



# **2019–2020**

# **COLLEGE CATALOG**

## **(IN-HOUSE VERSION)**

*\*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. We are the community college of the Southern Alleghenies, and we serve a much greater region with our Accelerated College Education program and Online Campus.

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. 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 accredited by the Middle States Commission on Higher Education-the same accrediting agency that certifies the quality of Penn State University and the University of Pittsburgh. Our quality of education for the first two years of college ranks with the quality of these fine universities. Our Accelerated College Education (ACE) dual enrollment program holds national accreditation through the National Alliance of Concurrent Enrollment partners, a distinction we share with only one other Pennsylvania college, and our Medical Assistant Technology program also holds national accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

We are ranked as the second best community college in Pennsylvania by Schools.com, the Federal Government recognizes us as a military friendly school, and we have national certification as a facility for cybersecurity training.

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, Blair, and our Online Campus. We serve as many as 1,600 students in our Accelerated College Education (ACE) classes in high schools in twelve Pennsylvania Counties, and we serve nearly 1,000 students each year in non-credit training opportunities through Continuing Education. We also have 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 name throughout the Southern Alleghenies. I would like it to be difficult for anyone who works and lives in the region to not come into contact with a Penn Highlands' graduate. I believe that our graduates understand the value and importance of hard work and have prepared themselves to be successful. Your time at Penn Highlands will be the catalyst for a lifetime of achievement.

During my tenure, we have dramatically improved the student services aspect of the College including a newly created Career Services Center and a math/writing center at our Richland campus. The Career Services Center helps students connect personal interests with professional goals and our math/writing center works with students to improve basic skill sets needed not only for coursework but also for many situations you will confront at work and in your day-to-day lives.

Career Planning is just one facet of all we have to offer our students. We have a wide variety of student clubs and organizations to broaden student engagement with the College. Our College governance system includes a Student Senate, and the Student Senate leaders sit on the College Senate along with faculty, administrators, and staff to directly advise the President on the policies and decisions the College is making. The Student Senate President also serves as a member of the College's Board of Trustees.

The Pennsylvania Highlands Chapter of Phi Theta Kappa boasts a strong group of honor students ready to meet all academic challenges. Membership in this organization signifies that you are a student who has achieved success in the classroom and the community. Being a Phi Theta Kappa at Penn Highlands signifies that you have accepted the challenges of high academic standards and embraced your responsibilities as a community member. Phi Theta Kappa membership links our students to more than \$35,000,000 in scholarships that can pay your way to four-year colleges and universities after you complete your degree at Penn Highlands. We now have two Phi Theta Kappa chapters with one centered in our Richland campus and one in our Blair campus to make joining and participating in this honors program more accessible to all of our students.

I realize that a good college experience includes a combination of educational and social opportunities. Penn Highlands has many active student clubs and organizations. These clubs meet regularly and engage in discussions and activities that embrace each group's unique area of focus. Our regional locations have clubs as well so no matter which Penn Highlands location you attend, you will have the opportunity to interact with your fellow students both in and out of the classroom.

We continue to grow our NJCAA athletic programs, and our new bowling and cross country teams have already been recognized in regional competition. A number of our athletes have earned national honors among the nation's community and junior colleges. We recently added a women's basketball club, which we expect will grow into an NJCAA team over the next few years.

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 take the next step in your education and your careers at Pennsylvania Highlands Community College.

Thank you,

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 online courses and advanced technology offerings. In addition to providing area residents with credit courses, the College had 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 the 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 2007, Dr. Weitz pursued another employment opportunity and on August 13, 2007, the Board of Trustees appointed Dr. Walter Asonevich as the College's fourth President.

In January 2008, the College moved the main campus to its current location on Community College Way in Richland. Under Dr. Asonevich's leadership, program offerings were revamped at the Ebensburg location, and additional Centers were added in Somerset, Huntingdon, and Blair Counties, expanding the College's reach in the Southern Alleghenies. The College added new career-technical programs in welding, radiology technology, computer science, pre-engineering, environmental science, and histotechnology, and also offers a pilot training program. Penn Highlands offers complete programs through our Online Campus. The College has also become an excellent way to reduce student loan debt as its liberal arts offerings easily provide for the first two years of a bachelor's degree while costing much less than public and private university tuition and fees. In addition, with statewide agreements with the Pennsylvania State System of Higher Education (PASSHE) universities, an agreement with the University of Pittsburgh at Johnstown, and several other agreements with regional private and public colleges, the ability to use Penn Highlands' credits toward completion of a four-year degree has become highly effective and efficient.

Our high school dual enrollment program, Accelerated College Education, is accredited by the National Alliance of Concurrent Enrollment Partnerships and serves as many as 1,600 students each year in more than 50 school districts. Our Associate in the High School program has seen more than 60 graduates since the program's inception in 2011. Penn Highlands' dual enrollment students have been able to transfer tens of thousands of college credits earned in high school toward earning college degrees at institutions as prestigious as Penn State University, Duquesne University, the University of Pittsburgh, and many more.

The College is entering its eighth season for men's basketball and women's volleyball, and continues to grow our NJCAA athletic programs with bowling and cross country teams that have already been recognized in regional competition.

# Mission Statement

Pennsylvania Highlands Community College provides its students with affordable opportunities to gain the knowledge and skills they need to be successful in their work, in their day-to-day lives, and in their pursuit of life-long learning 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 dominant higher education provider in west central Pennsylvania - a catalyst for regional renewal - positioning our graduates to be recognized as highly competent, exceptional members of the community and workforce.

# 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 does not discriminate in its programs, activities or employment practices on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor, or any other characteristic protected by federal, state or local law and provides equal access to the boy scouts and other designated youth groups.

Inquiries regarding the non-discrimination policies should be directed to:

**Assistant Vice President of Human Resources**

101 Community College Way  
Johnstown, PA 15904  
814.262.3833  
HR@pennhighlands.edu

Inquiries regarding the non-discrimination policies as they relate to gender-based discrimination or sex-based discrimination to include sexual misconduct or Section 504/ADA policies should be directed to:

**Title IX Coordinator**

101 Community College Way  
Johnstown, PA 15904  
814.262.3841  
CivilRights@pennhighlands.edu

# Contact Information

- Locations
- Departments
- Website

## 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 Blair, 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

### Blair Center

Logan Valley Mall  
5580 Goods Lane, Suite 1147  
Altoona, PA 16602  
(814) 201-2700 (Voice)  
(814) 201-2702 (Fax)  
blair@pennhighlands.edu

### Central Park Center

425 Main Street, 1st Floor  
Johnstown, PA 15901  
(814) 254-4888 (Voice)  
(814) 254-4966 (Fax)  
centralpark@pennhighlands.edu

### Ebensburg Center

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

## **Huntingdon Center**

6311 Margy Drive  
Huntingdon, PA 16652  
(814) 643-6200 (Voice)  
(814) 506-8328 (Fax)  
huntingdon@pennhighlands.edu

## **Somerset Center**

6024 Glades Pike, Suite 210  
Somerset, PA 15501  
(814) 443-2500 (Voice)  
(814) 701-2563 (Fax)  
somerset@pennhighlands.edu

## **Departments**

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) 262-6475  
  
academicaffairs@pennhighlands.edu

### **Admissions**

(814) 262-6446  
  
admissions@pennhighlands.edu

### **Bookstore**

(814) 262-7912  
  
bookstore@pennhighlands.edu

### **Career Services Center**

(814) 262-3850  
  
careerservices@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 Accounts**

(814) 262-6437

sfs@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](http://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 2019
- Spring 2020
- Summer 2020

## Fall 2019

### **August 26**

15-week and 1st 7-week Classes Begin

### **September 2**

Labor Day/College Closed

### **September 17**

Late Start Classes Begin

### **October 14**

1st 7-week Classes End

### **October 21-22**

Fall Break/No Classes

### **October 23**

2nd 7-week Classes Begin

### **November 26 - 30**

Thanksgiving Break/No Classes

### **November 27 - 30**

Thanksgiving Holiday/College Closed

### **December 17**

Last Day of 15-week, Late Start and 2nd 7-week Classes

### **December 23 - January 1**

Holiday Break/College Closed

## Spring 2020

### **January 13**

15-week and 1st 7-week Classes Begin

### **January 20**

Martin Luther King, Jr. Day/College Closed

### **February 4**

Late Start Classes Begin

### **March 2**

1st 7-week Classes End

### **March 10**

2nd 7-week Classes Begin

**April 6 - 11**

Spring Semester Break/No Classes

**April 10**

Spring Holiday/College Closed

**May 4**

Last Day of 15-week, Late Start and 2nd 7-week Classes

**May 9**

Commencement

## **Summer 2020**

**May 18**

12-week and 1st 6-week Classes Begin

**May 25**

Memorial Day Holiday/College Closed

**July 4**

Independence Day Holiday/College Closed

**July 7**

2nd 6-week Classes Begin

**August 17**

Last Day of 12-week and 2nd 6-week Classes

# Admissions

- Admissions Policy
- Process for Degree, Diploma, or Certificate Seeking Students
- Process for Non-Degree Seeking Students
- Admission of High School Students
- Readmission
- Advanced Placement Admission
- Admission of International Students

## Admissions Policy

Pennsylvania Highlands Community College grants admission to individuals who have successfully earned a high school diploma or a General 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. 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.

Prospective students who have not earned a high school diploma or GED equivalency may be eligible to apply for a Commonwealth Secondary School Diploma through the Pennsylvania Department of Education following the completion of thirty (30) credits.

## 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 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 a College Application. There is no application fee and online applications are available via the College's website.
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 may be required to complete placement testing to measure academic proficiency in English, reading, and mathematics. This requirement may be waived for students who meet placement testing waiver guidelines found in the Student Success Center section of this catalog.
6. Upon receipt of placement scores or achieving academic proficiency, students will be eligible to register for classes.
7. A student who declares a major, completes the admissions process, has been formally accepted to the College and is pursuing a degree, diploma, or certificate, and works with an academic advisor is considered a matriculated student. Only matriculated students are eligible for financial aid. Students who matriculate into a program during the fall term will be assigned a catalog year of the current academic year. Students who matriculate during the spring or summer terms may be assigned to the upcoming catalog year. Catalog year assignment will be coordinated and documented through the Registrar's Office.

## Process for Non-Degree Seeking Students

Students who choose not to seek a degree, diploma, or certificate are considered to be non-degree seeking 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, non-degree seeking students are required to complete a College Application and indicate that they are Non-degree seeking. There is no application fee and the application available online via the College's website.
2. Non-degree seeking students are not required to submit transcripts unless necessary to meet a course pre-requisite.

3. Non-degree seeking students are only required to complete placement testing when planning to enroll in English or mathematics courses or for courses that require English and mathematics prerequisites. This requirement may be waived for students who meet placement testing waiver guidelines found in the Student Success Center section of this catalog.
4. Upon submission of the application, non-degree seeking students are eligible to register for classes.
5. Non-degree seeking students are only permitted to register for a part-time credit load and are not eligible to receive financial aid.

## **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. Prospective students should complete an Early College Application, and must submit a letter of recommendation from their high school principal or guidance counselor authorizing he/she to attend a course at the college. This process must be repeated for each semester in which a student intends to enroll while they are in high school. High school students who wish to enroll in English or mathematics courses must complete placement testing via the processes noted above prior to registration to ensure they have had adequate preparation for college-level coursework.

## **Readmission**

Students who previously attended Pennsylvania Highlands but have not completed coursework for two consecutive semesters must apply for readmission to the College. Complete the College Application and indicate that you've previously applied.

## **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. Please note that Pennsylvania Highlands does not assist international students with obtaining a student visa. International students are treated as non-residents of the State of Pennsylvania with respect to tuition and fees. Questions regarding the acceptance of international students should be directed to the Admissions Office.

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

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



# Registration

- Registration
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## 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.

## Residency Policy

Tuition rates at Pennsylvania Highlands Community College are established by a student's residency. To qualify, for tuition purposes, as a resident of Cambria County or the State of Pennsylvania, legal domicile must have been maintained for a period not less than twelve months prior to the first regularly scheduled class for the semester.

- A student must reside in Cambria County for one year to qualify for the Sponsored tuition rate.
- A student must reside in the State of Pennsylvania for one year to qualify for the In-State tuition rate.
- A minor under the age of 18 shall be presumed to have the domicile of the parents or guardian.
- Persons on active duty with the U.S. Armed Forces and stationed in Cambria County are considered Cambria County residents. Persons on active duty with the U.S. Armed Forces, stationed in other parts of the country or world, who maintain their legal residence as Cambria County, are considered Cambria County residents.

## 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 physical residence. Proof of residency must be submitted to the Dean of Enrollment Services and 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:

Students may provide the following official documents in order to validate the legal home permanent address. The tuition code will be assigned based upon this documentation through the Registrar's Office. Students must present documentation in one of the following manners:

- In person to the Admissions Office at any College location
- Via mail, email or fax of electronic or paper copy to the Admissions Office of any College location
- Directly to the Registrar's Office if the student has already been accepted by the College and/or registered for courses

All documentation must be submitted as part of the student record to the Registrar's Office for inclusion in the student's permanent record.

- Current Pennsylvania driver's license or state ID with an issue date of at least 12 months prior to the beginning of the semester.
- Final High School transcript (issued within the last year)
- Utility bills such as electric, telephone, water, sewer or other bills related to property residence confirming legal resident from at least 12 months prior to the beginning of the semester.
- Personal or real-estate tax receipts inclusive of at least 12 months prior to the beginning of the semester and documenting the student's name, address, county and/or school district.
- Other legal document indicating permanent residence including a deed or lease, vehicle registration, voter registration or pay stub issued at least 12 months prior to the beginning of the semester.

The College reserves the right to challenge a student's residence at any time if there is reason to suspect the student's address is incorrect. Any false statements or records concerning residency may result in additional tuition charges.

## 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 30 weeks for all forms of financial aid. Fall and spring semesters are typically comprised of 15 weeks of formal instruction. The summer term is generally 12 weeks in length. See the Academic Calendar for additional information.

## 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 change their major must complete a *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
- Phone Number
- College-issued 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 Academic Advisor and the Associate Dean of Curriculum.

## 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 official date of drop/withdrawal 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 Dean of Enrollment Services and Registrar in consultation with the Academic Office.

## Repeating Courses

A student may repeat a course in which he or she earns a D or F. Students may repeat a course twice. 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 Petition to Audit Form* to the Registrar's Office. 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. Students age 55 and older and who reside in Cambria County 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. Enrollment verification is available two weeks prior to the start of each semester.

## Transcripts

The College provides two options for requesting a transcript. Transcripts can be ordered and sent electronically through the College's website via Parchment for a \$3.00 per transcript charge payable to Parchment. Alternatively, students may obtain a paper transcript free of charge by completing The *Transcript Request Form* available online at [www.pennhighlands.edu](http://www.pennhighlands.edu) or at the Registrar's Office. Telephone requests will not be honored. Official transcripts will be mailed directly to the recipient indicated on the form. Copies of transcripts which are hand-delivered 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:

- The student is passing the course with a grade of "C" or better at the date of withdrawal.
- A written appeal detailing extenuating circumstances has been submitted to the Dean of Enrollment Services and Registrar. The appeal must then be approved.

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 Dean of Enrollment Services and 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 any time 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 following the withdrawal period 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 accompanied by appropriate documentation from a medical provider if warranted.

## Military Tuition

Active duty military personnel 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 both the VA Certifying Representative located in the Financial Aid Office and the Registrar's Office.

## 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:

- A student may choose to totally withdraw 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. Moreover, a designation of Military Leave will be added to the official transcript for the student indicating deployment. 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.
- 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.

## Military Student Registration

*Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at [www.education.state.pa.us](http://www.education.state.pa.us).*

In accordance with this legislation, Pennsylvania Highlands offers its veteran students the opportunity to register before priority registration opens. Veteran students will receive an emailed notification each semester which will provide the early registration date, times and instructions. In order to register Veteran students must:

- Identify himself or herself as a veteran student per the definition noted below.
- Meet with his or her academic advisor to gain clearance for registration.
- Complete a Registration Form noting the selected courses for the appropriate semester.
- Submit the completed Registration Form to the Registrar's Office on the day of, or prior to, the early registration period. Forms can be submitted by fax, scanned email, postal service or dropped off at the Registrar's Office at the Richland Campus.

For assistance or for more information, please contact the Registrar's Office directly at 814.262.6439.

The College defines a "veteran student" as an individual who:

- has served in the United States Armed Forces, including a reserve component and National Guard, and was discharged or released from such service under conditions other than dishonorable;
- has been admitted to a public institution of higher education in Pennsylvania; and
- resides in Pennsylvania while enrolled in the public institution of higher education.

Students who are veteran students and do not already have their military status coded in the system will need to provide a DD214 or other appropriate documentation to the Registrar's Office to have their military status updated. Currently serving members will need to submit a copy of active duty orders.

## **Military Student Point of Contact**

Pennsylvania Highlands' military students are encouraged to contact the following individual for service information, helpful referrals and financial assistance counseling: *Mary Hattaway, Assistant Director of Financial Aid, 101 Community College Way, Johnstown, PA 15904, 814.262.6454, mhatt@pennhighlands.edu.*

## **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 Financial Services

To better assist our students in navigating the financial aspects of their college experience; we have combined the Financial Aid Office and the Student Accounts Office (formerly the Bursar's Office) to create the Student Financial Services Department. We are here to help you navigate your financial needs by providing you one place to go to get all of the information you need to pay for your educational experience at Penn Highlands.

## Financial Aid

- Financial Aid Office
- How to Apply for Financial Aid
- Verification
- How Aid is Awarded
- Financial Aid Student Academic Progress (SAP)
- Withdrawals
- Financial Aid Programs
- Scholarships
- Veterans Benefits

## Student Accounts Office

- Tuition
- Fee Information
- Lab/Materials Fees
- Books and Supplies
- Third Party Funding
- Payment of Tuition and Fees
- Refund of Tuition Policy
- Refund Procedures
- Student Financial Obligations
- Form 1098-T

## Financial Aid Office

The Financial Aid Office realizes that many students do not have the means to pay for higher education. Penn Highlands participates in financial aid assistance programs that ensure access to and success in higher education for all students. Those programs include the following:

- Grants
- Scholarships
- Federal Work-Study
- Loans

Students are considered for financial aid eligibility based on federal, state and institutional guidelines.

The Financial Aid Office is here to assist you through the application process. We are located at the Richland Campus. Our hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with extended hours on Monday until 7:00 p.m. Students and parents may also contact us by email or phone at [sfs@pennhighlands.edu](mailto:sfs@pennhighlands.edu) or 814-262-6454.

All students are strongly encouraged to apply for financial aid.

## How to Apply for Financial Aid

All students enrolling in an eligible degree, certificate or diploma program from Penn Highlands must complete the *Free Application for Federal Student Aid (FAFSA)* to be eligible for Federal and State financial aid. The FAFSA is available online at <https://fafsa.ed.gov> and should be completed as soon as it is available on October 1st of each year. A new application is required each academic year and is based on the prior-prior year tax information. Students are encouraged to complete the FAFSA by the Penn Highlands priority deadline of April 1st of each year.

**ALL STUDENTS ARE STRONGLY ENCOURAGED TO COMPLETE THE FAFSA EACH YEAR.**



# Verification

The Department of Education may randomly select a student's FAFSA application for a review process called **verification**. The school also reserves the right to select a student's application. The Financial Aid Office will notify you through postal mail and your college assigned email if your FAFSA application has been selected for review.

Students will be given 14 business days to submit all required documents to the College. If a student fails to submit the required documents by the deadline, the verification process cannot be completed and financial aid cannot be awarded. The student will be responsible for all charges incurred for the academic year. Students may submit the required documents after the deadline set by the school. All documents must be submitted within 120 days from the last date of enrollment or the deadline date that is published in the Federal Register for the academic year, whichever comes first.

Financial Aid will not be determined until all documents are received, the verification process is completed and the student has met the requirements for financial aid.

If a student is not selected for verification, but needs to make corrections to their FAFSA, corrections can be made:

- online at <https://fafsa.ed.gov>
- at the Financial Aid Office
- to the original Student Aid Report you received and mailed back to the Federal Student Aid Information Center for processing.

# How Aid is Awarded

Students are awarded financial aid based on the policies and procedures established by the College under the guidelines of both the Federal and State regulations. Students are awarded the maximum amount they are eligible to receive based on these policies and procedures.

# Financial Aid Student Academic Progress (SAP)

The Higher Education Act requires that a student maintain satisfactory academic progress to receive financial aid. The Financial Aid Office is required to establish standards to monitor degree progression and consistently apply those standards to all students. The Financial Aid Office reviews Student Academic Progress at the end of each semester.

## How is SAP measured?

- **cGPA** - You must maintain a cumulative GPA of 2.0
- **Pace** - You must earn 67% of all of the credits you attempt.
- **Time Frame for completion** - You must earn all degree requirements within the 150% timeframe for your program of study. For example, if you are required to earn 60 credits to get your degree, you will be able to take up to 90 credits using financial aid. If you have not received your degree within those 90 credits you would not be eligible to receive financial aid for any remaining credits needed.

## What if I take a Preparatory/Developmental Course?

All attempted preparatory/developmental credits are counted towards the Time Frame for completion and they count as attempted and earned for the Pace portion of SAP. They do not count towards degree completion and therefore are not included in the cGPA calculation.

## What if I earn an F or I (Incomplete) grade?

All F or I grades are counted as credits attempted toward Time Frame. For Pace, all credits count toward attempted, but F or I grades do not count as earned credits. For cGPA, F or I grades count as 0 points earned.

**What if I withdraw from a class?**

All W grades count toward the Time Frame. W grades also count toward Pace; however, W grades do not count as earned credits. W grades are not included in the cGPA.

**What if I transfer in credits?**

All transfer credits will count toward Time Frame and Pace. Transfer credits are not calculated in the cGPA.

**What if I change my program of study?**

Changing your program of study does *not* "reset" your SAP. If you change programs, the Financial Aid Office will use all of your attempted and earned credits in the calculation of your Time Frame, Pace and cGPA.

**What if I paid on my own?**

SAP is calculated based on *ALL* periods of enrollment, regardless of whether or not you received prior federal financial aid for those credits.

**What if I do not make SAP?**

- If you fail to make SAP, you will be placed on Financial Aid Warning for your next semester.
- If you fail to make SAP after your Warning semester, then you will be placed on Financial Aid Suspension and your financial aid will be cancelled.
- If you make SAP after your Warning semester, then you will remain eligible for financial aid.
- Students who are on Warning and Suspension will receive notices from the Financial Aid Department of their status and additional directions.

**What if my financial aid is cancelled?**

Students who are not eligible for financial aid due to SAP may be eligible academically to take courses in the next semester. However, they will not be eligible for Federal Financial Aid until they have met the Pace and cGPA requirements. Students who are not eligible for financial aid are considered to be self-paying students. Self-paying students can make payment or payment plan arrangements with the Student Accounts Office by calling 814-262-6437 or they may apply for Alternative Student Loan funding to cover any balance they have incurred. Penn Highlands does *NOT* participate in a preferred Alternative Loan lender list; students will have to choose a lender that best serves their needs.

**What if I did not meet SAP because of extenuating circumstances?**

Students who have experienced extenuating circumstances that led them in not meeting SAP requirements will be permitted to file a one (1) time appeal to have their Financial Aid reinstated. The link to file an appeal will be sent to those students (who have not previously filed an appeal) in their notice of Financial Aid Suspension. Students should provide all additional documentation that supports their appeal request at the time of the appeal. The committee will review the appeal request and determine the outcome. Students will be notified of the appeal decision via their college email. All Appeal committee decisions are final. Students may contact the Financial Aid Office at 814-262-6454 or [sfs@pennhighlands.edu](mailto:sfs@pennhighlands.edu) with questions on the appeal process.

Extenuating circumstances include but are not limited to:

- Health reasons
- Death of an immediate family member
- Undue Hardship
- Major life event

**VETERANS BENEFITS SATISFACTORY ACADEMIC PROGRESS**

Federal law and Veterans Administration regulations specify the conditions under which student veterans, eligible dependents, and reservists are paid VA educational benefits. The law requires that educational benefits be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Based upon this requirement, any student using VA educational benefits at Pennsylvania Highlands Community College will be dismissed immediately following the semester when the

Veteran or other eligible person does not meet the requirement for Satisfactory Academic Progress (SAP) listed in our current approved catalog.

Pennsylvania Highlands Community College requires students receiving V.A. educational benefits to meet the same SAP standards necessary to receive financial aid. The standards include:

- Maintain at least a cumulative 2.0 GPA
- Complete 67% of all classes attempted
- Complete your degree-seeking program of study within a 150% timeframe

When the Veteran or other eligible person fails to maintain the prescribed standards of progress and is placed on suspension, the VA will be informed promptly in order that benefit payments can be discontinued in accordance with the law. The termination date will be the last day of the semester in which the student's progress became unsatisfactory.

#### **REINSTATEMENT AFTER NOT MAKING SATISFACTORY ACADEMIC PROGRESS**

In order to have benefits reinstated the student must:

- Meet with the Student Success Center to complete a Success Plan and Degree Audit
- Meet with the VA Certifying Official to discuss the minimum performance standards to be achieved by the student for the next term
- Complete the Veteran/Military Enrollment Certification Form

## **Withdrawals**

All students receiving financial aid and withdrawing from the College, either officially or unofficially, should contact the Financial Aid Office prior to withdrawing. Federal regulations require the Financial Aid Office to adjust your award amounts you are eligible to receive based on your last date of attendance. You may be responsible to return award money for the portion of the semester you did not attend. You will receive a letter from Student Financial Services notifying you of your obligation. Depending on the calculation, you may owe money back to Penn Highlands and/or the Department of Education.

*NOTE: If at mid-semester, a student has all "F" grades, the Financial Aid Office will assume the student stopped attending all classes. A recalculation will be performed to determine earned aid. The student will be financially responsible for any remaining balance due to the Department of Education and/or the College. The Financial Aid Office will mail a Return to Title IV Funds Award Notification to the student. The student will have the opportunity to provide proof of attendance and completed coursework, at which time the Financial Aid Office will reevaluate earned aid. If it is determined that the student never attended any classes or completed any work, the student is not entitled to receive Title IV Funds.*

## **Financial Aid Programs**

**Federal Pell Grant** is a federal grant that does not need to be repaid. It is awarded to students with financial need as determined by the FAFSA. Eligible students must not have a bachelor's degree and must meet eligibility criteria.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** is a federal grant that does not need to be repaid. It is awarded to undergraduate students with the greatest financial need. Priority consideration is given to those students receiving the Federal Pell Grant.

**PHEAA Grant** is a State grant that does not need to be repaid. Students must be enrolled in at least part-time credits (6) to receive a part-time award or full-time credits (12 or more) to receive a full-time award. PHEAA determines the eligibility criteria. Students are limited to 4 years of full-time grant in their lifetime. Students enrolled in a two-year program of study can receive a maximum of 2 years of full-time State Grants.

**Federal Work Study Program** provides part-time jobs for undergraduate students with financial need as determined by the FAFSA. Students can earn a paycheck to help pay for their educational expenses.

**Federal Direct Loan Program** are loans that are referred to as Stafford Loans. These loans are provided by the Federal Government to help students cover the cost of higher education. The Department of Education offers to eligible students either the Direct

Subsidized loans (need based) or the Direct Unsubsidized Loans (non-need based). Interest accrues on the Direct Unsubsidized Loan once it has disbursed to the student's account. Both the Subsidized and Unsubsidized loans go into repayment 6 months after the student ceases to be enrolled in at least half-time (6 credits).

## Scholarships

Pennsylvania Highlands Community College offers Foundation Scholarships. Because many scholarships are based on a student's registration status and need eligibility, students must be registered for classes and have a processed FAFSA on file. Students may apply online at <https://pennhighlands.awardspring.com/> by May 15.

## Veterans Benefits

Pennsylvania Highlands Community College is committed to assisting veterans, guard members/reservists, military families and dependent/survivors, eligible to receive Department of Veterans Affairs (VA) education benefits, to reach their educational goals. Additional information is available in the Financial Aid Office and on the College's website.

## Tuition

Information regarding current tuition and fees is available by accessing the *Tuition and Fee Schedule*, available online at <http://www.pennhighlands.edu/admissions/pay-for-college/tuition-fees/>. A copy of the schedule may also be obtained from the Student Accounts Office. Tuition and fees are subject to change.

**Tuition rates are based on legal residency as follows:**

- **Sponsored Rate:** Residents of Cambria County
- **Non-Sponsored:** Pennsylvania residents living outside of Cambria County
- **Somerset County:** Residents of Somerset County
- **Out-of-State Rate:** Non-Pennsylvania residents

## Fee Information

### Comprehensive Services Fee

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

## 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.

## 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 paid by a third party, such as a business or agency, must have written documentation from the organization. A copy of the documentation must be on file in the Student Accounts Office. The student is responsible for meeting all the terms of the agreement specified by the paying party. If a student does not fulfill the terms required by the paying party, the College will hold the student responsible for payment of all tuition and fees.

## Payment of Tuition and Fees

Students are 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 will be cancelled.

In order to finalize your registration each semester, one of the following payment methods must be in place in the Student Accounts Office by the tuition due date each semester:

*Payment of Balance in Full* - The College accepts cash (only at the Richland Campus), check, money orders, MasterCard, and VISA as methods of payment. Payments are made at the Student Accounts Office during regular business hours. Credit or debit charges may also be made via the telephone at (814) 262-6437 during regular business hours.

*Online Payment* - Students can make payments online through the Student Financial Services page on the myPEAK student portal (<http://my.pennhighlands.edu>).

*Approved Financial Aid* - We strongly encourage all degree, certificate and diploma students to apply for Federal Financial Aid by completing the [Free Application for Federal Student Aid](#) online as soon as possible. Students who would like to use Financial Aid toward their student payment account, *MUST* have completed the FAFSA process, through verification (if required), *AND* completed the documents required to accept their financial aid.

Students who have tuition and fees that are not completely covered by financial aid, *MUST* make arrangements with the Student Accounts Office to pay the remaining balance on or before the tuition due date for each semester.

*Payment Plan* - Students may enroll in our interest free payment plan. To enroll a student must:

1. Complete the payment plan agreement.
2. Submit with the agreement the \$25 payment plan fee (charged each semester you choose the payment plan option)\*
3. Submit with the agreement the first month's payment to the Student Accounts Office.\*

**\*Payment Plans are not complete until both the \$25 payment plan fee and the first month's payment have been received.**

Students and parents can get more information by contacting the Student Accounts Office at 814-262-6437.

*Proof of Third Party Direct Payment* - Students whose tuition and fees are paid by an organization (third party), such as a business or agency, must provide written documentation from the third party submitted to the Student Accounts Office upon registration or by the tuition due date. It is the student's responsibility to follow the terms and guidelines set forth by the organization. Students will be responsible for any outstanding tuition and fees not paid for by the third party.

Payments can be made in person only at the Student Accounts Office at the Richland Campus. Students can make payments online by accessing the Student Financial Services tab on the myPEAK student portal. Payments may also be mailed to:

Student Accounts Office  
101 Community College Way  
Johnstown, PA 15904

## Refund of Tuition Policy

Pennsylvania Highlands Community College has a policy whereby a portion of the tuition will be credited to the student's account if the student officially drops or withdraws from a course during a designated refund period. Course drops or withdrawals are official only after the required forms have been signed, submitted to the Registrar's Office and processed. Non-attendance in classes does not

constitute an official withdrawal from the class or from the College. It is the student's responsibility, if receiving financial aid, to check on their eligibility prior to adding, dropping or withdrawing from a class or withdrawing from the college. Students are responsible for all charges on their account.

### **A student is eligible for a refund if:**

- The College has cancelled the student's class. If a refund is due back to the student, a check will be mailed to the address on file with the Registrar's Office after the Add/Drop period.
- A student has officially dropped a class during a designated refund period; a reversal of tuition and fees will be calculated and if a student is due a refund, the refund check will be mailed to the address on file with the Registrar's Office after the Add/Drop period.

## **Refund Procedures**

### **For courses fifteen weeks or longer:**

Students who officially drop during the first week of a course will be eligible to receive a 100% reversal on tuition and fees. Students who officially drop during the second week of a course will be eligible to receive a 25% reversal. Students who officially drop during the third week of a course will be eligible to receive a 10% reversal. There are no adjustments made after the third week of a course.

### **For courses less than fifteen weeks:**

Students who officially drop during the first week of a course will be eligible to receive a 100% reversal on tuition and fees. After the first week of class, students will have until the 20% point of a course to officially drop and be eligible to receive a 25% reversal on tuition and fees. There are no adjustments made after the 20% point of a course.

## **Student Financial Obligations**

Students must satisfy all financial obligations with the College in order to graduate. Students with outstanding balances will not be able to obtain an official transcript or enroll in subsequent semesters until all financial obligations are settled to the College's satisfaction.

## **Form 1098-T**

IRS Form 1098-T is an information form, filed with the Internal Revenue Service, which reports qualified education expenses for students who were enrolled during a calendar year. This information is intended to assist taxpayers with determining the amount, if any, of education-related income tax credits or deductions they may be able to claim on their tax return. Pennsylvania Highlands Community College cannot provide tax advice. If you need assistance in determining how to report information from Form 1098-T on your tax return, please refer to IRS Publication 970 (available at [www.irs.gov](http://www.irs.gov)), or consult a licensed tax preparer.

1098-T forms will be mailed by January 31st for the previous year. 1098-T forms will also be available electronically on the Student Financial Services page of myPEAK by January 31st.

# Student Success Center

- Academic Advising
- Transfer Services
- Assessment and Testing
- Counseling Services
- Disability Services
- KEYS (Keystone Education Yields Success)
- Tutoring

The Student Success Center, located in Richland, offers a range of support services to all Penn Highlands Centers, both online and in-person, focused on helping students have a positive and successful college experience. Services include academic and transfer advising; personal counseling; support for students with disabilities; makeup testing; and free tutorial assistance. In addition, the Student Success Center facilitates the College's placement testing and new student advising processes. These services are available without charge to students enrolled in credit classes. Students may contact the Student Success Center via email, phone, or Zoom to discuss appropriate services.

## Academic Advising

Academic Advisors at Penn Highlands engage students in the process of exploring and defining educational and career goals, as well as assist students with the development of strategies for achievement. Academic Advisors educate, encourage and support students in a variety of ways including reinforcing student self-sufficiency, directing students with educational or personal concerns to the appropriate college resources, helping students understand course and degree requirements, and monitoring student academic progress.

Students are expected to know the degree requirements for their program of study and track their progress towards fulfilling graduation requirements through the use of the degree audit function of myPEAK. An advising rubric is provided to all students to help them stay on track and note what checkpoints they need to discuss with their advisor along the way. By being knowledgeable of campus policies, procedures, and resources, students will take responsibility for their educational plans and achievements.

## Transfer Services

Students interested in pursuing a bachelor's degree at a 4-year college or university, after completing a degree at Pennsylvania Highlands, should contact the Student Success Center during their first semester to talk with a transfer counselor. Liberal arts courses and majors leading to the A.S. and A.A. degrees are specifically designed to provide the appropriate framework for students planning to go on to obtain a bachelor's degree. The transfer counselor will help students outline a sequence of courses toward the associate degree that will transfer to the 4-year institution and assist the student with learning the procedures involved in transfer.

Transfer institutions have varied policies on accepting courses and credits for transfer; therefore, students should establish contact with the 4-year institution early in order to ensure they are following the appropriate course sequences at Pennsylvania Highlands. For more information on transferring or to find transfer counselor contact information, go Transfer Central under the Advising tab of myPEAK.

## Articulation Agreements

Pennsylvania Highlands has established transfer agreements with other institutions that enable students to transfer their earned Associate Degree seamlessly into a Bachelor's Degree program. Most agreements allow for a program-to-program transfer (i.e. Business Administration to Business Administration) while others allow for more general degree transfer. There are 3+1 programs that allow a student to finish their Associate Degree and continue to take courses at Penn Highlands while simultaneously taking courses at the 4-year institution. A complete listing of the transfer agreements that Penn Highlands has created with other institutions can be found online at <http://www.pennhighlands.edu/admissions/registration/transfer-opportunities/transfer-agreements/>. Students can obtain more detailed information at Transfer Central on myPEAK and by contacting the Student Success Center.

## Pennsylvania State System of Higher Education Transfer Agreements

Pennsylvania Highlands has six majors that meet the Pennsylvania Statewide Articulation Agreement. This agreement indicates that if a student graduates in one of these majors, all of the required courses will transfer to any State System institution. Participating institutions accept the transfer of Associate of Arts and Associate of Science degrees into parallel baccalaureate programs with junior standing. These majors are: Business Administration (AS), Computer Science (AS), Criminal Justice (AS), Early Childhood Education (AA), Psychology (AA), and Social Work (AA).

Additionally, Pennsylvania Highlands has articulation agreements with several 4-year institutions which assure students certain considerations when transferring. For more information, please visit the Student Success Center.

## PA College Transfer and Articulation Center (PATRAC.net)

This Center facilitates exploration of colleges, universities and community colleges that belong to a Statewide Transfer System dedicated to the seamless transfer of courses within a 30-credit framework.

Students can explore information about the institutions and obtain information on course and program transfer at [patrac.net](http://patrac.net). Pennsylvania's 14 community colleges are Statewide Transfer System members as are the Pennsylvania State System of Higher Education's 14 universities. Some state-related and private institutions have varying levels of participation in the system.

## Assessment and Testing

### Placement Testing and Waiver Guidelines

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.

Assessment and placement is required of all new curriculum students unless exempt by a waiver. Placement testing is also required for non-matriculated students planning to enroll in an English or mathematics course, a course that is heavily based in English or mathematics (i.e. Chemistry, Physics, etc.), and is strongly encouraged for non-matriculated students planning to complete multiple courses during a semester. Transfer students will not be required to test if proficiency is documented by official transcripts. The placement test assesses a student's skills in writing, reading, and math and identifies which course or courses best fit the student's skill level.

Students must achieve a satisfactory score in the discipline to be able to register for a college-level course in mathematics or English. Students scoring below satisfactory may remediate independently of the College or enroll in college-preparatory courses in mathematics, English or reading at Penn Highlands. Students are encouraged to prepare for placement testing by reviewing sample test questions and test subject resources. This information is available in the Student Success Center or the Admissions Office.

Assessment for writing, reading, and math is mandatory. However, the student may qualify for a placement test waiver for one or more of these areas by the following means:

1. Unweighted high school GPA  $\geq 2.6$  on a 4.0 scale meeting certain college ready requirements.  
*Documentation needed: Official H.S. transcript within 5 years of graduation.*  
[High School GPA Waiver Qualifications](#)  
  
**For Reading and Writing:** High school transcript shows at least three English courses completed with a grade of C or higher in each.  
**For Math:** High school transcript shows at least three math courses completed, of which one is Algebra II with a grade of C or higher.
2. SAT scores of at least 500 on Critical Reading OR 500 on Writing will exempt the student from the reading and writing sections of the placement test. SAT scores of at least 500 on Mathematics will exempt the student from taking the math sections of the placement test. ACT scores of at least 22 on Reading or 18 on writing will exempt the student from the reading and writing portions of the placement test. ACT scores of at least 22 on Mathematics will exempt the student from taking the math sections of the placement test.  
*Documentation needed: Official SAT or ACT scores within 5 years of testing.*



3. Non-degree, special credit students registering for a course that has no prerequisite. Check the college catalog for course prerequisites.
4. Successful completion (with a grade of "C" or higher) of a college-level math and/or writing course from a regionally accredited institution.  
*Documentation needed: College-issued transcript.*
5. Successful completion of developmental level courses in writing and/or math from a regionally accredited institution.  
*Documentation needed: College-issued transcript.*
6. Appropriate scores on Advanced Placement (AP), International Baccalaureate (IB), or College Level Exam Program (CLEP) exams.  
*Documentation needed: Official AP / IB transcript. Policies for AP, IB, and CLEP can be found in our catalog.*
7. Students who achieve GED College Ready designation on the GED test will be exempt from placement testing. Students must submit a GED transcript reflecting a minimum score of 165 in each of these subject areas: Mathematical Reasoning, Reasoning through Language Arts, Science, and Social Studies.

Students who qualify for a waiver must obtain the proper documentation from the Registrar's Office or an Advisor.

Students who qualify for a waiver in either math or writing, but not both, will need to complete the placement test assessment for the skill area not exempted.

Students must present all appropriate documentation when requesting a waiver.

## Make Up Testing

In some cases, instructors permit students to make up a missed test. Arrangements are made by the instructor for the test to be monitored in the Student Success Center or an appropriate location at the Centers. Students must show the test monitor a valid Pennsylvania Highlands student ID. No personal items including cell phones will be permitted in the testing area.

## College Level Examination Program (CLEP) Testing

Individuals interested in CLEP Testing to obtain College credits may arrange to take a CLEP test in the Student Success Center. The following CLEP tests are accepted at Penn Highlands: American Government, American Literature, Analyzing and Interpreting Literature, Biology, Calculus, College Algebra, College Composition, College Composition Modular, College Mathematics, English Literature, French Language (Levels 1 and 2), German Language (Levels 1 and 2), History of the United States I: Early Colonization to 1877, History of the United States II: 1865 to Present, Human Growth and Development, Humanities, Information Systems, Introductory Business Law, Introductory Psychology, Introductory Sociology, Natural Sciences, Precalculus, Principles of Macroeconomics, Principles of Management, Principles of Marketing, Principles of Microeconomics, Spanish Language (Levels 1 and 2), Western Civilization I: Ancient Near East to 1648, Western Civilization II: 1648 to Present.

## Proctored Exams

Individuals needing a proctored testing environment for a certifying agency or educational institution may arrange for test proctoring in the Success Center for a fee.

## Counseling Services

Counseling Services are available to support the academic, personal, and social development of students and to promote a healthy College environment. Short-term, confidential, individual counseling is available to students. The Counselor also provides educational programs and workshops on a variety of topics including emotional wellness, sexual assault and domestic violence prevention, substance abuse, suicide prevention, stress reduction, test anxiety, and healthy relationships. Students may be referred to resources in the community for intensive or on-going support.

## 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 substantially limit one or more of a person's major life activities and 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 requesting accommodations for a disability must schedule an appointment with the Student Success Center Counselor/ADA Specialist to discuss their needs. Students must submit current documentation of the disability that has been authored by an objective professional qualified to diagnose the disability. The Counselor/ADA Specialist and student will discuss how the disability will impact their learning and what services/academic accommodations are appropriate on an individual basis. All information shall remain confidential.

All documentation must be submitted a minimum of two weeks prior to the start of the semester. 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.

