Area Networks

3 credits

CIT 232 - 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.

Prerequisite(s): CIT226 Windows Server Management, CIT236 TCP/IP and Interconnectivity

3 credits

CIT 236 - 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(s): CIT132 Local Area Networks

3 credits

CIT 251 - CCNA Exam Preparation

This course can be thought of as the capstone project of the Wide Area Networks [CISCO] program. The major focus will be on telecommunication basics, router and switch concepts and configuration, as well as Wide Area Networking concepts and configuration. The course will bring everything together to prepare the student to take the Cisco CCNA certification exam (64-802). (This course should be taken in the student's last semester.)

Corequisite(s): CIT298 WAN Technology

2 credits

CIT 280 - 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.

Prerequisite(s): CIT165 Hardware Components, CIT172 Operating Systems and Administration, CIT226 Windows Management, CIT236 TCP/IP and Interconnectivity

3 credits

CIT 285 - 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.

Corequisite(s): CIT232 Web Server Design, CIT280 Network Troubleshooting. Must be taken in student's last semester.

2 credits

CIT 290 - 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(s): 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)

CIT 292 - Network Security

Network Security is a hands-on, career-oriented e-learning solution with an emphasis on practical experience to help students develop specialized security skills to advance their careers. The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. It will also help prepare students for entry-level security career opportunities and prepare for the Cisco CCNA Security certification.

Prerequisite(s): CIT194 Networking Basics if in the Wide Area Network program or CIT132 Local Area Networks if in the Network Administration program

3 credits

CIT 293 - Wireshark Network Analysis

Wireshark, a network analyzer, is the de facto industry standard open source product for network troubleshooting, analysis, and security. The curriculum provides in-depth training in using this powerful tool to find network performance issues and identify security breaches. It will also help prepare students for entry-level security career opportunities and prepare them for the Wireshark Certified Network Analyst Exam. This certification exam is certified by the Department of Defense which will also provide opportunities for employment in various government organizations in information technology. Students should have basic computer technology and networking knowledge to be successful in this course.

4 Credits

CIT 294 - Ethical Hacking

The need for security against attackers who comprise networks is growing every day. There is a real need for security professionals who are able to conduct test attacks on their network as a way to discover vulnerabilities before attackers do. The Ethical Hackers course is a hands-on course to help students develop these skills. The course will also help you to build the skills of creativity and critical thinking which will be necessary to think like a “hacker”. The newest tools and techniques used to find any vulnerability and exploit in a network will also be introduced in the course, as well as web filtering, Intrusion Protection Systems, and virtualization. This course will prepare students to get certified as an Ethical Hacker by readying them for the EC-Council Certified Ethical Hacker exam 312-50. Students should have basic computer technology and networking knowledge to be successful in this course.

3 Credits

CIT 296 - 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(s): CIT 194 Networking Basics/CISCO I

5 credits

CIT 297 - 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(s): CIT296 Routing Technologies

5 credits

CIT 298 - 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(s): CIT297 Switching Technologies

5 credits

CIT 299 - 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(s): 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)

Civilization

CIV 100 - Western Civilization: Ancient through Renaissance

This course 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

CIV 110 - Western Civilization: Renaissance to Present

This course 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

Communication

COM 101 - 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(s): ENG110 English Composition I

3 credits

COM 110 - Interpersonal Communication

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

COM 115 - Introduction to Communication

This introductory communication course explores human communication in its broadest sense. Emphasis is placed on providing entry-level students with an overview of human communication theory; interpersonal communication; small group, nonverbal, intercultural communication; the basics of effective presentations; and the nature of conflict and strategies for its resolution.

3 credits

COM 120 - 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

COM 125 - 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

Criminal Justice

CRJ 100 - Introduction to Corrections

Provides students with a basic understanding of the structure and operations of correctional systems, the evolutionary and political development of corrections, and the goals of corrections in contemporary society. It takes students from an examination of the role of corrections in society's attempt to control crime to an in-depth look at two of the most pressing problems in U.S. corrections today: overcrowding and financial problems.

3 credits

CRJ 110 - 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

CRJ 150 - 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

CRJ 210 - Probation and Parole

Parole and Probation examines the processes involved in parole and probation for criminally convicted adults and juveniles and the fundamental concepts, theory, and nature of probation and parole with emphasis on the organizations, policies, and practices of federal, state, and county systems. The goal of the course is for student to deepen their understanding of the philosophies through examination of the history in the United States, the current community programs, various classes of offenders, and the role of the probation and parole officer including their relationship with offender clients.

3 credits

CRJ 220 - 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 criminal liability; defense theories; legal and social dimensions of personal crime, property and computer crime; punishment and sentencing.

3 credits

CRJ 230 - 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

CRJ 240 - 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

CRJ 250 - Criminal Investigation

This elective course is an in-depth examination of one of the three cornerstones of traditional policing, criminal investigation. Topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and managing criminal investigations.

3 Credits

CRJ 295 - 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(s): Completion of minimum of 45 credits
3 credits*

Culinary

CUL 135 - 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

CUL 150 - 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.

3 credits

CUL 160 - 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(s): CUL150 Foods I
3 credits*

CUL 170 - 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

CUL 180 - 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

CUL 200 - Hospitality Management

This course is designed to help supervisors meet the challenges and demands of the hospitality industry, to be leaders that possess excellent human relations skills, are highly productive, and are very flexible. The focus of this course is on the first-line hospitality supervisor and applying the wisdom of management theory and experience to the hospitality workplace in down-to-earth terms.