## KEYS (Keystone Education Yields Success)

KEYS is a Pennsylvania Department of Human Services program designed to assist recipients of Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) succeed in community college. The KEYS program helps students achieve their goals by providing academic support and intensive case management, facilitating supportive services through the County Assistance Office, and connecting students to College resources and community services agencies.

## Tutoring

Students enrolled in credit courses are eligible to receive free tutoring on a limited basis. Students may access drop-in math and English tutoring in the Writing/Math Center at Richland. Some drop-in tutoring may be available at the other Centers on a limited basis. Requests may be made for tutoring in other subjects by completing a Tutor Request Form and submitting it to the Student Success Center. Tutor Request Forms are available in the Student Success Center, at all Centers, and on the Student Support tab of myPEAK. Online students may have access to tutoring via Zoom and online tutoring is available through the Smarthinking Quick Link on myPEAK and in Schoology. Students are encouraged to apply for tutoring early in the semester in order to fully benefit from the resources offered through the tutoring program.

# Career Services Center

- Career Exploration and Self Assessments
- Career Development Workshops
- Individual Career Counseling
- Employer Networking Assistance
- Complimentary Professional Interview Attire

Research shows that students who are connected to their colleges do better academically and have an overall more positive experience. Becoming familiar with the career center and staff to develop a plan to identify and attain your career goals is an essential first step in making that connection. Students may schedule in-person, Zoom, or telephone meetings with a career counselor at [careerservices@pennhighlands.edu](mailto:careerservices@pennhighlands.edu) or 814.262.3850. Appointments are recommended but walk-ins are welcome. For convenience, the Center operates from 8:30am - 4:30pm Monday through Friday with extended evening hours by appointment on Thursday until 7:00pm. Students may work independently on any career-related topic using office resources, including computer technology and reference materials. More Career Center information and resources can be found on myPEAK.

## Career Exploration and Self Assessments

The Career Coach assessment allows students to identify individual interests as a guide to possible career paths. Students may access the career planning assessment online from the convenience of home or in the career center. The assessment can be helpful in choosing a career goal and selecting an academic major, in consultation with a career counselor. Other online career planning resources are also available and easily accessible to students.

## Career Development Workshops

A regular schedule of programs throughout the year offers enjoyable and educational experiences for your career development, including a variety of topics:

- "Dining and Professional Etiquette Luncheon" - Learn dining and professional networking etiquette and tips while enjoying a complimentary lunch with friends.
- "Mock Interview Fair" - Experience different interviewing styles from real employer volunteers in a practice setting.
- "Dress for Success" - View latest interview attire and learn how to assemble an appropriate interview outfit.
- "Social Media and the Job Search" - Explore the role of social media in the networking and recruitment process.
- "Writing Effective Resumes and Cover Letters" - Learn techniques to best identify and highlight your skills and experiences to grab employer attention.

## Individual Career Counseling

Students are encouraged to schedule individual meetings with a career counselor for personal assistance with all career planning needs:

- Develop a clear and appropriate career action plan with attainable goals.
- Build relevant resume experience through out-of-classroom activity, including clubs, student government, committees, volunteer, athletics, and jobs.
- Learn effective resume and cover letter writing techniques.
- Participate in a video-taped mock interview with a career counselor who will break down the interview process to help you learn how to prepare and build confidence before the real interview. Learn how to respond to difficult questions and put your best foot forward.

## Employer Networking Assistance

Students who utilize Career Services will have an added advantage in the job search process by adequately preparing and networking with employers through many different venues:

- College Central Network - Our online job posting board allows employers to post all degree and non-degree related job and internship openings regularly. Students may post resumes for employer review.
- Guide to Career Services - Includes career exploration, professional development, and employer networking information with job and internship assistance.
- Regional Job/Internship Fair Schedule - This listing of regional recruiting fairs is provided each fall and spring with transportation offered to select locations. Students may network with a wide range of employers at job fairs hosted by many other colleges and community organizations.

## Complimentary Professional Interview Attire

The *Career Closet* is located on the College's Richland Campus and offers a year round supply of new and gently used interview attire. All Penn Highlands' students are eligible to receive and keep any clothing chosen to attend job fairs or interviews, free of charge.

# Academic Information

- Academic Forgiveness
- Academic Grievances
- Academic Honors
- Academic Integrity Policy
- Academic Level Advancement
- Academic Standing
- Act 34 Pennsylvania Child Abuse History Clearance
- Act 48 Continuing Professional Education
- Act 114 FBI Fingerprint Clearance
- Act 151 Pennsylvania Criminal Record Check
- Anti-Hazing Policy
- Attendance
- College Preparatory Classes
- Credit Hours
- Distance Education
- Final Exams, Papers, and Projects
- General Education Requirements and Statement
- Grading System
- Graduation Honors
- Graduation Requirements
- Independent Study
- Internships
- Library Services
- Minimal Credit Requirement
- Options for Earning College Credit
- Second Associate Degree
- Student Evaluation
- Student/Faculty Appraisal

## Academic Forgiveness

Current students changing their major from one program of study to another program of study or previously enrolled students who have been absent 18 months or more may petition to have former courses in which they earned a grade of D or F exempted from the calculation of their grade point average. Courses, both general education and program requirements, that are required for both majors must be retaken and are not eligible for academic forgiveness. All grades will remain on the student's transcript. Students shall be eligible for Academic Forgiveness one time only.

## 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 a student/faculty member conference and the student has evidence their grade is in error, he/she may initiate the formal Academic Grievance process as outlined below:

1. A student must submit a letter to the Dean of Faculty 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 Dean of Faculty 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 Dean of Faculty 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 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 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 of Academic Affairs deems appropriate. The decision of the Vice President of Academic Affairs is final.

Except as otherwise specified, an appeal of an application of College policy or College decision must be made within one year. Policy determinations or results of decisions are considered to be final without opportunity for appeal at the one-year point.

## 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. College preparatory 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 College's Chapter of Phi Theta Kappa, the Beta Epsilon Omega Chapter, 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 college preparatory courses)
- Have a cumulative grade point average of at least 3.5.

### 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 purpose of the Academic Integrity Policy is to ensure that students enrolled in all courses at Pennsylvania Highlands Community College complete the required coursework and go forth prepared to meet the next challenges in their academic progression or employment. Sanctioning guidelines for this policy are based on a student's academic career at Penn Highlands not a single semester.

### The following information is provided as examples of actions that could violate the College's Academic Integrity Policy.

#### Intentionally Presenting Inaccurate Information or Forging Documents

- Changing or inventing results, data, or conclusions for any assignment.
- Changing or making up information or quotations that are passed off as authentic for any assignment.
- Forging College personnel's signature or information on any academic document.

## Plagiarism

- Presenting the work of another as one's own (not citing a source).
  - Using ideas from any source without providing proper citation of the source. Improper citation consists of excluding a source or misrepresenting a source.
  - Copying or presenting material word for word from any source without using quotation marks and the proper citation of the source.
  - Copying and/or altering a few words from a source, to avoid exact quotation, without providing the proper citation of the source.
  - Rewording (paraphrasing) an idea found in a source without providing the proper citation of the source.
- Submitting a student's own single piece of work multiple times without instructor permission.
  - Submitting the same paper or assignment during the same term to two instructors without both instructors' permission.
  - Submitting a previously graded paper, assignment, or speech to a different instructor without the current instructor's approval.

## Cheating

- Cheating on exams and assignments.
  - Copying answers from another person or submitting another person's work as one's own.
  - Collaborating on any assignment that is supposed to be done individually.
  - Submitting as one's own any course assignment created by someone else.
  - Using any unauthorized resources during an exam or while completing assignments. Unauthorized resources include, but are not limited to, notes, electronic devices, solution manuals, Cliff's Notes® or anything not permitted by the instructor or proctor.
  - Stealing, or having in one's possession without permission, any exams, materials, or property belonging to faculty, staff, or another student.
  - Receiving the answers to exam questions or other assignments.
  - Having another person take an exam or a class for the enrolled student.
- Aiding other students in cheating.
  - Doing another student's assignment, excluding collaborative learning assignments or joint assignments approved by the instructor. Some examples may include, but are not limited to, doing a student's assignment or writing or re-writing a major portion of a student's assignment.
  - Giving a student answers to exam questions or to other assignments.
  - Taking an exam or a class for a student.

## Reporting Responsibility of Faculty

It is at the discretion of the faculty to determine whether an inappropriate action taken by a student in the completion of assignments and/or testing materials is the result of an honest mistake or a deliberate attempt to earn credit by cheating. If the faculty member determines that the inappropriate action is the result of an honest mistake on the part of the student, then the faculty member takes corrective action, such as a lowered grade on the assignment, test, or quiz or may provide the student with an opportunity to repeat the assignment, test, or quiz. The faculty member may also take this opportunity to educate the student on what constitutes a violation of the Academic Integrity Policy.

If the faculty member determines that an inappropriate action taken by a student is a deliberate attempt on the part of the student to earn credit by cheating, then it is the faculty member's responsibility to file an incident report via the Incident Reporting Form found on the College's website under About → Consumer Information → Health and Safety Information → Report a Concern.

The College will convene an Academic Integrity Review Team consisting of three academic affairs administrators. Once a report of an alleged academic integrity violation has been received, the Academic Integrity Review Team has three days to review the report and determine whether an infraction has been committed. The review team has the right to review all relevant coursework, interview all witnesses, and utilize any electronic surveillance provided by the institution in order to ensure a fair and equitable ruling. Upon determining that an infraction has been committed, the College's Administrative Conference Team (consisting of one student services officer and one security officer) will then notify the student and the faculty member involved and impose any and all sanctions.

**FIRST OFFENSE:** The student receives a zero for the assignment, test, or quiz involved in the infraction; the student is suspended from the class until he/she has completed a counseling session through the Student Success Center, and is given both a verbal and written warning indicating what the penalty will be for a second offense.

**SECOND OFFENSE SAME CLASS:** Should a student commit a second infraction in the same class, the penalty is an F grade for the class and notation of an Academic Integrity Violation will be placed on the official transcript and student record. The student is suspended from the class until he/she has completed a counseling session through the Student Success Center. Student also receives verbal and written warnings indicating what the penalty will be for a third offense.

**SECOND OFFENSE DIFFERENT CLASS:** Should a student commit a second infraction in a different class from the first, then the penalty is a zero on the assignment and the student is suspended from the class in which the second offense occurred until he/she has completed a counseling session through the Student Success Center. Student also receives verbal and written warnings indicating what the penalty will be for a third offense.

**THIRD OFFENSE:** Student receives an F grade for the class where the infraction occurred and is administratively withdrawn from all semester classes. Student receives a W grade in all other classes and notation of an Academic Integrity Violation will be placed on the official transcript and noted in the student record. Student is expelled from classes for the remainder of the semester. Student receives verbal and written warning indicating what the penalty will be for a fourth offense.

**FOURTH OFFENSE:** Student receives an F grade for all enrolled classes in which an infraction has occurred and is administratively withdrawn from all other enrolled classes and assigned a W grade. A notation of the Academic Integrity Violation will be placed on the official transcript and in the student record. The student is expelled from classes for the remainder of the semester and is suspended for one additional semester. Semester suspensions will be served during the Fall or Spring semesters. A student expelled during the Spring semester is not eligible to return to class until the next Spring semester. A student expelled during the Fall semester may return to class during the summer term. Student receives both verbal and written warning indicating what the penalty will be for a fifth offense.

**FIFTH OFFENSE:** Student receives an F grade for all enrolled classes in which an infraction has occurred and is administratively withdrawn from all other enrolled classes. Student receives a W grade in all other classes and notation of an Academic Integrity Violation will be placed on the official transcript and noted in the student record. The student is expelled from classes for the remainder of the semester and is also suspended for five years.

## Reports of Violation at the End of the Semester

Should an Academic Integrity Violation occur at the end of the semester and delay the grading of final tests, quizzes, presentations, or papers, the student will receive an RD (report delayed) grade for the course until the case is reviewed and a decision regarding the alleged violation is rendered. All timelines with regard to this process and opportunities for appeal remain available to the student.

## Appeals

An appeal to review a decision of the Academic Integrity Review Team or Administrative Conference will be granted if one or more of the three situations below are met:

- That a procedural error occurred during the process (someone involved that should not have been, a timeline not met, substantiated bias).
- New evidence that was previously unknown or unavailable.
- Sanctions that step outside of the stated framework for sanctioning.

Student(s) and/or faculty who wish to appeal a decision made by the Academic Integrity Review Team must submit a request for appeal letter to the Vice President for Academic Affairs within five business days of the decision of the Academic Integrity Review Team. This appeal letter must specify which circumstances listed above are the basis for the appeal. All appeals will be reviewed and ruled upon within five business days.

Should an appeal be granted, the case would be reviewed jointly by the Vice Presidents for Academic Affairs and Student Services.

## Upon Return to the College

A student who has been suspended from the College for disciplinary reasons involving violations of the Academic Integrity Policy who later returns to the College and repeats the classes impacted by disciplinary sanctions with satisfactory grades (C or better) will have the student record notations removed provided no further infraction of the Academic Integrity Policy occurs before completion of



the student's enrolled program. Any student who has been officially documented for violations of the Academic Integrity Policy will not be eligible for Academic Amnesty, Academic Forgiveness or graduation honors.

## 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.

Recognizing the challenges new students face in transitioning to College, first semester students with a .99 CGPA or less will not face Academic Suspension. These students will be placed on Probation with appropriate credit and/or course restrictions and urged to take advantage of the many College academic and student support services available to them.

## Standards for Academic Standing

Cumulative Credit Hours Attempted	Cumulative Grade Point Average Below 2.0	
<b>1 - 15</b>	<b>1.50 - 1.99</b>	ACADEMIC WARNING
	<b>1.00 - 1.49</b>	ACADEMIC PROBATION
	<b>0.00 - 0.99</b>	ACADEMIC SUSPENSION
<b>16 - 30</b>	<b>1.75 - 1.99</b>	ACADEMIC WARNING
	<b>1.25 - 1.74</b>	ACADEMIC PROBATION
	<b>0.00 - 1.24</b>	ACADEMIC SUSPENSION
<b>31 and up</b>	<b>1.80 - 1.99</b>	ACADEMIC WARNING
	<b>1.50 - 1.79</b>	ACADEMIC PROBATION
	<b>0.00 - 1.49</b>	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 will 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 for 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.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_%28act\\_114%29/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493).

## **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. Educators must work with their sponsoring school district or IU for logging course activity with the Pennsylvania Department of Education. Once educators complete coursework, an official transcript can be obtained for documentation purposes through the Registrars' Office. It is strongly recommended that the educator obtain prior approval from his or her sponsoring school district or IU prior to enrolling in courses to be applied toward Act 48 requirements.

## 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.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_%28act\\_114%29/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493).

## 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.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_%28act\\_114%29/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493).

## Anti-Hazing Policy

The purpose of the Anti-Hazing Policy is to enumerate the obligations of this institution as outlined in the amendment to Title 18 of the Pennsylvania Consolidated Statutes via Senate Bill 1090. These amendments, also known as the "Timothy Piazza Anti-Hazing Bill" define hazing as follows:

"Intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causes, COERCES OR FORCES a student to do any of the following:

- Violate Federal or State CRIMINAL law.
- Consume any food, liquid, alcoholic liquid, drug or other substance, which subjects the student to a risk of emotional or physical harm.
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- Endure any other forced activity, which could adversely affect the health and safety of the individual.
- ENDURE BRUTALITY OF A SEXUAL NATURE.
- ENDURE ANY OTHER ACTIVITY THAT CREATES A REASONABLE LIKELIHOOD OF BODILY INJURY TO THE STUDENT.

For purposes of this definition, any activity as described in the definition upon which the initiation, admission into, affiliation with, or continued membership in a Pennsylvania Highlands Community College organization is directly or indirectly conditioned shall be "presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding." This policy applies to all College organizations, groups, and individuals and is equally applicable for activities that occur on and off campus. Any alleged act of hazing brought to the attention of College officials will be fully investigated and adjudicated in accordance with the Student Code of Conduct. Anyone found in violation of this policy will be subject to disciplinary sanctions. The severity of the sanctions will depend upon the circumstances surrounding the violation. Disciplinary action by the College will be in addition to any penalties imposed by civil authorities for violations of state law and may include expulsion from the College and/or the revocation of an organization's permission to operate as a student-recognized organization.

Leniency in sanctioning will be considered for those that have acted in good faith to report violations or seek medical attention for another.

The College's Security Office and Student Activities and Athletics Department shall maintain a record of all violations. On January 15, 2019, an initial report of all incidents that have occurred during the previous five years that meet the definition of this policy will be reported on the college website. This report will be updated on August 1 and January 1 of every year and will not include any personally identifiable information.

# Attendance

Students are expected to attend all class sessions. Attendance is monitored by the course instructor per the class attendance policy noted in the class syllabus. Excessive absences can have negative effect not only in academic success but in the eligibility to receive Financial Aid. The completion of all requirements specified in the course syllabus is the responsibility of the student.

## College Preparatory Classes

Some students require added support in order to meet the prerequisite College-level courses. The College Preparatory program (College Prep) at Pennsylvania Highlands is offered to prepare students for College-level work by building the basic skills necessary for academic success. College Prep faculty coordinate the instruction, policies, and procedures for students who do not meet the prerequisite for reading, English, and math. College Prep faculty also work with students to develop the necessary attitudes and behaviors that will enable them to achieve success in College and in the workplace.

College Prep courses are assigned institutional credit, which applies only at Pennsylvania Highlands. While these courses do not and will not count toward graduation, do not earn college credit, and are not used in grade point average (GPA) calculations, they are a required prerequisite for College level classes. Students can determine if they meet the prerequisite coursework for College-level courses by taking the AcuPlacer placement exam.

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

### Placement Testing

In order for students to determine college-level readiness for coursework and to meet college-level course prerequisites, a placement exam is administered to all students upon admission to the College. Scores from the placement exams are used to assist students with appropriate course selection, including college preparatory reading, math, and English coursework.

Students are required to take any prescribed college preparatory classes during their first semester and, if necessary, in subsequent semesters, until college-level proficiency is reached. Students are required to attend a minimum of 80 percent of their College Prep classes. All preparatory classes use the following grading system:

- A, 90 - 100 percent; B, 80 - 89 percent; C, 70 - 79 percent; F, Below 70 percent, IP = In Progress

Credits earned from college preparatory courses do not apply toward grade point average calculations (GPA) or toward graduation, nor are they generally transferable to other institutions. They are, however, used for financial aid calculation.

### Current College Preparatory Offerings

- ICR 031 - Critical College Reading
- ENG 020 - Introduction to Composition
- MAT 085 - Algebra Fundamentals

### Placement Testing Waiver Policy

Assessment and placement is required of all new curriculum students unless exempt by a waiver. Placement testing is also required for non-matriculated students planning to enroll in an English or mathematics course, a course that is heavily based in English or mathematics (i.e. Chemistry, Physics, etc.), and is strongly encouraged for non-matriculated students planning to complete multiple courses during a semester. Transfer students will not be required to test if proficiency is documented by official transcripts. The placement test assesses a student's skills in writing, reading, and math and identifies which course or courses best fit the student's skill level.

Students must achieve a satisfactory score in the discipline to be able to register for a college-level course in mathematics or English. Students scoring below satisfactory may remediate independently of the College or enroll in college-preparatory courses in mathematics, English or reading at Penn Highlands. Students are encouraged to prepare for placement testing by reviewing sample test questions and test subject resources. This information is available in the Student Success Center or the Admissions Office.

Assessment for writing, reading, and math is mandatory. However, the student may qualify for a placement test waiver for one or more of these areas by the following means:

1. Unweighted high school GPA  $\geq 2.6$  on a 4.0 scale meeting certain college ready requirements.  
*Documentation needed: Official H.S. transcript within 5 years of graduation.*  
High School GPA Waiver Qualifications  
  
**For Reading and Writing:** High school transcript shows at least three English courses completed with a grade of C or higher in each.  
**For Math:** High school transcript shows at least three math courses completed, of which one is Algebra II with a grade of C or higher.
2. SAT scores of at least 500 on Critical Reading OR 500 on Writing will exempt the student from the reading and writing sections of the placement test. SAT scores of at least 500 on Mathematics will exempt the student from taking the math sections of the placement test. ACT scores of at least 22 on Reading or 18 on writing will exempt the student from the reading and Writing portions of the placement test. ACT scores of at least 22 on Mathematics will exempt the student from taking the math sections of the placement test.  
*Documentation needed: Official SAT or ACT scores within 5 years of testing.*
3. Non-degree, special credit students registering for a course that has no prerequisite. Check the college catalog for course prerequisites.
4. Successful completion (with a grade of "C" or higher) of a college-level math and/or writing course from a regionally accredited institution.  
*Documentation needed: College-issued transcript.*
5. Successful completion of college preparatory level courses in writing and/or math from a regionally accredited institution.  
*Documentation needed: College-issued transcript.*
6. Appropriate scores on Advanced Placement (AP), International Baccalaureate (IB), or College Level Exam Program (CLEP) exams.  
*Documentation needed: Official AP / IB transcript. Policies for AP, IB, and CLEP can be found in our catalog.*
7. Students who achieve GED College Ready designation on the GED test will be exempt from placement testing. Students must submit a GED transcript reflecting a minimum score of 165 in each of these subject areas: Mathematical Reasoning, Reasoning through Language Arts, Science, and Social Studies.

Students who qualify for a waiver must obtain the proper documentation from the Registrar's Office or an Advisor.

Students who qualify for a waiver in either math or writing, but not both, will need to complete the placement test assessment for the skill area not exempted.

Students must present all appropriate documentation when requesting a waiver.

## Credit Hours

The College follows credit hour guidelines in all instructional activities that carry credit at the College to be in compliance with the policies set by the Pennsylvania Department of Education, the federal government, and the Middle States Commission on Higher Education.

The College applies the commonly-accepted and traditional Carnegie unit definition of a semester credit hour which defines one semester unit of credit as equal to a minimum of three hours of work per week for a semester. A credit hour equals 1 hour (50 minutes) of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class work each week. The distribution of the credit hour usually occurs over a 15-week semester; additionally, the credit hour policy is applied consistently over different length sessions such as those that occur in accelerated sessions, summer sessions and intersessions. While applied to the standard lecture-style classroom experience, there are several other educational experiences for which credit hours can be awarded including any combination of elements described. For example, combinations can include a lecture course that has required laboratory periods or a lecture course that includes a requirement for supervised independent study or supervised educational activities. A credit hour calculation worksheet will be completed for each mode of delivery of a course to ensure credit hour policy adherence. Semester credit hours are granted for different types of instruction as follows.

1. **Lecture:** One lecture credit hour represents 1 hour per week of scheduled class time and 2 hours of student preparation time. Most lecture courses are awarded 3 credit hours which equates to 45 hours of class time and 90 hours of student preparation. For accelerated and weekend courses, faculty must also document, through their syllabus addendums how courses will meet the minimum semester credit hour requirement
2. **Laboratory:** One laboratory credit hour represents 2-3 hours per week of lecture, demonstration, discussion time, or scheduled supervised or independent laboratory work, and 2 hours of student preparation time.
3. **Independent study:** One independent study credit hour represents 3-4 hours per week of supervised and/or independent study. For example, for a 3 credit independent study, this equates to 135 total hours of academic work per semester.
4. **Distance/Online Education:** One credit hour in distance education courses is equivalent to commonly-accepted and the traditional credit hour as stated above. Credit hours for online and hybrid learning courses must adhere to the credit hour policy expectation of 45 total learning hours for every 1 credit earned in a semester regardless of time frame delivery.
5. **Internships:** One internship credit represents 45 hours of scheduled supervised work. Interns must have completed a minimum of 50% of the credits required for their program and earned at least a 2.0 grade point average to participate in an internship program. Programs may have additional requirements.
6. **Hybrid:** A hybrid class is one which requires classroom attendance via electronic communication and the colleges Learning Management System (LMS). Classroom meetings to be scheduled for a minimum of 50% of the course's required hours. Classroom meetings must be regularly scheduled throughout the semester. The instructor is responsible to communicate the class meeting days/times in accordance with the Master Course Schedule and on their course syllabus at the beginning of the semester.

## 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.

## 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 labs or proctored exams may be mandatory.

Pennsylvania Highlands offers complete academic programs in an online environment through the College's Online Campus. The programs that have been selected for Penn Highlands Online have been designed to ensure that students get the same learning experience as those on campus. All online courses are taught by the same faculty that teach the College's face-to-face courses. Students taking online courses have access to the same support services as all Penn Highlands' students, but have the flexibility to learn at a place and time that is convenient for them.

For more information about online courses and Penn Highlands Online, visit the website at <http://www.pennhighlands.edu/online>.

# Final Exams, Papers, and Projects

Course final examinations, papers, projects, and activities are scheduled as deemed appropriate by the faculty. Specific requirements should be outlined in the course syllabus. The College Calendar does not set aside a final examination period. However, faculty members are encouraged to conduct a culminating learning/assessment activity for each of their classes at the end of each term. Course grades are based on the degree to which students meet all course requirements.

## 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* (60-65 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 ACP 100 - Academic and Career Planning (*strongly suggested to be taken during the student's first semester*)
- 6 credits English/communication: ENG 105 or ENG 110 and one (1) additional course in ENG or COM
- 3 credits math (MAT)
- 3-4 credits science

- 3 credits technology (CIT 100)
- 3 credits social science/humanities

This is a total of 19 or 20 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 41-46 program credits, depending upon the specific program the student seeks to complete.

**The Associate of Science Degree** (60-64 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 ACP 100 - Academic and Career Planning (*strongly suggested to be taken during the student's first semester*)
- 9 credits English/communication: ENG 110 and two (2) additional courses in ENG or COM
- 3 credits math (MAT 145 College Algebra or higher)
- 7-8 credits science, including at least one lab science
- 6 credits social science/humanities

This is a total of 26-27 credits. In addition to the degree requirements, students must complete 34-38 program credits, depending on the specific program the student seeks to complete.

*\*Some Associate of Science degrees may follow the STEM (Science, Technology, Engineering, and Mathematics) option, which is designed to allow students in transfer majors with more math and science requirements to complete fewer humanities and social science requirements.*

**The Associate of Arts Degree** (60-64 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 an AA degree, students must complete the following degree requirements:

- 1 credit ACP - 100 Academic and Career Planning (*Strongly suggested to be taken during the student's first semester*)
- 9 credits English/communication: ENG 110 and two (2) additional courses in ENG or COM
- 6-8 credits quantitative reasoning/technology: MAT 116, 126, 145, or higher and one (1) additional MAT course at the aforementioned level OR one (1) technology course (CIT 100 or higher)
- 3-4 credits science
- 9 credits social science/humanities (at least one in each area)

This is a total of 28-31 credits. In addition to the degree requirements, students must complete 32-36 program credits, depending upon the specific program the student seeks to complete.

## Grading System

Letter Grade	Grade Points	Description
A	4	Superior/Excellent
B	3	Good/Above Average
C	2	Satisfactory/Average
D	1	Pass/Unsatisfactory



<b>I</b>	<b>0</b>	Incomplete
<b>IP</b>	<b>0</b>	In Progress
<b>F</b>	<b>0</b>	Failure
<b>W</b>	<b>0</b>	Withdrawal
<b>S</b>	<b>0</b>	Satisfactory
<b>U</b>	<b>0</b>	Unsatisfactory
<b>RD</b>	<b>0</b>	Report Delayed
<b>AU</b>	<b>0</b>	Audit

## Calculating Your Grade Point Average (GPA)

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
<b>C</b>	=	<b>2.0</b>	<b>X</b>	<b>3</b>	=	<b>6</b>
<b>B</b>	=	<b>3.0</b>	<b>X</b>	<b>4</b>	=	<b>12</b>
<b>A</b>	=	<b>4.0</b>	<b>X</b>	<b>3</b>	=	<b>12</b>
<b>C</b>	=	<b>2.0</b>	<b>X</b>	<b>3</b>	=	<b>6</b>
<b>B</b>	=	<b>3.0</b>	<b>X</b>	<b>3</b>	=	<b>9</b>

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

## Incomplete Grade Policy

An incomplete grade (I-Grade) is reserved for students who have completed at least 75 percent of the coursework and have a passing grade in the course at the time of the request. Consideration for an incomplete grade may only be given if there are extenuating documentable circumstances such as a serious illness or personal adversity that prevents completion of the course by the scheduled end date for the class. The request is made by the student to the instructor of the course. The instructor has the sole discretion to award or not award an incomplete grade. The instructor will complete the "Incomplete Contract (I-Grade)" form, stating the conditions to be met, including the following: any assignments to complete, date by which assignments and tests must be completed, and the grade if those conditions are not met. Both the student and instructor will sign the form, and one copy will be given to the student, and one will be submitted to the Registrar on or prior to the date when final grades are due. If a grade change form is not submitted to the Registrar by the date specified on the "Incomplete Contract (I-Grade)" form, then the Registrar will change the incomplete grade to the grade entered on the "Incomplete Contract (I-Grade)" form.

## 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 for 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 for 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. Any student who has been officially documented for violations of the Academic Integrity Policy will not 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.

Applications are available at all College sites as well as on the College's website and portal. Commencement ceremonies are the culmination of the student's program of study. Each spring Pennsylvania Highlands Community College conducts a graduation ceremony at which time faculty, staff, family, and friends come together to recognize the academic achievements of the year's graduates. All eligible degree, diploma, and certificate candidates are encouraged to participate in commencement activities.

### **In order to be eligible to graduate, all students must have:**

- Satisfied all requirements for the course of study.
- Taken at least 50% of the program 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 Dean of Curriculum & Continuing Education 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 a variety of courses.

# Minimal Credit Requirement

To be awarded an Associate Degree from Pennsylvania Highlands, students shall complete a minimum of 50% of the required 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 a 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 established 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 (AP) Examination. A list of all acceptable AP tests is available at the Pennsylvania Highlands Student Success Center. Test scores must be sent directly to the Student Success Center from the College Board. Contact the Student Success Center or the Admissions Office for further information.

## **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. Students with substantial business, career and technical, or other life experience may present a proposal describing the broad outline of the learning experience and how that experience may be equivalent to the learning outcomes of one or more College courses. A comprehensive, detailed portfolio is then prepared and submitted for faculty review. The faculty will review and evaluate the portfolio and recommend whether credit is to be awarded. The student is charged a fee for the portfolio review process. Students wishing to learn more about this process are advised to inform the College during the admissions, advising, and registration process. The evaluation request process is started online through the College Credit FastTrack website at <http://www.ccfasttrack.org/>.

## **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.

## **Excelsior College Examinations (ECE)**

Credit may be awarded to students who achieve satisfactory scores on the Excelsior College Examinations (ECE) in selected subject areas. A list of acceptable ECE tests is available in the Student Success Center. Test scores must be sent directly to the Student Success Center from the ECE testing centers. Contact the Student Success Center or the Admissions Office for further information.

## **Transfer to Pennsylvania Highlands**

Students who have earned credits at other 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 Registrar 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. Transfer evaluation results will be communicated to the student through the application of credit on the official college transcript.

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 50% of the required 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 college preparatory/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 College's Registrar's Office.

## **Credit Transfer Appeals**

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

The steps for appeals are as follows:

- The 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 program requirements for the second associate degree have been met and when students have successfully completed 15 additional credits that are not duplicated in the first associate degree program. A second diploma is awarded only when all the program requirements for the second diploma have been met and when students have successfully completed 9 additional credits that are not duplicated in the first diploma program. A second certificate is awarded only when all the program requirements for the second certificate have been met and when students have successfully completed 6 additional credits that are not duplicated in the first certificate program. Appeals for exceptions to this policy must be made in writing to the Vice President 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 Appraisal**

Each term, students may be asked to provide an evaluation of classes, their faculty, and the methods in which they receive instruction.

# Continuing Education

- Career Training
- Online Training
- Personal Enrichment

## Continuing Education Mission

The mission of the Pennsylvania Highlands Continuing Education Department is to identify education and training needs and to develop concepts, strategies, and delivery systems that offer effective and meaningful workforce, professional development, and leisure learning opportunities for Southern Allegheny employers and residents.

## Career Training

Pennsylvania Highlands Community College is committed to enhancing the workforce of the Southern Alleghenies and beyond. Our career training programs are designed to equip individuals with the skills needed to flourish in a competitive job market.

### A sampling of the career training offered through Continuing Education:

- Computer Technician (Online)
- Dental Assisting
- EKG Technician
- Executive Assistant (Online)
- Human Resources Professional (Online)
- Medical Administrative Assistant with Electronic Health Records (Online)
- Medical Transcription & Editing (Online)
- Paralegal (Online)
- Personal Trainer Certification
- Phlebotomy
- Professional Medical Coding & Billing (Online)
- Veterinary Assistant

## Online Training

Continuing Education offers a variety of online courses that students can take at home or work. Courses offered are in the areas of computer applications, Internet, small business, customer service, basic supervision, business applications, health, and personal enrichment.

- Career Step (Health Care Career Training) - <http://www.careerstep.com/pennhighlands>
- Education To Go (Professional & Personal Enrichment) - [www.ed2go.com/pennhighcc](http://www.ed2go.com/pennhighcc)
- Gatlin (Career Training)- <http://careertraining.ed2go.com/pennhighcc/>
- LERN (Workplace & Professional Skills) - <http://www.yougotclass.org/catalog-complete.cfm/Pennhighlands>
- ProTrain (Professional Certifications & Development) - <https://pennhighlands.theknowledgebase.org/>

# Personal Enrichment

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

Courses are continually evaluated and updated, with the goal of creating positive, fun and rewarding experiences to enrich our community. If you have a subject area of interest that is not offered, we can often find an instructor and design a course just for your group.

For more information regarding Personal Enrichment, contact us by calling 814-262-6441 or via email at [commmed@pennhighlands.edu](mailto:commmed@pennhighlands.edu).

## Personal Enrichment 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.

## Sampling of Personal Enrichment Offerings

- American Sign Language
- Dancing with a Partner
- Introduction to Voiceovers
- Jitterbug & Swing
- Learn to Make Nut Rolls
- French Macarons
- Italian Feast
- One-Day ServSafe® Certification
- Pet First Aid & CPR
- Safe Sitter Babysitting Certificate Program
- Cake Decorating
- Jewelry Making
- Basic Computers
- QuickBooks
- Microsoft Office 2016
- Exploring Spanish Language & Culture
- DSLR Photography
- Dealing with Difficult People
- Stress Management



# Workforce Education

- Workforce Development
- WEDnetPA

## Workforce Development

Workforce development is 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, the College 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 communities we serve.

## Workforce Education Goals

- To provide comprehensive assessment services to firms within the region.
- To enhance the current skills 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.

## Customized Workforce Training

A prime regional leader in Workforce Education, the Pennsylvania Highlands Workforce Continuing Education department has provided training to over 25,000 employees in the Southern Alleghenies over the past 15 years. Many organizations and businesses have limits on how, when, and where they can conduct training. We work with business and industry to devise a strategy that best meets a company's needs within a time frame and budget that supports its core mission.

Our staff works with company personnel to determine specific needs, including availability and competencies of employees, identifying and developing a curriculum, and determining outcomes that will support the goals established by a company's strategic plan.

Whether it is on-site or at one of the College's regional facilities, or through a hybrid approach such as combining online with classroom training, our goal is to improve a business's operations and help the economic vitality of the region. In pursuit of this goal, we want to make Pennsylvania Highlands the college of choice when it comes to workforce education.

We are ready to work for you! Get started today by calling 814.262.3815.

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

### Computer Skills

- AutoCAD
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project

- Microsoft Windows
- Microsoft Word
- PC Basics
- Using the Internet
- Web Page Design

#### **General Business**

- Basic Accounting
- Basic Mathematics
- Basic Writing Skills
- Business Letter & Report Writing
- Business Office Etiquette
- Creating a Social Media Plan for My Business
- Customer Service (Healthcare focus, hospitality focus, general)
- Dealing with Difficult People
- Facilitator Training
- Grant Writing
- Interpersonal Communications
- Leadership Training
- Making the Most of Networking Opportunities
- Management Training
- Problem Solving Skills
- Project Management
- Selling Skills Training
- ServSafe Certification
- Sexual Harassment
- Spanish in the Workplace
- Stress Management
- Supervisory Training Skills
- Team Building
- Technical Writing
- Time Management
- Workplace Safety

#### **Advanced Manufacturing Skills**

- Blueprint Reading
- Design for Manufacturing
- Industrial Electrical Training
- Risk Management in Manufacturing

#### **Quality & Continuous Improvement Tools**

- 5S/6S for the Workplace
- ISO-9001: 2008 Internal Auditor Training
- Lean Familiarization Training
- Lean Six Sigma Black Belt Certification
- Lean Six Sigma Green Belt Certification
- Lean Six Sigma Yellow Belt Certification
- Value Stream Mapping

## Continuing Education Units (CEU)

Industry specific Continuing Education Units (CEUs) are awarded based on 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.

## WEDnetPA

Pennsylvania Highlands is a managing program partner with the Pennsylvania Department of Community & Economic Development of the Workforce & Economic Development Network (WEDnetPA) program. We are the primary business and industry contact in the Southern Alleghenies Region for WEDnetPA.

The mission of WEDnetPA is to "strengthen the business environment of the Commonwealth of Pennsylvania by providing a training network that is responsive to employer's workforce development needs." WEDnetPA was created by the Commonwealth of Pennsylvania to assist employers with the cost of training their employees that are engaged in high-priority occupations.

Companies can obtain funding per employee for Essential Skills Training and Advanced Technology Training for eligible employees. The Essential Skills and Advanced Technology training programs are available to qualified Pennsylvania companies and out-of-state businesses relocating to the state.

Essential Skills training activities are defined as those that directly improve the essential job skills required for the employee's current position. Advanced Technology training comprises job functions related to automation in manufacturing processes; research and development resulting in the use and transfer of science and technology; and development, implementation, maintenance and/or automation of complex systems, processes and procedures.

### ELIGIBLE ESSENTIAL SKILLS TRAINING (NOT ALL INCLUSIVE)

- Applied Mathematics & Measurement
- Business Operations
- Communication and Teamwork
- Computer Training - Word, PowerPoint, Excel, & Access
- Machine Setup and Maintenance
- Manufacturing Fundamentals
- Problem Solving
- Product and Process Control
- Quality Assurance
- Tooling, Grinding
- Welding, Soldering
- Workplace Behavior Skills
- Workplace Health and Safety

### ELIGIBLE ADVANCED TECHNOLOGY TRAINING (NOT ALL INCLUSIVE)

- Advanced Machine Operations and Maintenance
- Advanced Manufacturing Technology includes CAD, CAM, CNC, PLC
- Advanced Math
- Advanced Software Implementation
- Blueprint Reading
- Computer Programming
- Database Development
- E-Commerce
- GD&T
- Hydraulics

- Industrial Electricity
- Information Security
- Management Information Systems
- Medical Applications
- Network Administration & Technology Support
- Scientific Applications
- Six Sigma Green Belt, Black Belt, Master Black Belt
- Systems Analysis
- Website Design and Development

**CONTACT INFORMATION**

To find out if your company qualifies for the WEDnetPA Grant, contact Julie Davis at 814.262.3813 or [jdavis@pennhighlands.edu](mailto:jdavis@pennhighlands.edu) for more information.

# Academic Programs

## Associate Degree Programs

### Accounting (A.A.S.)

#### A.A.S. Degree

#### Program Description

The Associate of Applied Science (A.A.S.) degree in Accounting develops accountants demonstrating the skills needed to immediately pursue a career in the field of accounting and/or provides the foundation necessary for transfer to four-year programs in Accounting. Program completers will have demonstrated understanding and application of accounting theory and practice and will have achieved a level of proficiency in related areas such as economics, and information technology. Program completers will also be afforded the opportunity to sit for the Certified Bookkeeper designation offered through the American Institute of Professional Bookkeepers (AIPB), which increases graduates' ability to showcase their skillset and obtain employment.

#### Career Opportunities

Graduates of this program are prepared for transfer as well as entry-level accounting positions in all types of business environments including public accounting, manufacturing, retail, wholesale, service businesses, government, and not-for-profit agencies. In addition, this program will enhance the skills of those already employed in the field and those interested in starting or building their own business.

##### Examples include:

- Public or Private Accounting
- Bookkeeping
- Budgeting
- Financial Statement Preparation/Analysis
- Products Costing
- Technology Services/Designing Accounting systems
- Payroll Specialist
- Federal Tax Return Preparation and Advice
- General Accounting/Accounting Assistant
- Assistant/Junior/Staff Accountant
- Inventory Specialist/Analyst
- Accounts Payable/Receivable Specialist

#### Program Objectives

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

1. Develop, measure, analyze, validate, and communicate financial information for use in proprietorships, partnerships, and corporations.

2. Complete the entire accounting cycle, including payroll.
3. Use automated accounting software to develop, measure, analyze, validate, and communicate financial information.

**Transfer Agreement Availability:**

- Juniata College
- Mount Aloysius College
- St. Francis University

## 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

- ACP 100 - Academic and Career Planning
- ENG 105 - Effective Writing for the Workplace or
- ENG 110 - English Composition I\*\*
- MAT 110 - Business Mathematics or
- MAT 200 - Probability and Statistics
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- LIF 111 - Health and Wellness
- Elective - Science without Lab
- Elective - Social Science

### Social Science Electives (pick one)

- ECO 100 - Macroeconomics
- ECO 110 - Microeconomics
- GOV 100 - Introduction to American National Government\*\*
- GOV 210 - Current Events and Contemporary Issues
- PSY 100 - General Psychology\*\*
- SOC 100 - Introduction to Sociology\*\*

### Science without Lab Electives (pick one)

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science

Credit hours: 22

## Major Requirements

- ACC 150 - Accounting Principles I
- ACC 160 - Payroll Accounting
- ACC 175 - Accounting Principles II
- ACC 201 - Intermediate Accounting
- ACC 220 - Automated Accounting
- ACC 225 - Accounting Simulations
- ACC 230 - Managerial Accounting
- ACC 260 - Federal Taxation of Individuals
- ACC 299 - Capstone Seminar
- BUS 110 - Introduction to Business
- BUS 210 - Business Law
- BUS 225 - Business Ethics
- CIT 103 - Microsoft Excel

Credit hours: 40

## Recommended Sequence of Courses

### Semester I

- ACC 150 - Accounting Principles I
- ACP 100 - Academic and Career Planning
- BUS 110 - Introduction to Business
- CIT 100 - Microcomputer Applications
- ENG 105 - Effective Writing for the Workplace or
- ENG 110 - English Composition I\*\*
- MAT 110 - Business Mathematics or
- MAT 200 - Probability and Statistics

Total Credits (16)

### Semester II

- ACC 175 - Accounting Principles II
- ACC 220 - Automated Accounting
- CIT 103 - Microsoft Excel
- COM 101 - Public Speaking
- LIF 111 - Health and Wellness

Total Credits (15)

## Semester III

- ACC 160 - Payroll Accounting
- ACC 201 - Intermediate Accounting
- ACC 260 - Federal Taxation of Individuals
- BUS 225 - Business Ethics
- Elective - Science without Lab

Total Credits (15)

## Semester IV

- ACC 225 - Accounting Simulations
- ACC 230 - Managerial Accounting
- ACC 299 - Capstone Seminar
- BUS 210 - Business Law
- Elective - Social Science

Total Credits (16)

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

# Business Administration (A.S.)

## A.S. Degree

## Program Description

The Associate of Science (A.S.) degree in Business Administration is designed to provide the foundation necessary for optimal transfer to four-year degree programs while simultaneously preparing students for immediate employment in a wide range of business environments requiring advanced business skills. In addition, this program will enhance the skills of those already employed in the field and those interested in starting or building their own business.

## Career Opportunities

Graduates of this program will be prepared for transfer to a four-year business program or entry-level employment in a wide range of business environments including retail, banking, manufacturing, service businesses, government, and not for profit agencies.

### Examples include:

- Office Supervisor
- Bookkeeping, Accounting, and Auditing Clerks
- Customer Service Representative
- Production, Planning and Expediting Clerks
- Administrator
- Employment Interviewer
- Assistant Manager



- Retail Manager
- Small Business Owner and Operator
- Technical Sales Representative
- Personnel/Human Resources Manager

## Program Objectives

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

- Demonstrate knowledge of basic management and leadership principles;
- Collect and critically analyze data and information;
- Demonstrate the ability to solve complex problems/issues and;
- Present project/research findings clearly, both orally and in written form.

## 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.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
  - Elective - Science with Lab\*
  - Elective - Science with Lab\*
  - Elective - Social Science
  - Elective - Social Science
  - Elective - Humanities
- 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

## Social Science Electives (pick two)

- ANT 100 - Introduction to Cultural Anthropology\*\*
- CIV 100 - Western Civilization: Ancient through Renaissance\*\*
- CIV 110 - Western Civilization: Renaissance to Present\*\*
- GOV 100 - Introduction to American National Government\*\*
- HIS 100 - U.S. History I: Discovery through Reconstruction\*\*
- HIS 110 - U.S. History II: Reconstruction to Present\*\*
- PSY 100 - General Psychology\*\*
- PSY 130 - Human Development Across the Lifespan
- SOC 100 - Introduction to Sociology\*\*

- SOC 200 - Contemporary Social Issues

### Humanities Electives (pick one)

- ART 101 - Introduction to Art History\*\*
- ART 105 - Drawing Fundamentals
- 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 271 - World Literature
- FRE 101 - French I
- FRE 102 - French II
- GER 101 - Elementary German I
- GER 102 - Elementary German II
- MUS 100 - Introduction to Music
- PHI 110 - Introduction to Philosophy\*\*
- PHI 200 - Introduction to Ethics
- SPA 101 - Spanish I
- SPA 102 - Spanish II

### Science Electives (pick two)

- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- BIO 106 - Principles of Biology II Lecture
- BIO 116 - Principles of Biology II Lab
- BIO 202 - Human Anatomy and Physiology I
- BIO 212 - Human Anatomy and Physiology Lab I
- BIO 204 - Human Anatomy and Physiology II
- BIO 214 - Human Anatomy and Physiology Lab II
- CHM 120 - General Chemistry I
- CHM 122 - General Chemistry II
- PHY 110 - Physics (Algebra-based) I
- PHY 111 - Physics (Algebra-based) I Lab
- PHY 115 - Physics (Algebra-based) II
- PHY 116 - Physics (Algebra-based) II Lab

Credit hours: 33

*\*Science electives do not have to be sequential or in the same discipline.*

### 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 150 - Accounting Principles I
- ACC 230 - Managerial Accounting
- MAT 200 - Probability and Statistics
- MAT 205 - Applied Calculus for Business

Credit hours: 31

## Recommended Sequence of Courses

### Semester I

- ACC 150 - Accounting Principles I
- BUS 110 - Introduction to Business
- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- MAT 145 - College Algebra

Total Credits (16)

### Semester II

- BUS 125 - Management Principles
- ECO 100 - Macroeconomics
- MAT 205 - Applied Calculus for Business
- ENG 200 - English Composition II: Studies in Literature\*\* or
- ENG 205 - Research Writing or
- ENG 225 - Technical Writing
- Elective - Social Science

Total Credits (16)

### Semester III

- BUS 210 - Business Law
- ECO 110 - Microeconomics
- MAT 200 - Probability and Statistics
- Elective - Lab Science
- Elective - Social Science

Total Credits (16)

## Semester IV

- ACC 230 - Managerial Accounting
- BUS 230 - Principles of Marketing
- COM 101 - Public Speaking
  - Elective - Humanities
  - Elective - Lab Science

Total Credits (16)

Minimum credits to earn A.S. Degree: 64

## Business Management (A.A.S.)

### A.A.S. Degree

### Program Description

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

### Career Opportunities

- Office Supervisor
- Bookkeeping, Accounting, and Auditing Clerks
- Customer Service Representative
- Production, Planning and Expediting Clerks
- Administrator
- Employment Interviewer
- Assistant Manager
- Retail Manager
- Small Business Owner and Operator
- Technical Sales Representative
- Personnel/Human Resources Manager

### Program Objectives

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

1. Demonstrate knowledge of basic management and leadership principles;
2. Collect and critically analyze data and information to be applied to business scenarios;
3. Demonstrate the ability to solve complex business problems/issues and;
4. 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

- ACP 100 - Academic and Career Planning
- COM 101 - Public Speaking
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 110 - Business Mathematics
- Elective - Science (3 or 4 Credits)
- Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

## Science Electives:\*

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- GLG 102 - Introduction to Geology and
- GLG 103 - Introduction to Geology Lab

## Note(s):

*\*Students can select one/two courses from this list to fulfill the three/six credit requirement in general education/major requirements. (Depends if student takes internship or opts for another Social Science elective.) Science electives can be either 3 or 4 credits.*

Credit hours: 22-23

## Major Requirements

- ACC 150 - Accounting Principles I
- ACC 175 - Accounting Principles II
- BUS 110 - Introduction to Business
- BUS 210 - Business Law
- BUS 206 - Operations Management and Process Improvement
- 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
- ENG 220 - Business Letter and Report Writing
- BUS 130 - Personal Consumer Finance or
- BUS 225 - Business Ethics
- BUS 298 - Business Management Internship or  
Elective - Social Science

Credit Hours: 41-42

## Recommended Sequence of Courses

### Semester I

- ACC 150 - Accounting Principles I
- ACP 100 - Academic and Career Planning
- BUS 110 - Introduction to Business
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- MAT 110 - Business Mathematics

Total credits (16)

### Semester II

- ACC 175 - Accounting Principles II
- BUS 125 - Management Principles
- BUS 220 - Small Business Management
- ENG 220 - Business Letter and Report Writing  
Elective - Science 3 or 4 Credits

Total credits (15/16)

### Semester III

- BUS 206 - Operations Management and Process Improvement
- BUS 130 - Personal Consumer Finance or
- BUS 225 - Business Ethics
- BUS 210 - Business Law
- BUS 240 - Labor Management Relations
- LIF 111 - Health and Wellness  
Elective - Social Science

Total credits (18)

## Semester IV

- BUS 165 - Human Resource Management
- BUS 230 - Principles of Marketing
- COM 101 - Public Speaking
- ECO 100 - Macroeconomics or
- ECO 110 - Microeconomics
- BUS 298 - Business Management Internship or  
Elective - Social Science

Total Credits (14/15)

Minimum credits to earn A.A.S. Degree: 63/65

## Child Development (A.A.S.)

### A.A.S. Degree

### Program Description

A two-year course of study leading to the Associate of Applied Science Degree, this major meets requirements for assistant teachers in nursery schools and child day-care centers.

Graduates are prepared to work with young children and to create and maintain healthful and safe facilities; provide an educational component conducive to intellectual and emotional development; facilitate wholesome social interactions; give adequate custodial care; establish two-way communication with the home; cooperate with their co-workers; keep required records, and behave as a role model.

Graduates of the A.A.S. in Child Development may be accepted for transfer to a four-year college or university. However, most four year institutions require a 3.0 grade point average and other courses that are not included in this degree program. Therefore, students who wish to transfer their credits to a four-year institution should be enrolled in the Early Childhood Education Associate of Arts Degree.

### Career Opportunities

1. Child care worker
2. Head Start program administrator
3. Nanny
4. Private child care provider
5. Teaching Assistant
6. Day care center manager
7. Therapeutic Support Staff

### Program Objectives

The program objectives for this degree will follow the National Association for the Education of Young Children (NAEYC) standards as follows:

1. Standard 1: Promoting Child Development and Learning

2. Standard 2: Building Family and Community Relationships
3. Standard 3: Observing, Documenting and Assessing to Support Young Children and Families
4. Standard 4: Using Developmentally Effective Approaches to Connect with Children and Families
5. Standard 5: Using Content Knowledge to Build Meaningful Curriculum
6. Standard 6: Becoming a Professional

## 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.
- This degree program requires that all students obtain a current Pennsylvania Criminal Record Check (Act 34), Child Abuse History Clearance (Act 151), and Federal Criminal History record Information (CHRI) (ACT 114), to be eligible for the required field experiences. A student should consider these factors before enrolling into this program.

*Note: Students are required to have these clearances submitted to the Registrar's Office by the final day of their first semester. If students fail to have clearances submitted by that time, they will be removed from the program.*

## General Education Requirements

- ACP 100 - Academic and Career Planning
- BIO 102 - Life Science
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 105 - Effective Writing for the Workplace
- ENG 255 - Literature for Children and Adolescents
- LIF 111 - Health and Wellness
- MAT 126 - Elements of Mathematics I

**Credit hours: 22**

## Major Requirements

- ECE 101 - Introduction to Early Childhood Education
- ECE 110 - Child Development
- ECE 140 - Early Childhood Environments
- ECE 198 - Early Childhood Practicum I
- ECE 205 - Emerging Literacy/Inclusion
- ECE 211 - Teaching Science for Early Childhood
- ECE 215 - Teaching: Integrating Curriculum through Creative Expression
- ECE 225 - Health, Safety, and Nutrition for the Young Child
- ECE 250 - Children, Families, and Community
- ECE 290 - Assessing Child Performance/Inclusion
- ECE 295 - Capstone Seminar in Early Childhood Education
- EDU 120 - Technology for Teaching
- EDU 230 - Children with Special Needs
- EDU 225 - Teaching English Language Learners



Credit hours: 38

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- ECE 101 - Introduction to Early Childhood Education
- ECE 110 - Child Development
- ECE 140 - Early Childhood Environments
- ENG 105 - Effective Writing for the Workplace

Total Credits (16)

### Semester II

- BIO 102 - Life Science
- COM 101 - Public Speaking
- ECE 198 - Early Childhood Practicum I
- ECE 205 - Emerging Literacy/Inclusion
- ECE 211 - Teaching Science for Early Childhood
- LIF 111 - Health and Wellness

Total Credits (16)

### Semester III

- ECE 215 - Teaching: Integrating Curriculum through Creative Expression
- ECE 225 - Health, Safety, and Nutrition for the Young Child
- EDU 120 - Technology for Teaching
- ENG 255 - Literature for Children and Adolescents
- MAT 126 - Elements of Mathematics I

Total Credits (15)

### Semester IV

- EDU 230 - Children with Special Needs
- EDU 225 - Teaching English Language Learners
- ECE 290 - Assessing Child Performance/Inclusion
- ECE 295 - Capstone Seminar in Early Childhood Education
- ECE 250 - Children, Families, and Community

Total Credits (13)

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

## Computer Science (A.S.)

### A.S. Degree

### Program Description

The Associate of Science (A.S.) degree in Computer Science is designed to provide the foundation necessary for optimal transfer to four-year degree programs. The degree meets the computer science statewide articulation agreement for transfer to the fourteen Pennsylvania State System of Higher Education institutions and other institutions participating in the Pennsylvania Transfer and Articulation Center agreements.

### Career Opportunities

Graduates of this program will be prepared for transfer to a four-year program.

### Program Objectives

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

1. Understand and be proficient in the use of software development processes to design and develop software and solve problems in computer science.
2. Understand and be able to apply the underlying principles of computer science and computer architecture to a variety of problem domains.
3. Demonstrate proficiency in computing and mathematical theoretical concepts at the calculus level and apply these concepts to computing problems.

### Obtaining the Degree

To earn the Associate of Science degree, students must:

- Be admitted to the program as a matriculated student. Matriculation is restricted to those students who are suitably prepared in the areas of English, mathematics, and reading as measured by placement exemption or examination. A strong background in high school mathematics (at least pre-calculus) and sciences is preferred.
- Satisfactorily complete all degree requirements, including General Education Requirements and Major Requirements.

### General Education Requirements

- ACP 100 - Academic and Career Planning
- CHM 120 - General Chemistry I and
- CHM 122 - General Chemistry II
- or
- PHY 120 - Physics (Calculus-based) I and
- PHY 121 - Physics (Calculus-based) I Laboratory
- and
- PHY 130 - Physics (Calculus-based) II and

- PHY 131 - Physics (Calculus-based) II Laboratory
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- ENG 200 - English Composition II: Studies in Literature\*\*
- MAT 210 - Calculus I
  - Elective - Social Science
  - Elective - Social Science
  - Elective - Humanities

## Social Science Electives

(Choose two)

- ANT 100 - Introduction to Cultural Anthropology\*\*
- ECO 100 - Macroeconomics
- ECO 110 - Microeconomics
- HIS 100 - U.S. History I: Discovery through Reconstruction\*\*
- HIS 110 - U.S. History II: Reconstruction to Present\*\*
- CIV 100 - Western Civilization: Ancient through Renaissance\*\*
- CIV 110 - Western Civilization: Renaissance to Present\*\*
- GOV 100 - Introduction to American National Government\*\*
- PSY 100 - General Psychology\*\*
- SOC 100 - Introduction to Sociology\*\*

## Humanities Electives

(Choose one)

- ART 101 - Introduction to Art History\*\*
- MUS 100 - Introduction to Music
- PHI 110 - Introduction to Philosophy\*\*

Credit hours: 31

## Major Requirements

- CIT 132 - Local Area Networks or
- CIT 173 - Windows Enterprise Desktop Operating Systems or
- CIT 222 - Linux Operating System or
- CIT 237 - TCP/IP Connectivity and Troubleshooting
- CSC 101 - Introduction to Computer Science
- CSC 126 - Programming I
- CSC 206 - Programming II: Object-Oriented Programming
- CSC 211 - Survey of Programming Languages
- CSC 215 - Data Structures
- CSC 220 - Computer Organization and Architecture
- MAT 204 - Discrete Mathematics

- MAT 220 - Calculus II or
- PHI 245 - Symbolic Logic

Credit Hours: 32-33

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CSC 101 - Introduction to Computer Science
- CSC 126 - Programming I
- ENG 110 - English Composition I\*\*
- MAT 210 - Calculus I

Total Credits (14)

### Semester II

- ENG 200 - English Composition II: Studies in Literature\*\*
- MAT 220 - Calculus II or
- PHI 245 - Symbolic Logic
- COM 101 - Public Speaking
- CSC 206 - Programming II: Object-Oriented Programming
- Elective - Social Science

Total Credits (15/16)

### Semester III

- CSC 211 - Survey of Programming Languages
- CIT 132 - Local Area Networks or
- CIT 173 - Windows Enterprise Desktop Operating Systems
- MAT 204 - Discrete Mathematics
- PHY 120 - Physics (Calculus-based) I and
- PHY 121 - Physics (Calculus-based) I Laboratory or
- CHM 120 - General Chemistry I
- Elective - Humanities

Total Credits (16/17)

### Semester IV

- CIT 222 - Linux Operating System or
- CIT 237 - TCP/IP Connectivity and Troubleshooting
- CSC 215 - Data Structures

- CSC 220 - Computer Organization and Architecture
- PHY 130 - Physics (Calculus-based) II and
- PHY 131 - Physics (Calculus-based) II Laboratory or
- CHM 122 - General Chemistry II  
Elective - Social Science

Total Credits (17)

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

## **Criminal Justice (A.A.S.)**

### **A.A.S. Degree**

### **Program Description**

The Associate of Applied Science degree in Criminal Justice is designed to teach students the fundamentals of the criminal justice system: law enforcement, the judicial system, and corrections. This associate degree program is designed to prepare students by presenting numerous ideas, topics, and research which are directly connected to various aspects of human behavior in the social environment as they apply to the many levels of criminal justice understanding. Students will also be introduced to a variety of interdisciplinary concepts, such as those found within sociology and psychology and how they relate to the student of criminal justice. The curriculum is designed to offer a balance of theory and application to encourage and develop critical thinking skills. An A.A.S. degree in Criminal Justice enables students to enhance their skill and knowledge base in working with diverse populations.

### **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 prepare students for various entry-level positions in areas such as:

- PA State Police Officer (Students must complete at least 60 credits of collegiate work. Students wishing to pursue a regional police academy ACT 120 certification may do so prior to or after obtaining a college degree.)
- Security Officer
- Victim Advocacy Counselor or Victim Services Trainee
- Probation Officer Trainee
- Corrections Officer Trainee
- Institutional Parole Assistant
- DCNR (Dept. of Conservation and Natural Resources) Ranger Trainee
- Specialized Law Enforcement Instructor (Permanent, Part-time Employment)
- Evidence Technician
- Youth Detention Counselor
- Legal Assistant
- Crime Statistics Analyst
- Insurance Investigator
- Retail Loss Prevention

# Program Objectives

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

- Define the major concepts, theoretical perspectives of the criminal justice system (courts, criminal law, criminal procedures, and the adult and juvenile justice systems), and history as they relate to the disciplines of sociology and criminology.
- Identify and analyze emerging trends (deviance, victimology, punishment, etc.) in the criminal justice field through research and statistical data.
- Introduce strategies for working with diverse populations by recognizing and developing skills such as ethical standards, leadership principles, and legal practices in law enforcement, the judicial system, and corrections. Apply skills and knowledge working with diverse populations in law enforcement, corrections, probation and parole.
- Link skills and knowledge necessary for entry level employment in one of the three components of the criminal justice field (law enforcement, judicial system, and corrections). Communicate and apply fundamental ethical, management, leadership, and legal guidelines (e.g., Constitutional law) which govern the field of Criminal Justice.

## 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, including General Education and Major Requirements of the degree.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- BIO 102 - Life Science
- CIT 100 - Microcomputer Applications
- COM 110 - Interpersonal Communication
- ENG 110 - English Composition I\*\*
- MAT 110 - Business Mathematics or
- MAT 116 - Mathematical Concepts & Applications
- PSY 100 - General Psychology\*\*
- PSY 200 - Abnormal Psychology
- SOC 100 - Introduction to Sociology\*\*
- SOC 205 - Race, Class, and Gender in Society

Credit hours: 28

## Major Requirements

- CRJ 105 - Institutional and Community Corrections
- CRJ 110 - Introduction to Criminal Justice
- CRJ 120 - Criminal Justice Report Writing & Interviewing
- CRJ 135 - Introduction to Cybercrime
- CRJ 150 - Juvenile Justice
- CRJ 175 - Constitutional Law
- CRJ 201 - Contemporary Security Management

- CRJ 215 - Criminal Law and Procedure
- CRJ 235 - Criminal Investigation and Policing
- CRJ 260 - Deviance & Victimology
- CRJ 295 - Criminal Justice Internship

Credit hours: 33

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- CRJ 105 - Institutional and Community Corrections
- CRJ 110 - Introduction to Criminal Justice
- ENG 110 - English Composition I\*\*
- SOC 100 - Introduction to Sociology\*\*

Total Credits (16)

### Semester II

- BIO 102 - Life Science
- COM 110 - Interpersonal Communication
- CRJ 120 - Criminal Justice Report Writing & Interviewing
- CRJ 135 - Introduction to Cybercrime
- CRJ 201 - Contemporary Security Management
- SOC 205 - Race, Class, and Gender in Society

Total Credits (18)

### Semester III

- CRJ 150 - Juvenile Justice
- CRJ 175 - Constitutional Law
- CRJ 215 - Criminal Law and Procedure
- MAT 110 - Business Mathematics or
- MAT 116 - Mathematical Concepts & Applications
- PSY 100 - General Psychology\*\*

Total Credits (15)

### Semester IV

- CRJ 235 - Criminal Investigation and Policing
- CRJ 260 - Deviance & Victimology

- CRJ 295 - Criminal Justice Internship
- PSY 200 - Abnormal Psychology

Total Credits (12)

Minimum credits to earn A.A.S. Degree: 61

## **Criminal Justice (A.S.)**

### **A.S. Degree**

### **Program Description**

The Associate of Science (A.S.) degree in Criminal Justice prepares students for transfer to a four-year college or university, and meets the PA TRAC Statewide Program-to-Program Articulation Agreement for completion of a bachelor's degree in criminal justice. The A.S. degree program in Criminal Justice is designed to teach students the fundamentals of the criminal justice system: law enforcement, the judicial system, and corrections. This associate degree program is designed to prepare students by presenting numerous ideas, topics, and research which are directly connected to various aspects of human behavior in the social environment as they apply to the many levels of criminal justice understanding. Students will also be introduced to a variety of interdisciplinary concepts, such as those found within sociology and psychology and how they relate to the student of criminal justice. The curriculum is designed to offer a balance of theory and application to encourage and develop critical thinking skills in the field and to prepare the student for higher levels of academic learning beyond the two-year associate's degree. An A.S. degree in Criminal Justice enables students to enhance their skill and knowledge base for 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 for careers in the criminal justice field that are beyond entry-level.

### **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:

- PA State Police Officer (Students wishing to pursue a regional police academy ACT 120 certification may do so prior to or after obtaining a college degree. The associate's degree prepares the student for the academic and theoretical side of law enforcement.)
- Security Officer
- Victim Advocacy Counselor or Victim Services Trainee
- Probation Officer Trainee
- Corrections Officer Trainee
- Institutional Parole Assistant
- DCNR (Dept. of Conservation and Natural Resources) Ranger Trainee Specialized Law Enforcement Instructor (Permanent, Part-time Employment)
- Evidence Technician
- Youth Detention Counselor
- Legal Assistant
- Crime Statistics Analyst
- Insurance Investigator
- Retail Loss Prevention



# Program Objectives

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

- Define the major concepts, theoretical perspectives of the criminal justice system (courts, criminal law, criminal procedures, and the adult and juvenile justice systems), and history as they relate to the disciplines of sociology and criminology.
- Identify and analyze emerging trends (deviance, victimology, punishment, etc.) in the criminal justice field through research and statistical data.
- Introduce strategies for working with diverse populations by recognizing and developing skills such as ethical standards, leadership principles, and legal practices in law enforcement, the judicial system, and corrections. Apply skills and knowledge working with diverse populations in law enforcement, corrections, probation and parole.
- Communicate and apply fundamental ethical, management, leadership, and legal guidelines (e.g., Constitutional law) which govern the field of Criminal Justice.

## 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, including General Education and Major Requirements of the degree.

## General Education Requirements

- ENG 110 - English Composition I\*\*
- MAT 145 - College Algebra or
- MAT 200 - Probability and Statistics
- COM 101 - Public Speaking
- SOC 100 - Introduction to Sociology\*\*
- PSY 100 - General Psychology\*\*
- PSY 200 - Abnormal Psychology
- SOC 200 - Contemporary Social Issues
- ENG 200 - English Composition II: Studies in Literature\*\*
- ART 101 - Introduction to Art History\*\* or
- MUS 100 - Introduction to Music or
- PHI 110 - Introduction to Philosophy\*\*
- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- BIO 106 - Principles of Biology II Lecture
- BIO 116 - Principles of Biology II Lab
- ACP 100 - Academic and Career Planning

Credit hours: 36

## Major Requirements

- CRJ 105 - Institutional and Community Corrections
- CRJ 110 - Introduction to Criminal Justice

- CRJ 150 - Juvenile Justice
- CRJ 175 - Constitutional Law
- CRJ 260 - Deviance & Victimology
- CRJ 115 - Ethics in Criminal Justice
- CRJ 215 - Criminal Law and Procedure
- CRJ 225 - Criminological Theory
- CRJ 235 - Criminal Investigation and Policing

Credit hours: 27

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CRJ 175 - Constitutional Law
- CRJ 105 - Institutional and Community Corrections
- CRJ 110 - Introduction to Criminal Justice
- ENG 110 - English Composition I\*\*
- SOC 100 - Introduction to Sociology\*\*

Total Credits (16)

### Semester II

- COM 101 - Public Speaking
- CRJ 115 - Ethics in Criminal Justice
- CRJ 225 - Criminological Theory
- ENG 200 - English Composition II: Studies in Literature\*\*
- SOC 200 - Contemporary Social Issues

Total Credits (15)

### Semester III

- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- CRJ 150 - Juvenile Justice
- CRJ 215 - Criminal Law and Procedure
- MAT 145 - College Algebra or
- MAT 200 - Probability and Statistics
- PSY 100 - General Psychology\*\*

Total Credits (16)

## Semester IV

- BIO 106 - Principles of Biology II Lecture
- BIO 116 - Principles of Biology II Lab
- CRJ 235 - Criminal Investigation and Policing
- CRJ 260 - Deviance & Victimology
- PSY 200 - Abnormal Psychology
- ART 101 - Introduction to Art History\*\* or
- MUS 100 - Introduction to Music or
- PHI 110 - Introduction to Philosophy\*\*

Total Credits (16)

Minimum credits to earn A.S. Degree: 63

## Early Childhood Education (A.A.)

### A.A. Degree

### Program Description

The education of the young child, birth to age 8, is a rapidly growing field. The students in this degree program develop professional knowledge, skills and abilities needed to successfully work in private or public early childhood educational settings and continue on for a baccalaureate degree by transferring to a four-year institution. Our students apply foundational concepts from general education coursework to early childhood practice: learn to self-assess and to advocate for themselves as students and as professionals, strengthen skills in written and verbal communication, learn to identify and use professional resources, and make connections between these "college skills" and lifelong professional practice. These options provide the student with the knowledge to apply general education and early childhood education theory and practice to create effective learning environments and interactions for all children birth through grade 4.

### Program Objectives

**The program objectives for this degree will follow the Pennsylvania Department of Education (PDE) Transfer and Articulation Oversight Committee (TAOC) and the National Association for the Education of Young Children (NAEYC) standards as follows:**

1. Standard 1: Promoting Child Development and Learning
2. Standard 2: Building Family and Community Relationships
3. Standard 3: Observing, Documenting and Assessing to Support Young Children and Families
4. Standard 4: Using Developmentally Effective Approaches to Connect with Children and Families
5. Standard 5: Using Content Knowledge to Build Meaningful Curriculum
6. Standard 6: Becoming a Professional

A student should consider these factors before enrolling into this program:

1. This degree program requires that all students obtain a current Pennsylvania Criminal Record Check (Act 34), Child Abuse History Clearance (Act 151), and Federal Criminal History Record Information (CHRI) (ACT 114). Students are **REQUIRED** to have these clearances submitted to the Registrar's Office by the final day of their first semester. If students fail to have clearances submitted by that time, they will be removed from the program.

2. Student must have completed ALL developmental work prior to being accepted into Early Childhood Education Associate of Arts Degree or have passed all sections of the Compass Entrance Exam.
3. Once admitted, students must maintain a 3.0 average. Students who fall below a 3.0 will be notified by e-mail that their major has automatically been changed to Child Development AAS. If a student wishes to change to another degree or certificate, they must notify their advisor and complete the appropriate paperwork.
4. Students may not receive any grade lower than a C in any general education or major course that is required by this degree.

This degree follows the curriculum set by the Pennsylvania Department of Education Transfer and Articulation Oversight Committee (TAOC) on November 11, 2011, and is transferable to all Pennsylvania State System of Higher Education colleges. However, in planning to transfer, please remember to check with the transfer institution to make sure that you meet all requirements. Universities and colleges that are not in the Pennsylvania State System of Higher Education, such as the University of Pittsburgh, Mt. Aloysius College, and Carlow University may have different requirements.

## 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.
- Once admitted, maintain a 3.0 GPA in the program. Students who fall below a 3.0 will be notified by email that their major has automatically been changed to the Child Development A.A.S. degree program. If students wish to change to another degree or certificate program, they must notify their advisors and complete the appropriate change of major paperwork.
- Students may not receive any grade lower than a "C" in any general education or major course that is required by this degree.
- Satisfactorily complete all degree requirements, including General Education and Major Requirements of the degree.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- ENG 200 - English Composition II: Studies in Literature\*\*
- MAT 126 - Elements of Mathematics I
- MAT 127 - Elements of Mathematics II
- ART 101 - Introduction to Art History\*\* or
- MUS 100 - Introduction to Music
- PSY 100 - General Psychology\*\* or
- ANT 100 - Introduction to Cultural Anthropology\*\* or
- SOC 100 - Introduction to Sociology\*\*
- GEO 100 - Introduction to Geography or
- HIS 100 - U.S. History I: Discovery through Reconstruction\*\* or
- HIS 110 - U.S. History II: Reconstruction to Present\*\*

Credit hours: 32

## Major Requirements

- ECE 101 - Introduction to Early Childhood Education

- ECE 110 - Child Development
- ECE 198 - Early Childhood Practicum I
- ECE 205 - Emerging Literacy/Inclusion
- ECE 211 - Teaching Science for Early Childhood
- ECE 215 - Teaching: Integrating Curriculum through Creative Expression
- ECE 250 - Children, Families, and Community
- ECE 290 - Assessing Child Performance/Inclusion
- ECE 295 - Capstone Seminar in Early Childhood Education
- EDU 120 - Technology for Teaching
- EDU 230 - Children with Special Needs
- EDU 225 - Teaching English Language Learners

Credit hours: 32

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- ECE 101 - Introduction to Early Childhood Education
- ECE 110 - Child Development
- ENG 110 - English Composition I\*\*
- CIT 100 - Microcomputer Applications
- Elective - History or Geography

Total Credits (16)

### Semester II

- COM 101 - Public Speaking
- ECE 211 - Teaching Science for Early Childhood
- ECE 205 - Emerging Literacy/Inclusion
- ECE 198 - Early Childhood Practicum I
- ENG 200 - English Composition II: Studies in Literature\*\*
- ART 101 - Introduction to Art History\*\* or
- MUS 100 - Introduction to Music

Total Credits (16)

### Semester III

- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- ECE 215 - Teaching: Integrating Curriculum through Creative Expression
- EDU 120 - Technology for Teaching
- MAT 126 - Elements of Mathematics I

- PSY 100 - General Psychology\*\* or
- ANT 100 - Introduction to Cultural Anthropology\*\* or
- SOC 100 - Introduction to Sociology\*\*

Total Credits (16)

## Semester IV

- ECE 250 - Children, Families, and Community
- ECE 290 - Assessing Child Performance/Inclusion
- ECE 295 - Capstone Seminar in Early Childhood Education
- EDU 230 - Children with Special Needs
- EDU 225 - Teaching English Language Learners
- MAT 127 - Elements of Mathematics II

Total Credits (16)

Minimum credits to earn A.A. Degree: 64

# Electric Utility Technology (A.A.S.)

## A.A.S. Degree

## Program Description

The Associate of Applied Science degree in Electric Utility Technology is offered in partnership with First Energy Corporation. This program focuses on the essential skills necessary to prepare graduates for employment as a substation worker or in related technical fields. Since this program is offered in partnership with a local major utility, it gives successful 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 utility company training facilities. Enrollment is limited, with program eligibility screening conducted by First Energy and Pennsylvania Highlands Community College prior to the start of the fall semester. Please note that this is a daytime program and students are required to participate in a ten to fourteen week compensated Summer 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.
4. Demonstrate knowledge of basic business management and labor relations.
5. Demonstrate skills in collaborative communication with team members and in the writing of technical reports.

## 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.

**Required Equipment Needed by Student:**

- Black Sharpie Pen
- Linesman Pliers
- Diagonal Pliers
- Long Nose Pliers
- Utility Knife
- Multi-meter Cat II
- Screwdriver Set (Electrical, Flat 38 Phillips, #1, #2, #3)
- Tape Measure
- Wire Strippers
- Romex Cable Ripper
- Safety Glasses
- Substation Electrician Boots

**Supplementary Materials:**

- Cordless Drill/Driver ¾" (optional)

## General Education Requirements

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 110 - Interpersonal Communication
- ECO 100 - Macroeconomics
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 117 - Technical Math for Trades
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab

**Credit hours: 23**

## Major Requirements

- BUS 110 - Introduction to Business
- BUS 240 - Labor Management Relations
- ELT 105 - AC/DC High Voltage
- ENG 225 - Technical Writing
- 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
- PHI 100 - Critical Thinking

Credit hours: 40

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- EUT 100 - Electric Utility Technology Substation I
- MAT 117 - Technical Math for Trades

Total Credits (16)

### Semester II

- ENG 225 - Technical Writing
- BUS 110 - Introduction to Business
- ELT 105 - AC/DC High Voltage
- EUT 110 - Electric Utility Technology Substation II

Total Credits (16)

Summer Field Experience (see Program Description)

### Semester III

- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab
- ECO 100 - Macroeconomics
- COM 110 - Interpersonal Communication
- EUT 200 - Electric Utility Technology Substation III

Total Credits (16)



## Semester IV

- LIF 111 - Health and Wellness
- EUT 210 - Electric Utility Technology Substation IV
- PHI 100 - Critical Thinking
- BUS 240 - Labor Management Relations

Total Credits (15)

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

## Engineering Technology (A.A.S.)

### A.A.S. Degree

### Program Description

The Associate of Applied Science degree in Engineering Technology prepares students with the necessary foundational skills to work in multiple fields during the first year of study. During the second year of this program, students select a track in which to concentrate in order to continue toward degree completion. Current tracks include a Civil Track and an Architectural Track.

Opportunities will exist 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 (Architectural Track), and site work including, site plans, roads layout, and utilities design (Civil Track).

### Career Opportunities

- Junior Designer
- CADD Technician
- Survey CADD Technician
- Architectural CADD Technician
- CAD Operator
- Estimators
- Building Inspectors
- Structural Technician

### Program Objectives

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

1. Demonstrate an understanding of CAD and CADD software and its commands for the creation of drawings.
2. Distinguish between different building components, views, plans and details within a complete architecture project.
3. Identify architectural and civil symbols, hatching, and line work used in the creation of architectural and civil plans.
4. Demonstrate the ability to create civil site and utility plans with CADD software.
5. Demonstrate strong communication, critical thinking, and team participation skills by describing how to relate drawing and design information to the public and contractors, communicate effectively with architects, engineers, and other building professionals, and use interpersonal and team building skills for 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

- ACP 100 - Academic and Career Planning
- ENG 105 - Effective Writing for the Workplace
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab
- COM 101 - Public Speaking
- MAT 115 - Construction Math
- Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

Credit hours: 17

## Major Requirements

### Architectural Track

- CAD 105 - Computer Aided Drafting I
- CAD 106 - Computer Aided Drafting II
- CAD 201 - Computer Aided Drafting 3D
- CAD 202 - Computer Aided Drafting III
- BUI 105 - Architecture I
- BUI 125 - Architectural Blueprint Reading
- BUI 150 - Revit I
- BUI 224 - Building Components - Electrical, Plumbing, & HVAC
- BUI 255 - Revit II
- BUI 265 - Architecture Capstone Project
- BUI 298 - Architectural/Civil Internship or Free Elective
- DSG 110 - Graphic Design
- DSG 115 - Design Theory I
- DSG 120 - Design Theory II

Credit hours: 45

### Civil Track

- CAD 105 - Computer Aided Drafting I
- CAD 106 - Computer Aided Drafting II
- CAD 201 - Computer Aided Drafting 3D
- CAD 202 - Computer Aided Drafting III

- BUI 105 - Architecture I
- BUI 106 - Civil I
- BUI 125 - Architectural Blueprint Reading
- BUI 131 - Introduction to Survey
- BUI 150 - Revit I
- BUI 226 - Civil II
- BUI 236 - Civil III
- BUI 298 - Architectural/Civil Internship or Free Elective
- DSG 110 - Graphic Design
- DSG 115 - Design Theory I
- DSG 120 - Design Theory II

Credit hours: 45

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- BUI 125 - Architectural Blueprint Reading
- CAD 105 - Computer Aided Drafting I
- MAT 115 - Construction Math
- DSG 110 - Graphic Design
- DSG 115 - Design Theory I

Total Credits (16)

### Semester II

- BUI 150 - Revit I
- CAD 106 - Computer Aided Drafting II
- DSG 120 - Design Theory II
- ENG 105 - Effective Writing for the Workplace
- COM 101 - Public Speaking

Total Credits (15)

## Architectural Track (Semester III/IV)

### Semester III

- BUI 105 - Architecture I
- BUI 224 - Building Components - Electrical, Plumbing, & HVAC
- CAD 202 - Computer Aided Drafting III
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab

Total Credits (16)

#### Semester IV

- BUI 255 - Revit II
- BUI 265 - Architecture Capstone Project
- BUI 298 - Architectural/Civil Internship or Free Elective
- CAD 201 - Computer Aided Drafting 3D  
Elective - Social Science

Total Credits (15)

#### Civil Track (Semester III/IV)

#### Semester III

- BUI 105 - Architecture I
- BUI 224 - Building Components - Electrical, Plumbing, & HVAC
- CAD 202 - Computer Aided Drafting III
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab

Total Credits (16)

#### Semester IV

- BUI 226 - Civil II
- BUI 236 - Civil III
- BUI 298 - Architectural/Civil Internship or Free Elective
- CAD 201 - Computer Aided Drafting 3D  
Elective - Social Science

Total Credits (15)

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

## **Entrepreneurship (A.A.S.)**

### **A.A.S. Degree**

### **Program Description**

If you enjoy technical, hands-on work and wish to expand your business leadership and management skills - or if you are just starting out and want to enhance your technical experience with additional entrepreneurial skills - the Associate of Applied Science (A.A.S.) degree in Entrepreneurship will help you focus your direction and develop your skills for a successful future.

The Entrepreneurship A.A.S. degree allows experienced students to receive credit for life experience, or from military experience/transcripts, or diplomas from career and technology centers. For both experienced students and those just starting out, this degree provides a strong foundation in entrepreneurship and small business management. Graduates will learn the basics of communication, math, science, and business management concepts, increasing their marketability or ability to start their own business.

This A.A.S. degree is built for those with technical training or technical interest who are open to the rewarding and challenging world of entrepreneurship. With an Entrepreneurship A.A.S. Degree, students will be prepared to enter their field with enhanced skills or to advance from within with confidence and ease.

## Career Opportunities

- Entrepreneur
- Small Business Manager
- Plant Manager
- Store Manager
- Facilities Manager
- Warehouse Manager

## Program Objectives

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

1. Demonstrate knowledge of basic management and leadership principles.
2. Develop strong communication and critical thinking skills.
3. Demonstrate the ability to solve complex problems/issues.
4. 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

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- CIT 100 - Microcomputer Applications
- Elective - English or Communications
- Elective - Math
- Elective - Science
- Elective - Social Science

**Credit hours: 19-20**

## English and Communication Electives (Choose one)

- COM 101 - Public Speaking
- COM 110 - Interpersonal Communication
- COM 120 - Organizational Communications
- ENG 220 - Business Letter and Report Writing
- ENG 225 - Technical Writing

## Math Electives (Choose one)

- MAT 110 - Business Mathematics
- MAT 115 - Construction Math
- MAT 117 - Technical Math for Trades
- MAT 131 - Intermediate Algebra
- MAT 145 - College Algebra

## Science Electives (Choose one)

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- GLG 102 - Introduction to Geology and
- GLG 103 - Introduction to Geology Lab
- PHY 102 - Concepts of Physics and
- PHY 103 - Concepts of Physics Lab

## Social Science Electives (Choose one)

*(See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options)*

## Major Requirements

- BUS 110 - Introduction to Business
  - BUS 125 - Management Principles
  - BUS 210 - Business Law
  - BUS 230 - Principles of Marketing
  - ACC 150 - Accounting Principles I
- Four Business Elective courses

Credit hours: 27

## Business Electives (Choose 4)

- BUS 130 - Personal Consumer Finance
- BUS 165 - Human Resource Management
- BUS 206 - Operations Management and Process Improvement
- BUS 220 - Small Business Management
- BUS 225 - Business Ethics
- BUS 240 - Labor Management Relations

## Technical Electives (Choose 5 courses)

Select five courses from any technical area as technical electives.

### Engineering

- CAD 105 - Computer Aided Drafting I
- CAD 106 - Computer Aided Drafting II
- CAD 201 - Computer Aided Drafting 3D
- CHM 120 - General Chemistry I
- MAT 210 - Calculus I

### Biological and Natural Sciences

- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- BIO 106 - Principles of Biology II Lecture and
- BIO 116 - Principles of Biology II Lab
- BIO 202 - Human Anatomy and Physiology I and
- BIO 212 - Human Anatomy and Physiology Lab I
- BIO 206 - Microbiology and
- BIO 216 - Microbiology Lab
- CHM 120 - General Chemistry I
- CHM 122 - General Chemistry II
- MAT 200 - Probability and Statistics

### Mathematics

- MAT 170 - Precalculus
- MAT 200 - Probability and Statistics
- MAT 204 - Discrete Mathematics
- MAT 210 - Calculus I
- MAT 220 - Calculus II

### Nanofabrication Technology

- CHM 106 - Introductory Chemistry

- CHM 110 - Survey of Organic and Biochemistry
- COM 110 - Interpersonal Communication
- MAT 145 - College Algebra
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab

## Networking Administration Basics

- CIT 110 - Theory of Computing
- CIT 132 - Local Area Networks
- CIT 165 - Hardware Components
- CIT 173 - Windows Enterprise Desktop Operating Systems
- CIT 226 - Windows Server Management

## Office Technology

- CIT 102 - Microsoft Access
- CIT 103 - Microsoft Excel
- CIT 105 - Microsoft PowerPoint
- CIT 107 - Microsoft Word
- CIT 110 - Theory of Computing

## Technology

- CIT 110 - Theory of Computing
- CIT 132 - Local Area Networks
- CIT 165 - Hardware Components
- CIT 173 - Windows Enterprise Desktop Operating Systems
- CIT 222 - Linux Operating System

## Welding

- WEL 105 - Welding I
- WEL 106 - Welding II
- WEL 125 - Blueprint Reading for Welders
- WEL 210 - Welding Equipment Repair and Troubleshooting
- WEL 215 - Welding Inspection and Code Specifications

## Total Credits (15)

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning  
Elective - Math



- MAT 110 - Business Mathematics or
- MAT 115 - Construction Math or
- MAT 117 - Technical Math for Trades or
- MAT 131 - Intermediate Algebra or
- MAT 145 - College Algebra
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- BUS 110 - Introduction to Business  
Elective - Technical

Total Credits (16)

## Semester II

- BUS 125 - Management Principles  
Elective - Technical  
Elective - Science  
Elective - Business  
Elective - Business

Total Credits (15/16)

## Semester III

- ACC 150 - Accounting Principles I
- BUS 210 - Business Law  
Elective - Technical  
Elective - Business  
Elective - Business

Total Credits (15)

## Semester IV

- BUS 230 - Principles of Marketing  
Elective - Technical  
Elective - Technical  
Elective - Social Science  
Elective - English or Communications

Total Credits (15)

Minimum credits to earn A.A.S. Degree: 61-62

## Nanotechnology Option

Nanoscience and nanotechnology are the study and application of extremely small things and can be used across all the other science fields, such as chemistry, biology, physics, materials science, and engineering. To learn more about nanotechnology, visit <http://www.cneu.psu.edu/hmWhatIsNano.html>.