3 credits

CUL 210 - 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

CUL 250 - 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 need 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

CUL 299 - 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

Early Childhood

ECD 281 - 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(s): 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

ECD 282 - 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(s): 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

ECD 283 - 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(s): 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

Early Childhood Education

ECE 100 - Trends in Early Childhood Education

For the new and returning Early Childhood student, this course provides an overview of the Early Childhood Education program at the College. As the initial course in the program, the student is informed about the requirements and expectations for an early child educator or caregiver in the Commonwealth of Pennsylvania. Regulations, competencies, standards, ethics, clearances, and additional Pennsylvania criteria are presented within the framework of the National Association for the Education of Young Children Standards for Associate Degree Programs. This course prepares the student for the many tasks that an early childhood professional must accomplish to become a high quality teacher/caregiver of young children from birth through 4th grade.

1 credit

ECE 110 - Child Development

This course focuses on child development from conception to age nine with an emphasis on the infant/preschool child through middle childhood. The course studies the physical, cognitive, and personality-social aspects of development, both through normal and atypical circumstances. Small group projects, child observations, investigation, and discussion of issues related to scientific principles of development are examined. Students will explore children's software and use the Internet to locate information relevant to the further study of child development and developmentally appropriate practice. The National Association for the Education of Young Children (NAEYC) standards, the Pennsylvania Early Learning standards (ELS), and the Council for Exceptional Children standards (CEC) are used throughout the course.

3 credits

ECE 140 - Early Childhood Environments

This course explores methods for planning, facilitating, and assessing developmentally appropriate activities and environments designed to enhance typical and atypical children's cognitive, social, emotional, physical, and creative development in different program models. The course includes developing an awareness of and appreciation for diversity and use of anti-bias in materials. Students also will learn to apply the Pennsylvania Early Learning Standards (ELS) and the Pennsylvania Special Education Early Learning Standards (SELS) PA PreK-4th grade teacher competencies to the creation of developmentally supportive environments. Students are introduced to lesson, unit, and thematic planning, teaching strategies and curriculum development. Students complete observations and small group activities in Stars 3 or 4 centers, or public schools.

Prerequisite(s): Acts 34, 114, & 151 Clearances, ECE100 Trends in Early Childhood Education, ECE110 Child Development
3 credits

ECE 205 - Emerging Literacy

This course focuses on the development of literacy processes for all children birth through 4th grade, emphasizing typically developing children, but also addressing atypically developing children. Students review current literacy research; explore the implications of research for teaching practices; and examine approaches to planning, implementing, and evaluating engaging literacy experiences that build on the knowledge, skills, and dispositions that children bring to the classroom. Students are expected to participate in a community/school based preservice experience observation and hands-on activities in qualified child care centers and K-4th public grade schools. This course is part of the PDE field experience requirement.

Prerequisite(s): Acts 34, 114, & 151 Clearances, ECE100 Trends in Early Childhood Education, ECE110 Child Development.
3 credits

ECE 210 - 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/consultation with a day care center, nursery, or pre-school is integral to the course. Please ensure that all clearances have been submitted to the Registrar's Office prior to the start of the class.

Prerequisite(s): Acts 34, 114, & 151 Clearances, ECE100 Trends in Early Childhood Education, ECE110 Child Development
3 credits

ECE 213 - Teaching: Science and Technology

Science and technology establish foundational cognitive structures of critical thinking in early education. Learning, teaching, and assessing basic science and technology concepts and applications from PreK-4th grade in regular, inclusive, and diverse settings are crucial to the concepts of child inquiry. Students use the PA Early Learning and Academic Standards and Assessment Anchors to explore cooperative learning, self-assessment, and hands-on science and technology. Students complete observations and small group activities in Stars 3 or 4 centers, or public schools. This course is part of the PDE field experience requirement. Students must enroll in all co-requisite courses.

Prerequisite(s): ECE100 Trends in Early Childhood Education; ECE110 Child Development; Acts 34, 114, and 151 are required for this course.

Corequisite(s): ECE215 Teaching: Integrating Curriculum through Creative Expression and ECE217 Teaching: Problem Solving and Mathematical Reasoning

3 credits

ECE 215 - Teaching: Integrating Curriculum through Creative Expression

Creative Expression involves all of the elements of developmental and environmental interaction for PreK-4th grade children in regular, inclusive, and diverse settings. Students in the course learn how to design and apply developmentally appropriate practice and academic rigor within the curriculum, incorporating Early Learning and Academic Standards, and Assessment Anchors in structured lessons plans. Students complete observations and small group activities in Stars 3 or 4 centers, or public schools. This course is part of the PDE field experience requirement. Students must enroll in all co-requisite courses.

Prerequisite(s): ECE100 Trends in Early Childhood Education; ECE110 Child Development; Acts 34, 114, and 151 are required for this course.

Corequisite(s): ECE213 Teaching: Science and Technology and ECE217 Teaching: Problem Solving and Mathematical Reasoning

3 credits

ECE 217 - Teaching: Problem Solving and Mathematical Reasoning

This course will present the early childhood educator with the mathematical skills and concepts used in today's programs including sets, systems of numbers, experience with numbers, operations of numbers, number concepts, and elements of geometry, probability, and measurement following NCTM and Pennsylvania standards. Effective teaching of mathematics involves applying developmentally appropriate practice to teaching in regular, inclusive, and diverse settings. Students complete observations and small group activities in Stars 3 or 4 centers, or public schools. This course is part of the PDE field experience requirement. Students must enroll in all corequisite courses.