Through our partnership with the NACK (Nanotechnology Applications and Career Knowledge) Network and Penn State University Nanotechnology, Penn Highlands is able to connect its students with coursework and careers in the growing field of nanotechnology.

## 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.

## Application Process

Eligibility Requirements for the program include:

- 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.
- Obtain a recommendation from the program lead.

**To be accepted into the PSU Nanotechnology capstone program, students must:**

- Contact the Office of Instruction at Penn Highlands for program application instructions and information at 814.262.6486.
- Apply to Penn State and provide the necessary documentation, including a letter of reference.
- If accepted, students must provide acceptance letter to the Registrar for course scheduling.
- Pay the required tuition, fees, and materials for the program. Costs will include room and board for the semester at Penn State Main Campus, a program fee of \$2,500, Penn Highlands' tuition and fees, books, and materials.

Students may contact the Penn State University NMT program directly for more information and the application: Sue Barger, Administrative Support Coordinator, 814.865.9635, sbarger@enr.psu.edu.

## **Course Information**

Students pursuing certification in Nanotechnology will complete the Liberal Arts and Science Degree and then enroll in the following courses offered through the Pennsylvania Nanofabrication Manufacturing Technology (NMT) Partnership at Penn State University's Main Campus. Courses are offered in one 15-week semester at Penn State University in State College, PA. Students must make arrangements to attend classes in State College, including room and board.

### **Semester V (Nanotechnology Option)**

These courses are held on the main campus of Penn State University.

- 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)

## **Health Professions - Histotechnology (A.A.S.)**

### **A.A.S. Degree**

### **Program Description**

The Associate of Applied Science Degree in Health Professions - Histotechnology is a comprehensive approach to preparing students to acquire expertise in the field of histology. Histology is a structural science concerned with the demonstration of cellular morphology, chemical composition, and function of normal and abnormal tissue. The responsibilities of the histology technician include preparing all specimens, particularly tissue specimens removed at surgery, for examination. Types of specimens include tiny biopsies, whole organs, and foreign objects removed at surgery (e.g. bullets, glass fragments, coins). The technician prepares specimen blocks using microtomy, does special stains, and performs other activities necessary for the preparation of tissue sections for microscope diagnosis and examination. Histotechnology is a dynamic profession with continual evolution of new procedures and methodology.

The program is offered in partnership with the hospital-based histology technician diploma program at Conemaugh Memorial Medical Center. The College provides classroom instruction and the hospital-based program provides specialized classroom and clinical experience. Students who declare this major will be considered pre-histotechnology students and should apply to the Conemaugh School of Histotechnology during their second semester as they near completion of the 28 credits of general education courses.

### **Career Opportunities**

Upon successful completion of all program requirements, the graduate has the option of registering and completing the National Registry Examination of the American Society of Clinical Pathologists (ASCP) exam at a participating center. The College does not guarantee results of this registry exam. There are also numerous opportunities for continuing education, professional growth and advancement via state professional societies and the National Society for Histotechnology.

- Clinical technician in a variety of settings
- Management
- Research
- Education
- Sales

## Program Objectives

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

1. Exercise principles of safety and practices in a professional manner within ethico-legal dimensions.
2. Synthesize knowledge and clinical techniques in accessioning, fixation, tissue processing, embedding, routine and special staining, immunochemistry, frozen section procedures, and trouble shooting in histopathology.
3. Evaluate factors that affect histotechnology processes and make corrections as warranted.
4. Master expected competencies in an accountable and professional manner as an entry level histotechnician in collaboration with other health team members and complimentary to medicine.

## Obtaining the Degree

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

- Complete required 27 general education credits at Pennsylvania Highlands Community College.
- Apply to Conemaugh School of Histotechnology and meet admission requirements for the clinical component of the program.
- Complete 8 credits of chemistry and 27 clinical histotechnology credits.
- Satisfactorily pass the comprehensive final exam in the histotechnology program.
- Satisfactorily complete all degree requirements.

## Conemaugh School of Histotechnology Information Guide for Advisement

**Accreditation Requirements for Admission:**

- Must be a graduate of an approved high school or possess a General Educational Development (GED) Certificate.
- It is preferred that graduates be ranked in the upper two-thirds of their graduating class, and a minimum grade point average of 2.2 or college course progression of 2.0 GPA.
- Successfully completed high school or college-level algebra, biology and chemistry with a C grade or greater.

**Submission of Application:**

Application to Conemaugh School of Histotechnology should be completed in spring semester, or early summer semester, of the first year at Pennsylvania Highlands Community College in the required curriculum plan. Application is available at [www.conemaugh.org](http://www.conemaugh.org).

- Three references are required: two should be from guidance counselors, science teachers or employers; one personal reference from a non-relative is also required.
- Histotechnology Program will contact applicant to set up an interview.

**Health Requirements:**

- Pre-entrance health exam must be completed within 30 days before the start of the first clinical course.

- Records must be submitted: Tetanus toxoid, urinalysis or urine dipstick, rubella (qualitative positive or negative) - if non-immune reaction then immunized, rubeola (qualitative positive or negative) - if non-immune reaction then immunized, varicella zoster (qualitative positive or negative) - IGG if there is a negative history or vague about having chickenpox, Hepatitis B surface antigen or Hepatitis B vaccine can be given by the hospital and chest x-ray if clinically indicated or a history of tuberculin skin test that is positive. All records must be submitted 30 days prior to start of clinical courses.
- Dental exam, with any repair measures documented, completed within 6 months prior to start of clinical courses.
- Vision exam, with correction, administered within 1 year prior to clinical courses completed by optometrist or ophthalmologist.

#### **Criminal Clearances:**

Must be completed and report returned prior to enrollment in clinical courses. Should be initiated 2-3 months prior to enrollment.

- Federal Cogent Criminal Clearance History and Record Information (Act 34 Clearance).
- Pennsylvania Child Abuse History Clearance (Act 33 Clearance).
- If an applicant has not been a resident of Pennsylvania for the past two consecutive years, an additional clearance through the Department of Aging is required. This is required by the Older Adults Protective Services Law.
- Information regarding conviction of prohibitive offenses that result in non-admission or termination of clinical privileges may be obtained upon request from Conemaugh Health System Human Resource Department.

#### **Urine Drug Screen Testing:**

Testing is conducted 30 days prior to enrollment in the first clinical course. Testing may only be done by the School's Student Health Nurse, Conemaugh Employee Health Office or Corporate Care Office. The drug screen must be negative.

**Applicant must possess a social security number. Applicant cannot have been terminated from the Conemaugh Health System as an employee.**

## **General Education Requirements**

- ACP 100 - Academic and Career Planning
- BIO 202 - Human Anatomy and Physiology I
- BIO 204 - Human Anatomy and Physiology II
- BIO 212 - Human Anatomy and Physiology Lab I
- BIO 214 - Human Anatomy and Physiology Lab II
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 131 - Intermediate Algebra
- PSY 100 - General Psychology\*\*

**Credit hours: 27**

## **Major Requirements**

- CHM 106 - Introductory Chemistry
- CHM 110 - Survey of Organic and Biochemistry
- HST 100 - Histotechnology 100
- HST 200 - Histotechnology 200
- HST 250 - Histotechnology 250

Credit hours: 35

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- BIO 202 - Human Anatomy and Physiology I
- BIO 212 - Human Anatomy and Physiology Lab I
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- PSY 100 - General Psychology\*\*

Total Credits (14)

### Semester II

- BIO 204 - Human Anatomy and Physiology II
- BIO 214 - Human Anatomy and Physiology Lab II
- COM 101 - Public Speaking
- LIF 111 - Health and Wellness
- MAT 131 - Intermediate Algebra

Total Credits (13)

### Semester III

- CHM 106 - Introductory Chemistry
- HST 100 - Histotechnology 100

Total Credits (13)

### Semester IV

- CHM 110 - Survey of Organic and Biochemistry
- HST 200 - Histotechnology 200

Total Credits (13)

### Semester V (Summer)

- HST 250 - Histotechnology 250

Total Credits (9)

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

## **Health Professions - Paramedic (A.A.S.)**

### **A.A.S. Degree**

### **Program Description**

The Associate of Applied Science Degree in Health Professions - Paramedic is a structured educational approach to preparing healthcare professionals that function in emergency medical services. Applicants must possess current Pennsylvania Certification as an Emergency Medical Technician. Paramedics provide advanced levels of care for acute medical problems and trauma. Coursework emphasizes scientific knowledge, clinical and field experience, and caring abilities in the role of pre-hospital medicine. Students complete 400 hours of classroom instruction, including 100 hours of skill laboratory time, and 500 clinical hours as part of the Conemaugh curriculum. Upon completion of the Conemaugh program, students receive a certificate and are eligible to sit for the National Registry EMT-P exam which serves as Pennsylvania's State Paramedic Exam. Earning the associate degree provides students with career ladder opportunities including the ability to pursue a bachelor's degree in emergency medical services or other health related professions.

The program is offered in partnership with the hospital based paramedic program at Conemaugh Memorial Medical Center. 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 and receipt of Pennsylvania certification, graduates will have numerous opportunities for employment, continuing education, and professional growth and advancement.

- Emergency Medical Services practitioner in a variety of settings
- Management
- Emergency Dispatcher
- Education
- Sales

### **Program Objectives**

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

1. Assume the role as a caring, competent, entry-level emergency health care provider.
2. Utilize critical thinking strategies and decision-making strategies in role performance.
3. Provide care in a responsible, accountable manner within ethico-legal dimensions.
4. Demonstrate the ability to develop and participate in illness and injury prevention programs for the community.

### **Obtaining the Degree**

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

- Apply to Conemaugh Memorial Medical Center and be accepted into the hospital-based paramedic diploma program.
- Satisfactorily pass the comprehensive final exam in the hospital-based paramedic certificate program at Conemaugh Memorial Medical Center.

- Satisfactorily pass the National Registry EMT-P Exam and receive Pennsylvania certification as a paramedic.
- Satisfactorily complete all degree requirements including college courses and all hospital based courses.

## General Education Requirements

- ACP 100 - Academic and Career Planning
  - BIO 202 - Human Anatomy and Physiology I
  - BIO 212 - Human Anatomy and Physiology Lab I
  - CIT 100 - Microcomputer Applications
  - COM 101 - Public Speaking
  - ENG 110 - English Composition I\*\*
  - LIF 111 - Health and Wellness
  - MAT 131 - Intermediate Algebra
- Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

Credit hours: 23

## Major Requirements

- BIO 204 - Human Anatomy and Physiology II
  - BIO 214 - Human Anatomy and Physiology Lab II
- Elective - Social Science  
Conemaugh specialized classroom and clinical experience technical block (30 credits)

Credit hours: 37

## Recommended Sequence of Courses

### Semester I

Conemaugh specialized classroom and clinical experience\*

Total Credits (NA)

### Semester II

Conemaugh specialized classroom and clinical experience\*

Total Credits (NA)

### Semester III

- ACP 100 - Academic and Career Planning
- BIO 202 - Human Anatomy and Physiology I
- BIO 212 - Human Anatomy and Physiology Lab I
- CIT 100 - Microcomputer Applications



- ENG 110 - English Composition I\*\*  
Elective - Social Science

Total Credits (14)

## Semester IV

- COM 101 - Public Speaking
- LIF 111 - Health and Wellness
- MAT 131 - Intermediate Algebra
- BIO 204 - Human Anatomy and Physiology II
- BIO 214 - Human Anatomy and Physiology Lab II  
Elective - Social Science

Total Credits (16)

*\*Upon successful completion of all specialized classroom and clinical experience administered and offered only by Conemaugh School of Emergency Medical Services, the College awards a technical block of 30 credits.*

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

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

## A.A.S. Degree

## 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 require 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 Memorial Medical Center. 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

## Program Objectives

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

1. Possess the didactic knowledge and clinical skills needed to achieve a diagnostic radiograph.
2. Evaluate radiographic images for positioning/technical quality.
3. Maintain radiation protection for patients as well as for radiology personnel and other members of the healthcare team.
4. Exhibit an empathetic approach in providing quality patient care.
5. Possess a professional attitude expected of all healthcare providers.
6. Incorporate ethico-legal guidelines in meeting the health needs of patient, family and community.
7. Demonstrate accomplishment of the terminal competencies and assume an entry level position as a Radiologic Technologist.

## Obtaining the Degree

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

- Apply to Conemaugh Memorial Medical Center and be accepted into the hospital-based radiological technology diploma program. Application and additional program information can be found at <http://www.conemaugh.org/education/school-of-radiologic-technology>. Specific application requirements apply.
- Satisfactorily pass the comprehensive final exam in the hospital-based radiological technology diploma program at Conemaugh Memorial Medical Center.
- Satisfactorily complete all degree requirements including college courses and all hospital-based courses.

### Application Process:

Pennsylvania Highlands Community College accepts a block transfer of 32 credits from Conemaugh School of Radiologic Technology towards an Associate of Applied Science Degree in Health Professions - Radiologic Technology.

Students must apply and be accepted to the Conemaugh School of Radiologic Technology in order to complete the Associate of Applied Science Degree. In order to be eligible for admission, the student must meet all requirements set forth by the School of Radiologic Technology including the satisfactory completion (C grade or higher) of any specified prerequisite coursework.

The program prerequisite is successful completion HSC 130 Basic Anatomy and Physiology (3 credits) with a grade of C or higher. This course is offered to entering students during the summer semester.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 120 - Organizational Communications
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 131 - Intermediate Algebra
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab
- PSY 100 - General Psychology\*\*

Credit Hours: 23

## Major Requirements

- HSC 100 - Medical Terminology
  - 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: 41

## Recommended Sequence of Courses

Program prerequisites include:

- Students must be graduates of an approved high school. The GED equivalency is accepted.
- Completion of the following high school courses with a "C" grade average or better within the last five years: Algebra I, Biology, and Chemistry.
- Completion of the following college course with a "C" grade average or better: HSC 130 Basic Anatomy and Physiology.

## Semester I

- ACP 100 - Academic and Career Planning
  - CIT 100 - Microcomputer Applications
  - HSC 100 - Medical Terminology
- Conemaugh specialized classroom and clinical experience\*

Total credits (7)

## Semester II

- ENG 110 - English Composition I\*\*
  - MAT 131 - Intermediate Algebra
- Conemaugh specialized classroom and clinical experience\*

Total credits (6)

## Semester III

- PSY 100 - General Psychology\*\*
  - PHY 102 - Concepts of Physics
  - PHY 103 - Concepts of Physics Lab
- Conemaugh specialized classroom and clinical experience\*

Total credits (7)

## 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
- PSY 130 - Human Development Across the Lifespan  
Conemaugh specialized classroom and clinical experience\*

Total credits (6)

\*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.

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

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

# Healthcare Information Specialist (A.A.S.)

## A.A.S. Degree

## Program Description

The Associate of Applied Science in Healthcare Information Specialist degree prepares graduates for the growing healthcare information field. Due to a shift toward electronic medical records and an aging population, the Pennsylvania Department of Labor anticipates the need for 9,150 trained medical records and health information technicians by 2016.

A medical records analyst would compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. A medical records analyst would also process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

*(This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.)*

# Career Opportunities

Possible job titles include:

- Medical Records Clerk
- Health Information Clerk
- Medical Records Technician
- File Clerk
- Medical Records Analyst
- Abstractor

# Program Objectives

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

1. Protect the security of medical records to ensure that confidentiality is maintained.
2. Review records for completeness, accuracy, and compliance with regulations.
3. Retrieve patient medical records for physicians, technicians, or other medical personnel.
4. Release information to persons or agencies according to regulations.
5. Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.
6. Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.
7. Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
8. Process and prepare business or government forms.
9. Process patient admission or discharge documents.
10. Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.

# 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.
- Achieve a "C" or better in all HSC courses. (Example: students will not be permitted to advance into HSC 140 Basic Disease Process and Pharmacology if they receive a "D" in HSC 130 Basic Anatomy and Physiology.) The content of this program builds upon the fundamentals covered in early courses; therefore, it is imperative that students take the classes in sequence and achieve an understanding of the content ("C" or better) to progress in the program. If a student does not achieve a "C" or better in an HSC course, the student will need to repeat the course before moving forward. This may extend the time it takes for completion.

# General Education Requirements

- ACP 100 - Academic and Career Planning
- BIO 102 - Life Science
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 110 - Business Mathematics

Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

Credit hours: 22

## Major Requirements

- CIT 201 - Database Management for Healthcare
- 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 205 - Medical Coding ICD-10-CM
- HSC 210 - Medical Coding CPT
- HSC 212 - Medical Coding Certification Prep
- HSC 275 - Healthcare Administrations/Organizations
- HSC 280 - Financial Management in Health Care
- HSC 281 - Hospital Practicum for Healthcare Technology
- HSC 282 - Office Practicum for Healthcare Technology

Credit hours: 38

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- HSC 100 - Medical Terminology
- HSC 120 - Health Information Management and Medical Office
- HSC 130 - Basic Anatomy and Physiology

Total Credits (16)

### Semester II

- BIO 102 - Life Science
- HSC 160 - Law and Ethics for Health Occupations
- HSC 205 - Medical Coding ICD-10-CM
- HSC 210 - Medical Coding CPT
- LIF 111 - Health and Wellness

Total Credits (15)

## Semester III

- CIT 201 - Database Management for Healthcare
- HSC 140 - Basic Disease Process and Pharmacology
- HSC 212 - Medical Coding Certification Prep
- HSC 280 - Financial Management in Health Care
- MAT 110 - Business Mathematics

Total Credits (16)

## Semester IV

- COM 101 - Public Speaking
- HSC 275 - Healthcare Administrations/Organizations
- HSC 281 - Hospital Practicum for Healthcare Technology
- HSC 282 - Office Practicum for Healthcare Technology
- Elective - Social Science

Total Credits (13)

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

# Information Technology (A.A.S.)

## A.A.S. Degree

## Program Description

The Associate of Applied Science degree in Information Technology focuses on the computerized technologies that are critical to business and industry. Students will build a core foundation and choose one of three tracks: Cyber Security, Network Administration or Server Administration in order to complete the degree. Each individual track is posted separately below.

### Information Technology: Cyber Security (Track)

The Associate of Applied Science degree in Information Technology: Cyber Security focuses on the most critical and quickly changing area of the industry. This program provides students with the ability to not only administer networks but also to secure those networks and conduct penetration tests to ensure they are not vulnerable to attacks. Graduates will have an understanding of computer hardware, operating systems, networking, databases, programming, and defensive and offensive security. Students will cover aspects of the Microsoft Certified Solutions Associate (MCSA), CompTIA Linux+, Net+, Security+ and A+, Wireshark Certified Network Analyst, and the EC-Council Certified Ethical Hacker certifications.

## Career Opportunities

1. Cyber Security Analyst
2. Information Systems Security Officer
3. Network Security Specialist
4. Penetration Tester

# Program Objectives

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

1. Demonstrate knowledge in Operating Systems, Networking, Data Communication, and Database Technology.
2. Demonstrate various techniques for preventing unauthorized attacks to computer networks and apply measures for minimizing the damage caused by network intruders.
3. Evaluate and implement the needed information security controls for any information system and provide an assurance framework where the security processes or controls, or both, are embedded in information systems technologies.
4. Understand professional, ethical, legal, security and social issues and responsibilities.
5. Apply strong communication and critical thinking skills including reading, writing, organizing, evaluating, problem solving and presentation 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

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 145 - College Algebra
- Elective - Science
- Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

Credit Hours: 22-23

### Science Electives (Choose one)

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- GLG 102 - Introduction to Geology
- GLG 103 - Introduction to Geology Lab
- PHY 102 - Concepts of Physics and
- PHY 103 - Concepts of Physics Lab
- PHY 110 - Physics (Algebra-based) I and
- PHY 111 - Physics (Algebra-based) I Lab



## Social Science Electives (Choose one)

*(See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options)*

## Required Courses

- CIT 132 - Local Area Networks
- CIT 165 - Hardware Components
- CIT 166 - Visual Basic Programming
- CIT 173 - Windows Enterprise Desktop Operating Systems
- CIT 196 - Database Management
- CIT 222 - Linux Operating System
- CIT 226 - Windows Server Management
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship
- CIT 292 - Network Security
- CIT 293 - Wireshark Network Analysis
- CIT 294 - Ethical Hacking
- CRJ 135 - Introduction to Cybercrime

Credit Hours: 41

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- CIT 132 - Local Area Networks
- CIT 173 - Windows Enterprise Desktop Operating Systems
- ENG 110 - English Composition I\*\*  
Elective - Social Science

Total Credits (17)

### Semester II

- CIT 165 - Hardware Components
- CIT 196 - Database Management
- CIT 226 - Windows Server Management
- CIT 293 - Wireshark Network Analysis
- LIF 111 - Health and Wellness

Total Credits (17)

## Semester III

- CIT 166 - Visual Basic Programming
- CIT 292 - Network Security
- COM 101 - Public Speaking
- MAT 145 - College Algebra
- Elective - Science (3/4)

Total Credits (15/16)

## Semester IV

- CIT 222 - Linux Operating System
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship
- CIT 294 - Ethical Hacking
- CRJ 135 - Introduction to Cybercrime

Total Credits (14)

Minimum credits to earn A.A.S. Degree - Cyber Security Track: 63-64

## Information Technology: Server Administration (Track)

The Associate of Applied Science degree in Information Technology: Server Administration focuses on the computerized technologies that are critical to business and industry. 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. Students will cover aspects of the Microsoft Certified Solutions Associate (MCSA) and well as CompTIA Linux+, Net+, Security+, and A+ certifications.

## Career Opportunities

1. Computer Support Specialist
2. Information Systems Manager
3. Network Administrator
4. Network Service Technician
5. Systems Engineer

## Program Objectives

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

1. Demonstrate general computer and networking knowledge.
2. Provide accurate technical explanations of the major components of a computer and the devices used in creating a network environment.
3. Perform routine network administrative tasks, including operating system installs and upgrades, configuration, administration and troubleshooting.

4. Identify, organize, plan and allocate resources and the different level of address assignment in in the computer network environment.
5. Identify, plan and allocate security in a network environment.
6. Apply strong communication and critical thinking skills, including reading, writing, organizing, evaluating, problem solving and presentation 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

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 145 - College Algebra
- Elective - Science
- Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

**Credit Hours: 22-23**

### Science Electives (Choose one)

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- GLG 102 - Introduction to Geology
- GLG 103 - Introduction to Geology Lab
- PHY 102 - Concepts of Physics and
- PHY 103 - Concepts of Physics Lab
- PHY 110 - Physics (Algebra-based) I and
- PHY 111 - Physics (Algebra-based) I Lab

### Social Science Electives (Choose one)

*(See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options)*

## Required Courses

- CIT 132 - Local Area Networks
- CIT 165 - Hardware Components
- CIT 166 - Visual Basic Programming
- CIT 173 - Windows Enterprise Desktop Operating Systems
- CIT 196 - Database Management
- CIT 202 - Management Information Systems
- CIT 222 - Linux Operating System
- CIT 226 - Windows Server Management
- CIT 233 - Windows Enterprise Services
- CIT 237 - TCP/IP Connectivity and Troubleshooting
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship
- CIT 292 - Network Security

Credit Hours: 40

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- CIT 132 - Local Area Networks
- CIT 173 - Windows Enterprise Desktop Operating Systems
- ENG 110 - English Composition I\*\*  
Elective - Social Science

Total Credits (17)

### Semester II

- CIT 165 - Hardware Components
- CIT 196 - Database Management
- CIT 226 - Windows Server Management
- CIT 237 - TCP/IP Connectivity and Troubleshooting
- LIF 111 - Health and Wellness

Total Credits (16)

### Semester III

- COM 101 - Public Speaking
- CIT 166 - Visual Basic Programming
- CIT 292 - Network Security
- MAT 145 - College Algebra

Elective - Science (3/4)

Total Credits (15/16)

## Semester IV

- CIT 202 - Management Information Systems
- CIT 222 - Linux Operating System
- CIT 233 - Windows Enterprise Services
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship

Total Credits (14)

Minimum credits to earn A.A.S. Degree - Server Administration Track: 62-63

## Information Technology: Network Administration (Track)

The Associate of Applied Science degree in Information Technology: Network Administration focuses on the computerized technologies that are critical to business and industry. 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 via the Cisco Networking Academy classes as part of the curriculum. After completion of the program, students will be prepared to take the CCNA certification exam. Students additionally will cover aspects of the Microsoft Certified Solutions Associate (MCSA) and CompTIA Security+ and A+ certifications.

## Career Opportunities

1. IT Manager
2. Network Specialist
3. Network Manager
4. Network Architect
5. Systems Analyst

## Program Objectives

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

1. Demonstrate general computer and networking knowledge.
2. Demonstrate knowledge of network operations in preparation for the CCNA certification exam.
3. Configure and troubleshoot network devices and security implementations.
4. Identify, organize, plan and allocate resources effectively in a telecommunications environment.
5. Apply strong communication and critical thinking skills, including reading, writing, organizing, evaluating, problem solving and presentation 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

*(See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options)*

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 145 - College Algebra
  - Elective - Science
  - Elective - Social Science

Credit hours: 22-23

## Science Electives (Choose one)

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- GLG 102 - Introduction to Geology
- GLG 103 - Introduction to Geology Lab
- PHY 102 - Concepts of Physics and
- PHY 103 - Concepts of Physics Lab
- PHY 110 - Physics (Algebra-based) I and
- PHY 111 - Physics (Algebra-based) I Lab

## Social Science Electives (Choose one)

*(See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options)*

## Required Courses

- CIT 165 - Hardware Components
- CIT 173 - Windows Enterprise Desktop Operating Systems
- CIT 196 - Database Management
- CIT 202 - Management Information Systems
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship
- CIT 292 - Network Security
- CNT 100 - Networking Basics
- CNT 200 - Routing and Switching Essentials

- CNT 210 - Advanced Routing and Switching Technology
- CNT 220 - WAN Technologies

Credit Hours: 40

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- CIT 100 - Microcomputer Applications
- CIT 173 - Windows Enterprise Desktop Operating Systems
- CNT 100 - Networking Basics

Total Credits (15)

### Semester II

- CIT 165 - Hardware Components
- CIT 196 - Database Management
- CNT 200 - Routing and Switching Essentials
- LIF 111 - Health and Wellness
- MAT 145 - College Algebra

Total Credits (17)

### Semester III

- CIT 292 - Network Security
- CNT 210 - Advanced Routing and Switching Technology
- COM 101 - Public Speaking
- Elective - Science
- Elective - Social Science

Total Credits (17/18)

### Semester IV

- CIT 202 - Management Information Systems
- CIT 285 - Network Administration Project
- CIT 290 - Network Administration Internship
- CNT 220 - WAN Technologies

Total Credits (13)

Minimum credits to earn A.A.S. Degree - Network Administration Track: 62-63

# Liberal Arts & Sciences (A.A.)

## A.A. Degree

### Program Description

Liberal Arts & Sciences is a flexible program designed for those who plan to transfer to a four-year institution, who are looking for personal enrichment, or 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 Liberal Arts & Sciences 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 the 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:**

- Effectively design a plan for successful transfer into the chosen four-year major and make an informed decision in order to choose a proper career path.
- Demonstrate the ability to effectively communicate and interact (both in writing and orally) with a diverse population.
- Apply skills to solve basic technical and mathematical problems.
- Demonstrate a critical appreciation for the creative process in art, music, literature, and/or language.

### Obtaining the Degree

**To earn the Associate of Liberal Arts & Sciences Degree, the student must:**

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

### Liberal Arts & Sciences (A.A.): Concentration Pathways (Optional)

Students may choose to pursue a concentration pathway within the Liberal Arts and Sciences Degree. Pathway courses are taken as part of the open elective course requirements of the degree. Successful completion of a pathway will be indicated on the student transcript as a Concentration in the selected path. *Please note that Pathway Electives cannot be used to satisfy General Education Requirements. The following Concentration Pathways are available:*

- *Liberal Arts & Sciences A.A.: Biology (for Biology: Education , Biology: Pre-Professional, or for Biology: Science)*
- *Liberal Arts & Sciences A.A.: Chemistry (for Chemistry: Education or for Chemistry: Science)*



- *Liberal Arts & Sciences A.A.: Communication*
- *Liberal Arts & Sciences A.A.: English*
- *Liberal Arts & Sciences A.A.: History*

#### **Liberal Arts & Sciences (A.A.): Biology Concentration Pathways**

Successful completion of one of the Biology Concentration Pathways will be indicated on the student transcript as a Concentration in Biology. Click on the indicated Pathways below to view the Recommended Sequence of Courses.

- *Biology: Education (The courses included in this concentration pathway allow for successful transition to a Secondary Education - Biology program at a Bachelor's degree granting institution.)*
- *Biology: Pre-Professional (The courses included in this concentration pathway enables student to pursue a Bachelor's degree in pre-professional studies such as physician's assistant, pre-physical therapy, pre-dental, pre-occupational therapy, etc.)*
- *Biology: Science (The courses included in this concentration pathway allow for successful transition to a Bachelor's degree in biology, general science, environmental science, or other biology-related fields.)*

#### **Liberal Arts & Sciences (A.A.): Chemistry Concentration Pathways**

Successful completion of one of the Chemistry Concentration Pathways will be indicated on the student transcript as a Concentration in Chemistry. Click on the indicated Pathways below to view the Recommended Sequence of Courses.

- *Chemistry: Education (The courses included in this concentration pathway allow for successful transition to a Secondary Education - Chemistry program at a Bachelor's degree granting institution.)*
- *Chemistry: Science (The courses included in this concentration pathway allow for successful transition to a Bachelor's degree in chemistry, general science, or other chemistry-related fields.)*

#### **Liberal Arts & Sciences (A.A.): Communication Concentration Pathway**

Successful completion of this pathway will be indicated on the student transcript as a Concentration in Communication. Students should work with the program advisor to develop the Recommended Sequence of Courses.

- *Communication (Completion of this concentration pathway allows students to successfully transfer to a Bachelor's degree in communication-related fields such as communication, marketing, public relations, or media studies to name a few.)*

#### **Liberal Arts & Sciences (A.A.): English Concentration Pathway**

Successful completion of this pathway will be indicated on the student transcript as a Concentration in English. Students should work with the program advisor to develop the Recommended Sequence of Courses.

- *English (Completion of this concentration pathway allows for seamless transfer into a Bachelor's degree in English, professional writing, or other literature or humanities-focused program.)*

#### **Liberal Arts & Sciences (A.A.): History Concentration Pathway**

Successful completion of the History Concentration Pathway will be indicated on the student transcript as a Concentration in History. Click on the indicated Pathway below to view the Recommended Sequence of Courses.

- *History (Completion of this concentration pathway allows for seamless transfer into a Bachelor's degree in History, Secondary education - History program, historical research, or other history-related programs.)*

### **General Education Requirements**

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- ENG 200 - English Composition II: Studies in Literature\*\* or ENG 205 - Research Writing

- ENG 205 - Research Writing or COM course suitable for transfer
- MAT 116 - Mathematical Concepts & Applications or
- MAT 145 - College Algebra or higher
- CIT 100 - Microcomputer Applications or other higher-level CIT course or other MAT course
- Elective - Social Science (Track 1)
- Elective - Social Science (Track 2)
- Elective - Humanities (Track 1)
- Elective - Humanities (Track 1 or Track 2)
- Elective - Science
- Elective - Humanities or Social Science
- Elective - Open

## Science Electives

(Choose: one 4-credit lecture and corresponding lab or one 3-credit natural science course acceptable for transfer.)

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- BIO 106 - Principles of Biology II Lecture and
- BIO 116 - Principles of Biology II Lab
- BIO 108 - Forensic Biology Lecture and
- BIO 118 - Forensic Biology Lab
- BIO 202 - Human Anatomy and Physiology I and
- BIO 212 - Human Anatomy and Physiology Lab I
- BIO 204 - Human Anatomy and Physiology II and
- BIO 214 - Human Anatomy and Physiology Lab II
- BIO 206 - Microbiology and
- BIO 216 - Microbiology Lab
- BIO 207 - Ecology and
- BIO 217 - Ecology Lab
- BIO 208 - Genetics and
- BIO 218 - Genetics Lab
- CHM 106 - Introductory Chemistry
- CHM 110 - Survey of Organic and Biochemistry
- CHM 120 - General Chemistry I
- CHM 122 - General Chemistry II
- GLG 102 - Introduction to Geology and
- GLG 103 - Introduction to Geology Lab
- PHY 102 - Concepts of Physics and
- PHY 103 - Concepts of Physics Lab
- PHY 110 - Physics (Algebra-based) I and
- PHY 111 - Physics (Algebra-based) I Lab
- PHY 115 - Physics (Algebra-based) II and
- PHY 116 - Physics (Algebra-based) II Lab
- PHY 120 - Physics (Calculus-based) I and
- PHY 121 - Physics (Calculus-based) I Laboratory
- PHY 130 - Physics (Calculus-based) II and

- PHY 131 - Physics (Calculus-based) II Laboratory

## Social Science Track 1 Electives

- CIV 100 - Western Civilization: Ancient through Renaissance\*\*
- CIV 110 - Western Civilization: Renaissance to Present\*\*
- CIV 200 - Ancient Rome and the Barbarians
- 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 200 - American Immigration
- HIS 205 - American Popular Culture
- HIS 210 - The Civil War and Reconstruction
- HIS 215 - History through Film
- HIS 220 - The Vietnam War
- HIS 250 - World War II through Film

## Social Science Track 2 Electives

- ANT 100 - Introduction to Cultural Anthropology\*\*
- CRJ 105 - Institutional and Community Corrections
- CRJ 110 - Introduction to Criminal Justice
- CRJ 115 - Ethics in Criminal Justice
- CRJ 150 - Juvenile Justice
- CRJ 215 - Criminal Law and Procedure
- CRJ 225 - Criminological Theory
- CRJ 235 - Criminal Investigation and Policing
- CRJ 260 - Deviance & Victimology
- ECO 100 - Macroeconomics
- ECO 110 - Microeconomics
- PSY 100 - General Psychology\*\*
- PSY 120 - Introduction to Educational Psychology
- PSY 130 - Human Development Across the Lifespan
- PSY 200 - Abnormal Psychology
- PSY 210 - Psychology of Aging
- PSY 215 - Death and Dying
- PSY 220 - Introduction to Counseling
- PSY/ADD 225 - Introduction to Chemical Dependency Counseling
- SOC 100 - Introduction to Sociology\*\*
- SOC 200 - Contemporary Social Issues
- SOC 205 - Race, Class, and Gender in Society
- SOC/ADD 115 - Chemical Dependency & Addictions
- SOC/ADD 125 - Drugs in Society
- SWK 135 - Families in Society

- SWK 210 - Social Welfare
- SWK 225 - Ethics in the Social Sciences

## Humanities Track 1 Electives

- ART 101 - Introduction to Art History\*\*
- PHI 110 - Introduction to Philosophy\*\*
- REL 100 - World Religions/Religious Studies
- MUS 100 - Introduction to Music

## Humanities Track 2 Electives

- ART 105 - Drawing Fundamentals
- ART 110 - Introduction to Painting and Sculpting\*\*
- ASL 101 - American Sign Language I
- ENG 205 - Research Writing
- ENG 215 - Creative 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
- ENG 255 - Literature for Children and Adolescents
- ENG 271 - World Literature
- FLM 110 - Introduction to American Cinema
- FRE 101 - French I
- FRE 102 - French II
- GER 101 - Elementary German I
- GER 102 - Elementary German II
- SPA 101 - Spanish I
- SPA 102 - Spanish II
- SPA 203 - Spanish III
- HUM 100 - Introduction to Humanities
- MUS 200 - Popular American Music in the Twentieth Century
- PHI 100 - Critical Thinking
- PHI 200 - Introduction to Ethics
- PHI 240 - Bioethics
- PHI 245 - Symbolic Logic
- REL 200 - Understanding the Bible
- REL 235 - Philosophy of Religion
- SWK 225 - Ethics in the Social Sciences

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning

- CIT 100 - Microcomputer Applications or higher-level CIT course or an additional MAT course
- ENG 110 - English Composition I\*\*
- MAT 116 - Mathematical Concepts & Applications or
- MAT 145 - College Algebra or
- MAT 200 - Probability and Statistics  
Elective - Social Science (Track 1)  
Elective - Open

Total Credits (16/17)

## Semester II

- ENG 200 - English Composition II: Studies in Literature\*\* or
- ENG 205 - Research Writing
- COM 101 - Public Speaking or other COM course suitable for transfer or ENG 205 - Research Writing  
Elective - Humanities (Track 1)  
Elective - Open  
Elective - Open

Total Credits (15)

## Semester III

- Elective - Humanities or Social Science
- Elective - Social Science (Track 2)
- Elective - Science (4-credit lab science or 3-credit natural science course suitable for transfer)
- Elective - Open
- Elective - Open

Total Credits (15/16)

## Semester IV

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

Total Credits (15)

Minimum credits to earn A.A. Degree: 61-64

*Note: Students are responsible for determining the transferability of courses to a particular program at another institution.*

## Liberal Arts & Sciences (A.A.): Nanotechnology Option

Nanoscience and nanotechnology are the study and application of extremely small things and can be used across all the other science fields, such as chemistry, biology, physics, materials science, and engineering. To learn more about nanotechnology, visit <http://www.cneu.psu.edu/hmWhatIsNano.html>.

Through our partnership with the NACK (Nanotechnology Applications and Career Knowledge) Network and Penn State University Nanotechnology, Penn Highlands is able to connect its students with coursework and careers in the growing field of nanotechnology.

### 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.

### Application Process

Eligibility Requirements for the program include:

- 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.
- Obtain a recommendation from the program lead.

**To be accepted into the PSU Nanotechnology capstone program, students must:**

- Contact the Office of Instruction at Penn Highlands for program application instructions and information at 814.262.6486.
- Apply to Penn State and provide the necessary documentation, including a letter of reference.
- If accepted, students must provide acceptance letter to the Registrar for course scheduling.
- Pay the required tuition, fees, and materials for the program. Costs will include room and board for the semester at Penn State Main Campus, a program fee of \$2,500, Penn Highlands' tuition and fees, books, and materials.

Students may contact the Penn State University NMT program directly for more information and the application: Sue Barger, Administrative Support Coordinator, 814.865.9635, sbarger@engr.psu.edu.

## Course Information

Students pursuing certification in Nanotechnology will complete the Liberal Arts and Science Degree and then enroll in the following courses offered through the Pennsylvania Nanofabrication Manufacturing Technology (NMT) Partnership at Penn State University's Main Campus. Courses are offered in one 15-week semester at Penn State University in State College, PA. Students must make arrangements to attend classes in State College, including room and board.

## Semester V (Nanotechnology Option)

These courses are held on the main campus of Penn State University.

- 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)

## Media Production (A.A.S.)

### A.A.S. Degree

## Program Description

The Associate of Applied Science in Media Production degree provides students with a unique blend of three major communication fields: television production, radio production, and e-based technologies. This program utilizes a 'hands-on' approach whenever feasible, to provide the student with a comprehensive foundation of the theory and skills vital in the broadcast and print medium, as well as the private and corporate communications fields.

An emphasis is placed on the writing and performance skills required by the student in the areas of broadcast journalism, documentary production, commercial and dramatic production, and video/multi-media/Internet presentation for business and industry as well as the technical skills required in these endeavors.

Upon completion, students will have a firm knowledge of the written, oral, and technical skills required in commercial radio, television, and independent video production, along with the multi-media/Internet techniques used in varied production areas.

## Career Opportunities

Television and radio are a strong force that generates and supports instant communication to the public which the public has come to expect and demand. On-air and on-screen personalities command respect and admiration today and the need for those personalities and the technicians who provide the venue for them to broadcast is continuously growing. Radio and television are here to stay as viable means of communication. A Media Production graduate will have the background and knowledge necessary to succeed in this very exciting and evolving field in careers that include:

- on-air personality

- radio news reporter
- radio and television program writer/producer
- television operations engineer
- audio engineer
- director/videographer
- various studio positions

## Program Objectives

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

1. Analyze media's impact on the public.
2. Operate audio, video or film equipment.
3. Produce audio, video, film or multimedia projects.
4. Direct or perform as voice or acting talent.
5. Demonstrate the ability to work in a professional and ethical manner respecting legal, social, and cultural responsibilities of the field.

## 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 of the degree.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 110 - Business Mathematics
- SOC 100 - Introduction to Sociology\*\*
- Elective - Science

Credit hours: 22-23

## Science Electives

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- CHM 106 - Introductory Chemistry
- CHM 120 - General Chemistry I
- PHY 102 - Concepts of Physics and
- PHY 103 - Concepts of Physics Lab



## Major Requirements

- BUS 230 - Principles of Marketing
- COM 200 - Media and Society
- ENG 205 - Research Writing
- MPR 100 - Introduction to Production
- MPR 130 - Radio Production
- MPR 150 - Television Production
- MPR 200 - Scripting for Radio, Television, and e-Media
- MPR 230 - Basic News Writing
- MPR 250 - Video Production
- MPR 270 - New Media Production
- MPR 290 - Media Literacy
- MPR 299 - Media Production Practicum
- SOC 200 - Contemporary Social Issues

Credit Hours: 39

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- MPR 100 - Introduction to Production
- MPR 130 - Radio Production
- SOC 100 - Introduction to Sociology\*\*

Total Credits (16)

### Semester II

- COM 101 - Public Speaking
- COM 200 - Media and Society
- ENG 205 - Research Writing
- MPR 150 - Television Production
- MPR 230 - Basic News Writing

Total Credits (15)

### Semester III

- MAT 110 - Business Mathematics
- MPR 200 - Scripting for Radio, Television, and e-Media
- MPR 250 - Video Production

- MPR 290 - Media Literacy  
Elective - Science

Total Credits (15/16)

## Semester IV

- BUS 230 - Principles of Marketing
- SOC 200 - Contemporary Social Issues
- MPR 270 - New Media Production
- MPR 299 - Media Production Practicum
- LIF 111 - Health and Wellness

Total Credits (15)

Minimum credits to earn A.A.S. Degree: 61-62

# Medical Assisting Technology (A.A.S.)

## A.A.S. Degree

## 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. Clinical skills include everything within the role of a medical assistant from patient history, vital signs and documentation to diagnostic testing, phlebotomy and patient education. 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. Students that satisfactorily complete the program are eligible to apply for and take the National Center for Competency Testing (NCCT) National Certified Medical Assistant (NCMA) exam.