Prerequisite(s): ECE100 Trends in ECE; ECE110 Child Development; Acts 34, 114, and 151 are required for this course.

Corequisite(s): ECE213 Teaching: Science and Technology and ECE215 Teaching: Integrating Curriculum through Creative Expression
3 credits

ECE 225 - Health, Safety and Nutrition for the Young Child

This course is intended for pre-service students, new and experienced early education teachers, parents, and colleagues in any role that touches children's lives. Three major topical areas are addressed: children's health, safety, and nutrition (basic and applied). The course focuses on the relationships that exist between health status, safety, nutrition, and social and environmental factors. Students will explore influences of poverty, inequality of medical care, and access to good nutrition. Participants will explore methods for managing children's health, safety and nutrition and approaches through which young children can become informed about their own health and begin to take responsibility for their well-being. Participants also will be encouraged to work to improve social conditions affecting children's health and welfare.

3 credits

ECE 250 - Children, Families, and Community

This course explores parent/guardian involvement and the relationship between homes, schools, and communities. Content is organized around how the home, family, school, and community all influence the growth, development, and education of younger children. Students will learn how schools relate to parents and will acquire knowledge and skills to implement quality parent involvement programs. The course goal is to demonstrate the qualities of effective partnerships between schools, homes, and agencies. Students complete observations and small group activities in Stars 3 or 4 centers, or public schools. This course is part of the PDE field experience requirement.

Prerequisite(s): ECE100 Trends in Early Childhood Education; ECE110 Child Development; ACTs 34, 114, & 151; health and tuberculosis reports

3 credits

ECE 260 - Infant and Cognitive Development

This course studies characteristic developmental changes in – and environmental influences on – human infants from conception to approximately two and one-half years of age. Special emphasis is on sensory-perceptual abilities, social-emotional interactions, and cognitive developmental processes. These milestones in cognitive development are preceded by precocious abilities to reason and think about the world and about other people. In this course we will study the foundations of these abilities in infancy as well as the dramatic changes they undergo in early and early-middle childhood. We will discuss the contributions of nature vs. nurture, theories of cognitive development, and the experimental methodologies used to study cognitive development. Guided observations and assessments of infants are required. This course is part of the PDE field experience requirement.

Prerequisite(s): ECE100 Trends in Early Childhood Education; ECE110 Child Development; ACTs 34, 114, & 151; health and tuberculosis reports.

3 credits

ECE 290 - Observation and Assessment in Early Childhood/Inclusion

This course is a comprehensive review of assessment theory, practice, and tools used to effectively assess a child's level of achievement and prepare educational strategies to engage the child at the next level of competence. Assessment is viewed as an ongoing process developmentally effective process rather than an ending to an educational experience. This course provides the most current research and practical guides to integrate authentic assessment with effective teaching, including the study of PA mandated assessments for PreK through Kindergarten. An introduction to assessments used in 1-4th grade is presented. The course will use material and pre-service experience to interpret and use assessment information once it has been collected. The course is developed around the constructivist approach, recognizing and adapting assessment techniques to accommodate cultural and individual differences. Students learn how to adapt the learning environment for special needs students. This course is part of the PDE 150 hours PA field experience requirement.

Prerequisite(s): ECE213 Teaching: Science and Technology; ECE215 Teaching: Integrating Curriculum through Creative Expression; ECE217 Teaching: Problem Solving and Mathematical Reasoning; ACTs 34,114, & 151; health and tuberculosis reports
3 credits

ECE 295 - Capstone Seminar in Early Childhood Education

This course is the culminating seminar devoted to analyzing and synthesizing knowledge and skills gained through the student's prior coursework in early childhood education. The seminar's requirements include: preparation of a final research and reflective paper that incorporates teaching philosophies, research, teaching, and learning practice and final presentation of the graduation portfolio.

Prerequisite(s): completion of 21 credits in ECE; ACTs 34,114, & 151; health and tuberculosis reports
Corequisite(s): ECE299 Field Experience in Early Childhood Education
1 credit

ECE 299 - Field Experience in Early Childhood Education

The student will participate in the classroom-based learning environments offered by the field experience including assessment of competency achievement in the Pennsylvania PreK-4th grade competencies aligned with NAEYC standards. The student is expected to apply skills that are learned in the upper-level Early Childhood Education courses with special emphasis on the constructivist model of learning and teaching, and the use of differentiated instruction in the classroom with typical and atypical children. Students are expected to complete a global ability child study & analysis as part of their work for the course. Other projects may be assigned in completion of the final graduation portfolio. Students are evaluated by a Cooperating Teacher at a STARS 3 or 4 childcare facility and/or a PreK-4th grade public school. This course is part of the PDE field experience requirement.

Prerequisite(s): completion of 21 credits in ECE; ACTs 34,114, & 151; health and tuberculosis reports
Corequisite(s): ECE299 Field Experience in Early Childhood Education
2 credits

Economics

ECO 100 - 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

ECO 110 - Microeconomics

This course is designed to introduce students to basic principles of microeconomics theory and analysis. The major topics of the course include the scope and nature of economics, price elasticity of demand and supply, consumer choice theory, production costs, market structures, labor markets, income distribution, poverty and discrimination, antitrust regulation, environmental economics, international trade and finance, comparative economic systems, and growth in less developed countries. Offered only under an approved High School concurrent enrollment agreement.

3 credit

Education

EDU 120 - 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(s): CIT100 Microcomputer Applications

3 credits

EDU 210 - 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(s): PSY100 General Psychology

3 credits

EDU 240 - 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.

Prerequisite(s): EDU120 Technology for Teaching/Inclusion, EDU210 Educational Psychology and 45 earned credits

3 credits

EDU 296 - 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.

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.

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

1 credit

Electronics Technology

ELT 100 - 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

ELT 101 - 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

ELT 102 - 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 clean-room 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 clean-room operation used for student training and industry research the value of the equipment is 30 million dollars.

1 credit

ELT 110 - Semiconductor Circuits

This course provides students with a comprehensive overview of solid state devices and systems. Topics include P-N-junction, bipolar junction, and various other circuit configurations. Each configuration is analyzed regarding input and output impedance and gain with emphasis on the transistor as a linear amplifier. Offered only under an approved High School concurrent enrollment agreement.

Prerequisite(s): ELT100 Electronics I and ELT101 Electronics Lab I

4 credits

ELT 111 - Semiconductor Lab

This course focuses on laboratory activities in which students build transistorized circuits and test semiconductor characteristics. The proper use of test equipment and safety standards practiced in industry are also addressed. Offered only under an approved High School concurrent enrollment agreement.

Prerequisite(s): ELT100 Electronics I and ELT101 Electronics Lab I

2 credits

ELT 120 - Industrial Electronics

This course gives students a fundamental understanding of control systems and instrumentation used in industry. The course introduces the students to control circuits and similar devices. Offered only under an approved High School concurrent enrollment agreement.

Prerequisite(s): ELT110 Semiconductor Circuits, ELT111 Semiconductor Circuits Lab

4 credits

ELT 121 - Industrial Electronics Lab

This course uses lab experiments on components and circuits used in industry, allowing students to gain hands-on experience with principles and concepts in industrial electronics. Students will use techniques for testing components in controlled circuits. Offered only under an approved High School concurrent enrollment agreement.

Prerequisite(s): ELT110 Semiconductor Circuits and ELT111 Semiconductor Lab

2 credits

ELT 140 - Electronics for Computers

Fundamentals of electronics are introduced for the students to develop an understanding of the basic laws of electricity and the theory of basic electronic circuits. Simple circuits (series, parallel, and series-parallel) consisting of resistors, inductors, and capacitors will be analyzed with direct and alternating current applied. Semiconductors will be covered to include diodes, bipolar and field effect transistors, and integrated circuits. Digital electronic circuits including numbering systems, basic logic gates, and combinational logic circuits are covered. Applications for all of the principles are analyzed, and troubleshooting techniques are implemented in a controlled laboratory environment. Associated test equipment will be used, and safety is emphasized during all phases of the program.

3 credits

ELT 210 - Digital Electronics

This course provides the student with an introduction to digital electronics. Topics include numbering systems, logic functions, truth tables and Boolean expressions. Applying digital basics, combinational logic circuits will be formed. More advanced digital circuits will be covered to include various flip-flops, counters, registers, clocks, decoders, encoders, analog to digital circuits and digital to analog conversion. The fundamentals of simple interfacing techniques for the compatibility between logic families will be covered. Offered only under an approved High School concurrent enrollment agreement.

2 credits

ELT 211 - Digital Electronics Lab

This course uses techniques to develop the student's ability for troubleshooting basic digital circuits. Students will build lab projects, debugged and analyze the results, allowing the blending of theory and practical to come together. The proper use of associated test equipment and safety standards practiced in industry are emphasized during all phases of the program. All lab projects will enhance and reinforce the theory lessons. Electronic Workbench will be used to supplement the lab projects and also to reinforce the theory presented. Offered only under an approved High School concurrent enrollment agreement.

2 credits

ELT 220 - 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 clean-room protocol. Topics to be covered include: clean-room 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

ELT 221 - 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

ELT 222 - 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

ELT 223 - Lithography for Nanofabrication

This course is a hands-on treatment of all aspects of advanced pattern transfer and pattern transfer equipment including probe techniques; stamping and embossing; e-beam; and optical contact and stepper systems. The course is divided into five major sections. The first section is an overview of all pattern generation processes covering aspects from substrate preparation to tool operation. The second section concentrates on photolithography and examines such topics as mask template, and mold generation. Chemical makeup of resists will be discussed including polymers, solvents, sensitizers, and additives. The role of dyes and antireflective coatings will be discussed. In addition, critical dimension (CD) control and profile control of resists will be investigated. The third section will discuss the particle beam lithographic techniques such as e-beam lithography. The fourth section covers probe pattern generation and the fifth section explores embossing lithography, step-and-flash, stamp lithography, and self assembled lithography.

3 credits

ELT 224 - 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

ELT 225 - 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

English

ENG 010 - Basic English

This course reviews and builds skills in grammar, sentence structure, punctuation, and spelling. Students also develop fluency in writing sentences. Upon successful completion of the course, students are prepared to enter ENG020, Introduction to Composition. This course does not count toward graduation, does not earn college credit, and is not counted in GPA calculations.

3 institutional credits

ENG 020 - Introduction to Composition

This course emphasizes fundamental composition skills, in addition to reviewing grammar and punctuation. Through frequent writing assignments, critical reading, and class discussion, the student develops fluency in paragraph writing and basic essay writing and is prepared to enter ENG110, English Composition 1. This course does not count toward graduation, does not earn college credit, and is not counted in GPA calculations.