Students will be required to purchase and wear the school uniform to all clinical labs and off-campus learning experiences.

This program requires the student to submit an approved Act 34 Child Abuse Clearance and a Pennsylvania State Police Criminal Background Check 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 program.

## Career Opportunities

- Medical Assistant
- Medical Office Manager
- Health Claims Analyst
- Medical Office Receptionist
- Billing Coordinator
- Health Information Management Processor

- Insurance Claims Reviewer

## Program Objectives

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

1. Perform administrative duties in a variety of healthcare settings.
2. Perform clinical duties in a variety of healthcare settings.
3. Demonstrate entry level skill in applying concepts of coding, insurance billing, finance, and office procedures.
4. Demonstrate computer literacy and basic knowledge of software applications.
5. Develop interpersonal and team participation skills in a variety of settings.
6. Implement critical thinking and problem-solving skills.
7. Utilize teaching-learning techniques to identify, implement, and evaluate health education needs of patients.
8. 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

- ACP 100 - Academic and Career Planning
- 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
- BIO 102 - Life Science
- Elective - Social Science

## Social Science Electives:\*

*(See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options)*

Credit hours: 22

## Major Requirements\*\*

\*\*Students must earn a C or higher in all HSC courses for this major.

- HSC 100 - Medical Terminology
- HSC 121 - Medical Assisting Administrative I
- HSC 130 - Basic Anatomy and Physiology

- HSC 142 - Pharmacology for Medical Assisting
- HSC 150 - Medical Assisting Clinical I
- HSC 160 - Law and Ethics for Health Occupations
- HSC 205 - Medical Coding ICD-10-CM
- HSC 210 - Medical Coding CPT
- HSC 221 - Medical Assisting Administrative II
- HSC 250 - Medical Assisting Clinical II
- HSC 280 - Financial Management in Health Care
- HSC 292 - Medical Assisting Professional Seminar
- HSC 293 - Medical Assisting Technology Practicum

Credit hours: 38

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology

Total Credits (13)

### Semester II

- HSC 121 - Medical Assisting Administrative I
- HSC 142 - Pharmacology for Medical Assisting
- HSC 150 - Medical Assisting Clinical I
- HSC 160 - Law and Ethics for Health Occupations
- HSC 205 - Medical Coding ICD-10-CM

Total Credits (15)

### Semester III

- LIF 111 - Health and Wellness
- HSC 210 - Medical Coding CPT
- HSC 221 - Medical Assisting Administrative II
- HSC 250 - Medical Assisting Clinical II
- HSC 280 - Financial Management in Health Care
- Elective - Social Science

Total Credits (18)

## Semester IV

- BIO 102 - Life Science  
Elective - Communication
- COM 101 - Public Speaking *or*
- COM 110 - Interpersonal Communication *or*
- COM 120 - Organizational Communications
- HSC 292 - Medical Assisting Professional Seminar
- HSC 293 - Medical Assisting Technology Practicum
- MAT 110 - Business Mathematics

Total Credits (14)

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

## Paralegal Studies (A.A.S.)

### A.A.S. Degree

*Paralegal Studies does not start until Fall 2020. All course sequences and descriptions are subject to change.*

## Program Description

The Associate of Applied Science degree in Paralegal Studies prepares students with the necessary philosophical foundation and methodology of legal practice so they can better understand the principles of law and policy that affect government, business, and nonprofit organizations. The foundational skills learned in this program will provide a background for understanding and navigating the court system, business regulations, civil matters, and the justice system. Graduates in this degree will be prepared to pursue careers as legal assistants and paralegals to perform tasks in legal, corporate, non-profit, and/or government organizations.

## Career Opportunities

1. Paralegals and Legal Assistants
2. Title Examiners and Abstractors
3. Legal Support Workers, including Legal Secretaries or Assistants

## Program Objectives

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

1. Understand the legal process and the nature of law practice, emphasizing the role of the paralegal (functions and tasks) in the delivery of legal services.
2. Understand the evolving role of the paralegal and other non-lawyers in the delivery of legal services.
3. Learn and apply the legal and ethical principles that guide paralegal conduct.
4. Identify the legal connections between court cases, statutes, and other regulations.
5. Conduct legal research and present findings on various legal issues.

# 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 and Major Requirements.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- BIO 102 - Life Science
- COM 110 - Interpersonal Communication
- MAT 110 - Business Mathematics or
- MAT 116 - Mathematical Concepts & Applications
- SOC 100 - Introduction to Sociology\*\*
- PSY 100 - General Psychology\*\*
- 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\*\*
- CIT 100 - Microcomputer Applications

Credit Hours: 31

## Major Requirements

- CRJ 175 - Constitutional Law
- CRJ 215 - Criminal Law and Procedure
- SOC 205 - Race, Class, and Gender in Society

Credit Hours: 30

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- CIT 100 - Microcomputer Applications
- MAT 110 - Business Mathematics or
- MAT 116 - Mathematical Concepts & Applications
- HIS 100 - U.S. History I: Discovery through Reconstruction\*\*

Total Credits (16)

## Semester II

- COM 110 - Interpersonal Communication
- PSY 100 - General Psychology\*\*
- GOV 100 - Introduction to American National Government\*\*

Total Credits (15)

## Semester III

- CRJ 175 - Constitutional Law
- CRJ 215 - Criminal Law and Procedure
- SOC 100 - Introduction to Sociology\*\*

Total Credits (15)

## Semester IV

- BIO 102 - Life Science
- SOC 205 - Race, Class, and Gender in Society
- HIS 110 - U.S. History II: Reconstruction to Present\*\*

Total Credits (15)

Minimum credits to earn A.A.S. degree: 61

## **Pre-Health Professions (A.S.)**

### **A.S. Degree**

### **Program Description**

The Associate of Science in Pre-Health Professions degree is designed to provide the foundation necessary for transfer to a four-year degree program in a pre-health care field, accredited health diploma, or certificate program. This program is designed to prepare students for admission to their choice in of health related fields. In this program, Biology, Chemistry, and Mathematics will provide students with a solid background toward their chosen health career program.

### **Career Opportunities**

Graduates of this program will be prepared for transfer to a four-year college or university.

# Program Objectives

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

1. Identify anatomical structures and explain physiological aspects and functions of the human body.
2. Demonstrate the use of scientific and mathematical reasoning in the critical analysis and evaluation of problems and in the development of research-based solutions.
3. Discuss the mental processes and behavior associated with human psychology.
4. Demonstrate mastery of vocabulary and appropriate terminology to effectively communicate information related to anatomy and physiology.

## Obtaining the Degree

To earn the Associate of Science degree, students must:

- Matriculate into the program.
- Admission to the program is restricted to students who are fully prepared for the level of work required. Entering students will be tested for English, math, and reading deficiencies.
- Students are expected to remediate deficiencies prior to matriculation.
- Satisfactorily complete all degree requirements, including General Education and Major Requirements.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- ENG 205 - Research Writing
- PSY 100 - General Psychology\*\*
- Elective - Science (4 credits)
- Elective - Math (MAT145 College Algebra or higher)

Credit hours: 23-24

## Major Requirements

- BIO 202 - Human Anatomy and Physiology I and
- BIO 212 - Human Anatomy and Physiology Lab I
- BIO 204 - Human Anatomy and Physiology II and
- BIO 214 - Human Anatomy and Physiology Lab II
- HSC 100 - Medical Terminology
- Elective - Science or Math (4 credits)
- Elective - Science or Math (4 credits)
- Elective - Math (MAT 145 College Algebra or higher)
- Elective - Social Science or Humanities
- Elective - Social Science
- Elective - Open
- Elective - Open
- Elective - Open



Credit hours: 37-40

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- CIT 100 - Microcomputer Applications
  - Elective - Science (4 credits)
  - Elective - Math (MAT145 College Algebra or higher)

Total Credits (14/15)

### Semester II

- BIO 202 - Human Anatomy and Physiology I
- BIO 212 - Human Anatomy and Physiology Lab I
- HSC 100 - Medical Terminology
- PSY 100 - General Psychology\*\*
  - Elective - Math (MAT145 College Algebra or higher)
  - Elective - Open

Total Credits (16)

### Semester III

- BIO 204 - Human Anatomy and Physiology II
- BIO 214 - Human Anatomy and Physiology Lab II
- COM 101 - Public Speaking
  - Elective - Science or Math (4 credits)
  - Elective - Social Sciences/Humanities

Total Credits (14)

### Semester IV

- ENG 205 - Research Writing
  - Elective - Social Science
  - Elective - Science or Math (4 credits)
  - Elective - Open
  - Elective - Open

Total Credits (16/17)

Minimum credits to earn A.S. Degree: 60-64

# Professional Pilot (A.S.)

## A.S. Degree

### Program Description

The Associate of Science Degree in Professional Pilot prepares the aspiring career Pilot for transfer to a four-year collegiate aviation program or for immediate entry-level employment in the aviation industry. Coursework within the program teaches commercial level aerodynamics, aircraft systems, federal aviation regulations, aircraft performance, aeronautical decision making/human factors, flight physiology, and navigation.

**Important Program Note:** *This program is offered in partnership with Nulton Aviation Services. All hands-on instruction in aviation, including lecture and flight lab courses, is conducted at the Nulton Aviation Services facility located at 469 Airport Road, Johnstown, PA 15904.*

Prior to beginning aviation coursework, students are required to provide proof of at least a third-class FAA medical certificate; be able to read, speak, write, and understand the English language; and provide a U.S. Birth Certificate or Passport to show United States Citizenship. Students who are not U.S Citizens must successfully complete TSA screening.

### Career Opportunities

Students in this program are prepared for entry-level positions as:

- Charter Pilot
- Corporate Pilot
- Airline First Officer

### Program Objectives

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

1. Discuss the basic theories of aerodynamics and potentially hazardous atmospheric conditions affecting flight, and apply this knowledge to a variety of flight scenarios and flight risk assessment.
2. Navigate the U.S. National Airspace system safely, demonstrating appropriate management and decision making concepts in the flight deck environment.
3. Discuss the role of the Commercial Pilot within an airline or corporate flight department and demonstrate competent decision making with regard to commercial flight through the application of appropriate aircraft system knowledge and equipment management.
4. Demonstrate strong communication, organization, interpersonal skills, and professionalism for success within the airline, corporate, or post-secondary education environment.

### Obtaining the Degree

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

- Meet aviation course prerequisites for FAA medical certification; English language use; U.S. citizenship or TSA screening.
- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education and Major Requirements.

## General Education Requirements

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- ENG 200 - English Composition II: Studies in Literature\*\* or
- ENG 205 - Research Writing or
- ENG 225 - Technical Writing
- HUM 100 - Introduction to Humanities
- MAT 145 - College Algebra
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab
- PSY 100 - General Psychology\*\*  
Elective - Science with or without Lab  
Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

## Science Electives (pick one)

- AST 100 - Introduction to Astronomy
- BIO 102 - Life Science
- BIO 104 - Principles of Biology I Lecture and
- BIO 114 - Principles of Biology I Lab
- CHM 120 - General Chemistry I
- GLG 102 - Introduction to Geology and
- GLG 103 - Introduction to Geology Lab
- PHY 110 - Physics (Algebra-based) I and
- PHY 111 - Physics (Algebra-based) I Lab

Credit hours: 32-33

## Major Requirements

- AVI 110 - Private Pilot Theory
- AVI 112 - Private Pilot Lab I
- AVI 113 - Private Pilot Lab II
- AVI 114 - Private Pilot Practical Exam Preparation
- AVI 120 - Instrument Pilot Theory
- AVI 122 - Instrument Pilot Lab I
- AVI 123 - Instrument Pilot Lab II
- AVI 124 - Instrument Pilot FAA Practical Exam Preparation
- AVI 210 - Commercial Pilot Theory
- AVI 211 - Commercial Pilot Flight I
- AVI 212 - Commercial Pilot Flight II
- AVI 213 - Commercial Pilot Practical Exam Preparation

Credit hours: 28

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- CIT 100 - Microcomputer Applications
- AVI 110 - Private Pilot Theory
- AVI 112 - Private Pilot Lab I

Credit Hours (12)

### Semester II

- AVI 113 - Private Pilot Lab II
- AVI 114 - Private Pilot Practical Exam Preparation
- ENG 200 - English Composition II: Studies in Literature\*\* or
- ENG 205 - Research Writing or
- ENG 225 - Technical Writing
- MAT 145 - College Algebra
- Elective - Social Science

Credit Hours (12)

### Summer

- AVI 120 - Instrument Pilot Theory
- AVI 122 - Instrument Pilot Lab I
- AVI 123 - Instrument Pilot Lab II
- AVI 124 - Instrument Pilot FAA Practical Exam Preparation

Credit Hours (8)

### Semester III

- AVI 210 - Commercial Pilot Theory
- AVI 211 - Commercial Pilot Flight I
- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab
- PSY 100 - General Psychology\*\*

Credit Hours (14)

## Semester IV

- AVI 212 - Commercial Pilot Flight II
- AVI 213 - Commercial Pilot Practical Exam Preparation
- COM 101 - Public Speaking
- HUM 100 - Introduction to Humanities
- Elective - Science with or without Lab

Credit Hours (14/15)

Minimum credits to earn A.S. Degree: 60-61

## Psychology (A.A.)

### A.A. Degree

### Program Description

Psychology is the science of mental processes and behavior. Within the program, students will learn fundamental principles of psychology, theories of development, learning, cognition, behavior, and more. This program is designed for those who plan to transfer to a four-year institution for a bachelor's degree in psychology or a related field.

Students with advanced degrees in psychology can become Clinical psychologists who provide Psychotherapy and provide psychological testing; Counseling psychologists helping people with everyday issues and may provide career counseling and vocational testing; Academic Psychologists may teach classes and conduct research; Applied Psychologists solve problems in practical areas like developmental, human factors, industrial/organizational, personality, social, sport, and school.

The Psychology program offers maximum transferability. The 30-credit general education core offers courses that transfer to Pennsylvania State System of Higher Education (PASSHE) universities and other local colleges and universities. Students completing the A.A. degree in Psychology will be able to transfer the equivalent of the first two years of a bachelor's degree to any one of the fourteen four-year universities in the Pennsylvania State System of Higher Education and complete the remainder of their degree program in just two more years of full-time study.

You can read more about this opportunity and view the agreement at:

<https://patrac.org/Administrators/StatewideProgramtoProgramProcess/tabid/1967/Default.aspx>

### Program Objectives

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

1. Demonstrate a basic knowledge of the theories in psychology
2. Demonstrate a basic knowledge of psychological research geared towards being an informed consumer of social science research
3. Use critical thinking skills to make supportable arguments
4. Apply psychological principles to personal, social, and organizational issues
5. Recognize basic ethical issues in psychological research settings and applied psychological settings
6. Demonstrate professional communication skills through written, oral and electronic methods

# Obtaining the Degree

To earn the Associate of Arts Degree, the student must:

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

## General Education Requirements

- ACP 100 - Academic and Career Planning
- BIO 104 - Principles of Biology I Lecture
- BIO 106 - Principles of Biology II Lecture
- BIO 114 - Principles of Biology I Lab
- BIO 116 - Principles of Biology II Lab
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- ENG 200 - English Composition II: Studies in Literature\*\*
- MAT 145 - College Algebra
- PHI 200 - Introduction to Ethics
- SOC 100 - Introduction to Sociology\*\*
- Elective - Humanities

Credit Hours: 33

## Major Requirements

- PSY/SOC 202 - Introduction to Research
- MAT 200 - Probability and Statistics
- PSY 100 - General Psychology\*\*
- PSY 130 - Human Development Across the Lifespan
- PSY 200 - Abnormal Psychology
- PSY 210 - Psychology of Aging
- PSY 220 - Introduction to Counseling
- SOC 200 - Contemporary Social Issues
- Elective - Social Science

Credit Hours: 27

## Humanities Electives (Choose one)

- ART 101 - Introduction to Art History\*\*
- MUS 100 - Introduction to Music
- PHI 110 - Introduction to Philosophy\*\*
- 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 271 - World Literature

### Social Science Electives (Choose one)

- ANT 100 - Introduction to Cultural Anthropology\*\*
- ECO 100 - Macroeconomics
- ECO 110 - Microeconomics
- CIV 100 - Western Civilization: Ancient through Renaissance\*\*
- CIV 110 - Western Civilization: Renaissance to Present\*\*
- GOV 100 - Introduction to American National Government\*\*
- HIS 100 - U.S. History I: Discovery through Reconstruction\*\*
- HIS 110 - U.S. History II: Reconstruction to Present\*\*
- PSY 215 - Death and Dying

### Recommended Sequence of Courses

#### Semester I

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- CIT 100 - Microcomputer Applications
- MAT 145 - College Algebra
- PSY 100 - General Psychology\*\*

Total Credits (13)

#### Semester II

- ENG 200 - English Composition II: Studies in Literature\*\*
  - PHI 200 - Introduction to Ethics
  - PSY 130 - Human Development Across the Lifespan
  - PSY 200 - Abnormal Psychology
- Elective - Humanities

Total Credits (15)

#### Semester III

- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- PSY/SOC 202 - Introduction to Research
- MAT 200 - Probability and Statistics
- PSY 220 - Introduction to Counseling
- SOC 100 - Introduction to Sociology\*\*

Total Credits (16)

## Semester IV

- BIO 106 - Principles of Biology II Lecture
- BIO 116 - Principles of Biology II Lab
- COM 101 - Public Speaking
- PSY 210 - Psychology of Aging
- SOC 200 - Contemporary Social Issues
- Elective - Social Science

Total Credits (16)

Minimum credits to earn A.A. Degree: 60

## Social Work (A.A.)

### A.A. Degree

## Program Description

The Social Work Associate of Arts degree will prepare students with foundational information in the field of Social Work and is designed for those who plan to transfer to a four-year institution for a Bachelor's in Social Work (BSW) or related field. Social work practice consists of the professional application of social work values, principles, and techniques to one or more of the following ends: helping people obtain tangible services; counseling and psychotherapy with individuals, families, and groups; helping communities or groups provide or improve social and health services; and participating in legislative processes. The practice of social work requires knowledge of human development and behavior; social and economic, and cultural institutions; and of the interaction of all these factors.

Social Work is an excellent career choice for those who care about human dignity and social justice. The field is just as diverse as the individuals, families, and communities being served.

The Social Work program offers maximum transferability. The 30-credit general education core offers courses that transfer to Pennsylvania State System Higher Education (PASSHE) universities and other local colleges and universities. Students completing the A.A. degree in Social Work will be able to transfer the equivalent of the first two years of a bachelor's degree to any one of the fourteen four-year universities in the PASSHE system and complete the remainder of the degree program with two more years of full time study.

## Career Opportunities

Graduates of this program will be prepared for transfer to a four-year college or university.

## Program Objectives

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

1. Demonstrate an understanding of the historical development of the knowledge and values of the Social Work profession at the introductory level.
2. Identify the values of the Social Work Profession at an introductory level.



3. Identify values of culturally competent social work at the introductory level, which promotes the strength and well-being of diverse individuals, families, groups, organizations, and communities.
4. Assess lifespan development in a multicultural context, and the significance of intersections of people and their environments.
5. Effectively communicate through written and oral form.

## Obtaining the Degree

**To earn the Social Work Associate of Arts degree, students must:**

- Matriculate in the program;
- Satisfactorily complete all degree requirements, including General Education and Major Requirements of the degree.

### General Education Requirements

- ACP 100 - Academic and Career Planning
- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- BIO 106 - Principles of Biology II Lecture
- BIO 116 - Principles of Biology II Lab
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- ENG 200 - English Composition II: Studies in Literature\*\*
- GOV 100 - Introduction to American National Government\*\*
- MAT 145 - College Algebra
- PHI 200 - Introduction to Ethics
- SOC 205 - Race, Class, and Gender in Society

Credit hours: 33

### Major Requirements

- HIS 100 - U.S. History I: Discovery through Reconstruction\*\*
- MAT 200 - Probability and Statistics
- PSY 100 - General Psychology\*\*
- PSY 130 - Human Development Across the Lifespan
- PSY/SOC 202 - Introduction to Research
- SOC 100 - Introduction to Sociology\*\*
- SWK 100 - Introduction to Social Work
- SWK 135 - Families in Society
- SWK 210 - Social Welfare

Credit hours: 27

## Recommended Sequence of Courses

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

### Semester I

- ACP 100 - Academic and Career Planning
- ENG 110 - English Composition I\*\*
- MAT 145 - College Algebra
- PSY 100 - General Psychology\*\*
- SWK 100 - Introduction to Social Work

Total Credits (13)

### Semester II

- COM 101 - Public Speaking
- ENG 200 - English Composition II: Studies in Literature\*\*
- HIS 100 - U.S. History I: Discovery through Reconstruction\*\*
- PSY 130 - Human Development Across the Lifespan
- SOC 100 - Introduction to Sociology\*\*

Total Credits (15)

### Semester III

- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- CIT 100 - Microcomputer Applications
- MAT 200 - Probability and Statistics
- PSY/SOC 202 - Introduction to Research
- SWK 135 - Families in Society

Total Credits (16)

### Semester IV

- BIO 106 - Principles of Biology II Lecture
- BIO 116 - Principles of Biology II Lab
- GOV 100 - Introduction to American National Government\*\*
- PHI 200 - Introduction to Ethics
- SOC 205 - Race, Class, and Gender in Society
- SWK 210 - Social Welfare

Total Credits (16)

Minimum credits to earn A.A. Degree: 60

## **Welding Technology (A.A.S.)**

### **A.A.S. Degree**

### **Program Description**

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

### **Required Equipment Needed by Student**

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

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

### **Career Opportunities**

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

# Program Objectives

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

1. Apply technical knowledge needed in work situations which involve the welding of materials.
2. Apply the skills necessary to handle welding and testing equipment associated with the various methods of welding.
3. Select the appropriate tools and equipment to perform specific welding operations.
4. Execute mechanical skills in an effective manner to perform a proper weld.
5. Use welding tools and equipment in an effective and safe manner according to manufacturer's recommended procedures.
6. Interpret and relate welding symbols and joint geometry information to established work patterns.
7. Communicate effectively to solve problems and seek appropriate guidance when confronted with a problematic situation.

## 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

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- COM 101 - Public Speaking
- ENG 110 - English Composition I\*\*
- LIF 111 - Health and Wellness
- MAT 117 - Technical Math for Trades
- PHY 102 - Concepts of Physics and
- PHY 103 - Concepts of Physics Lab
- Elective - Social Science (*See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options*)

### Social Science Electives (Choose one)

*(See Social Science Track I and Social Science Track II under Liberal Arts and Sciences for course options)*

Credit hours: 23

### Major Requirements

- BUS 206 - Operations Management and Process Improvement
- WEL 105 - Welding I
- WEL 106 - Welding II
- WEL 125 - Blueprint Reading for Welders
- WEL 150 - OSHA - Laws and Regulations
- WEL 205 - Advanced Welding I
- WEL 206 - Advanced Welding II
- WEL 210 - Welding Equipment Repair and Troubleshooting

- WEL 215 - Welding Inspection and Code Specifications
- WEL 220 - Metal Fabrication
- WEL 230 - Welding Metallurgy and Materials Characterization

Credit hours: 37

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- BUS 206 - Operations Management and Process Improvement
- ENG 110 - English Composition I\*\*
- MAT 117 - Technical Math for Trades
- WEL 105 - Welding I
- WEL 125 - Blueprint Reading for Welders

Total Credits (16)

### Semester II

- CIT 100 - Microcomputer Applications
- LIF 111 - Health and Wellness
- COM 101 - Public Speaking
- WEL 106 - Welding II
- WEL 150 - OSHA - Laws and Regulations

Total Credits (16)

### Semester III

- WEL 205 - Advanced Welding I
- WEL 210 - Welding Equipment Repair and Troubleshooting
- WEL 215 - Welding Inspection and Code Specifications
- Elective - Social Science

Total Credits (13)

### Semester IV

- PHY 102 - Concepts of Physics
- PHY 103 - Concepts of Physics Lab
- WEL 206 - Advanced Welding II
- WEL 220 - Metal Fabrication
- WEL 230 - Welding Metallurgy and Materials Characterization

Total Credits (15)

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

# Diploma Programs

## Child Development (Diploma)

### Diploma

### Program Description

Graduates are prepared to work with young children and to create and maintain healthful and safe facilities; provide an educational component conducive to intellectual and emotional development; facilitate wholesome social interactions; give adequate custodial care; establish two-way communication with the home; cooperate with their co-workers; keep required records, and behave as a role model.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### Career Opportunities

- Child Care Worker
- Child Care Provider
- Child Caregiver
- Before and After School Daycare Worker
- Nanny

### Program Objectives

**The program objectives for this diploma will follow the National Association for the Education of Young Children (NAEYC) standards as follows:**

1. Standard 1: Promoting Child Development and Learning
2. Standard 2: Building Family and Community Relationships
3. Standard 3: Observing, Documenting and Assessing to Support Young Children and Families
4. Standard 4: Using Developmentally Effective Approaches to Connect with Children and Families
5. Standard 5: Using Content Knowledge to Build Meaningful Curriculum

### Obtaining the Diploma

**To earn the Diploma, students must:**

- Matriculate into the program.
- Satisfactorily complete all diploma requirements.
- This degree program requires that all students obtain a current Pennsylvania Criminal Record Check (Act 34), Child Abuse History Clearance (Act 151), and Federal Criminal History Record Information (CHRI) (ACT 114), to be eligible for the required field experiences. A student should consider these factors before enrolling into this program.

*Note: Students are required to have these clearances submitted to the Registrar's Office by the final day of their first semester. If students fail to have clearances submitted by that time, they will be removed from the program.*

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- ECE 101 - Introduction to Early Childhood Education
- ECE 110 - Child Development
- ECE 140 - Early Childhood Environments
- ENG 105 - Effective Writing for the Workplace
- MAT 126 - Elements of Mathematics I

Total Credits (16)

### Semester II

- CIT 100 - Microcomputer Applications
- ECE 198 - Early Childhood Practicum I
- ECE 205 - Emerging Literacy/Inclusion
- ECE 250 - Children, Families, and Community
- EDU 230 - Children with Special Needs
- EDU 225 - Teaching English Language Learners

Total Credits (16)

Minimum credits to earn Diploma: 32

## Medical Coding Specialist (Diploma)

### 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, 10th revision, Clinical Modification (ICD-10 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.

It is highly recommended that students obtain the following clearances upon admission to the program, as it is a standard requirement of most internship sites.

- Pennsylvania State Police Criminal History Record
- Pennsylvania Child Abuse History Clearance



- FBI Fingerprint Clearance

Upon completion of the program, students are eligible to apply and take the CPC National Certification Exam from the American Academy of Professional Coders.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

## 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-10-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 ethical-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.
- Students must earn a "C" or higher in all HSC courses in order to graduate from the program. Students will not be permitted to advance into a higher level course in the program if they have not earned a "C" or higher in the prerequisite course. The content of this program builds upon the fundamentals covered in early courses; therefore, it is imperative that students take the classes in sequence and achieve an understanding of the content ("C" or better) to progress in the program. If a student does not achieve a "C" or better in an HSC course, the student will need to repeat the course before moving forward. This may extend the time it takes for completion.
- Satisfactorily complete all program requirements, including General Education and Major Requirements.

## General Education Requirements

- CIT 100 - Microcomputer Applications
- ENG 105 - Effective Writing for the Workplace

**Credit hours: 6**

## 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 205 - Medical Coding ICD-10-CM
- HSC 210 - Medical Coding CPT
- HSC 212 - Medical Coding Certification Prep
- HSC 280 - Financial Management in Health Care
- HSC 294 - Medical Coding Seminar

Credit hours: 30

## Recommended Sequence of Courses

### Semester I

- CIT 100 - Microcomputer Applications
- ENG 105 - Effective Writing for the Workplace
- HSC 100 - Medical Terminology
- HSC 120 - Health Information Management and Medical Office
- HSC 130 - Basic Anatomy and Physiology

Total Credits (15)

### Semester II

- HSC 140 - Basic Disease Process and Pharmacology
- HSC 160 - Law and Ethics for Health Occupations
- HSC 205 - Medical Coding ICD-10-CM
- HSC 210 - Medical Coding CPT
- HSC 280 - Financial Management in Health Care

Total Credits (15)

### Semester III - Summer

- HSC 212 - Medical Coding Certification Prep
- HSC 294 - Medical Coding Seminar

Total Credits (6)

Total credits to earn Diploma: 36

# Certificate Programs

## Bookkeeping (Certificate)

### Certificate

### Program Description

For those interested in numbers and financial records, the Bookkeeping Certificate credential will provide you with eight essential courses to get you started on the path to a career in bookkeeping. This certificate provides the skills needed to become a bookkeeper without committing to an entire associate degree program.

After graduating with the Bookkeeping Certificate, graduates may wish to pursue the Accounting A.A.S. degree. All courses required for the Bookkeeping program are also required for the Accounting degree; therefore, Bookkeeping graduates will be able to use all successfully completed course credits towards an Accounting degree. Successful completion of the Accounting degree will then prepare the student for certification through the American Institute of Certified Bookkeepers (AIPB) Certified Bookkeeper designation.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### Career Opportunities

1. Public or Private Accounting
2. Bookkeeping
3. Financial Statement Preparation
4. Technology Services/Designing Accounting systems
5. Federal Tax Return Preparation and Advice
6. General Accounting/Accounting Assistant
7. Inventory Specialist/Analyst
8. Accounts Payable/Receivable Specialist

### Program Objectives

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

1. Develop, measure, analyze, validate, and communicate financial information.
2. Complete the accounting cycle from transaction to analysis to financial statement preparation to closing the books at the end of each fiscal period.
3. Use automated accounting software to develop, measure, analyze, validate, and communicate financial information.

### Obtaining the Certificate

**To earn the Certificate, students must:**

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

## Required Courses

- ACC 150 - Accounting Principles I
- ACC 175 - Accounting Principles II
- ACC 220 - Automated Accounting
- ACC 230 - Managerial Accounting
- ACC 260 - Federal Taxation of Individuals
- BUS 110 - Introduction to Business
- CIT 100 - Microcomputer Applications
- CIT 103 - Microsoft Excel

## Recommended Sequence of Courses

### Semester I

- ACC 150 - Accounting Principles I
- ACC 260 - Federal Taxation of Individuals
- BUS 110 - Introduction to Business
- CIT 100 - Microcomputer Applications

Total Credits (12)

### Semester II

- ACC 175 - Accounting Principles II
- ACC 220 - Automated Accounting
- ACC 230 - Managerial Accounting
- CIT 103 - Microsoft Excel

Total Credits (12)

Minimum credits to earn Certificate: 24

## Child Development Associate (Certificate)

### Certificate

### Program Description

The Child Development Associate Certificate will provide students with the introductory courses to determine if the field of education is truly for them. Even though this certificate is only nine credits, students will gain professional knowledge, skills and abilities to benefit them early on in their career.

After graduating with the Child Development Associate Certificate, recipients will be prepared to work toward the Child Development Associate [CDA] credential. **Note:** if this certificate is being used toward a CDA, there are two tracks from which a student may

choose (see "Required Courses" below). All graduates will also be prepared for any number of entry-level positions related to the child care profession.

For more information on how to apply for the CDA Certificate and for a list of requirements, please visit the CDA - Council for Recognition at: <http://www.cdacouncil.org/credentials/apply-for-cda>

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

## Career Opportunities

1. Child Care Worker
2. Child Care Provider
3. Child Caregiver
4. Before and After School Daycare Worker
5. Nanny

## Program Objectives

**The program objectives for this certificate will follow the National Association for the Education of Young Children (NAEYC) standards as follows:**

1. Standard 1: Promoting Child Development and Learning
2. Standard 2: Building Family and Community Relationships
3. Standard 3: Observing, Documenting and Assessing to Support Young Children and Families
4. Standard 4: Using Developmentally Effective Approaches to Connect with Children and Families
5. Standard 5: Using Content Knowledge to Build Meaningful Curriculum

## Obtaining the Certificate

**To earn the Certificate, students must:**

- Matriculate into the program.
- Satisfactorily complete all certificate requirements.
- This degree program requires that all students obtain a current Pennsylvania Criminal Record Check (Act 34), Child Abuse History Clearance (Act 151), and Federal Criminal History Record Information (CHRI) (ACT 114) to be eligible for the required field experiences. A student should consider these factors before enrolling into this program.

*Note: Students are required to have these clearances submitted to the Registrar's Office by the final day of their first semester. If students fail to have clearances submitted by that time, they will be removed from the program.*

## Required Courses

### Center-Based

Center based Infant-Toddler (birth-36 months) or Center based Preschool (3-5 years) CDA Track.

**Note:** All courses may be taken during the fall semester.

- ECE 101 - Introduction to Early Childhood Education
- ECE 110 - Child Development
- ECE 140 - Early Childhood Environments

## Home-Based

Home based family child care (birth to 5 years) or the Home visitor (birth to 5 years) CDA Track.

**Note:** ECE 101 and ECE 110 may be taken in the fall semester; ECE 250 is only available in the spring semester.

- ECE 101 - Introduction to Early Childhood Education
- ECE 110 - Child Development
- ECE 250 - Children, Families, and Community

## Recommended Sequence of Courses

### Semester I

- ECE 101 - Introduction to Early Childhood Education
- ECE 110 - Child Development
- ECE 140 - Early Childhood Environments (Center Based only)

### Semester II

- ECE 250 - Children, Families, and Community (Home Based, spring only)

Minimum credits to earn Certificate: 9

## Computer Support Specialist (Certificate)

### Certificate

### Program Description

The Computer Support Specialist Certificate focuses on the computerized technologies that are critical to business and industry. This program provides students with the ability to support customers and other users that deal with hardware and software issues. 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. Students will cover aspects of the Microsoft Certified Desktop Support Technician (MCDST) and CompTIA Linux+, Net+, and A+ certifications.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### Career Opportunities

1. Help Desk Support Technician
2. Customer Support Technician
3. Technical Support Specialist

# Program Objectives

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

1. Demonstrate general computer and networking knowledge.
2. Provide accurate technical explanations of the major components of a computer and the devices used in creating a network environment.
3. Perform routine network administrative tasks including operating system installs and upgrades, configuration, administration and troubleshooting.

## Obtaining the Certificate

To earn the Certificate, students must:

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

## Required Courses

- CIT 100 - Microcomputer Applications
- CIT 132 - Local Area Networks
- CIT 165 - Hardware Components
- CIT 166 - Visual Basic Programming
- CIT 173 - Windows Enterprise Desktop Operating Systems
- CIT 196 - Database Management
- CIT 222 - Linux Operating System
- CIT 226 - Windows Server Management
- COM 101 - Public Speaking

Credit Hours: 29

## Recommended Sequence of Courses

### Semester I

- CIT 100 - Microcomputer Applications
- CIT 132 - Local Area Networks
- CIT 166 - Visual Basic Programming
- CIT 173 - Windows Enterprise Desktop Operating Systems
- COM 101 - Public Speaking

Total Credits (16)

### Semester II

- CIT 165 - Hardware Components
- CIT 196 - Database Management

- CIT 222 - Linux Operating System
- CIT 226 - Windows Server Management

Total Credits (13)

Minimum credits to earn Certificate: 29

## Information Security and Analysis (Certificate)

### 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.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### 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.



## Recommended Sequence of Courses

### Required Courses

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

### Total Credits (10)

*Note(s): \*The pre-requisites for CIT 292, 293, and 294 will be as follows for this certificate only: CIT 132 Local Area Networks or CNT 100 Networking Basics or a minimum of two years of experience as a computer network professional.*

Minimum credits to earn Certificate: 10

## Network Administration (Certificate)

### Certificate

### Program Description

The Network Administration Certificate focuses on the computerized technologies that are critical to business and industry. This program provides students with the ability to configure a variety of network devices, such as routers and switches. Graduated students 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 via the Cisco Networking Academy classes as part of the curriculum. After completion of the program, students will be prepared to take the CCNA certification exam.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### Career Opportunities

1. IT Manager
2. Network Specialist
3. Network Manager
4. Network Architect
5. Systems Analyst

### Program Objectives

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

1. Demonstrate knowledge of network operations to prepare for the CCNA certification.
2. Configure and troubleshoot network devices and security implementations.
3. Identify, organize, plan, and allocate resources effectively in a telecommunications environment.

# Obtaining the Certificate

To earn the Certificate, students must:

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

## Required Courses

Credit Hours: 20

## Recommended Sequence of Courses

- CNT 100 - Networking Basics
- CNT 200 - Routing and Switching Essentials
- CNT 210 - Advanced Routing and Switching Technology
- CNT 220 - WAN Technologies

## Semester I

- CNT 100 - Networking Basics

Total Credits (5)

## Semester II

- CNT 200 - Routing and Switching Essentials

Total Credits (5)

## Semester III

- CNT 210 - Advanced Routing and Switching Technology

Total Credits (5)

## Semester IV

- CNT 220 - WAN Technologies

Total Credits (5)

Minimum credits to earn Certificate: 20

# Office Administrative Specialist (Certificate)

## Certificate

### Program Description

This certificate prepares individuals for the role of support personnel in any for profit or nonprofit business/industry. An office administrative specialist provides assistance to managers in a variety of tasks involving the preparation of documents/reports, scheduling and/or participating in on-site or virtual meetings, and coordinating projects. Students are theoretically prepared in the practice of coordinating virtual meetings, customer relations, software applications, project management and professionalism.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### Career Opportunities

Successful graduates will be able to seek employment as an office administrative specialist in the following areas:

- For profit and nonprofit organizations.
- Education administrative support.
- Manufacturing/industrial projects.
- Health care administrative support.
- Insurance industry.

### Program Objectives

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

1. Demonstrate competencies necessary to work as an office administrative specialist in all business/industry settings.
2. Show proficiency in the use of document creation software and virtual meeting software options.
3. Assist managers in all aspects of project management and organization
4. Function effectively as a member of project teams.
5. Perform with professionalism in various customer relations settings.

### Obtaining the Certificate

**To earn the Certificate, students must:**

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

### Required Courses

- ACC 150 - Accounting Principles I
- ACC 175 - Accounting Principles II
- BUS 101 - Customer Relations
- BUS 102 - Virtual Employment
- BUS 110 - Introduction to Business

- BUS 220 - Small Business Management
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*
- ENG 220 - Business Letter and Report Writing

## Recommended Sequence of Courses

### Semester I

- ACC 150 - Accounting Principles I
- BUS 101 - Customer Relations
- BUS 110 - Introduction to Business
- CIT 100 - Microcomputer Applications
- ENG 110 - English Composition I\*\*

Total Credits (15)

### Semester II

- ACC 175 - Accounting Principles II
- BUS 102 - Virtual Employment
- BUS 220 - Small Business Management
- ENG 220 - Business Letter and Report Writing

Total Credits (12)

Minimum credits to earn Certificate: 27

## PA Director Credential (Certificate)

### Certificate

### Program Description

The PA Director Credential Certificate coursework is designed for current and future directors and owners of Early Childhood and Education programs. Topics include leadership; program quality; 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

This course is part of the Pennsylvania Director's Credential. Students who plan to enroll in the course must have one of the following:

- Associate degree in non-related field including 18 credit hours in Early Childhood Education and 5 years' experience in in director/supervisory position,
- Associate degree in related field including 18 credit hours in Early Childhood Education and 4 years' experience in director/supervisory position,
- Associate degree in Early Childhood Education and 3 years' experience in director/supervisory position,
- Bachelor's degree in non-related field including 18 credit hours in Early Childhood Education and 3 years' experience in director/supervisory position,
- Bachelor's degree in related field including 18 credit hours in Early Childhood Education and 2 years' experience in director/supervisory position,
- Bachelor's degree in Early Childhood Education and 1 years' experience in director/supervisory position.

Upon completion of the PA Director Coursework, each student will be responsible for submitting an application for the PA Director Credential directly to the Pennsylvania Keys to Quality program with the Office of Child Development and Early Learning (OCDEL). The credential is awarded by the PA Key, not Pennsylvania Highlands Community College. For more information go to <http://www.pakeys.org>

## Program Objectives

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

1. Identify, design, and implement ongoing assessments of child's progress.
2. Utilize qualitative and quantitative evaluation to assess the effectiveness of desired outcomes.
3. Establish and maintain community relationships and utilize resources by participating in collaborative programs that advance awareness of professional child care and early childhood education. Demonstrate the incorporation of information into management duties.
4. Provide a safe and healthy physical environment through application of the federal, state, and local regulations.
5. Apply best practice standards and accreditation as indicated through the development of policy, procedure, and practice which are inclusive of all special needs children.
6. Implement strong program management policies that result in high quality services.
7. Utilize leadership concepts, best business practices, and adhere to the laws and regulations of the federal, state, and local government.

## Obtaining the Certificate

**To earn the certificate, the student must:**

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

## Required Courses

- ECD 284 - Professionalism and Leadership in Early Childhood Programs
- ECD 285 - Program Organization and Administration of Early Childhood Programs
- ECD 286 - Business Management in Early Childhood Programs

**Credits to earn Certificate: 9**

# Patient Care Technician (Certificate)

## Certificate

### Program Description

The patient care technician program prepares individuals to work as part of the health care team. Patient care technicians (PCTs) are multi-skilled allied healthcare professionals who work under the supervision of a nurse or a physician. These individuals are trained to work in a hospital or clinic setting. Patient care technicians can perform duties such as responding to patient calls, assisting patients with personal hygiene, serving meals, assisting with therapies and monitoring vital signs. Other responsibilities of a PCT consist of drawing laboratory specimens, inserting and removing catheters, performing dressing changes and electrocardiograms (ECGs), and assisting with oxygen therapy. Successful completion of the program allows the student to sit for certification exams in Phlebotomy and Patient Care Technician.