Prerequisite(s): ENG010 or by placement exam

3 institutional credits

ENG 110 - 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.

Prerequisite(s): ENG020 Introduction to Composition or by placement exam

3 credits

ENG 200 - 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(s): ENG110 English Composition I

3 credits

ENG 205 - 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(s): ENG110 English Composition I

3 credits

ENG 215 - 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(s): ENG110 English Composition I

3 credits

ENG 220 - 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(s): ENG110 English Composition I

3 credits

ENG 225 - 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(s): ENG110 English Composition I

3 credits

ENG 230 - Survey of American Literature I

This course surveys American literature from the pre-colonial 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(s): ENG110 English Composition I

3 credits

ENG 235 - 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(s): ENG110 English Composition I

3 credits

ENG 240 - 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(s): ENG110 English Composition I

3 credits

ENG 245 - 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(s): ENG110 English Composition I

3 credits

ENG 250 - Women and Literature

This course is designed to introduce students to writing by women in various genres including poetry, fiction, and autobiography. Students will also consider how social class, race, ethnicity, historical time period, and other factors influence women writers.

Prerequisite(s): ENG 110 English Composition I

3 credits

Environmental Science

ENS 150 - Occupational Safety Laws and Regulations

This course provides an overview of the Occupational Safety and Health Act of 1970 and the federal agencies created 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, coursework will review the proceedings of an OSHA inspection, penalty structure, and litigation procedures.

3 credits

Electric Utility Technology

EUT 100 - 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

EUT 110 - 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(s): EUT100 Electric Utility Technology Substation I

6 credits

EUT 200 - 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(s): EUT110 Electric Utility Technology Substation II

6 credits

EUT 210 - 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(s): EUT200 Electric Utility Technology Substation III

6 credits

French

FRE 101 - French I

French I studies the foundation of French grammar, with exercises in speaking, and an introduction to French culture and history through selected readings. This course is open to students with no previous training.

3 credits

FRE 102 - French II

This course is a continuation of FRE 101 with increased emphasis on reading and conversational skills.

Prerequisite(s): FRE 101 French I or by placement

3 credits

Food Service Management

FSM 270 - Diet Therapy for Nursing Students

Nutrition plays a vital role in maintaining good health and preventing chronic disease. Nutritional therapy in clinical situations is an adaptation of the principles of normal nutrition. Proper application of these principles can maximize restoration of health. This course introduces the nursing student to the fundamentals of medical nutrition therapy with direct application to the nursing process. The course provides an introduction of human nutrition including nutritional requirements, metabolism, and nutritional biochemistry. Nutritional needs and problems across the lifespan are addressed. Nutritional therapeutics for specific disease states are thoroughly examined.

3 credits

First Year Experience

FYE 100 - 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

Geography

GEO 100 - 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

GEO 110 - 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

German

GER 101 - Elementary German I

This course will introduce the student to elementary German vocabulary and basic grammar through reading, writing, listening and speaking. Students will also learn about German-speaking cultures and the geography of German-speaking places. Offered only under an approved High School concurrent enrollment agreement.

3 credits

GER 102 - Elementary German II

This course will continue building on the skills learned in GER 101. Students will add to their vocabulary, gain additional grammatical skills and begin to refine these skills through reading, writing, listening and speaking. Students will also learn about German-speaking cultures and the geography of German-speaking places. Offered only under an approved High School concurrent enrollment agreement.

Prerequisite(s): GER101 Elementary German I or by placement

3 credits

Geology

GLG 100 - Introduction to Geology

Introduction to Geology will explore the fundamental concepts of physical geology and related subjects including plate tectonics, earth materials, igneous processes, igneous processes and volcanism, sedimentation, deformation and metamorphism, geologic time, Earth's history, Climate and glaciations, the hydrologic cycle, shaping the Earth's surface, Seismic events and Earth structure. Laboratory exercises will support and provide hands-on experience with lecture subjects.

4 credits

Government

GOV 100 - 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

GOV 210 - 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

Heating, Air Conditioning and Refrigeration

HAR 120 - 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

HAR 130 - 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(s): HAR120 Basic Electricity

2 credits

History

HIS 100 - 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

HIS 110 - 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

HIS 115 - 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

HIS 200 - American Immigration

The course examines the dynamics of immigration to the United States from the 19th to mid 20th centuries. An overview of American immigration will be presented, with a specific focus on immigrants from Northern and Western Europe; those coming from Southern and Eastern Europe; and peoples from Asia and Latin America.

3 credits

HIS 205 - American Popular Culture

This course is an exploration of the 20th into the 21st centuries through the use of American popular culture. Each decade will be examined for the items that helped shape its respective cultural identity. These include film and theater, food and drink, music, print media, sports and games, fashion and fads, television, and radio. By doing so, this class will teach us who we are; what we were; and where we are going.

3 credits

HIS 210 - 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

HIS 220 - 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

HIS 250 - 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

Health Sciences

HSC 100 - 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

HSC 120 - 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. Com Office software, including electronic health records, will be the focus in presenting health information processes. Regulatory issues of HIPAA are integrated throughout the course.

3 credits

HSC 130 - 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

HSC 140 - 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(s): HSC130 Basic Anatomy and Physiology

3 credits

HSC 145 - Pharmacology

This course emphasizes drug therapy as an integral part of health care. The student will develop a theoretical knowledge base of major drug classifications and relate this knowledge to the pharmacologic aspects of client/patient care. This study of pharmacodynamics assists in analyzing patient response to drug therapy.

2 credits

HSC 160 - 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, genetic engineering and anatomical gift legislation, as well as other ethical issues facing health care workers. This is also available as an online course.

3 credits

HSC 165 - Critical Thinking

This non-clinical course examines components of critical thinking, ethics, legal principles and decision-making strategies. The learner clarifies personal values and gains increased appreciation for human uniqueness, autonomy and freedom of choice.

1 credit

HSC 190 - 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

HSC 191 - 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

HSC 192 - 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.

Prerequisite/Corequisite(s): HSC191 Pharmacology Calculations

3 credits

HSC 193 - 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

HSC 200 - 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.

Prerequisite(s): HSC100 Medical Terminology, HSC130 Basic Anatomy and Physiology

3 credits

HSC 210 - 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.

3 credits

HSC 220 - Medical Transcription

This course includes physician dictation utilizing medical terminology students encounter as medical transcriptionists. The dictated reports include history and physical examinations, chart notes, x-ray reports, and referral letters from nine medical specialties. Medical-related materials include laboratory procedures, correct use of medical terms, and standard abbreviations. The course develops proficiency, speed, and accuracy in recording medical information that is part of a patient's permanent health record.

Prerequisite(s): HSC100 Medical Terminology

3 credits

HSC 240 - 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

HSC 280 - 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.

3 credits

HSC 290 - 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.

3 credits

HSC 291 - 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(s): HSC200 Medical Coding ICD-9CM or one continuous year of employment with coding responsibilities in a healthcare setting.

Corequisite(s): HSC210 Medical Coding CPT

1 credit

HSC 295 - 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(s): Students may intern with satisfactory progress or completion of HSC192 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)

HSC 296 - 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(s): Students may intern with satisfactory progress or completion of HSC192 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)

HSC 297 - 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(s): 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)

HSC 298 - 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(s): 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)

Humanities

HUM 100 - 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

HUM 101 - Foundations of Literature and the Arts in Western Culture

This overview course introduces students to the various developments in the arts, literature, music, philosophy, and architecture of Western culture. Major eras covered included Medieval, Early Renaissance, and Byzantine. Class discussion and lectures address the similarities and differences in moral and ethical values in Western Culture throughout the ages. Support is provided to enable the student to read, write, study, and understand the text.

Corequisite(s): ICR020 Basic College Reading, ICR031 Critical College Reading, ENG010 Basic English, or ENG020 Introduction to Composition

3 credits

HUM 105 - 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

HUM 110 - 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

HUM 111 - Introduction to Ethics

Everyone knows what moral behavior is. They know the difference between right and wrong. They do not know how they arrived at this understanding. This course will have two sections. The first will explore the history of Western ethical theories from the Greeks until today. The second section will have the students present their research on different moral problems which may include, but not be limited to abortion, euthanasia, political rights, "fair business practices," computer ethics, etc.

3 credits

HUM 115 - 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

HUM 120 - 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

HUM 125 - 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

HUM 130 - 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

HUM 140 - 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

HUM 150 - 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

HUM 160 - 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

HUM 200 - 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

HUM 210 - 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

HUM 225 - Business Ethics

This course considers ethical issues that arise in the context of business needs and practices. We begin by reviewing normative ethical theories, which we will, then, apply to specific questions that arise in the practice of business—e.g. “In whose interests ought corporations be governed?”, “What obligations do businesses have to protect and preserve the environment?”, “What ethical norms should govern international business ventures?”, “Should employees be fired at-will, or should they only be fired only for just cause?”, etc.

3 credits

Human Services

HUS 100 - 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.

3 credits

HUS 200 - Interviewing and Case Management

The job of a case manager or assistant is pivotal in coordinating all of the services provided to consumers. This course focuses on empowering clients to manage their own lives during the case management process, from the intake interview until termination. Important skills such as interviewing, report writing, service documenting, case planning and supervision, and mastering technology is explored and practiced in the classroom and in the field. Students learn how to develop a plan for services, identify services, and gather information through the interviewing process. The elements of crisis intervention are explored. Students engage in 35 hours of related service learning. Students may need to present approved current ACT 34 and ACT 151 clearances to complete course requirements.

Prerequisite(s): HUS100 Introduction to Human Services

3 credits

HUS 202 - Introduction to Research

This course is an introduction to research in Human Services and the Behavioral Sciences. Students learn conceptual foundations of psychological research, including the nature of psychology as a science, the ethics of research, research designs, the nature of research variables, and the logic of research design and statistical analysis. Topics include empirical, qualitative, survey research, and program evaluation. Students complete the course through a demonstration of their empirical writing skills with an APA formatted research proposal.

Prerequisite(s): PSY 100 General Psychology

3 credits

HUS 210 - 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, senior citizens, and 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 and ACT 151 clearances to complete course requirements.

Prerequisite(s): HUS100 Introduction to Human Services

3 credits

HUS 295 - 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 increasing 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. Students must present current ACT 34 and ACT 151 clearances to complete internship requirements.

Prerequisite(s): Completion of minimum 45 credits

3 credits (140 clock hours, 10 hours of seminar)

HUS 296 - 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. Students must present current ACT 34, ACT 114, and ACT 151 clearances to complete internship requirements.

Prerequisite(s): Completion of minimum 45 credits

3 credits (140 clock hours, 10 hours of seminar)

HUS 299 - 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. Students must present current ACT 34 and ACT 151 clearances to complete internship requirements.