It is required that students obtain the following clearances upon admission to the program as it is a standard requirement of most healthcare facilities:

- Pennsylvania State Police Criminal History Record
- Pennsylvania Child Abuse History Clearance
- Federal Bureau of Investigation Criminal Record Check

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### Career Opportunities

After satisfactory completion of the patient care technician program, the graduate will be able to seek employment in the following areas:

- Patient Care Technician
- EKG Technician
- Phlebotomist

### Program Objectives

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

1. Demonstrate effective written/oral communication with patients, families, and other health care team members.
2. Display professional conduct, appearance, and ethical behavior when providing PCT care.
3. Provide basic care including emotional, physical, psychological, and spiritual support to patients of all age groups in a variety of healthcare settings.
4. Perform PCT procedures in a safe and therapeutic manner while in compliance with federal/state mandates.
5. Exhibit the use of relevant technology in the implementation of patient care while maintaining compliance with laws related to Protected Health Information (PHI).
6. Implement basic safety and infection control practices in the health care setting.
7. Function effectively as a member of the health care team.
8. Become a certified patient care technician.

## Obtaining the Certificate

To earn the certificate, the student must:

1. Matriculate into the program.
2. Health Science students must earn a "C" or higher in all HSC courses to graduate from their respective program.
3. Satisfactorily complete all certificate requirements.

### Courses

- HSC 110 - Medical Terminology and Body Systems for the Patient Support Provider
- HSC 115 - Essential Responsibilities for the Health Care Professional
- HSC 123 - Operational Health Informatics
- HSC 125 - Application of Infection Control and Safety Practices
- HSC 151 - Health Assessment and Patient Care Skills

### Recommended Sequence of Courses

#### Semester I

- HSC 110 - Medical Terminology and Body Systems for the Patient Support Provider
- HSC 115 - Essential Responsibilities for the Health Care Professional
- HSC 123 - Operational Health Informatics
- HSC 125 - Application of Infection Control and Safety Practices
- HSC 151 - Health Assessment and Patient Care Skills

Total Credits (16)

Minimum credits to earn Certificate: 16

## Pharmacy Technician (Certificate)

### 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 acute care, community, satellite, clinic, and private pharmacy settings.

It is highly recommended that students obtain the following clearances upon admission to the program as it is a standard requirement of most internship sites.

- Pennsylvania State Police Criminal History Record

- Pennsylvania Child Abuse History Clearance

Upon satisfactory completion of the program, students are eligible to apply and take a national Pharmacy Technician Certification Exam. Satisfactory completion of this program increases the possibility of passing the certification exam but does not guarantee a passing grade.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

## 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
- Pharmaceutical auditor
- Insurance auditor

## 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

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- HSC 144 - Pharmacology for Pharmacy Technicians
- HSC 190 - Pharmacy Law and Ethics



- HSC 191 - Pharmacology Calculations
- HSC 192 - Pharmacy Technician Practice
- HSC 280 - Financial Management in Health Care
- HSC 295 - Pharmacy Technician - Hospital Internship
- HSC 296 - Pharmacy Technician - Community Internship

## Recommended Sequence of Courses

### Semester I

- ACP 100 - Academic and Career Planning
- CIT 100 - Microcomputer Applications
- HSC 100 - Medical Terminology
- HSC 130 - Basic Anatomy and Physiology
- HSC 144 - Pharmacology for Pharmacy Technicians
- HSC 192 - Pharmacy Technician Practice

Total Credits (16)

### Semester II

- HSC 190 - Pharmacy Law and Ethics
- HSC 191 - Pharmacology Calculations
- HSC 280 - Financial Management in Health Care
- HSC 295 - Pharmacy Technician - Hospital Internship
- HSC 296 - Pharmacy Technician - Community Internship

Total Credits (12)

Minimum credits to earn Certificate: 27

## Substance Abuse & Addiction Technician (Certificate)

### Certificate

### Program Description

This certificate is designed in order to prepare students to work in an entry-level position in the varied field of addiction treatment. Students will be introduced to the effects that substance abuse and chemical dependency have on society; and gain an understanding of what addiction is, the different drugs that are used (both legal and illegal), how to work with those who have physical and psychological addictions, the various types of treatment and counseling approaches. Students who pursue this certificate may bring varied levels of understanding and experiences; therefore, an emphasis is placed on basic helping skills, ethics in the helping profession, and cultural sensitivity to encourage self-reflection as a competent helper. This program will provide students with foundational information and knowledge to function confidently as an assistant in the area of substance abuse and addiction treatment; and can serve as professional development for those currently working in the field of substance abuse and addiction treatment.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

## Career Opportunities

Successful graduates of this program can seek employment in entry-level positions and assist in providing services as an intake caseworker in a variety of settings such as:

- Rehabilitation Treatment Programs
- Outpatient Substance Treatment Centers
- Sober Living and/or Halfway Houses
- Detox Centers

## Program Objectives

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

- Identify biological, social, and psychological effects and causes of substance abuse, chemical dependency, and addictions.
- Demonstrate a cultural awareness of substance abuse, chemical dependency, and addictions.
- Demonstrate a basic set of helping skills for entry level employment in the field of addictions counseling (i.e. interviewing skills, conduct assessments, monitor/record client progress, case management).
- Collaborate with other helping professionals to assist in planning/coordinating treatment.
- Demonstrate cultural sensitivity, critical thinking, and ethical characteristics of a helping professional.

## Obtaining the Certificate

**To earn the certificate, students must:**

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

## Courses

- ENG 110 - English Composition I\*\*
- SWK 100 - Introduction to Social Work
- SWK 225 - Ethics in the Social Sciences
- SOC/ADD 115 - Chemical Dependency & Addictions
- SOC/ADD 125 - Drugs in Society
- PSY/ADD 225 - Introduction to Chemical Dependency Counseling

**Minimum credits to earn Certificate: 18**

# Sustainable Hydroponic Agriculture and Rural Entrepreneurship (SHARE) (Certificate)

## Certificate

### Program Description

This certificate prepares individuals for work in the sustainable agricultural industry, including traditional agribusiness and the emerging field of controlled environment agriculture. Agriculture continues to be the largest industry in the State of Pennsylvania. The benefit of a controlled agriculture program is the ability to produce food year round without dependence upon ideal weather conditions, use of pesticides, or need for the expense of land and heavy equipment.

Students will learn skills that can be transferred to any controlled agriculture industry, including the new medical marijuana production industry that has been introduced in PA, which is highly regulated, with plants grown and harvested in a controlled environment. The hydroponic program will train students for employment in this and other agribusiness industries.

In partnership with Sandyvale Memorial Park, this program will be able to offer both theory and practical hands-on application in a greenhouse using actual hydroponic equipment. The College will use the greenhouse for both hydroponic plant growth and traditional greenhouse growing.

**This program falls under the federal guidelines of Gainful Employment programming. For important information regarding program costs, debt, and potential earnings, please visit our website.**

### Career Opportunities

1. Traditional agribusinesses
2. Greenhouses
3. Controlled environment agribusinesses

### Program Objectives

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

1. Demonstrate the competencies necessary to work in the controlled environment agriculture sector.
2. Identify the need for sustainability in traditional and non-traditional agribusinesses.

### Obtaining the Certificate

**To earn the Certificate, the student must:**

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

### Courses

- AGR 110 - Introduction to Sustainability
- AGR 120 - Hydroponic Food Production Lecture
- AGR 121 - Hydroponic Food Production Lab

- AGR 125 - Principles of Sustainable Agriculture Lecture
- AGR 126 - Principles of Sustainable Agriculture Lab
- AGR 130 - Plant Propagation Lecture
- AGR 131 - Plant Propagation Lab
- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab
- BUS 110 - Introduction to Business

## Recommended Sequence of Courses

### Semester I

- AGR 110 - Introduction to Sustainability
- AGR 125 - Principles of Sustainable Agriculture Lecture
- AGR 126 - Principles of Sustainable Agriculture Lab
- BIO 104 - Principles of Biology I Lecture
- BIO 114 - Principles of Biology I Lab

Total Credits (11)

### Semester II

- AGR 120 - Hydroponic Food Production Lecture
- AGR 121 - Hydroponic Food Production Lab
- AGR 130 - Plant Propagation Lecture
- AGR 131 - Plant Propagation Lab
- BUS 110 - Introduction to Business

Total Credits (11)

Minimum credits to earn Certificate: 22

# Course Descriptions

## ACC - Accounting

### ACC 150 - Accounting Principles I

This is an introductory accounting course designed to introduce underlying concepts and Generally Accepted Accounting Principles (GAAP) used in determining revenue recognition, expense recognition, asset valuation, and reporting of liabilities. Double-entry accounting is introduced and applied to service companies. The entire accounting cycle for a service business operating as a sole proprietorship will be presented - from the point of original entry through the adjustment process, financial statement preparation, and post-closing trial balance preparation. Students will first be exposed to a manual accounting system, then QuickBooks Online will be utilized to expose students to computerized accounting systems.

*3 credits*

### ACC 160 - Payroll Accounting

This course introduces students to accounting for wages and salaries as well as procedures for maintaining accurate payroll records. Topics covered include calculation of wages and salaries, income taxes, Social Security taxes, unemployment taxes, personnel records, and payroll accounting systems. Students practice keeping payroll records and accounting for wages and salaries while producing relevant reports and tax forms.

*Prerequisite(s): ACC 150 Accounting Principles I*

*3 credits*

### ACC 175 - Accounting Principles II

This course builds on the underlying concepts and principles of accounting attained in ACC 150 Accounting Principles I. Internal control policies and procedures, bank reconciliations, and petty cash funds are explored. Merchandising companies are introduced, and accounting for and reporting of inventory assets are presented. The entire accounting cycle for a merchandising business operating as a sole proprietorship will be presented - from the point of original entry through the adjustment process, financial statement preparation, and post-closing trial balance preparation. Students will first be exposed to a manual accounting system, then QuickBooks Online will be utilized to expose students to computerized accounting systems. Accounting for uncollectible accounts receivable, short-term notes receivable, and short-term notes payable is also introduced.

*Prerequisite(s): ACC 150 Accounting Principles I*

*3 credits*

### ACC 201 - Intermediate Accounting

Economic resources including cash, receivables, inventories, and long-term assets are explored in-depth along with a variety of financial instruments including current liabilities, contingencies, bonds, long-term notes, and shareholders' equity. Statement of cash flows preparation will be emphasized along with the use of ratios to assess financial performance.

*Prerequisite(s): ACC 175 Accounting Principles II*

*3 credits*

### ACC 220 - Automated Accounting

This course is designed to provide a working knowledge of how computerized accounting systems function. Students work with commercial accounting software (QuickBooks) commonly used in small to mid-sized business. This course includes fully integrated accounting modules: General Ledger, Accounts Receivable, Accounts Payable, Payroll, and Inventory.

*Prerequisite(s): ACC 150 Accounting Principles I, CIT 100 Microcomputer Applications*

*3 credits*

## **ACC 225 - Accounting Simulations**

Students work independently with instructor support to complete three accounting simulations. Accounting simulations include a variety of accounting scenarios including manual and computerized accounting systems. Students will work to complete the accounting cycle and prepare accurate financial reports for each company as though they were the staff accountant.

*Prerequisite(s): ACC 160 Payroll Accounting, ACC 175 Accounting Principles II, ACC 220 Automated Accounting*  
*3 credits*

## **ACC 230 - Managerial Accounting**

This course prepares students to understand the critical role that 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.

*Prerequisite(s): ACC 150 Accounting Principles I*  
*3 credits*

## **ACC 260 - Federal Taxation of Individuals**

This course provides a practical approach to preparation of federal income tax returns for individuals. Students will prepare individual tax returns and related schedules required by the Internal Revenue Code both manually and by using a software solution.

*3 credits*

## **ACC 299 - Capstone Seminar**

This is a capstone course intended to review critical areas of bookkeeping students must master prior to testing for bookkeeping certification through the American Institute of Professional Bookkeepers (AIPB). Students will complete two parts of the certification testing in class; the other two portions will be taken at the closest Prometric test center. This course includes a field experience (i.e., internship - paid or unpaid) component whereby the student must complete a minimum of forty-five hours of accounting/bookkeeping work to place on his or her resume.

*Prerequisite(s): ACC 225 Accounting Simulations, ACC 201 Intermediate Accounting*  
*4 credits (3 lecture; 1 lab)*

# **ACP - Academic Career Planning**

## **ACP 100 - Academic and Career Planning**

This course is designed to give first semester students a solid foundation of planning and professionalism to successfully complete their education and career goals, and to help them become engaged members of the College and professional community. Students will be involved in career exploration, setting real-world goals with academic planning and resume building, learning the tools available for their academic success, and the professionalism needed to carry them forward into the academic world and the job market.

*1 credit*

## **ACP 105 - Promoting Academic Success**

This course is designed to empower students with disabilities to succeed at career planning and in higher education. The course will provide important information about the college experience, including strategies for success in a college setting. Students will develop skills to foster academic success and identify future goals as they prepare to lead responsible lives in a diverse, interconnected and changing world.

*1 credit*

# AGR - Agriculture

## AGR 110 - Introduction to Sustainability

This course treats sustainability as a broad area of inquiry, one that is rapidly changing as we develop new knowledge of human practices that are more - or less -sustainable. The gaps in current knowledge are great, but the task of growing a more sustainable global community is greater. We are faced with immense challenges that grow more critical by the day. This course will focus on the social, political, economic, and environmental complexity of the task of sustainability, which often confounds and defeats simplistic approaches. Nevertheless, many of the solutions lie in a simplification of our approach to community and commerce. This course will provide students with a broad understanding of sustainability in the multiple human dimensions that it is manifested.

*3 credits*

## AGR 120 - Hydroponic Food Production Lecture

Hydroponics is the science of growing plants in a soilless, biologically-controlled and ecologically-balanced environment. Though hydroponics is not a new method for the cultivation of crops, it is an evolving science. Hydroponics typically suggests the methods of plant propagation in water. However, it can be more properly referred to as soilless plant cultivation, which includes any method of growing plants without the use of soil as a rooting medium. Inorganic nutrients needed by the roots are supplied via irrigation water. This course will explore the history of hydroponics, plant nutrition as applied to hydroponics, and other soilless growing options.

*Co-requisite(s): AGR 121 Hydroponic Food Production Lab*

*3 credits*

## AGR 121 - Hydroponic Food Production Lab

Hydroponics is the application of soilless culture techniques for the growth of plants. This course will reinforce the concepts of hydroponic food production learned in AGR 120 - Hydroponic Food Production Lecture. Students will learn the necessary components of hydroponic systems and apply the techniques of hydroponics to grow common plant species. In addition, students will explore the cultivation of plants using self-designed hydroponic systems, commercial hydroponic systems, and greenhouses.

*Co-requisite(s): AGR 120 Hydroponic Food Production Lecture*

*1 credit (0 lecture; 1 lab)*

## AGR 125 - Principles of Sustainable Agriculture Lecture

Food production ranks among the most environmentally significant of human activities. Agriculture is practiced in every corner of the planet and in all but the most extreme of ecosystems. Life-sustaining agricultural practices are, however, often linked to habitat and biodiversity loss, deforestation, greenhouse gas emissions, and increasingly to the extensive use of chemicals and non-point source pollution. Producing food uses twice as much water as all other human activities combined. In this context, and given new challenges posed by climate change, rapid urbanization, and shifts in the balance of the global economy, how will we be able to sustain or increase food production to meet the needs of 9 billion people while ensuring the ecological health of our agricultural systems and the green infrastructure our communities rely on? In this course, students will learn about the origins, major concepts, and current issues of sustainability in agriculture. Our society's agricultural history has unfolded in such a way that we are just now trying to understand and create sustainability where it does not currently exist. Students will explore environmental, economic, and social considerations of sustainability in agriculture; and, at the conclusion of the course, be able to understand and explain the characteristics of the current agricultural system, the many components of sustainable agriculture and how they relate to each other, and ways that society is moving or could move toward a sustainable agricultural system.

*Co-requisite(s): AGR 126 Principles of Sustainable Agriculture Lab*

*3 credits*

## AGR 126 - Principles of Sustainable Agriculture Lab

How can we balance the multiple, often competing, objectives of sustainable agricultural intensification to promote both agricultural productivity and human well-being? The answer to this requires a transdisciplinary, agroecological perspective. Agroecology is the integrative study of the ecology of the entire food system, encompassing ecological, economic, and social dimensions. This course is designed to introduce various topics in agroecology. Students will take an ecosystems approach to the study of agriculture that will

enable them to analyze the environmental, social, and economic interconnections within various types of agricultural models locally and globally. The goal of this course is to give students a basic understanding of the interactions between agriculture and the surrounding environmental matrix leading to sustainable food systems. Students will integrate concepts across agronomy, ecology, biogeochemistry, soil science, and hydrology.

*Co-requisite(s): AGR 125 Principles of Sustainable Agriculture Lecture*

*1 credit (0 lecture; 1 lab)*

## **AGR 130 - Plant Propagation Lecture**

The manipulation of plant reproduction is the basis for plant propagation which, in turn, is one of the fundamental and characteristic activities of horticulture. Any individual working with horticultural crops must understand the natural and induced genetic variation in such plants and how this variation is managed. To be effective in propagating plants both the biological bases and the commercial practices must be studied and understood. All aspects of plant propagation will be studied including methods of propagating by seeds, bulbs, divisions, layers, cuttings, budding, grafting, and micropropagation. The timing, techniques, and materials for making cuttings, environmental conditions, and media requirements for rooting cuttings of ornamental plants, fruit trees, shrubs, and flowering plants will also be studied. Various propagation structures, soils, and fertilizer requirements will be considered. Emphasis is placed on the basic principles of plant propagation to provide an adequate background in the areas of agronomy, horticulture, forestry, and other disciplines of plant science.

*Co-requisite(s): AGR 131 Plant Propagation Lab*

*3 credits*

## **AGR 131 - Plant Propagation Lab**

This course is a detailed study of the concepts, techniques, equipment, and facilities involved in sexual and asexual multiplication in plants. This course will explore the scientific theory and commercial practices of plant propagation by spore, seed, cuttings, layering, division, budding, grafting, micropropagation, and specialized structures. Upon completion of this course students will have a thorough understanding of plant propagation and be able to apply this knowledge to solve problems and work as a propagator.

*Co-requisite(s): AGR 130 Plant Propagation Lecture*

*1 credit (0 lecture; 1 lab)*

# **ANT - Anthropology**

## **ANT 100 - Introduction to Cultural Anthropology\*\***

This is a survey course in which students will learn the terminology that describes the field of cultural anthropology. In addition to learning the classical principles of anthropology, students will explore the structures that make up cultures and cultural dilemmas. Students will gain an understanding of the importance of accurate research, observation, and data collection that will help anthropologists understand culture. This course focuses on the thesis that every society is based upon an integrated culture that satisfies human needs and facilitates survival. This course examines diverse cultures from the far reaches of the earth as well as the way that American subcultures fit into the broad range of human possibilities. The majority of multimedia lessons in this course are multicultural in their approach; there are also several ethnographic studies of individual societies. These studies guide the student toward deeper exploration of the layers of culture which make a given culture successful.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*3 credits*

# **ART - Art**

## **ART 101 - Introduction to Art History\*\***

This course introduces the major periods of Western art history, including: Ancient, Egyptian, Greek, Early Medieval, Romanesque, Gothic, Renaissance, Baroque, 19<sup>th</sup> and 20<sup>th</sup> Century. The course will examine the religious, philosophical, and social forces that shaped the masterpieces.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education*



universities.  
3 credits

## **ART 105 - Drawing Fundamentals**

This introductory, hands-on course introduces the student to basic drawing fundamentals associated with observational drawing. Techniques explored will include gesture, line, shape, volume, tone, contrast, texture, positive/negative space, perspective and relevant color theory. Students will learn basic drawing skills and fundamental art composition concepts using various media to develop an expression of individual artistic style.

3 credits

## **ART 110 - Introduction to Painting and Sculpting\*\***

This hands-on course introduces the student to various materials, techniques and methods used to create works of art. The course involves 2 dimensional and 3 dimensional projects. Through class critique, students will be encouraged to articulate and reflect on their own work and the work of classmates. Students will also develop an awareness and appreciation of painting, sculpting and mixed media within the visual arts.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

3 credits

# **ASL - 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. Students will be 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

# **AST - Astronomy**

## **AST 100 - Introduction to Astronomy**

Introduction to Astronomy will explore the origin, characteristics and evolution of the solar system, the stars, the 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

# **AVI - Aviation**

## **AVI 110 - Private Pilot Theory**

This course provides the foundation of knowledge needed to progress to the theory courses and flight labs 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, the national airspace system, and general operating rules and regulations required for the Private Pilot knowledge requirements. Successful completion of this course will provide an endorsement to take the FAA Private Pilot Knowledge Test.

3 credits

## **AVI 112 - Private Pilot Lab I**

This course is designed to meet all requirements and prepare the student for solo flight. It is intended to be taken in conjunction with AVI 110 Private Pilot Theory and will provide foundational knowledge in the following components of flight in preparation for the FAA Private Pilot Certification process: preflight preparation, inspection, and servicing; airplanes and aerodynamics; airports, air traffic control, and airspace; airplane performance and weight and balance; aeromedical factors and aeronautical decision making; airplane instruments, engines, and systems; basic instrument maneuvers; aviation weather; aviation weather services; and, federal aviation regulations. Each new skill presented will be taught on the basis of previously mastered knowledge and skills; therefore, it is important that the student allow for sufficient flight time.

*Note(s): Success requires that students achieve the FAA competencies in 50 Flight Hours in AVI 112 and AVI 113.*

*Prerequisite(s): Prior to beginning flight training, students must make application for an FAA student pilot certificate; 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.*

*Co-requisite(s): AVI 110 Private Pilot Theory or credit for previous ground training  
2 credits (0 lecture; 2 lab)*

## **AVI 113 - Private Pilot Lab II**

This course is designed to meet all requirements for completion of the FAA Private Pilot Certificate. It is intended to be taken after successful completion of AVI 110 Private Pilot Theory and AVI 112 Private Pilot Lab I. This course will provide instruction in the following components of flight in preparation for the FAA Private Pilot Certification process: maximum performance takeoff and landings; solo maneuvers; navigation systems; cross-country flights; night flying and night cross-country procedures; airplane performance and weight and balance; solo cross-country flights; basic instrument maneuvers. Each new skill presented will be taught on the basis of previously mastered knowledge and skills; therefore, it is important that the student allow for sufficient flight time.

*Note(s): Success requires that students achieve the FAA competencies in 50 Flight Hours in AVI 112 and AVI 113.*

*Prerequisite(s): AVI 110 Private Pilot Theory, AVI 112 Private Pilot Lab I*

*2 credits (0 lecture; 2 lab)*

## **AVI 114 - Private Pilot Practical Exam Preparation**

This course provides a comprehensive overview of knowledge required and thorough preparation for the FAA Private Pilot Practical Examination. It is designed for student pilots who are enrolled in a 14 CFR Part 141 flight school and are training for the private pilot certificate. This course will also prove beneficial to students training under 14 CFR Part 61 and private pilots who wish to refresh their knowledge or who are preparing for a flight review. The course is organized to address the seven areas of knowledge required for the practical test, including: certificates and documents; weather; determining performance and limitations; airplane systems; cross-country flight planning; night operations; and aeromedical factors.

*Prerequisite(s): AVI 110 Private Pilot Theory, AVI 112 Private Pilot Lab I, AVI 113 Private Pilot Lab II*

*Co-requisite(s): May be taken as a co-requisite with AVI 113 Private Pilot Lab II*

*1 credit*

## **AVI 120 - Instrument Pilot Theory**

This course will introduce the concepts of aircraft control by scan and interpretation of flight instruments. The student will learn to recognize unusual attitude indications and recover from such situations. Human Factors, CRM, and flight physiology will be emphasized. There will be an in-depth study of pitot-static and gyroscopic instrument systems and recognition of anomalies in these systems. The theory of operation, interpretation, and use of VOR, ADF, DME, GPS, RNAV, RMI, HSI and autopilot systems will be examined. A detailed study of IFR regulations, procedures, and publications for IFR operating rules in the U.S. Airspace System will be included. Aviation meteorology will be studied in more detail as well as recognition of potentially hazardous flight conditions. Successful completion of this course will provide an endorsement to take the FAA Instrument Rating written exam.

*Prerequisite(s): AVI 110 Private Pilot Theory or credit for previous ground training*

*3 credits*

## **AVI 122 - Instrument Pilot Lab I**

This course is designed for the Private Pilot to gain the skills necessary to precisely control the plane using basic attitude instrument flying and the airplane's navigation systems. It is intended to be taken in conjunction with AVI 120 Instrument Pilot Theory. The following components of instrument flight training will be mastered in this course: VOR and GPS holding; Localizer, DME, and

intersection holds; VOR and GPS approaches; Localizer and ILS approaches; cross-country procedures; federal aviation regulations; departure, enroute and arrival procedures; loss of communications and emergency procedures. Each new skill presented will be taught on the basis of previously mastered knowledge and skills; therefore, it is important that the student allow for sufficient flight time.

*Note(s): Success requires that students achieve the FAA competencies in 45 Flight Hours in AVI 122 and AVI 123.*

*Prerequisite(s): Private Pilot Certification, AVI 110 Private Pilot Theory, AVI 112 Private Pilot Lab I, AVI 113 Private Pilot Lab II, or credit given for ground and flight training.*

*Co-requisite(s): AVI 120 Instrument Pilot Theory*

*2 credits (0 lecture; 2 lab)*

## **AVI 123 - Instrument Pilot Lab II**

This course is designed to meet all requirements for the FAA instrument rating. It is intended to be taken as a continuation of instrument flight training in AVI 122 Instrument Pilot Lab I. The following components of instrument flight training will be mastered in this course: VOR and GPS holding; Localizer, DME, and intersection holds; VOR and GPS approaches; Localizer and ILS approaches; cross-country procedures; federal aviation regulations; departure, enroute, and arrival procedures; loss of communications and emergency procedures. Each new skill presented will be taught on the basis of previously mastered knowledge and skills; therefore, it is important that the student allow for sufficient flight time.

*Note(s): Success requires that students achieve the FAA competencies in 45 Flight Hours in AVI 122 and AVI 123.*

*Prerequisite(s): FAA third class medical certificate, Proof of U.S. Citizenship or Transportation Security Administration Check, Private Pilot Certification, AVI 120 Instrument Pilot Theory, AVI 122 Instrument Pilot Lab I. NOTE: Students may also take AVI 123 in conjunction with AVI 120, provided AVI 122 has been successfully completed.*

*Co-requisite(s): AVI 120 Instrument Pilot Theory (if not previously completed)*

*2 credits (0 lecture; 2 lab)*

## **AVI 124 - Instrument Pilot FAA Practical Exam Preparation**

This course provides a comprehensive overview of knowledge required and thorough preparation for the FAA Instrument Pilot Practical Examination. It is designed for student pilots who are enrolled in a 14 CFR Part 141 flight school and are training for the instrument rating. This course will also prove beneficial to students training under 14 CFR Part 61 and instrument pilots who wish to refresh their knowledge or who are preparing for a flight review. The course is organized to address the four areas of knowledge required for the practical test, including: flight planning; departure; enroute; and arrival.

*Prerequisite(s): AVI 120 Instrument Pilot Theory, AVI 122 Instrument Pilot Lab I, AVI 123 Instrument Pilot Lab II*

*Co-requisite(s): May be taken as a co-requisite with AVI 123 Instrument Pilot Lab II*

*1 credit*

## **AVI 210 - Commercial Pilot Theory**

This course will take the concepts studied in Private Pilot Theory and Instrument Pilot Theory to a more advanced level to prepare the student for a professional career in the field. Subject matter will include Federal Aviation Regulations that pertain to Commercial Pilot privileges, limitations, and flight operations, NTSB accident case studies and accident/incident reporting, Aerodynamics, Meteorology to include recognition of critical weather situations and use of reports and forecasts, effects of exceeding aircraft performance limitations, function of complex aircraft systems and high performance aircraft operations, aviation safety to include aeronautical decision making and judgment, aviation physiology to include night and high altitude operations, review of the National Airspace System, and Human Factors in aviation. Successful completion of this course will provide an endorsement to take the FAA Commercial Pilot written exam.

*Prerequisite(s): AVI 110 Private Pilot Theory, AVI 111 Private Pilot Lab, AVI 120 Instrument Pilot Theory, and AVI 121 Instrument Pilot Flight or credit for previous ground and flight training.*

*4 credits*

## **AVI 211 - Commercial Pilot Flight I**

This course will provide the student with part of the flight training required of the Commercial Pilot FAA practical test standards. This is the first half of two phases of flight training. Nulton Aviation Services at the Johnstown Cambria County Airport will provide the flight training. The student will receive pre/post briefings on the commercial maneuvers and complex aircraft systems within the FAA practical test standards before and after flight training. The instruction will include dual flight time and solo flight time for experience requirements.

*Note(s): Success in this lab course requires that students achieve the FAA competencies in 50.5 Flight Hours.*

*Prerequisite(s): FAA 3rd class medical certificate, Proof of U.S. Citizenship or Transportation Security Administration Check, AVI 110 Private Pilot Theory, and Private Pilot License or credit for previous flight/ground training.*  
*Co-requisite(s): AVI 210 Commercial Pilot Theory*  
*3 credits (0 lecture; 3 lab)*

## **AVI 212 - Commercial Pilot Flight II**

This course will provide the second part of the flight training required of the Commercial Pilot FAA practical test standards. This is the second half of two phases of flight training. Nulton Aviation Services at the Johnstown Cambria County Airport will provide the flight training. The student will receive pre/post briefings on the commercial maneuvers and complex systems within the FAA practical test standards before and after flight training. The instruction will include dual flight time and solo flight time for experience requirements. Successful completion of this course will provide an endorsement to take the FAA Commercial Pilot Practical Flight Test. Students must complete both the FAA Commercial Written test and FAA Commercial Practical Pilot Flight test to achieve the Commercial Pilot License.

*Note(s): Success in this lab course requires that students achieve the FAA competencies in 62.5 Flight Hours.*

*Prerequisite(s): FAA 3rd class medical certificate, Proof of U.S. Citizenship or Transportation Security Administration Check, AVI 210 Commercial Pilot Theory, and AVI 211 Commercial Pilot Flight I or credit for previous flight/ground training.*  
*3 credits (0 lecture; 3 lab)*

## **AVI 213 - Commercial Pilot Practical Exam Preparation**

This course provides a comprehensive overview of knowledge required and thorough preparation for the FAA Commercial Pilot Practical Exam. It is designed for student pilots who are enrolled in a 14 CFR Part 141 flight school and are training for the commercial pilot certificate. This course will also prove beneficial to students training under 14 CFR Part 61 and pilots who wish to refresh their knowledge. The course is organized to address the six areas of knowledge required for the practical test, including: Airplane aerodynamics and systems; airspace; airplane performance; aviation weather; navigation and flight operations.

*Prerequisite(s): Private Pilot Certification, Instrument Pilot Certification, AVI 210 Commercial Pilot Theory, AVI 211 Commercial Pilot Flight I, AVI 212 Commercial Pilot Flight II*

*Co-requisite(s): May be taken as a co-requisite with AVI 212 Commercial Pilot Flight II*  
*2 credits*

# **BIO - Biology**

## **BIO 102 - Life Science**

This *non-major* survey course examines the processes common to all life on Earth. Science and the scientific method are described. Lecture topics include cell structure, energy transfer in plants and animals, genetics, evolution, ecology and conservation and will be reinforced through in-class demonstrations and activities when appropriate. This course may or may not be transferrable to 4 year colleges as a science course.

*3 credits*

## **BIO 104 - Principles of Biology I Lecture**

This introductory 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. This course is designed to prepare students for more advanced courses in biology.

*Co-requisite(s): BIO 114 Principles of Biology I Lab*  
*3 credits*

## **BIO 106 - Principles of Biology II Lecture**

This introductory 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.

This course is designed to prepare students for more advanced courses in biology.

*Prerequisite(s): BIO 104 Principles of Biology I*

*Co-requisite(s): BIO 116 Principles of Biology II Lab*

*3 credits*

## **BIO 108 - Forensic Biology Lecture**

This course is designed to show students the link between science and criminal conviction. Through the application of the scientific method, students will investigate decomposition, body fluid, DNA, trace evidence, and significant microbial evidence. Students will apply the basic principles of biotechnology and crime scene investigation to solve a crime.

*Co-requisite(s): BIO 118 Forensic Biology Lab*

*3 credits*

## **BIO 114 - Principles of Biology I Lab**

This introductory 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. Lab experiments are designed to teach basic scientific skills, and to reinforce the topics covered during BIO 104 lectures. This course is designed to prepare students for more advanced courses in biology.

*Co-requisite(s): BIO 104 Principles of Biology I Lecture*

*1 credit*

## **BIO 116 - Principles of Biology II Lab**

This introductory 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. 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 104 Principles of Biology I*

*Co-requisite(s): BIO 106 Principles of Biology II Lecture*

*1 credit*

## **BIO 118 - Forensic Biology Lab**

This course is designed to enhance student understanding of the link between science and criminal investigation. Through the application of the scientific method, students will investigate decomposition, body fluid, DNA, trace evidence, and significant microbial evidence. Students will apply the basic principles of biotechnology and crime scene investigation to solve a crime.

*Co-requisite(s): BIO 108 Forensic Biology Lecture*

*1 credit*

## **BIO 202 - Human Anatomy and Physiology I**

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology and prepares the student for Human Anatomy and Physiology II. Course topics will include the organization of the body at the molecular, cellular, and tissue levels and homeostatic mechanisms associated with the endocrine, integumentary, skeletal, muscle, and nervous systems.

*Prerequisite(s): BIO 104 Principles of Biology I or accepted by CSON or high school biology within the last five years*

*Co-requisite(s): BIO 212 Human Anatomy and Physiology Lab*

*3 credits*

## **BIO 204 - Human Anatomy and Physiology II**

This course is the second half of a yearlong introduction to Human Anatomy and Physiology. Course topics will include the organization of the body systems at the molecular, cellular, and tissue levels and homeostatic mechanisms associated with the cardiovascular, respiratory, lymphatic, digestive, urinary and reproductive systems.

*Prerequisite(s): BIO 202 Human Anatomy and Physiology I or accepted by CSON*

*Co-requisite(s): BIO 214 Human Anatomy and Physiology II Lab*  
*3 credits*

## **BIO 206 - 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.

*Prerequisite(s): BIO 104 Principles of Biology I Lecture or accepted by CSON*

*Co-requisite(s): BIO 216 Microbiology Lab*

*3 credits*

## **BIO 207 - Ecology**

This course will acquaint students with the fundamental principles of an ecological science, including concepts of relationships between organisms and environments, climate effects on ecological environments, ecological community structures, animal and plant population growth and analysis of species diversity according to specific ecosystems.

*Prerequisite(s): BIO 104 Principles of Biology I Lecture/BIO 114 Principles of Biology I Lab, MAT 131 Intermediate Algebra*

*Co-requisite(s): BIO 217 Ecology Lab*

*3 credits*

## **BIO 208 - Genetics**

Organisms can be more fully understood by knowing the hereditary make up that dictates development. This lecture course will introduce the student to heredity through the study of chromosomes, mutations, molecular genetics and evolutionary genetics. The principles presented in this course will prepare the life science major for more advanced topics in the field of biology.

*Prerequisite(s): BIO 104 Principles of Biology I Lecture*

*Co-requisite(s): BIO 218 Genetics Lab*

*3 credits*

## **BIO 212 - Human Anatomy and Physiology Lab I**

This course introduces the student to the structure and function of the human body. This is a semester long introduction to Human Anatomy and Physiology Lab applications. Students will experience and apply the material learned in lecture through experimentation and application of the scientific method to the following topic areas. Course topics will include the organization of the body at the molecular, cellular, and tissue levels, focusing on the integumentary, skeletal, muscle, and nervous systems.

*Prerequisite(s): BIO 104 Principles of Biology I or accepted by CSON*

*Co-requisite(s): BIO 202 Human Anatomy and Physiology I*

*1 credit*

## **BIO 214 - Human Anatomy and Physiology Lab II**

This course is the continuation of BIO 212 Human Anatomy and Physiology I Lab. Students will experience and apply the material learned in lecture through dissection and application of the scientific method to the following topic areas: cardiovascular, muscular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems.

*Prerequisite(s): BIO 202 Human Anatomy and Physiology I or accepted by CSON*

*Co-requisite(s): BIO 204 Human Anatomy and Physiology II Lecture*

*1 credit*

## **BIO 216 - Microbiology Lab**

This course is designed to introduce students to the fundamental concepts of microbiology, through the application of those concepts to human disease. Laboratory work includes culturing, staining, studying, and identifying microorganisms.

*Prerequisite(s): BIO 104 Principles of Biology I or accepted by CSON*

*Co-requisite(s): BIO 206 Microbiology*

*1 credit*

## **BIO 217 - Ecology Lab**

The course illustrates many of the topics introduced in lecture through hands-on laboratory experiments and detailed case studies.

*Prerequisite(s): BIO 104 Principles of Biology I Lecture/BIO 114 Principles of Biology I Lab, MAT 131 Intermediate Algebra*

*Co-requisite(s): BIO 207 Ecology*

## **BIO 218 - Genetics Lab**

Organisms can be more fully understood by knowing the hereditary make up that dictates development. Through laboratory experiences, students will apply genetic concepts that are introduced in lecture, such as chromosome structure, mutation, and evolutionary genetics. The principles presented in this course will prepare the life science major for more advanced topics in the field of biology.

*Prerequisite(s): BIO 104 Principles of Biology I Lecture*

*Co-requisite(s): BIO 208 Genetics*

*1 credit*

# **BUI - Building**

## **BUI 105 - Architecture 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): CAD 106 Computer Aided Drafting II*

*3 credits (2 lecture; 1 lab)*

## **BUI 106 - Civil 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): CAD 106 Computer Aided Drafting II*

*3 credits (2 lecture; 1 lab)*

## **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 131 - Introduction to Survey**

Study includes linear measurements with tape; differential leveling and vertical control measurements; vertical and horizontal angles with a total station. Student will learn about the different survey equipment and also how to use the survey equipment. Students will learn about closed traverses, topographic work, benchmarks, and profile leveling. The student will learn how to input field data into Civil 3D software and learn how to prepare cut and fill sheets for various types of projects. This course will have the student in the

classroom and out in the field working with survey equipment.

*Prerequisite(s): MAT 115 Construction Math*

*3 credits (2 lecture; 1 lab)*

## **BUI 150 - Revit I**

This course will take the information learned from BUI 125 - Architectural Blueprint Reading and apply it to creating architectural drawings using Revit software. The course uses the individual building elements and relates to the overall building design. Students already have learned how individual building elements are put together to make a complete set of drawings. The student will learn how to incorporate those basic elements into architecture plans using Revit. This entire course will relate everything to project completion. The main emphasis will be placed on complete shell design 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): BUI 125 Architectural Blueprint Reading*

*3 credits (2 lecture; 1 lab)*

## **BUI 224 - Building Components - Electrical, Plumbing, & HVAC**

This course covers and utilizes the theories and symbolic representation used in the design and layout of electrical, plumbing, and HVAC drawings. The student will learn how to design and draw basic residential building components drawings using CAD. The student will work with national codes and apply them to their designs and completed drawings.

*Prerequisite(s): CAD 106 Computer Aided Drafting II*

*6 credits (4 lecture, 2 lab)*

## **BUI 226 - Civil II**

This course requires the student to use the information learned from Civil I and apply to creating proposed site plans which include grading, 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 or use Pipe networks within the CADD program to layout utilities and create corridors. With corridors created to show utilities and roadways, students can then finalize a project with grading and volume calculations.

*Prerequisite(s): BUI 106 Civil I*

*3 credits (2 lecture; 1 lab)*

## **BUI 236 - Civil III**

This course requires the student to use the information learned from BUI 224 - Civil I and BUI 226 - Civil II to create complete civil plans that include roadways, grading, and utilities. Once grading plans and corridor plans are created, students will use the pipe network tools in the software to create complete utility plans for projects. Once plans are completed, students will be able to perform quantity takeoffs and volume calculations for the entire project. As a final step, students will use the plan productions tool within the Civil 3D software to print out and produce final drawings.

*Prerequisite(s): BUI 226 Civil II*

*3 credits (2 lecture; 1 lab)*

## **BUI 255 - Revit II**

This course will introduce students to 3D Parametric Models of Mechanical, Electrical, and Plumbing (MEP) using the Revit software. Students will use information from BUI 150 - Revit I and BUI 224 - Building Components - Electrical, Plumbing, & HVAC to create a complete MEP project. Using Revit software, students will learn to create construction documents and schedules and add details all within the software. This course is intended to take full advantage of Building Information Modeling (BIM) using the Revit software.

*Prerequisite(s): BUI 150 Revit I, BUI 224 Building Components - Electrical, Plumbing, & HVAC*

*3 credits (2 lecture; 1 lab)*

## **BUI 265 - Architecture Capstone Project**

This capstone course will engage students in using all of the information and skills learned in program course work to create a complete project proposal. Students will assess the needs and desires of their client, as well as site locations, local and state codes to



plan a finished project. Students will be required to meet deadlines for submitting each phase of the project. At the end of each phase, students will need to secure approval before moving forward. At the completion of the course, students will have produced a project that meets the demands of their client, as well as all codes and regulations.

*Prerequisite(s): BUI 105 Architecture I, BUI 224 Building Components - Electrical, Plumbing, & HVAC*

*3 credits (2 lecture; 1 lab)*

## **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*

# **BUS - Business**

## **BUS 101 - Customer Relations**

This course explores methods of customer relationship management. Topics introduced include societal factors affecting customer service, establishing service strategies, consumer expectations, verbal and written communication skills, customer feedback, and identifying consumer perceptions of value. Upon completion of this course the student will be prepared for identifying and providing customer experiences that meet or exceed customer needs.

*3 credits*

## **BUS 102 - Virtual Employment**

This course explores a common method of employment for many companies: virtual employment, sometimes referred to as working from home. Topics introduced will be the virtual office environment, techniques and technologies, specialty services offered by virtual employees, and communication best practices. Upon completion of this course the student will be prepared for working in a virtual environment.

*3 credits*

## **BUS 110 - Introduction to Business**

This course examines the social, legal, ethical, economic, and political interactions of business and society. This is a basic foundation for the student who will specialize in some aspect of business and will also provide the opportunity for non-business majors to learn about the relationship and impact of business to a society in which they are citizens, consumers, and producers. The class includes such topics as: 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 concentrates on the functions of planning, organizing, leading, and motivating behavior in an organization. Principles of organization development introduced will also be discussed.