Prerequisite(s): Completion of minimum 45 credits

3 credits (140 clock hours, 10 hours of seminar)

College Reading

ICR 020 - Basic College Reading

This course is designed to establish and develop word recognition skills and improve vocabulary so students may comprehend written material at the appropriate level. Vocabulary, comprehension, thinking, and study strategies are emphasized along with an introduction to the library. This course does not count toward graduation, does not earn college credit, and is not counted in GPA calculations.

3 institutional credits

ICR 031 - Critical 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, note taking, outlining, and mapping will be skills learned in conjunction with reading in specific disciplines. Reading various materials such as print media, electronic media, graphics and visuals, will be stressed. Critical thinking and analysis of college text material will be required. This course does not count toward graduation, does not earn college credit, and is not counted in GPA.

3 institutional credits

Journalism

JOR 200 - 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 filmmaker's club, or the literary journal) of the college as in-house internship. 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

JOR 201 - 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 filmmaker's club, or the literary journal) of the college as in-house internship. 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

JOR 202 - 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 filmmaker's club, or the literary journal) of the college as in-house internship. 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

JOR 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 filmmaker's club, or the literary journal) of the college as in-house internship. 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

Library

LIB 100 - Information and Research

In this class students will learn how to identify an information need, identify resources to meet that need, evaluate the resources, and understand how to use the resources effectively thereby avoiding plagiarism. Students will learn both APA and MLA citation styles.

3 credits

Health and Wellness

LIF 111 - 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

LIF 130 - 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

Mathematics

MAT 020 - 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 does not count toward graduation, does not earn college credit, and is not used in GPA calculations.

3 institutional credits

MAT 041 - Pre-Algebra

This course is a review of basic arithmetic skills including whole numbers, fractions, decimals, percents, ratio and proportion, and measurement conversions. It is designed for students who need to develop the basic mathematics skills that are essential to success in more advanced college level work. An introduction to algebra is included among the topics. Many employment tests (e.g. Praxis Exam, Civil Service Exam) do not allow the use of a calculator for mathematics portions, requiring a portion of the course to be learned without calculators. This course does not count toward graduation, does not earn college credit, and is not used in GPA calculations.

Prerequisite(s): MAT020 Basic Math or by placement exam
3 institutional credits

MAT 080 - Basic Algebra

This course is designed to prepare students for Intermediate Algebra by exploring basic algebraic concepts. Topics include signed numbers, factoring, variable expressions, linear equations, inequalities, exponents, and graphing. This course does not count toward graduation, does not earn college credit, and is not used in GPA calculations.

Prerequisite(s): MAT041 Pre-Algebra or by placement exam
3 institutional credits

MAT 110 - Business Mathematics

This course stresses the mastery of fundamental mathematical operations designed to prepare students in all pertinent areas of business. Topics include a review of fractions and decimals, percentages, and solving equations. Applications of these topics will include payroll, taxes, finance charges, insurance, compound interest, commissions, sales, and credit.

Prerequisite(s): MAT041 Pre-Algebra or by placement exam
3 credits

MAT 115 - 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(s): MAT041 Pre-Algebra or by placement exam
3 credits

MAT 117 - 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(s): MAT041 Pre-Algebra or by placement exam
3 credits

MAT 130 - 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(s): MAT040 Consumer Mathematics or by placement exam
3 credits

MAT 131 - Intermediate Algebra

This course is designed to prepare students for higher-level mathematics through a mastery of algebraic concepts. Topics include factoring polynomials, variable expressions, equalities and inequalities, literal equations, absolute value, graphing, systems of equations, matrices, and functions.

Prerequisite(s): MAT080 Basic Algebra or by placement exam

3 credits

MAT 143 - Foundations of Mathematics

This course is designed to foster an understanding of mathematical ideas and how to use formal proof techniques to determine the validity of these ideas. The topics include sets, set theory, formal proof techniques, relations and functions, and proper mathematical terminology and notations. Students preparing to become teachers, current teachers, and students planning to major in mathematics or science would benefit from a better understanding of the language and notation of mathematics as well as the formal techniques learned in this course.

Prerequisite(s): MAT131 Intermediate Algebra or placement test

3 credits

MAT 145 - College Algebra

Students enrolled in this course should have a strong background in basic and intermediate algebra. Topics include a more in-depth study of fundamental algebraic operations, solving equations and a detailed study of polynomial logarithmic, and exponential functions.

Prerequisite(s): MAT130 Introductory Algebra, MAT131 Intermediate Algebra or by placement exam

3 credits

MAT 170 - Precalculus

This course is designed for the student who needs to strengthen the algebraic, geometric, and trigonometric skills necessary for calculus. Topics include a detailed study of functions (including polynomial, rational, logarithmic, exponential, and trigonometric functions), graphing, equation solving, conic sections, and limits.

Prerequisite(s): MAT 145 College Algebra or by placement exam

3 credits

MAT 200 - 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.

Computer Requirement: CIT100 Microcomputer Applications or CIT103 Microsoft Excel

Math Requirement: Two years of high school algebra, MAT130 Introductory Algebra, or higher.

3 credits

MAT 205 - Applied Calculus

Students enrolled in this course should have a strong background in college-level algebra. Topics include a review of functions and an introduction to the basic concepts of calculus. These concepts include limits, differentiation, curve sketching, and integration. An emphasis will be placed on application problems.