*3 credits*

## **BUS 130 - Personal Consumer Finance**

This course is designed to introduce the student to the basic principles of personal finance, with an emphasis on effective money management. Students will construct a financial plan, using the following concepts: personal financial statements, time value of money, tax planning, banking and interest rates, credit management, personal loans, major purchases and insurances, investment

strategies, and retirement/estate planning.  
*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 and discharge, workplace safety and health, and labor relations.  
*3 credits*

### **BUS 206 - Operations Management and Process Improvement**

This course is an introduction to the study of operations management and process improvement, its philosophies and tools. It examines the quality dimensions of products and services; the impact of quality on operations and 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 operations 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 upon current legal issues such as compliance issues, EEOC, employment problems/issues, workers' compensation, and sexual harassment.  
*3 credits*

### **BUS 220 - Small Business Management**

This course will focus on the challenges faced by entrepreneurs planning to establish or purchase a small business venture. Forms of ownership, financial planning and resources, and basic considerations in operations and control will be discussed. A group project covering these topics will be completed by the class.  
*3 credits*

### **BUS 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*

### **BUS 230 - Principles of Marketing**

This course will focus on the major elements of 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 2-4 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

# **CAD - Computer Aided Drafting**

## **CAD 105 - 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 (2 lecture, 1 lab)

## **CAD 106 - 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): CAD 105 Computer Aided Drafting I*

3 credits (2 lecture, 1 lab)

## **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): CAD 106 Computer Aided Drafting II*

3 credits

## **CAD 202 - Computer Aided Drafting III**

This course covers how to develop and manage CAD standards for the drawings you create. Students will learn how to modify the user interface to include customized tool bars, menus and ribbons. Students will define custom shapes, linetypes, and hatch patterns to control the linework in a drawing. The course will introduce students how to create macros to speed up frequently repeated tasks. When plotting out a drawing, students will learn how to customize plot styles to get specific results at the plotter.

*Prerequisite(s): CAD 106 Computer Aided Drafting II*

3 credits (2 lecture; 1 lab)

# **CHM - 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, chemical reactions, stoichiometry, properties of gasses, matter and

energy, chemical bonding, acids and bases, nuclear chemistry, and organic chemistry.

*Prerequisite(s): MAT 131 Intermediate Algebra, MAT 117 Technical Math for Trades, or high school algebra*

*4 credits (3 lecture, 1 lab)*

## **CHM 110 - Survey of Organic and Biochemistry**

This course is designed to provide an overview of the fundamental concepts of organic chemistry and biochemistry. Discussions of the physical and chemical properties of organic compounds provide the basis for introductory information about carbohydrates, lipids, proteins, and enzymes.

*Prerequisite(s): CHM106 Introductory Chemistry*

*4 credits (3 lecture, 1 lab)*

## **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): High school chemistry and Algebra (or placement test into College Algebra)*

*4 credits (3 lecture, 1 lab)*

## **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): CHM 120 General Chemistry I*

*4 credits (3 lecture, 1 lab)*

# **CIT - 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, including 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): CIT 100 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 advanced spreadsheet features such as formatting, charting, reporting, functions, file operations, data management, and what-if analysis.

*Prerequisite(s): CIT 100 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): CIT 100 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): CIT 100 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, and 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.

*3 credits*

### **CIT 132 - Local Area Networks**

This course provides an overview of data communications and information as it explores the terminology, equipment and procedures that are used as LAN building blocks. It also covers methods of connecting PCs and the specialized applications that are designed to utilize the special advantages of a networked environment.

*Note(s): Successful completion of CIT 132 Local Area Networks will assist students in passing the CompTIA Network+ Certification exam.*

*4 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.

*Note(s): Successful completion of CIT 165 Hardware Components will prepare students to take the first part of the CompTIA A+ Certification exam.*

*3 credits*

### **CIT 166 - Visual Basic Programming**

The student will use Visual Basic to analyze, design, code, test, and debug a computer application using structured programming techniques. There will be an emphasis on modular programming techniques.

*3 credits*

### **CIT 173 - Windows Enterprise Desktop Operating Systems**

This course is designed to provide the student with the knowledge and ability to design, install, and maintain desktop operating system. Students explore advanced aspects of the newest Windows desktop operating system, Windows 7. Topics covered include

installation and mass installations, the user interface, hardware and software requirements and support, remote connectivity, networking, and troubleshooting. After successful completion of the course, students will be prepared to take the Microsoft certification exam #70-697.

*3 credits*

## **CIT 196 - Database Management**

This course discusses database concepts, including structures, integrity, query languages, and more. Students will use an industry-standard database management system to create and work with databases. By the end of this course, student will have a solid understanding of the application of databases in an organization.

*3 credits*

## **CIT 201 - Database Management for Healthcare**

This course provides a global understanding of the theory behind data management and the use of database management tools such as the Microsoft Access application for generating relational databases and extracting customized reports from databases. Instruction will be tailored around the use of these tools in handling medical office business operations as well as understanding how they both integrate with electronic health records systems.

*3 credits*

## **CIT 202 - Management Information Systems**

This course introduces the student to such topics as systems theory, systems analysis, methodologies, and the organizational role of information. Management considerations and systems security are emphasized.

*3 credits*

## **CIT 222 - Linux Operating System**

This course provides the student with an introduction to the effective use of the Linux operating system. Operating system concepts will be reviewed as well as how the Linux system implements these concepts. We will explore the main areas of the Linux system, including the Linux file system and Linux process execution in a multitasking, multi-user environment. Special attention will be paid to the Linux shell, with an emphasis on shell programming and using Linux tools as building blocks for more powerful data processing work.

*Note(s): Successful completion of CIT 222 Linux Operating System will prepare students to take the CompTIA Linux+ Certification exam.*

*3 credits*

## **CIT 226 - Windows Server Management**

This course prepares the student to administer networks using the Microsoft Windows Server 2012 operating system and to pass the MCITP 70-410 certification exam. Focusing on updates to the software and in-depth coverage of the administration aspects of Windows Server 2012, this course includes topics such as installing, configuring, managing and troubleshooting Windows Server 2012.

*Prerequisite(s): CIT 132 Local Area Networks*

*4 credits*

## **CIT 233 - Windows Enterprise Services**

This course will provide the student with the knowledge needed to deploy and configure an organization's application infrastructures with Microsoft Windows Server 2012. Students will learn to deploy services such as Certificate Services, IIS, Remote Services, Sharepoint, SANs, and how to set up a network environment. Upon completion of the course, the student will be well on the way to passing the Microsoft 70-412 Configuring Advanced Windows Server 2012 Services Certification exam.

*Prerequisite(s): CIT 226 Windows Server Management and CIT 237 TCP/IP Connectivity and Troubleshooting*

*3 credits*

## **CIT 237 - TCP/IP Connectivity and Troubleshooting**

This course is designed to provide the student with a working knowledge of TCP/IP for purposes of internetworking. In this course the student will explore the functionality of the TCP/IP protocol suite, TCP/IP internetworking, and managing TCP/IP. Students will learn IPv4 addressing and subnetting, as well as the new IPv6 addressing and configuration. 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 will also be explored.

*Prerequisite(s): CIT 132 Local Area Networks*

*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.

*Note(s): 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; therefore, the intern must complete a total of 135 hours.

*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 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.

*Note(s): Successful completion of CIT 292 Network Security will prepare students to take the CompTIA Security+ Certification exam.*

*Prerequisite(s): Student must have completed CIT 194 Networking Basics if in the Wide Area Network Program or CIT 132 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.

*Prerequisite(s): CIT 132 Local Area Networks or CIT 194 Network Basics or at least 2 years' prior experience in computer networking / technology.*

*4 Credits*

## **CIT 294 - Ethical Hacking**

The need for security against attackers who compromise 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 Hacking 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.

*Prerequisite(s): CIT 132 Local Area Networks or CIT 194 Networking Basics or at least 2 years' prior experience in computer networking / technology.*

*3 Credits*

## **CIV - 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: Renaissance to Present (CIV 110) examines the period from the 17th century to the present.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*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.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*3 credits*

### **CIV 200 - Ancient Rome and the Barbarians**

This course is a survey of Roman history from the founding of the city of Rome in the eighth century BCE to the decline of Roman power in the late empire. The course will present both a mixture of Roman history (chronological narrative) and analysis of primary source material. Special emphasis will be placed on the various outside peoples (barbarians) that influenced this civilization.

*3 credits*

## **CNT - Cisco Network Technology**

### **CNT 100 - Networking Basics**

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

*5 credits*

### **CNT 200 - Routing and Switching Essentials**

The primary focus of this course is the theory and configuration of Cisco routers and switches. The goal is to develop an understanding of routing protocols such as RIP and RIPv2, as well as to introduce switches into the network. The course provides a thorough understanding of static and dynamic routing and the routing table. The basic commands to configure the router and switch will be learned, as well as understanding the operation of the protocols and their effect on the network. This course is the second course in the four course series offered in partnership with the Cisco Networking Academy. Students passing the last course are on their way to being well prepared to pass the CCNA certification exam, which is a highly regarded certification in the telecommunications industry.



*Prerequisite(s): CNT 100 Networking Basics*  
*5 credits*

## **CNT 210 - Advanced Routing and Switching Technology**

The primary focus of this course is advanced LAN switching and routing and the implementation in the network environment. The goal is to develop an understanding of how a switch and router communicate with other switches and routers in a small or medium-sized business network by implementing advanced VLAN concepts and advanced dynamic routing concepts. This course is the third course in the four course series offered in partnership with the Cisco Network Academy.

*Prerequisite(s): CNT 200 Routing and Switching Essentials*  
*5 credits*

## **CNT 220 - WAN Technologies**

The primary focus of this course is the theory and design of wide area networks (WANs). The goal is to develop an understanding of WAN technology including PPP and Frame Relay. The course also integrates security and troubleshooting of the WAN. This course is the fourth course in the four course series offered in partnership with the Cisco Network Academy. Students passing this last course should be well prepared to pass the CCNA certification exam, which is a highly regarded certification in the telecommunications industry.

*Prerequisite(s): CNT 210 Advanced Routing and Switching Technology*  
*5 credits*

# **COM - Communication**

## **COM 101 - Public Speaking**

This course is designed to help the student build confidence in the theory and practice of public speaking, with the emphasis on the speaker-audience relationship. Skills include analyzing the speaking situation, choosing appropriate topics, conducting research, organizing ideas, utilizing evidence, using voice and body to deliver public speeches effectively to a live audience, and developing the ability to listen actively and critically.

*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 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 workplace 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*

## **COM 200 - Media and Society**

This course examines the effects of mass media on attitudes and behavior that are observed and experienced. A historical and student experiential perspective for current issues, developed from an examination of the business and profession of mass communication are examined. The functions, interrelationships and responsibilities of print, electronic, cinema and communication, journalism, marketing, public relations, business, management and the general college student or professional who would benefit from a conceptual/analytical examination of mass communication and seek to understand this important part of their culture. Students should leave the course with an understanding of the fundamentals of communication theory; how mass media systems evolved; how organizations, which make up the systems, operate; the effects of mass media on individuals, groups and institutions; and the influence of information technology on media systems and society.

*3 credits*

## **COM 210 - Group Dynamics**

This course focuses on defining a group, theories of group development, decision making strategies, communication concepts, emotionality within groups, conflict resolution techniques, methods for diagnosing group problems and techniques for improving group efficiency. The course is intended to provide you with the understanding and skill necessary to communicate effectively in any group, whether it is a social club, a religious organization, or a high-level executive committee in your future career. However, it goes more specifically to your preparation for the intensive work in teams that you probably will experience in your personal life and in your workplace. It will give you a foundation of knowledge, experience to develop your skills, and a resource for future use.

*3 credits*

# **CRJ - Criminal Justice**

## **CRJ 105 - Institutional and Community Corrections**

This course is designed to provide students with a basic understanding of the structure and operations of correctional systems, the evolutionary and political development of institutional corrections, and the goals of community 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. Additionally, students will examine the processes involved in parole and probation decisions for adult and juvenile offenders. Students will study the fundamental concepts, theory, and nature of community corrections with emphasis on the organizations, policies and practices of federal, state and county systems. Theoretical perspectives from both sociology and criminology will be compared and contrasted. Guest speakers from a variety of institutions may be scheduled as part of this course.

*3 credits*

## **CRJ 110 - Introduction to Criminal Justice**

The focus of this competency is to introduce students to the field of criminal justice through the examination of historical data, statistical information, theories of crime causation, social control of behavior, development of laws, and evaluation of criminal justice system policies, procedures, and trends. Students learn the terminology of the field, and gain an awareness of the methods of inquiry utilized in the field.

*3 credits*

## **CRJ 115 - Ethics in Criminal Justice**

The focus of this competency is to provide students with an overview of prominent ethical issues facing professionals in criminology and criminal justice, with an emphasis on encouraging individual students to explore their own ethical and moral systems and how they make ethical/moral decisions.

*3 credits*

## **CRJ 120 - Criminal Justice Report Writing & Interviewing**

This course is focused on the techniques and skill development of interviewing witnesses, victims, and suspects, as well as note taking and report writing in the criminal justice context. Communicating facts, information, and ideas effectively, in a simple, clear and logical manner for various types of criminal justice system documentation including, but not limited to: daily reports, letters, investigative report writing (including interviews), traffic violations, internal department memos, etc., whether in written or electronic (via the computer) format will be stressed. This course will examine the practical aspects of interviewing as well as gathering, organizing and preparing written reports for the various criminal justice components (law enforcement, judicial system and corrections).

*3 credits*

## **CRJ 135 - Introduction to Cybercrime**

The focus of this course is to introduce students to cyber and digital crime through the examination and description of various types of crimes committed using computer technology, theories addressing hackers and other types of digital criminals, an overview of the legal strategies and tactics targeting this type of crime, and investigation and research into digital crime, digital terrorism, and information warfare. Additionally, upon successful completion of this course, students will be better prepared for further study of growing problems in crime, terrorism and information warfare being committed using computer technology.

*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. Theoretical perspectives from both sociology and criminology will be compared and contrasted. Field trips and guest speakers from a variety of institutions may be scheduled as part of this course.

*3 credits*

## **CRJ 175 - Constitutional Law**

This course provides an introduction to United States constitutional law and constitutional theory. Topics include judicial review and the scope of the federal judicial power; the constitutional allocation of powers among the legislative, executive, and judicial branches of the federal government; the relationship between the federal government and the states; and constitutional rights, including equal protection and due process of law.

*3 credits*

## **CRJ 201 - Contemporary Security Management**

This course is designed to provide students with a basic understanding of the structure and operations of the private security industry, the field's evolutionary and political development and goals of private security in contemporary society. It introduces the student to the complexities of modern private security and examines related laws and strategies for premises, retail, business, employment, and information/computer security as well as investigation, surveillance and homeland security. Students will study the latest technological advances in biometrics, surveillance techniques, cyberstalking, electronic monitoring, cybercrime, computer viruses and data security. Emphasis will be placed on professionalism in the industry and forming collaborative partnerships with law enforcement agencies to solve common problems. Guest speakers from a variety of private security agencies may be scheduled as part of this course.

*Prerequisite(s): CRJ 110 Introduction to Criminal Justice*

*3 credits*

## **CRJ 215 - Criminal Law and Procedure**

The focus of this competency is to examine the historical background, the traditions, and the legal principles that underlie the Courts as an integral component of the American system of Criminal Justice. Both differences and similarities inherent within the State and Federal Court processes will be analyzed, and the procedures through which the criminal courts uphold the basic rights and liberties of all U.S. citizens, both victims and the accused, will be explored. A primary focus will be placed upon understanding the respective roles played by Judges, Prosecuting Attorneys, Defense Counsel, Police, and Probation Officers and other Court-related personnel in the criminal court process.

*Prerequisite(s): CRJ 110 - Introduction to Criminal Justice*  
*3 credits*

## **CRJ 225 - Criminological Theory**

The focus of this competency is to provide students with an academic focus of criminology through an examination of its theories, basic assumptions and definitions via the interdisciplinary disciplines of sociology, psychology, and biology. Research methodologies will accentuate the understanding of these theoretical perspectives and their direct practical application.

*Prerequisite(s): CRJ 110 - Introduction to Criminal Justice*  
*3 credits*

## **CRJ 235 - Criminal Investigation and Policing**

The focus of this competency is to introduce students to the history, function, and role of law enforcement in American society. The multi-dimensional work of policing is emphasized. Practical and critical approaches to law enforcement are undertaken to explore prevailing and dissenting perspectives in issues in contemporary policing. This course provides 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.

*Prerequisite(s): CRJ 110 Introduction to Criminal Justice*  
*3 credits*

## **CRJ 260 - Deviance & Victimology**

This course introduces students to the study of deviance and victimology within criminal justice. This course also examines the theories and research of deviance (including white collar/corporate crime, sex crimes, gangs, abductions, racism, child abuse, etc.) and victimology (the scientific study of victimization, including the relationships between victims and offenders, the interactions between victims and the criminal justice system (law enforcement, victim services, courts, and corrections). Finally, an examination of actual court cases will assist in illustrating social policy as it relates to criminology: research used in criminology; typologies such as violent crime; crimes against individuals; and victim-centered responses.

*Prerequisite(s): CRJ 110 Introduction to Criminal Justice, SOC 100 Introduction to Sociology, and PSY 100 General Psychology*  
*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.

*Note(s): Students must complete 30 credits with a 2.0 GPA to qualify for the internship program. Background checks and clearances may be required prior to beginning an approved internship; please consult with your internship advisor during the mandatory internship meeting.*

*Prerequisite(s): CRJ 110 Introduction to Criminal Justice*  
*3 credits*

# CSC - Computer Science

## CSC 101 - Introduction to Computer Science

This course provides an introduction to the field of computer science. Topics to be covered include: basics of computer architecture and organization, digital logic and data representation, algorithm analysis and design, programming languages, and software engineering.

*Prerequisite(s): ENG 020 Introduction to Composition, ICR 031 Critical College Reading, and MAT 085 Algebra Fundamentals, or by placement exam.*  
*3 credits*

## CSC 126 - Programming I

This course introduces the student to the process of creating algorithms for the solution of problems using a computer. Problem solving structures will first be presented independent of programming language. Concepts, including variables, assignment statements, conditionals, loops, functions, and arrays are explored.

*Prerequisite(s): ENG 020 Introduction to Composition, ICR 031 Critical College Reading, and MAT 085 Algebra Fundamentals; or by placement exam.*  
*3 credits*

## CSC 206 - Programming II: Object-Oriented Programming

This course will provide an in-depth exploration of Object-Oriented Programming as well as advanced concepts in programming. Included are the topics of classes and subclasses, encapsulation, inheritance, polymorphism, event handling, exception handling, and garbage collection.

*Prerequisite(s): CSC 126 Programming I*  
*3 credits*

## CSC 211 - Survey of Programming Languages

This course is a comparative survey of programming languages and their paradigms that includes examinations of the properties, applications, syntax, and semantics of selected programming languages. Students will be expected to have a solid programming background such that they can quickly learn various aspects of different programming languages on their own.

*Prerequisite(s): CSC 206 Programming II: Object-Oriented Programming*  
*3 credits*

## CSC 215 - Data Structures

This course will cover recursion, linked lists, stacks, queues, hashing, graphs, and trees, as well as strategies for choosing the right data structure. Also presented will be divide-and-conquer strategies, sorting algorithms, and analysis of algorithms.

*Prerequisite(s): CSC 211 Survey of Programming Languages and MAT 204 Discrete Mathematics*  
*3 credits*

## CSC 220 - Computer Organization and Architecture

This course will explore computer organization and architecture. Topics covered will include: computer architecture, computer organization, number systems, storage concepts, I/O, memory management, and process management. Assembly language will be used.

*Prerequisite(s): CSC 101 Introduction to Computer Science and CSC 211 Survey of Programming Languages*  
*4 credits*

# DSG - Design

## DSG 110 - Graphic Design

The course is intended to be the first course in conceptual design. This course will introduce the fundamental skills required for a productive graphic designer. In a working lab that uses a hands-on approach, students will develop an understanding of how to solve conceptual design and visual problems, utilize physical skills (hand sketching and layout design), and prepare digital presentations using current graphic design software. Students will work through design problems from initial sketches to finished art work, using standard design practices to create dynamic portfolio pieces. This course will be presented in an open environment, stressing organization, time management, communication, ethics and teamwork.

*3 credits (2 lecture; 1 lab)*

## DSG 115 - Design Theory I

This course is the first of two courses that will expose the student to creative problem solving and critical thinking as it applies to several design disciplines. Students will build on the skills that were developed within DSG 110 - Graphic Design, along with learning new techniques for creative problem solving, allowing for a broader perspective of the overall design process. Students will work as individuals and in a team environment in order to adapt to and experience working in a real-world design scenario. Additionally, students will be challenged with several design problems from creating a company logo to conceptualizing several product designs, utilizing creative thinking along with critical thinking throughout the process.

*Prerequisite(s): DSG 110 Graphic Design*

*3 credits (2 lecture; 1 lab)*

## DSG 120 - Design Theory II

Design Theory II is a continuation of DSG 115 - Design Theory I. Students will apply all of the design skills and processes learned in Design Theory I to several different projects. In this course, students will learn how to create a design binder, present one of their designs from a sketch to conceptual design, and then take their design to market. As in previous courses, this will be completed in an open environment with an emphasis on collaboration and positive critiquing of one another's projects.

*Prerequisite(s): DSG 115 Design Theory I*

*3 credits (2 lecture; 1 lab)*

# ECD - Early Childhood Management and Leadership

## ECD 284 - Professionalism and Leadership in Early Childhood Programs

This course is part of the requirements for the PA Director Credential. It is expected that early childhood and school-age professionals demonstrate a commitment to professionalism and leadership that goes beyond the learning environment. This course will introduce professionals to examine, explore, and practice leadership roles in the early childhood and school-age profession. The course is designed for directors of both for-profit and non-profit child care centers who are seeking the Pennsylvania Keys to Professional Development Director Credential. Participants will build upon existing leadership skills and learn new skills from classic to innovating collaborative and team-building approaches to move towards quality improvement to maintain high level quality programming.

*Prerequisite(s): This course is part of the Pennsylvania Director's Credential. Students who plan to enroll in the course must have one of the following: 1) Associate degree in a non-related field including 18 credit hours in Early Childhood Education and 5 years' experience in a director/supervisory position, 2) Associate degree in a related field including 18 credit hours in Early Childhood Education and 4 years' experience in a director/supervisory position, 3) Associate degree in Early Childhood Education and 3 years' experience in a director/supervisory position, 4) Bachelor's degree in a non-related field including 18 credit hours in Early Childhood Education and 3 years' experience in a director/supervisory position, 5) Bachelor's degree in a related field including 18 credit hours in Early Childhood Education and 2 years' experience in a director/supervisory position, or 6) Bachelor's degree in Early Childhood Education and 1 year experience in a director/supervisory position. Upon completion of the PA Director Credential coursework, each student will be responsible for submitting an application for the PA Director Credential directly to the Pennsylvania Keys to Quality program with the Office of Child Development and Early Learning (OCDEL). The credential is awarded by the PA Key, not*

Pennsylvania Highlands Community College. For more information, please go to <http://www.pakeys.org>.  
3 credits

## **ECD 285 - Program Organization and Administration of Early Childhood Programs**

This course is part of the requirements for the PA Director Credential. Each program needs a leader that aligns the vision and mission of the program with an organized, professional program. This course will guide leaders to implement quality improvement strategies, acquire data, and best practices to meet the needs of families, children, and staff.

*Prerequisite(s): This course is part of the Pennsylvania Director's Credential. Students who plan to enroll in the course must have one of the following: 1) Associate degree in a non-related field including 18 credit hours in Early Childhood Education and 5 years' experience in a director/supervisory position, 2) Associate degree in a related field including 18 credit hours in Early Childhood Education and 4 years' experience in a director/supervisory position, 3) Associate degree in Early Childhood Education and 3 years' experience in a director/supervisory position, 4) Bachelor's degree in a non-related field including 18 credit hours in Early Childhood Education and 3 years' experience in a director/supervisory position, 5) Bachelor's degree in a related field including 18 credit hours in Early Childhood Education and 2 years' experience in a director/supervisory position, or 6) Bachelor's degree in Early Childhood Education and 1 year experience in a director/supervisory position. Upon completion of the PA Director Credential coursework, each student will be responsible for submitting an application for the PA Director Credential directly to the Pennsylvania Keys to Quality program with the Office of Child Development and Early Learning (OCDEL). The credential is awarded by the PA Key, not Pennsylvania Highlands Community College. For more information, please go to <http://www.pakeys.org>.  
3 credits*

## **ECD 286 - Business Management in Early Childhood Programs**

This 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 Director's Credential. This course introduces center-based and family child care professionals to practical business management and explores a variety of topics such as budgeting, financial management, risk management, grant writing, and marketing strategies. 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.

*Prerequisite(s): This course is part of the Pennsylvania Director's Credential. Students who plan to enroll in the course must have one of the following: 1) Associate degree in a non-related field including 18 credit hours in Early Childhood Education and 5 years' experience in a director/supervisory position, 2) Associate degree in a related field including 18 credit hours in Early Childhood Education and 4 years' experience in a director/supervisory position, 3) Associate degree in Early Childhood Education and 3 years' experience in a director/supervisory position, 4) Bachelor's degree in a non-related field including 18 credit hours in Early Childhood Education and 3 years' experience in a director/supervisory position, 5) Bachelor's degree in a related field including 18 credit hours in Early Childhood Education and 2 years' experience in a director/supervisory position, or 6) Bachelor's degree in Early Childhood Education and 1 year experience in a director/supervisory position. Upon completion of the PA Director Credential coursework, each student will be responsible for submitting an application for the PA Director Credential directly to the Pennsylvania Keys to Quality program with the Office of Child Development and Early Learning (OCDEL). The credential is awarded by the PA Key, not Pennsylvania Highlands Community College. For more information, please go to <http://www.pakeys.org>.  
3 credits*

# **ECE - Early Childhood Education**

## **ECE 101 - Introduction to Early Childhood Education**

Principles of Early Childhood Education is an introduction to current state of early childhood education in the United States. This course introduces the National Association for the Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation and Pennsylvania State Standards for Education. Students will begin the development of a professional portfolio and Pennsylvania Early Learning Professional Development Record in this class. This course will cover the foundations of curriculum, materials, and instruction of early childhood education.

*Note(s): Students should obtain the following clearances while taking this course: ACT 34, ACT 114 and ACT 151.  
3 credits*

## **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. 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. Students will use developmental knowledge to design and create learning centers, content materials, and other educational elements to structure a welcoming, language-rich environment.

*3 credits*

## **ECE 198 - Early Childhood Practicum I**

Students engaged in early childhood degree programs understand that child observation, documentation, and other forms of assessment are central to the practice of all early childhood professionals. In this course, the students will be able to use systematic observations, documentation and other assessment in the education and development of the young child, birth to pre-kindergarten. Students will observe, participate, reflect and write about their learning in this early childhood setting.

*Prerequisite(s): Acts 34, 114, & 151 Clearances, ECE 101 Introduction to Early Childhood Education, ECE 110 Child Development*  
*1 credit*

## **ECE 205 - Emerging Literacy/Inclusion**

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.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*  
*3 credits*

## **ECE 211 - Teaching Science for Early Childhood**

Science is a fundamental aspect of inquiry based learning in early childhood education. This course will allow the learning, teaching and assessing of basic science concepts and applications from Pre-K to 4th grade in early education environments. Students will utilize the Pennsylvania Early Learning and Academic Standards and Assessment Anchors to emphasize cooperative learning, self-assessment, and hands-on science.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*  
*3 credits*

## **ECE 215 - Teaching: Integrating Curriculum through Creative Expression**

Creative Expression involves all of the elements of developmental and environmental interaction for Pre-K-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 lesson plans.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*  
*3 credits*



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

This course provides students with a comprehensive understanding of the nutrition, health, and safety needs of young children from birth into school age. Furthermore, it prepares teachers to serve diverse populations of young children in family child care, child care centers, preschools, and elementary school settings. The purpose of this course is to equip students with a strong understanding of wellness concepts, preparing them to implement healthful practices and teach young children ways to contribute to their own wellness.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*

*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.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*

*3 credits*

## **ECE 290 - Assessing Child Performance/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 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 Pre-K through Kindergarten. An introduction to assessments used in 1st-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 requires twenty (20) hours of observation/participation.

*Prerequisite(s): Acts 34, 114 and 151 Clearances, ECE 101 Introduction to Early Childhood, ECE 110 Child Development and ECE 198 Early Childhood Education Practicum I*

*Co-requisite(s): ECE 295 Capstone Seminar in Early Childhood Education*

*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: writing a teaching philosophy, preparation of a final research and reflective paper that incorporates teaching, research, and learning practice and final presentation of the graduation portfolio.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*

*Co-requisite(s): ECE 290 Assessing Child Performance/Inclusion*

*1 credit*

# **ECO - Economics**

## **ECO 100 - Macroeconomics**

The course is designed to introduce the student to the basic principles of economics with an emphasis on macroeconomic analysis, policy and theory. 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.

*3 credits*

## **EDU - Education**

### **EDU 120 - Technology for Teaching**

This course is designed to prepare future and current teachers to select, use, modify, design, and integrate instructional and assistive technologies in the classroom. Experience in learning and using instructional technology such as email, PowerPoint, internet, database, spreadsheets, scanner, and various software packages will be addressed during the course of the class. These technology enhancements serve as an integral part of lesson development based on the national Education Technology Standards (NETS).

*3 credits*

### **EDU 225 - Teaching English Language Learners**

Under the No Child Left Behind Act (NCLB) as well as Pennsylvania law, all teachers in all areas of certification in public and charter schools are required to have specific knowledge for teaching English Language Learners (ELLs) and understanding ELL programs, enabling teachers to provide accommodations and adaptations to all educational programs for ELLs in Kindergarten through grade 12. This course will demonstrate the application of classroom tools, techniques and methods for teaching linguistically and culturally diverse students at all levels of English language proficiency in the content areas of education.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*

*3 credits*

### **EDU 230 - Children with Special Needs**

Educators in grades Pre-K-12 are required to provide services for any student who is assessed and determined by the special education committee to have one or more of the thirteen classifications of a disability or who is categorized as gifted or talented. Any teacher who has a student with an Individualized Education Plan (IEP) must not only read and sign the IEP, but must provide for support of the goals and objectives of the IEP in the classroom. This course will include learning to accommodate special education students in the classroom, as well as best practices for teaching students with different types of disabilities.

*Prerequisite(s): ECE 101 Introduction to Early Childhood and ECE 110 Child Development*

*3 credits*

## **ELT - Electronics**

### **ELT 105 - AC/DC High Voltage**

This course investigates AC and DC electrical theory and applications as applied to high voltage transmission and distribution, and as used in the field of electrical power transmission for commercial, residential and industrial systems.

*4 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.

*Note(s): Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program. 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.

*Note(s): Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program. 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.

*Note(s): Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program. 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.

*Note(s): Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program. 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.

*Note(s): Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program. 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.

*Note(s): Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program.  
3 credits*

## **ENG - English**

### **ENG 010 - Basic English**

ENG 010 is an intensive review of English grammar, punctuation, and fundamental sentence skills. Successful completion of the course will allow the student to enroll in Introduction to Composition (ENG 020). This college-preparatory course does not count toward graduation or toward GPA calculations, and it is not generally transferable to other institutions.

*3 institutional credits*

### **ENG 020 - Introduction to Composition**

Designed to prepare students for ENG 110, ENG 020 emphasizes fundamental composition skills, in addition to reviewing grammar and punctuation. Through frequent writing assignments, sentence drills, readings, and class discussion, students develop basic skills in paragraph and essay writing. As a college preparatory course, ENG 020 does not count toward graduation, does not earn college credit, and does not count in GPA calculations.

*Prerequisite(s): ENG010 or by placement exemption or examination*

*3 institutional credits*

### **ENG 105 - Effective Writing for the Workplace**

Effective Writing for the Workplace emphasizes the techniques of writing the types of documents regularly encountered in a variety of work environments stressing careful thinking, word choice, sentence structure, and methods of organization. Students practice the writing of clear, coherent, and unified documents, including but not limited to emails, business letters, and reports. The use of correct grammar and mechanics is highly emphasized with a considerable amount of the course dedicated to learning and understanding standard punctuation and grammar. There is no research requirement for this course; this course is not intended for transfer to other colleges or universities.

*Prerequisite(s): Placement Testing*

*3 credits*

### **ENG 110 - English Composition I\*\***

This course emphasizes the techniques of writing expository essays with stress upon careful thinking, word choice, sentence structure, 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 skills and are required to write an argumentative research paper. This is the standard college English composition course.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*Prerequisite(s): By placement exemption or examination*

*3 credits*

### **ENG 200 - English Composition II: Studies in Literature\*\***

ENG 200 English Composition II: Studies in Literature emphasizes the study of literary terms and techniques frequently used in literature. This course introduces students to major themes found in fiction, poetry, and drama. Students are required to read various types of literature and must be able to respond to their readings in well-developed essays and in an analytical research paper, as well as

to participate in class discussions. This is a standard college-level introductory literature course.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*Prerequisite(s): ENG 110 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): ENG 110 English Composition I*

*3 credits*

## **ENG 215 - Creative Writing**

ENG 215 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): ENG 110 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): ENG 110 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): ENG 110 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): ENG 110 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): ENG 110 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): ENG 110 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 the cultural, historical, and philosophical context of these works.

*Prerequisite(s): ENG 110 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, drama, 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*

## **ENG 255 - Literature for Children and Adolescents**

This course explores the various forms and genres of literature for children and adolescents. Topics include the history of literature for children, literary and artistic quality, contemporary issues (including multiculturalism and censorship), and techniques for using children's literature in the early childhood, elementary, and middle-grade classroom. Students will be encouraged to read widely and to explore a variety of works.

*Prerequisite(s): ENG 110 - English Composition I*

*3 credits*

## **ENG 271 - World Literature**

This course introduces students to Western and non-Western masterworks in translation, across multiple cultures and eras, focusing on works of seminal cultural significance. Works will be read in their literary, historical, philosophical, and cultural context to give a sense of the variety and diversity of the human experience as revealed in literature.

*Prerequisite(s): ENG 110 English Composition I*

*3 credits*

# **ENV - Environmental Science**

## **ENV 110 - Introductory Environmental Science**

This introductory course in environmental science takes students through the fundamental environmental health topics, such as: energy; risk assessment and management; environmental policy; air quality management; vector control; occupational safety and health; water treatment; and solid and hazardous waste disposal. It will introduce students to the profession by providing a solid working knowledge of the fundamental environmental science topics, and will serve those students who plan to pursue advanced environmental degrees including environmental science, environmental engineering or occupational health and safety, as well as those

that wish to advance their career in the field of environmental health and safety.  
*3 credits*

## **EUT - 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 of 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): EUT 100 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): EUT 110 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): EUT 200 Electric Utility Technology Substation III*  
*6 credits*

## **FLM - Film**

### **FLM 110 - 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*

# FRE - French

## FRE 101 - French I

This course studies the foundations of French, including pronunciation, basic vocabulary, writing, and target language culture.  
*3 credits*

## FRE 102 - French II

This course continues building foundations of French, including pronunciation, basic vocabulary, writing and target language culture.  
*Prerequisite(s): FRE 101 French I*  
*3 credits*

# GEO - Geography

## GEO 100 - Introduction to Geography

This course offers an introduction to the basic concepts found in physical and cultural geography. Characteristics (air, water, land, language, religion, economics, population, urbanization, and national identity) of various world regions will be examined. A comparison of the characteristics and relationships of world regions will be analyzed.  
*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 studied in detail and thoroughly explored as students survey the landmass, culture, religion, economics, political organization, and climate, along with other topics of that part of the world.  
*3 credits*

# GER - German

## GER 101 - Elementary German I

This course studies the foundations of German, including pronunciation, basic vocabulary, writing and target language culture.  
*3 credits*

## GER 102 - Elementary German II

This course continues building foundations of German, including pronunciation, basic vocabulary, writing and target language culture.  
*Prerequisite(s): GER 101 Elementary German I*  
*3 credits*

# GLG - Geology

## GLG 102 - 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.

*Co-requisite(s): GLG 103 Introduction to Geology Lab (if applicable to student major)*

*3 credits*

## **GLG 103 - Introduction to Geology Lab**

This course illustrates many of the topics introduced in lecture through hands-on laboratory experiments. Experiments in laboratory include, but are not limited to: modeling Earth's spheres, rock classification, topographic map construction, and simulating earthquake hazards.

*Note(s): Class may be held outside, weather permitting, and possibly off-site depending upon time and transportation constraints.*

*Prerequisite(s): GLG 102 Introduction to Geology Lecture*

*1 credit*

# **GOV - Government**

## **GOV 100 - Introduction to American National Government\*\***

This course introduces the processes and institutions of the 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.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*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*

# **HIS - History**

## **HIS 100 - U.S. History I: Discovery through Reconstruction\*\***

This course focuses on the history of the United States from pre-European discovery, through settlement and growth, the American Revolution, the Young Republic, antebellum America, the Civil War and Reconstruction. Major events will be introduced and analyzed along with political, economic, social and cultural challenges that faced America. In addition, the roles of Native Americans, African slaves and their descendants and women will be explored in sections of the course.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*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, Western Expansion, the World Wars and the Great Depression, and the Cold War through America's leadership role to our status as the sole superpower today. Major events will be introduced and analyzed along with political, economic, social and cultural challenges that faced America. In addition, the roles of the Native Americans, African-Americans, immigrant cultures and women will be explored in sections of the course.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*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 215 - History through Film**

Students will discover how to properly apply historical analysis to a variety of topics through relevant, historically-themed films, in order to develop a better understanding of major world events, figures, cultures, and society. This process will provide students with the "factual truth," not always depicted within popular "Hollywood" movies.

*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 Great Depression, through its conclusion and aftermath, including the rebuilding of Europe and the Cold War. Particular emphasis is paid to the treatment of the war in the popular cinema.

*3 credits*

# **HSC - Health Sciences**

## **HSC 100 - Medical Terminology**

As a study of the professional language of medicine, this course includes description, interpretation, the building and spelling of medical terms that relate to human anatomy and physiology, health care related diagnostic testing, medical procedures, and various modes of treatment. The course correlates a basic knowledge of anatomy and physiology. This course is a foundation course that allows the student to be able to communicate with medical language in other health science courses and prepares the graduate to communicate effectively in the health care arena.

*Co-requisite(s): HSC 130 Basic Anatomy and Physiology*

*3 credits*

## **HSC 110 - Medical Terminology and Body Systems for the Patient Support Provider**

This course introduces the student to medical terminology and human anatomy and physiology. Body systems and related terminology are discussed in a primary learning level. Related disease processes, diagnostic procedures, therapeutic measures, and appropriate abbreviations and acronyms are included. This is a basic foundational course for students entering the field of health care, both clinical and administrative.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.  
4 credits*

## **HSC 115 - Essential Responsibilities for the Health Care Professional**

This course introduces basic communication skills, professionalism and knowledge used in the health care setting. It is designed to develop work behaviors specific to health care in the delivery of quality contributions in the workplace. Skills emphasized during this course include self-management, problem-solving, and critical thinking. Students will also learn about fundamental regulations related to patient privacy, disabilities, cultural diversity, and laws that protect patients from negligence and incompetence. This course is designed to teach students how to adapt to meet the needs of their patients.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.  
3 credits*

## **HSC 120 - Health Information Management and Medical Office**

This course presents the theoretical concepts of health information management and performance in the medical office setting. Topics presented include the creation and maintenance of health records and the legal and ethical responsibilities of medical personnel who work in the health information management department. AHIMA and HIPPA regulations are integrated throughout the course. Presented are the various systems available including electronic record keeping. Procedures for maintaining records, methods of numbering, filing and compiling statistics and reports are presented. Included in the course are theory and practice of working in and managing the medical office. Workshops provide a simulated office setting, giving the student practice in diverse medical office procedures. The course is taught in a computer lab to allow students continuous access to electronic record keeping and retrieval programs. Students must have a working knowledge of basic computer applications. MS Word, MS PPT and document storage and retrieval will be the main applications utilized for instruction. Access to the internet, as well as site navigation, will also be necessary.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program.  
3 credits*

## **HSC 121 - Medical Assisting Administrative I**

This course focuses on the skills needed for entry level practice as a medical assistant in physicians' offices, outpatient care centers, medical clinics, ambulatory surgical settings and hospitals. The course addresses professional communication concepts, interpersonal skills, critical thinking, documentation, confidentiality and cutting edge technology, such as electronic health records, necessary for the present day medical assistant. HIPAA laws as mandated by the Centers for Medicare and Medicaid Services are integrated throughout the course. In utilizing the classroom setting, this class presents a structured setting to cultivate the administrative skills needed by the medical assistant in the health care arena. Students will have the opportunity to practice skills with supervision in the clinical laboratory in order to achieve competency.

*Note(s): Students must earn a "C" or higher in all HSC courses to advance in the curriculum and to graduate from the Medical Assisting Technology (A.A.S.) program.*

*Prerequisite(s): HSC 100 Medical Terminology; HSC 130 Basic Anatomy and Physiology, with grade of "C" or better.  
3 credits (2 Lecture, 1 Lab)*

## **HSC 123 - Operational Health Informatics**

Operational Health Informatics offers the student an overview of the field of health informatics and basic computer skills by providing the fundamental concepts of health informatics and how technology is used in the delivery of health care. The course is intended to increase the knowledge and skills of the allied health worker related to the configuration, use, and maintenance of informatics interventions that will evaluate and improve health care delivery.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses to graduate from the program.  
3 credits (2 lecture; 1 lab)*

## **HSC 125 - Application of Infection Control and Safety Practices**

The purpose of this course is to give the student a working knowledge of Occupational Safety and Health Administration (OSHA) standards and to educate them on bloodborne pathogen safety as well as other important OSHA standards relative to infection control for health care workers. Students will be instructed on the use of personal protective equipment (PPE) related to disease transmission as well as infection control concepts and strategies for preventing occupational exposure. This course also focuses on patient safety and provides the student with instruction on body mechanics, patient transfer, restraints, and fall precautions. Instruction will be provided on the proper use of medical equipment and supplies related to maintaining a safe patient environment. Student will also be educated on how to respond to emergency situations during this course.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.*  
*3 credits*

## **HSC 130 - Basic Anatomy and Physiology**

This course introduces the student to basic human anatomy and physiology. All systems are discussed at a primary learning level. Included is clinical application of related disease processes and diagnostic procedures and therapeutic measures. This is a foundation course for concurrent and upper level courses.