Prerequisite(s): MAT 145 College Algebra or by placement test

4 credits

MAT 210 - 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(s): MAT170 Pre-Calculus or by placement exam

4 credits

MAT 220 - 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(s): MAT210 Calculus I

4 credits

Manufacturing

MFG 102 - Introduction to Computer Numerical Control

This course is designed to extend the skills of a machinist into modern CNC production techniques. Students will be taught manual part programming in Word Address Format. Emphasis will be placed on writing actual part programs for milling and lathe operations. Offered only under an approved High School concurrent enrollment agreement.

3 credits

Physics

PHY 100 - 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(s): MAT115 Construction Math, MAT117 Technical Math for Trades, or MAT131 Intermediate Algebra.

3 credits

PHY 101 - 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.

Corequisite(s): PHY100 Physics

1 credit

Psychology

PSY 100 - 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 and 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.

3 credits

PSY 130 - Human Development Across the Lifespan

This course covers various aspects of human development across the life span. It focuses on theoretical issues, developmental tasks, human differences, and applications of the knowledge with the area of human development. Human development is a broad field that looks at the changes, processes, and challenges encountered in daily living. Life span development examines the body of knowledge we call development. This course will expose students to the wide range of environmental factors, from physical to multicultural, aging, typical and atypical interactions between the organism and the environment, the normal and the challenges, the success and the failures of living.

3 credits

PSY 150 - 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.

Prerequisite(s): PSY100 General Psychology

3 credits

PSY 200 - 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.

Prerequisite(s): PSY100 General Psychology

3 credits

PSY 210 - 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(s): PSY100 General Psychology

3 credits

PSY 220 - Introduction to Counseling

This course is a general introduction to the profession of counseling with emphasis on ethics and the client-counselor relationship. Students examine the role and function of the counselor, self-reflection, and current issues in counseling. 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. Students explore current research through reading original empirical research. Classroom, web-supported, & web-based delivery.

Prerequisite(s): PSY 100 General Psychology

3 credits

PSY 230 - 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, and 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.

Prerequisite(s): PSY100 General Psychology

3 credits

PSY 240 - 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.

Prerequisite(s): Students must have accumulated coursework that includes 12 accumulated credits in a teacher education program or in psychology; or by instructor permission.

PSY 242 - 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).

Prerequisite(s): Students must have accumulated coursework that includes 12 accumulated credits in a teacher education or psychology program; or by instructor permission.

1 credit

PSY 250 - 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.

Prerequisite(s): Students must have accumulated coursework that includes 12 accumulated credits in a teacher education or psychology program; or by instructor permission.

4 credits

PSY 256 - 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 from 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(s): 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; or by instructor permission.

3 credits

PSY 260 - 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).

Prerequisite(s): Students must have completed three of the five courses in the Applied Behavior Support/Inclusion certificate program.

1 credit

PSY 272 - 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(s): PSY100 General Psychology

3 credits

Survivability Information Assurance

SIA 210 - 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

SIA 220 - 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(s): SIA210 Principles Survivability Information Assurance

5 credits

SIA 230 - 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(s): SIA220 Information Assurance Networking Fundamentals

4 credits

Sociology

SOC 100 - 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

SOC 200 - 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(s): SOC100 Introduction to Sociology

3 credits

SOC 250 - 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 judgments made by social institutions and to broaden the understanding of human diversity and the human condition in the United States.

3 credits

Spanish

SPA 101 - 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

SPA 102 - Spanish II

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

Prerequisite(s): SPA101 Spanish I or by placement

3 credits

SPA 203 - 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(s): SPA102 Spanish II or by placement

3 credits

Word Processing

WDP 100 - 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

WDP 110 - 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.

Prerequisite(s): WDP100 Keyboarding I or by placement

2 credits

Web Design

WEB 100 - 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(s): CIT100 Microcomputer Applications

3 credits

WEB 110 - 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.

3 credits

WEB 120 - 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.

3 credits

WEB 130 - Principles of Web Design

This course focuses on the principles that will enable students to plan and develop well-designed Web sites that combine effective navigation with the balanced use of graphics, text, and color. Students will learn how to create Web sites that let users quickly access information, regardless of browser type, connection speed or computing platform, in a more interesting, accessible, and visually exciting way. Students are required to create and publish a project Web site.

3 credits

Welding

WEL 101 - 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

WEL 102 - 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(s): WEL101 Welding I

3 credits

WEL 110 - 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

WEL 201 - 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(s): WEL102 Welding II

3 credits

WEL 202 - 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(s): WEL201 Advanced Welding I

3 credits

WEL 210 - Welding Equipment Repair and 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(s): WEL101 Welding 101

3 credits

WEL 215 - Welding Inspection and 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

WEL 220 - 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(s): WEL102 Welding II and CAM125 Basic Blueprint Reading

3 credits

WEL 225 - 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(s): WEL110 Welding Metallurgy and MAT117 Technical Math for Trades

3 credits

College Personnel

Cambria County Commissioners

PJ Stevens

President Commissioner

Milan Gjurich

Salvatore Valenty

Pennsylvania Highlands Community College Board of Trustees

Jack Cavanaugh

Chairman

Russell Gramlich

Vice Chairman

Ronald Budash

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Dr. Janet Grady

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Alan Cashaw

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Milan Gjurich

Michael Kane

Joseph Mangarella

Stephen McAneny

Dr. Kathleen O'Rourke

Eric Rummel

John Skelley

Jeffrey Wingard

Dr. Walter Asonevich (ex-officio)

Pennsylvania Highlands Community College Foundation Board

David Mordan

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Renee Staib

Robert Swansboro

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