*Co-requisite(s): HSC 100 Medical Terminology*  
*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. This course will include a virtual component enhancing the student's understanding of the concepts associated with introductory pharmacology.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program.*  
*Prerequisite(s): HSC 100 Medical Terminology and HSC 130 Basic Anatomy and Physiology, with a "C" or better*  
*3 credits*

## **HSC 142 - Pharmacology for Medical Assisting**

This course introduces drug therapy with an emphasis on drug classification and administration safety. It includes drug actions related to body systems, side effects, and adverse reactions. It also introduces the basic concepts of mathematics used in the calculation of drug dosage and the proper administration procedures. Topics include introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug preparation and administration, drug classification, and drug effects of the body system.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program.*  
*Prerequisite(s): HSC 130 Basic Anatomy and Physiology with a "C" or higher.*  
*3 credits*

## **HSC 144 - Pharmacology for Pharmacy Technicians**

This course introduces the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout the lifespan. Students are presented with the concepts of basic pharmacology and the management of drug therapy. It includes examination of the body systems and the related drug therapy within each system. It explores the basic drug groups and key similarities and differences among drugs in each group. Presentation of identifying brand and generic names, dosage forms, doses, quantities, and directions for use of prescription, non-prescription and herbal medications for treating commonly encountered medical conditions is a major portion of this course along with communicating appropriately with other health professionals regarding drug therapy. Drugs are studied by therapeutic or pharmacological class using an organized framework. All modes of handling and dispensing of medications are included.

*3 credits*

## **HSC 146 - Pharmacology**

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

*Prerequisite(s): BIO 202 Human Anatomy and Physiology I and BIO 212 Human Anatomy and Physiology Lab I; BIO 204 Human Anatomy and Physiology II and BIO 214 Human Anatomy and Physiology Lab II*

*3 credits*

## **HSC 150 - Medical Assisting Clinical I**

This is an introductory course designed to provide students with an overview of the clinical skills and methods required for employment as a medical assistant. Students will gain experience assisting physicians and other healthcare providers to perform patient centered assessment, examination, intervention and treatment. Emphasis will be placed upon both clinical theory and skills. Beginning skills for the medical assistant will be presented. Communication skills and professional behavior, OSHA standards, infection control, documentation, basic first aid and numerous medical office procedures will be taught. Students will have the opportunity to practice skills with supervision in the clinical laboratory in order to achieve competency.

*Note(s): Students must earn a "C" or higher in all HSC courses to graduate from the Medical Assisting Technology (A.A.S.) program.*

*Prerequisite(s): HSC 100 Medical Terminology; HSC 130 Basic Anatomy and Physiology, with grade of "C" or better.*

*3 credits (2 Lecture, 1 Lab)*

## **HSC 151 - Health Assessment and Patient Care Skills**

This course is designed to prepare students with the basic knowledge of patient health assessment. Students who successfully complete this course will be able to provide vital patient care under the direct supervision of a nurse or physician. This course will provide instruction on how to assess vital signs and measurements, how to care for catheters, how to provide oxygen therapy, as well as how to perform ECGs and phlebotomy procedures. Students will learn about the supplies and equipment needed to assist with basic patient care needs such as bathing, toileting, and other activities of daily living (ADL). This course also provides first aid and CPR training. It is important that students have the opportunity to apply the knowledge learned in this course; therefore, students will be expected to participate in role play, simulation skills, and hands-on practice activities during class time.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.*

*3 credits (2 lecture; 1 lab)*

## **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, contract law, civil versus criminal law and the judicial system. There is an overview of health care ethics with discussion of such issues as the right to life, wrongful life, right to die, euthanasia, anatomical gift legislation, stem cell research and genetic engineering, as well as other ethical issues facing health care workers.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.*

*3 credits*

## **HSC 167 - Critical Thinking & Ethics in the Health Sciences**

This nonclinical course examines the components of critical thinking, decision making, logic, ethico-legal principles and regulations, and handling difficult situations in the health care environment. The learner clarifies personal values, cultural perspectives, and gains increased appreciation for human uniqueness, autonomy, and freedom of choice.

*3 credits*

## **HSC 190 - Pharmacy Law and Ethics**

This course prepares the student for practice in both the hospital and community pharmacy internship settings. It provides student technicians with the legal and ethical information they need to perform their jobs with absolute confidence. It covers all U.S. federal laws regarding pharmacy practice as well as state laws and regulations and their applicability to pharmacy technicians. It also addresses current issues such as herbal medications, privacy laws and rules, and drug pedigree. A unique section on ethics offers

extensive discussion points and cases that provide a basis for ethical practice and ethical decision making as a pharmacy technician. Included is extensive information on practice regulation in all states.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs. 2 credits*

## **HSC 191 - Pharmacology Calculations**

This course is designed to introduce the student to calculations used in both the hospital and community pharmacy setting. Methods for converting metric, apothecary and household measurements along with dosage calculations for solids, liquids, dilutions and compounded formulas will be presented. Calculations for IV admixing are presented along with flow rates. Patient appropriate calculations are integrated throughout the course. Interpretation of prescriptions, physician orders, drug labels and medication errors will also be presented and reviewed.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs. 2 credits*

## **HSC 192 - Pharmacy Technician Practice**

This course 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.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs. 3 credits*

## **HSC 205 - Medical Coding ICD-10-CM**

This course will introduce the student to the ICD-10-CM classification of symptoms, conditions and diseases according to the International Classification of Disease Clinical Modification. The diagnosis and procedure coding course is designed to provide students with a basic understanding of fundamental concepts of medical reimbursement and health information management systems; focusing on the process of assigning appropriate code numbers to medical diagnoses and procedures to meet patient health record and insurance billing requirements. Emphasis will be placed on coding outpatient medical records.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program. Medical Assisting students must complete 100% of the competencies to pass this course.*

*Prerequisite(s): HSC 100 Medical Terminology and HSC 130 Basic Anatomy and Physiology - both with a grade of "C" or better 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.

This course introduces the student to this language (terminology) and challenges them to integrate the knowledge into the medical chart and therefore document necessity of payment for the appropriate medical service and/or procedure.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program.*

*Prerequisite(s): HSC 100 Medical Terminology and HSC 130 Basic Anatomy and Physiology - both with a grade of "C" or better 3 credits*

## **HSC 212 - Medical Coding Certification Prep**

CPT (Current Procedural Terminology) codes, ICD-10 (Internal Classification of Diseases) and HCPCS codes are fully integrated to enhance the student's depth of knowledge. This course will focus on bringing all aspects of coding together and provide the student with a simulated coding internship, preparing them to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) exam. Real world chart analysis (abstracting) will be the focus that will provide the student with skill advantage over other medical coders.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program.*

*Prerequisite(s): HSC 100 Medical Terminology; HSC 130 Basic Anatomy and Physiology; HSC 205 Medical Coding ICD-10-CM; HSC 210 Medical Coding CPT*  
*4 credits (2 lecture; 2 lab)*

## **HSC 221 - Medical Assisting Administrative II**

This course builds upon the concepts in HSC 121 Medical Assisting Administrative I, while introducing advanced administrative skills. All aspects of financial management concepts, including insurance, billing and collections are presented and practiced. A comparison of electronic and manual systems will be explained and demonstrated. Confidentiality and other current laws, as they apply to collections, will be integrated throughout the course. Concepts of office management and human resources are included. Upon successful completion of this course, students will be able to enter the medical assistant field with confidence in their administrative skills. Students will have the opportunity to practice skills with supervision in the clinical laboratory in order to achieve competency.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to advance in the curriculum and graduate from the program.*

*Prerequisite(s): HSC 121 Medical Assisting Administrative I with a grade of "C" or better; Pennsylvania State Police Criminal History Record; Pennsylvania Child Abuse History Clearance*

*3 credits (2 Lecture, 1 Lab)*

## **HSC 250 - Medical Assisting Clinical II**

This course builds upon the concepts in HSC 150 Medical Assisting Clinical I while introducing advanced clinical skills. More complex and independent procedures performed by the medical assistant are presented in addition to surgical procedures, physical therapy, principles of diagnostic imaging, and emergency procedures. Included are safety in the laboratory, government regulations, quality assurance, and microscopic procedures and analysis. The student will be involved in rehabilitation, modes of therapy and medication administration. The student is challenged to think critically in various clinical situations. Assessment of health education needs for patients and family is integrated throughout this course. This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. There is an emphasis on infection prevention, proper identification, labeling of specimens, specimen handling, and processing. Upon completion of this course, the student will be able to enter the medical assistant field with confidence in their clinical skills.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program.*

*Prerequisite(s): HSC 150 Medical Assisting Clinical I with a grade of "C" or better; Pennsylvania State Police Criminal History Record; Pennsylvania Child Abuse History Clearance*

*3 credits (2 Lecture, 1 Lab)*

## **HSC 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*

## **HSC 275 - Healthcare Administrations/Organizations**

This course reviews the US healthcare delivery system and identifies roles within that system. The scope of the system and its many complex and interrelated components are described, analyzed, defined, and illustrated. The course also covers the concepts of cultural diversity, healthcare law and ethics, stress in the workplace, professionalism, communication and interpersonal relations, and strategies for becoming a successful healthcare employee.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.*

*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 presentations 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.

*Note(s): Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs. 3 credits*

## HSC 281 - Hospital Practicum for Healthcare Technology

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 knowledge through practical application. The Hospital Practicum will include shadowing hospital healthcare information professionals as well as entry-level work. You will need to complete 2 credit hours for the Healthcare Information Specialist Hospital Practicum. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

*Note(s): Required background checks and clearances are facility-specific for internships. Please consult with your internship advisor during the internship application meeting to allow sufficient time to obtain the requisite background checks and clearances.*

*Prerequisite(s): Student must be enrolled in the Healthcare Information Specialist (A.A.S.) program in order to enroll in HSC 281 Hospital Practicum for Healthcare Technology. Students may intern after earning at least 30 credits and a 2.0 grade point average. All students must apply to the internship and meet with the faculty internship advisor during the semester prior to the semester in which they plan to earn the internship credits.*

*2 credits (90 hours)*

## HSC 282 - Office Practicum for Healthcare Technology

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 knowledge through practical application. The Office Practicum will provide students the opportunity to be more closely involved with actual information technology work as they act as a liaison to outside information technology support channels such as hospital and third-party information technology providers. You will need to complete 2 credit hours for the Healthcare Information Specialist Office Practicum. To earn one credit, an intern must satisfactorily complete a minimum of 45 hours on the job.

*Note(s): Required background checks and clearances are facility-specific for internships. Please consult with your internship advisor during the internship application meeting to allow sufficient time to obtain the requisite background checks and clearances.*

*Prerequisite(s): Student must be enrolled in the Healthcare Information Specialist (A.A.S.) program in order to enroll in HSC 281 Hospital Practicum for Healthcare Technology. Students may intern after earning at least 30 credits and a 2.0 grade point average. All students must apply to the internship and meet with the faculty internship advisor during the semester prior to the semester in which they plan to earn the internship credits.*

*2 credits (90 hours)*

## HSC 292 - Medical Assisting Professional Seminar

This course is a one credit capstone course. This capstone course is an opportunity for students to demonstrate that they have achieved the outcomes of the medical assisting technology program. This course is designed to assess cognitive, affective and psychomotor learning and to do so in a student-centered and student-directed manner which requires the command, analysis and synthesis of knowledge and skills. It integrates learning from the courses in the major with the courses from the rest of the academic experience. It requires the application of that learning to a project which serves as an instrument of evaluation. This course will prepare the student to leave the academic world and enter into the real world as a medical assistant, the most versatile member of any medical staff.

*Note(s): Students will be required to maintain a 2.0 GPA or higher throughout the entire seminar semester. If, at midterm, the student is averaging a GPA less than 2.0, they will be withdrawn from the seminar and will be required to repeat HSC 292 Medical Assisting Professional Seminar in its entirety during the next available semester.*

*Prerequisite(s): HSC 121 Medical Assisting Administrative I; HSC 221 Medical Assisting Administrative II; HSC 150 Medical Assisting Clinical I; HSC 250 Medical Assisting Clinical II, all with a grade of "C" or better; satisfactory completion of 40 program credits with a 2.0 GPA or better. Course must be taken in the final semester of the program.*

*Co-requisite(s): HSC 293 Medical Assisting Technology Practicum*

*1 credit*



## HSC 293 - Medical Assisting Technology Practicum

This course 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 Assisting Technology student with reality training in the field of health care with an emphasis on medical office skills and clinical practice. Students will be mentored by an experienced supervisor in the agency setting. Satisfactory completion of this experience is required for the completion of the AAS degree in Medical Assisting Technology.

*Note(s): Students will be required to maintain a 2.0 GPA or higher throughout the entire internship semester. If, at midterm, the student is averaging a GPA less than 2.0, they will be withdrawn from the internship and will be required to repeat HSC 293 Medical Assisting Technology Practicum in its entirety during the next available semester. Required background checks and clearances are facility-specific for internships. Please consult with your internship advisor during the internship application meeting to allow sufficient time to obtain the requisite background checks and clearances.*

*Prerequisite(s): HSC 121 Medical Assisting Administrative I; HSC 221 Medical Assisting Administrative II; HSC 150 Medical Assisting Clinical I; HSC 250 Medical Assisting Clinical II, all with a grade of "C" or better; satisfactory completion of 40 program credits with a 2.0 GPA or better. Student must be enrolled in the Medical Assisting Technology program; course must be taken in the final semester of the program.*

*Co-requisite(s): HSC 292 Medical Assisting Professional Seminar  
4 credits*

## HSC 294 - Medical Coding Seminar

This will be a two-credit capstone course in which students in the medical coding program will have the opportunity to demonstrate skills they have learned throughout the program. Students will be able to apply their knowledge in a simulated capstone project as well as correlate classroom instruction with the real world healthcare environment. Students will be collaborating with medical coding professionals and preparing to enter the workforce as a productive member of the healthcare team.

*Note(s): Students must earn a "C" or higher in all HSC courses in order to graduate from the program.*

*Prerequisite(s): Students must be enrolled in the Medical Coding Specialist Diploma program. Students may enroll in HSC 294 after satisfactory completion of 15 program credits with a 2.0 GPA or better. Students will be required to maintain a 2.0 GPA or higher throughout the entire seminar semester. Students must obtain the required clearances: PA State Police Criminal History Record, PA Child Abuse History Clearance, and FBI Fingerprint Clearance. Also: HSC 100 Medical Terminology, HSC 130 Basic Anatomy and Physiology, HSC 205 Medical Coding /CD-10-CM, HSC 210 Medical Coding CPT, all with a "C" or better.  
2 credits*

## HSC 295 - Pharmacy Technician - Hospital Internship

This course 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 Pharmacy Technician student with reality training in the field of hospital pharmacies with an emphasis on identification of appropriate dosage forms, strengths and routes of administration for specific medications. This clinical practice is intended to increase the student's confidence level and prepare him/her for the beginning of his/her career. Students will be mentored by an experienced pharmacy technician and registered pharmacist who will incorporate all skills to be performed in a legal and ethical manner. Satisfactory completion of this experience is required for the completion of the pharmacy technician certificate program.

*Note(s): Required background checks and clearances are facility-specific for internships. Please consult with your internship advisor during the internship application meeting to allow sufficient time to obtain the requisite background checks and clearances.*

*Prerequisite(s): HSC 144 Pharmacology for Pharmacy Technicians, HSC 192 Pharmacy Technician Practice. Students may intern with satisfactory progress or completion of HSC 192 Pharmacy Technician Practice 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 - Community Internship

This course 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 Pharmacy Technician student with reality training in the field of community pharmacies with an emphasis on identification of appropriate dosage forms, strengths and routes of administration for specific medications. This clinical practice is intended to increase the student's confidence level and prepare him/her for the beginning of his/her career. Students will be mentored by an experienced pharmacy technician and

registered pharmacist who will incorporate all skills to be performed in a legal and ethical manner. Satisfactory completion of this experience is required for the completion of the pharmacy technician certificate program.

*Note(s): Required background checks and clearances are facility-specific for internships. Please consult with your internship advisor during the internship application meeting to allow sufficient time to obtain the requisite background checks and clearances.*

*Prerequisite(s): HSC 144 Pharmacology for Pharmacy Technicians, HSC 192 Pharmacy Technician Practice. Students may intern with satisfactory progress or completion of HSC 192 Pharmacy Technician Practice 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)*

## HST - Histotechnology

### HST 100 - Histotechnology 100

This course introduces the student to histologic techniques and the histology laboratory. The theory of Histotechnology and Carson, Bancroft and the Armed Forces Institute of Pathology (AFIP) set the foundation for the established histologic techniques. The clinical practicum provides the student the opportunity to demonstrate basic technical skills and accountability through the application of these techniques and with interaction with the clinical faculty, pathologists, and other laboratory staff.

*Prerequisite(s): Must be accepted to the Conemaugh School of Histotechnology*

*9 credits (2 Lecture, 7 Lab)*

### HST 200 - Histotechnology 200

This course builds on the concepts learned in HST 100 Histotechnology 100. The student will advance to more complex histologic techniques in the class room and in the histology laboratory. The theory of Histotechnology and Carson, Bancroft and the Armed Forces Institute of Pathology (AFIP) set the foundation for the established histologic techniques. The clinical practicum provides the student the opportunity to demonstrate basic and more complex technical skills and accountability through the application of these techniques and with interaction with the clinical faculty, pathologists, and other laboratory staff.

*Prerequisite(s): HST 100 Histotechnology 100; must be accepted to the Conemaugh School of Histotechnology*

*9 credits (2 Lecture, 7 Lab)*

### HST 250 - Histotechnology 250

This course builds on the concepts learned in Histotechnology 100 and 200. The student will advance to becoming a competent Histologic Technician, be prepared for the registry examination and ready for employment. The theory of Histotechnology and Carson, Bancroft and the Armed Forces Institute of Pathology (AFIP) set the foundation for the established histologic techniques. The clinical practicum provides the student the opportunity to demonstrate basic and more complex technical skills and accountability through the application of these techniques and with interaction with the clinical faculty, pathologists, and other laboratory staff.

*Prerequisite(s): HST 100 Histotechnology 100; HST 200 Histotechnology 200; must be accepted to the Conemaugh School of Histotechnology*

*9 credits (1 Lecture, 8 Lab)*

## HUM - Humanities

### HUM 100 - Introduction to Humanities

The course is an exploration of the Western humanities through its various disciplines: philosophy, theater, film, architecture, literature, religion, art, and music. It will focus on the development of human creative expression from prehistoric times to the present; and, in doing so, will teach us about who we are.

*3 credits*

## **HUM 215 - Introduction to Women and Gender Studies**

This course will offer a multidisciplinary and multicultural study of the scholarship on women and gender with two approaches. First, an introduction to feminist theory and methodology will be provided for a thoughtful approach to how sociocultural constructs of gender influence, and are influenced by, race, ethnicity, class, nationality, and other dimensions of human identity. Second, an application of culture studies will be utilized to gain valuable insight on how feminist and gender theory likewise are impacted in the arts and literature, throughout history, within philosophy, religion, and language. Through the combination of social sciences and humanities, it is the goal of this course to familiarize students from an array of academic backgrounds with how the plurality of feminist viewpoints can be integrated into any field of study for a more holistic understanding.

*Prerequisite(s): SOC 100 Introduction to Sociology*

*3 credits*

## **HUS - 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 students presently working or planning a career in applied human services in positions 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 and history of helping and referral resources. This introductory course in human services is intended to:

- Encourage students to focus on increasing their knowledge of their intended field
- Assist students in examining the workers role in the helping process
- Examine personal values
- Introduce the development of ethical standards of interaction with others.

*Note(s): Students engage in 35 hours of community service learning and must present current ACT 34 and ACT 151 clearances to complete course requirements.*

*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 are explored and practiced in the classroom and in the field through service learning opportunities. 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.

*Note(s): 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): HUS 100 Introduction to Human Services*

*3 credits*

### **HUS 210 - Community Intervention and Social Policy**

Human Service workers are required to live and work in a context of social change in a variety of social systems. It is important that they know how to analyze social systems and how to intervene to make positive changes on behalf of their clients. This course is intended to provide the theoretical concepts and practical tools to enable students to be effective advocates for their clients within their organizations and beyond the local community level. This advanced course in human services is intended to:

- Enable the student to use important concepts in social policy development and community intervention to understand the process social policy creation and social change the organizational, community, county, state, and national levels.
- Enable students to work for positive social change
- To empower the student to take charge and make positive changed in their own communities

*Note(s): 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 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 46 college credits and completion of all required 100 level courses and a minimum of one 200 level course in the Human Services Program; current Act 34 Child Abuse Clearance and Act 151 Pennsylvania State Police Criminal Background Check. Some internship sites may also require FBI Federal Fingerprint Clearance.*  
*3 credits (140 clock hours, 10 hours of seminar)*

# **ICR - College Reading**

## **ICR 020 - Basic College Reading**

This course is designed to strengthen the reading skills necessary for college success. Emphasis is on vocabulary, transitional words, paragraph organization, comprehension skills, and learning strategies. The grade for this course does not contribute to the Quality Point Average for the semester, is not generally transferable, and does not count toward graduation.  
*3 institutional credits*

## **ICR 031 - Critical College Reading**

This course focuses on the reading skills that students will encounter in various collegiate academic areas. Topics include summarizing, paraphrasing, note taking, outlining, and mapping. Skills are acquired through readings in specific disciplines. Print media, electronic media, graphics, and visuals are also examined to improve critical thinking and analysis. The grade for this course does not contribute to the Quality Point Average for the semester, is not generally transferable, and does not count toward graduation.  
*3 institutional credits*

# **LIB - 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*

# **LIF - 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,

food intake and preservation/protection of our environment can promote health and wellness. This course looks at personal behavior choices in regard to various health issues such as stress management, chronic disease, HIV, sexually transmitted disease, eating disorders, alcohol and drug abuse, allergies and food intolerances. Healthy living must be rehearsed and practiced in order to be fully understood. For this reason, students will have the opportunity to participate in several activities related to healthier living. These activities (also known as "Hands-On Health Labs") will demonstrate methods for implementing the healthy lessons being taught in the classroom. The goal is for students to use this new knowledge to make informed choices and learn how to live a longer, fuller, healthier 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 (including other potentially infectious fluids and wastes). This serves as the initial training for students seeking careers in the service and health sectors and provides continuing education for workers who need to maintain or upgrade their knowledge in the area of personal protective equipment (PPE) and behaviors. This course provides written, classroom and hands-on experience in the requirements for PPE and explores legal requirements and ethical considerations. Students also examine food safety, hazard communications, and complete fire safety training.

*1 credit*

## **MAT - Mathematics**

### **MAT 085 - Algebra Fundamentals**

This course is designed to prepare students for college-level mathematics. Topics include a review of fractions, decimals, and percents, followed by introductory levels of variable expressions, linear equations, polynomials, factoring, exponents, and graphing linear equations. This course will not count toward graduation, will not earn college credit, and will not be used in QPA calculations.

*Prerequisite(s): Placement examination*

*3 institutional credits*

### **MAT 110 - Business Mathematics**

This course is designed to give students expanded fundamental knowledge of mathematical applications for personal use and business applications. A review of fractions, decimals, percents, and formulae are included in the course. Topics include basic statistics, insurance, discounts, markup, markdown, inventory, interest, consumer credit, banking, payroll, taxes, financial statements, depreciation, and investments.

*Prerequisite(s): MAT 085 Algebra Fundamentals 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): MAT 085 Algebra Fundamentals or by placement exam.*

*3 credits*

### **MAT 116 - Mathematical Concepts & Applications**

The objective of this course is to cultivate an appreciation of the significance of mathematics in daily life. Topics include mathematical reasoning, problem-solving, geometry, probability, statistics, logic, personal finance and non-technical applications of mathematics in the modern world.

*Prerequisite(s): MAT 085 Algebra Fundamentals or by placement examination*

*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): MAT 085 Algebra Fundamentals or by placement exam.*

*3 credits*

## **MAT 126 - Elements of Mathematics I**

In this course, students will use a variety of materials for learning, using conceptual models to perform mathematics, performing activities that develop new perspectives, and demonstrating competence in mathematics. Topics include whole numbers, fractions, decimals, percent, numeration systems, integers, sets, and logic and number theory.

*Prerequisite(s): MAT 085 Algebra Fundamentals or by placement exam.*

*3 credits*

## **MAT 127 - Elements of Mathematics II**

In this course, students will use a variety of materials for learning, using conceptual models to perform mathematics, performing activities that develop new perspectives, and demonstrating competence in mathematics. This course enables students to become insightful professionals who are able to understand and communicate mathematical principles to others. Topics include proportions, percents, real numbers, algebraic equations, statistics, probability, measurement, and basic and coordinate geometry.

*Prerequisite(s): MAT 085 Algebra Fundamentals 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, laws of exponents, polynomials, equations and linear inequalities, graphing (using linear equations and inequalities), functions, rational expressions, and radicals.

*Prerequisite(s): MAT 085 Algebra Fundamentals or by placement exam.*

*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 expressions, solving equations, solving inequalities, circles, and a detailed study of functions including polynomial, logarithmic, and exponential functions.

*Prerequisite(s): MAT 131 Intermediate Algebra, with a grade of "C" or better 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 graphs, functions (including polynomial, rational, and trigonometric functions), analytic trigonometry, systems of equations and inequalities, vectors, and limits.

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

*3 credits*

## **MAT 200 - Probability and Statistics**

This course provides the student with an opportunity to learn and apply mathematical concepts. Applications include problems from various fields. Sources of data, sampling, collection methods and processing of statistical data, frequency distributions, measures of central tendency and dispersion, probability theory, confidence intervals, tests for significance, hypothesis testing, correlation, and

regression analysis will be covered. Emphasis will be placed on concepts, definitions, and analysis. Most calculations will be done through MyStatLab with StatCrunch while a few will be done with formulas and a scientific calculator.

*Prerequisite(s): Any 100-level MAT course or higher (or by placement test)*

*3 credits*

## **MAT 204 - Discrete 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, algorithms, number theory, and proper mathematical terminology and notations.

*Prerequisite(s): MAT 145 College Algebra*

*3 credits*

## **MAT 205 - Applied Calculus for Business**

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 is designed as the first calculus course for students pursuing degrees in mathematics, engineering, or the natural sciences. Students are introduced to the basic concepts of calculus including limits, continuity, derivatives, applications of derivatives, and integration. Logarithmic, exponential, and trigonometric functions are included.

*Prerequisite(s): MAT 170 Precalculus or by placement exam*

*4 credits*

## **MAT 220 - Calculus II**

This course is designed as the second calculus course for students pursuing degrees in mathematics, engineering, or the natural sciences. Topics include differentiation and integration of transcendental functions, more advanced integration techniques, applications of integration, L'Hôpital's Rule, improper integrals and infinite series.

*Prerequisite(s): MAT 210 Calculus I*

*4 credits*

## **MAT 230 - Calculus III**

This course is designed as the third calculus course for students pursuing degrees in mathematics, engineering, or the natural sciences. Topics include conics and polar coordinates, vectors and vector-valued functions, functions of several variables including partial derivatives and multiple integration.

*Prerequisite(s): MAT 220 Calculus II*

*4 credits*

## **MAT 240 - Differential Equations**

This course is designed to prepare students for higher level mathematics through a mastery of mathematical modeling. Differential Equations uses these models to analyze such concepts as growth, decay, falling objects and other problems from physics and engineering.

*Prerequisite(s): MAT 230 Calculus III*

*4 credits*

# MPR - Media Production

## MPR 100 - Introduction to Production

Students learn the basics of audio and video production by means of exploring the fundamentals of production: media aesthetics, audience analysis, choice of medium, visual writing, and more. The course covers theory, terminology, and techniques. Basic technical and aesthetic skills of both radio production and television studio production are covered. Students apply these fundamentals by participating in hands-on group projects.

*3 credits*

## MPR 130 - Radio Production

This course introduces the student to digital audio radio production through Adobe Audition software in the classroom and in the college's Black Bear Audio Lab. The student will learn the production theories and then produce digital audio presentations for radio and electronic-based media applications. These productions will also be used to create an audio portfolio for each student.

*3 credits (2 Lecture, 1 Lab)*

## MPR 150 - Television Production

This course is designed to offer instruction and practice in the basic skills necessary for the conception, storyboarding, writing, production and post-production of television programs and commercials. Students will be exposed to the selection and integration of program and production elements. The course also provides for the experimentation and application of aesthetic and conceptual elements, as well. The students will spend time writing and researching various video projects as assigned.

*3 credits*

## MPR 200 - Scripting for Radio, Television, and e-Media

The average American is exposed to more than 3,000 advertisements and media messages each day, but recalls only about a dozen. To write creative and memorable messages that stand out in the marketing departments of local, national, and international organizations, skill is required. This course introduces the student to effective copywriting for radio, television, and e-based platforms.

*3 credits*

## MPR 230 - Basic News Writing

This course introduces the student to broadcast, electronic and print news and examines how reporters gather and deliver news stories. It also explores the various factors that affect news reporting and presentation. Students write short and long form news stories that will be recorded and aired in newscasts. Students learn how to write in news style and write various types of news stories with an emphasis on broadcast as well as online newsletters, electronic bulletin boards and the internet. Through lectures, discussions, video and audio and guest speakers from area media, students learn about the responsibility and role of news reporters in society.

*3 credits*

## MPR 250 - Video Production

Video production combines essential storytelling along with the technical skills needed to make the story come alive. The fundamentals of video production will be studied including the production process, the production team, the function and elements of the camera, proper mounting, balance, and composition. An introduction to creating, editing, and producing digital video, the course will enable students to use digital video terminology and video editing including adding transitions, special effects, music, sound effects, and voice-overs, graphics, and titles.

*3 credits*



## **MPR 270 - New Media Production**

New media production offers hands-on instruction in multimedia and emerging new media technologies. Students learn to use new media technologies effectively for different types of communication. The scope of the course will cover application areas of new media. Digital, visual, and media literacy will be improved as content generators.

*3 credits*

## **MPR 290 - Media Literacy**

This course in media literacy introduces both theoretical and applied constructs and techniques in order to promote critical consumption and production of media content. Media analysis techniques, media reviews, and exercises are used to enhance overall student knowledge of the topic area.

*3 credits*

## **MPR 299 - Media Production Practicum**

This is the capstone course for the Media Production Associate of Applied Science Degree. This course offers supervised experience in video/television/new media broadcasting with emphasis in the planning, production, and editing of electronic media. Projects or outside experience in the field must be cleared by the instructor. Sixty hours of supervised outside work is the minimum, with the addition of 15 hours of classroom instruction. Assignments or professional experience may be offered through Pennsylvania Highlands. Practicum class includes the completion of portfolio materials.

*3 credits (1 Lecture, 2 Lab)*

# **MUS - Music**

## **MUS 100 - Introduction to Music**

This course is an introduction to music that 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*

## **MUS 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 present, 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 music.

*3 credits*

# **PHI - Philosophy**

## **PHI 100 - Critical Thinking**

In this course, students develop the ability to form and critically evaluate arguments. In the beginning, special attention is given to informal logic (especially logical fallacies) and to understanding strong deductive, inductive, and abductive inferences. The remainder of the course is devoted to practical applications of critical thinking skills to topics such as claims made about ghosts, ESP, astrology, UFO abductions, relativism, conspiracy theories, advertising, political speech, media, etc.

*3 credits*

## **PHI 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.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*3 credits*

## **PHI 200 - Introduction to Ethics**

We, typically, describe our actions as right or wrong, good or bad. In the first half of this course, we will address theoretical questions about the foundations of our standards of right and wrong and questions about systems for distinguishing right from wrong actions/character traits. The second half of the course will be devoted to applying our answers to the theoretical questions to specific issues, including drugs, casual sex, illegal immigration, torture, abortion, etc. In more technical terms, the course is a survey of metaethics, normative ethics, and applied ethics.

*3 credits*

## **PHI 235 - Philosophy of Religion**

This course critically examines basic religious beliefs and concepts. Special attention is given to arguments for and against the existence of God. Also covered are topics such as the attributes and nature of God, the role of faith and reason in belief, miracles in a scientific age, the possibility of an afterlife, predestination and human freedom, the origin of religious belief, religious disagreement, etc.

*Note(s): This course is cross-listed as REL 235 Philosophy of Religion.*

*3 credits*

## **PHI 240 - Bioethics**

This course considers ethical issues that arise in the context of medicine and biotechnology. After reviewing normative ethical theories, we will apply those theories to topics such as obligations to patients, the role of physicians, the responsibilities of nurses, patient autonomy, informed consent, confidentiality, human and animal research, the implementation of advance directives and DNR orders, suicide and euthanasia, abortion, stem cell research, reproductive technologies, genetic enhancement, and governmental healthcare policies.

*3 credits*

## **PHI 245 - Symbolic Logic**

This course introduces students to formal patterns of reasoning. It will cover general topics in logic (arguments, sentences, deductive validity, equivalence, consistency, tautologies, contradictions, etc.), sentential logic (connectives, truth tables, sentences in sentential logic, etc.), and predicate calculus (quantification, semantics, models, proofs, etc.). Any student interested in forming and analyzing good arguments will enjoy this class, and those involved with computer science or mathematics will find it especially beneficial.

*Prerequisite(s): MAT 145 College Algebra*

*3 credits*

# **PHY - Physics**

## **PHY 102 - Concepts of Physics**

The course introduces students to phenomena, concepts, and principles of Physics at an introductory level. Topics will include light, waves, sound, energy, electricity, states of matter and Newton's Laws. This course is for students who may not have had prior Physics instruction. The course is required for Electric Utility Technology, Engineering Technology (Civil Track and Architectural Track), Health Professions Radiologic Technology, and Professional Pilot degree majors, but is also applicable for many other majors who need a three or four credit science.

*Prerequisite(s): MAT 115 Construction Math, MAT 117 Technical Math for Trades, or MAT 131 Intermediate Algebra.*

*Co-requisite(s): PHY 103 Concepts of Physics Lab (if applicable to student major, required for Electric Utility Technology; Engineering Technology, Architectural Track; and Engineering Technology, Civil Track Majors)*

*3 credits*

## **PHY 103 - Concepts of Physics Lab**

The course illustrates many of the topics introduced in lecture through hands-on laboratory experiments. Experiments in laboratory are conducted, but not limited to, the topics of force, acceleration, gravity, friction, circular motion, matter, temperature, and the Law of Reflection.

*Prerequisite(s): MAT 115 Construction Math, MAT 117 Technical Math for Trades, or MAT 131 Intermediate Algebra*

*Co-requisite(s): PHY 102 Concepts of Physics*

*1 credit*

## **PHY 110 - Physics (Algebra-based) I**

Among the topics covered are the kinematics and dynamics of linear motion, the conditions for static equilibrium, the principles of conservation of energy and of momentum, Newton's law of gravitation, the kinematics and dynamics of rotational motion, mechanics of solids and fluids and thermodynamics. This course is recommended for students wishing to transfer an algebra-based Physics course to a four-year institution; however, it is highly recommended that the student work with the transfer institution to ensure transferability.

*Prerequisite(s): MAT 115 Construction Math, MAT 117 Technical Math for Trades, or MAT 131 Intermediate Algebra*

*Co-requisite(s): PHY 111 Physics (Algebra-based) I Lab*

*3 credits*

## **PHY 111 - Physics (Algebra-based) I Lab**

The course illustrates many of the topics introduced in lecture through hands-on laboratory experiments. Experiments in laboratory are conducted, but not limited to, the topics of force, acceleration, gravity, friction, circular motion, matter, and temperature.

*Prerequisite(s): MAT 115 Construction Math, MAT 117 Technical Math for Trades, or MAT 131 Intermediate Algebra*

*Co-requisite(s): PHY 110 Physics (Algebra-based) I*

*1 credit*

## **PHY 115 - Physics (Algebra-based) II**

Among the topics covered are thermodynamics, electric concepts, magnetic concepts, waves and atomic theory. This course is recommended for students wishing to transfer an algebra-based Physics course to a four-year institution; however, it is highly recommended that the student work with the transfer institution to ensure transferability.

*Prerequisite(s): MAT 115 Construction Math, MAT 117 Technical Math for Trades, or MAT 131 Intermediate Algebra, PHY 110 Physics (Algebra-based) I*

*Co-requisite(s): PHY 116 Physics (Algebra-based) II Lab*

*3 credits*

## **PHY 116 - Physics (Algebra-based) II Lab**

The course illustrates many of the topics introduced in lecture through hands-on laboratory experiments. Experiments in laboratory are conducted, and include, but are not limited to, topics including wave motion, electricity and magnetism, light, geometrical and physical optics as well as relativity and quantum theory.

*Prerequisite(s): MAT 115 Construction Math, MAT 117 Technical Math for Trades, or MAT 131 Intermediate Algebra, PHY 110 Physics (Algebra-based) I, and PHY 111 Physics (Algebra-based) II Lab*

*Co-requisite(s): PHY 115 Physics (Algebra Based) II*

*1 credit*

## **PHY 120 - Physics (Calculus-based) I**

An introduction to mechanics. Among the topics covered are the kinematics and dynamics of linear motion, the conditions for static equilibrium, the principles of conservation of energy and of momentum, Newton's law of gravitation, the kinematics and dynamics of rotational motion, mechanics of solids and fluids and thermodynamics. Differential and integral calculus and simple vector analysis are used throughout. This course is recommended for students planning to transfer to four-year institutions as engineering, physical science, pre-med, and computer science majors. This course is also an elective in the Computer Science A.S. Degree program.

*Prerequisite(s): MAT 210 Calculus I*

*Co-requisite(s): PHY 121 Physics (Calculus-based) I Laboratory*

*3 credits*

## **PHY 121 - Physics (Calculus-based) I Laboratory**

The course illustrates many of the topics introduced in lecture through hands-on laboratory experiments. Experiments in laboratory are conducted, but not limited to, the topics of force, acceleration, gravity, friction, circular motion, matter, and temperature.

*Prerequisite(s): MAT 210 Calculus I*

*Co-requisite(s): PHY 120 Physics (Calculus-based) I*

*1 credit*

## **PHY 130 - Physics (Calculus-based) II**

A continuation of PHY 120 Physics (Calculus-based) I. Topics include wave motion, electricity and magnetism, light, geometrical and physical optics. Differential and integral calculus and simple vector analysis are used throughout. This course is recommended for students planning to transfer to four-year institutions as engineering, physical science, pre-med, and computer science majors. This course is also an elective in the Computer Science A.S. Degree program.

*Prerequisite(s): MAT 210 Calculus I, PHY 120 Physics (Calculus-based) I, PHY 121 Physics (Calculus-based) I Laboratory*

*Co-requisite(s): PHY 131 Physics (Calculus-based) II Laboratory*

*3 credits*

## **PHY 131 - Physics (Calculus-based) II Laboratory**

The course illustrates many of the topics introduced in lecture through hands-on laboratory experiments. Experiments in laboratory are conducted, but not limited to, the topics of electrostatic fields and Gauss' law, electric potential, electric circuits, magnetic fields, Ampere's law, Faraday's law, inductance, Maxwell's equations, electromagnetic waves and optics.

*Prerequisite(s): MAT 210 Calculus I, PHY 120 Physics (Calculus-based) I, PHY 121 Physics (Calculus-based) I Laboratory*

*Co-requisite(s): PHY 130 Physics (Calculus-based) II*

*1 credit*

# **PSY - 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.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*3 credits*

## **PSY 120 - Introduction to Educational Psychology**

Educational Psychology is the study of individual behaviors in an environment where instruction takes place. This course provides the foundational theories, tools, and techniques of classroom instruction and management strategies. Students will also study what makes a good teacher, the role of research in education, effective program development, assessment, theories of learning, diversity, motivation, and learning environments.

*Note(s): This course is recommended only for Education majors. Psychology majors should elect other PSY courses to fulfill degree program requirements to ensure maximum transferability of coursework.*

*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 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): PSY 100 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.

*Prerequisite(s): PSY 100 General Psychology*

*3 credits*

## **PSY 215 - Death and Dying**

This course provides a comprehensive overview of the study of death and dying, covering the key issues and questions in the field. We look at the personal and social attitudes regarding death in our society as well as those of other cultures and times. This class draws upon sociological, psychological, anthropological, historical, medical, and spiritual investigations into the subject of death. As you review your textbook, you will find coverage of death-related issues ranging from personal confrontations with mortality to the study of large-scale encounters with death such as disaster and terrorism.

*Prerequisite(s): ENG 110 English Composition I*

*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.

*Prerequisite(s): PSY 100 General Psychology*

*3 credits*

## **PSY/ADD 225 - Introduction to Chemical Dependency Counseling**

This course is designed to introduce students to the effective ways to help counsel those caught up in the cycle of addictions. It will help them broaden their understanding as to what addiction is, how to counsel those who have physical and psychological addictions, and what evidence-based treatments are available for the addict. It will also introduce students to the concepts of motivational enhancement and interviewing, cognitive-behavioral therapy, skills training and 12-step facilitation. The class will help the student be better prepared professionally, by going through step-by-step treatment in developing further their functional skills in knowing what addiction is, and its effects on societies around the world. An emphasis will be on some of the issues surrounding addiction counseling; how to be effective in their work with those caught in addiction, and how you can use the tools learned to effectively address substance abuse.

*3 credits*

## **PSY/SOC 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 and ENG 110 English Composition I*

*3 credits*

# **REL - Religion**

## **REL 100 - World Religions/Religious Studies**

This course examines the nature and development of religion. Students will study the origins, history, and sacred practices of the five major religions of the world, and examine the literary, historical, and cultural contributions of these religions.

*3 credits*

## **REL 200 - Understanding the Bible**

This course introduces students to the academic study of the Bible (i.e. the Hebrew Bible/Christian Old Testament and the New Testament). It will focus specifically on the origin and transmission of the texts, authorship, major textual themes, basic content, and the historical impact of the Bible. Special attention will be given to the scholarly interpretations of familiar biblical narratives, sermons, and lessons.

*Prerequisite(s): ENG 110 English Composition I*

*3 credits*

## **REL 235 - Philosophy of Religion**

This course critically examines basic religious beliefs and concepts. Special attention is given to arguments for and against the existence of God. Also covered are topics such as the attributes and nature of God, the role of faith and reason in belief, miracles in a scientific age, the possibility of an afterlife, predestination and human freedom, the origin of religious belief, religious disagreement, etc.

*Note(s): This course may also be taken as PHI 235 Philosophy of Religion.*

*3 credits*

# SOC - Sociology

## SOC 100 - Introduction to Sociology\*\*

This is an introductory course that will familiarize the student with the basic principles and theories associated with sociology. This course will prepare students to look critically at a variety of social issues. Critical thinking is emphasized as students are provided thought provoking opportunities in challenging them to examine their diverse world.

*Note(s): \*\*This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.*

*3 credits*

## SOC 200 - Contemporary Social Issues

This course text examines and debates the nature and causes of each major social problem currently experienced in the United States. The course explores the parameters which define a course as a social problem and then explores social control and social action with respect to each particular problem. All lesson content uses both a micro to macro approach to the problem under study, pointing out the interrelationships among today's social problems and the several perspectives which can be used to evaluate the problem. Socio-political solutions are presented for each chapter, surveying both political and private attempts to alleviate the problem. Current methods used for studying social problems are examined and practiced. Data relating to social problems is collected and discussed in class. Current issues relating to governmental initiatives, social movements and unintended consequences form the basis of debate. Technology will be a thread throughout the entire course. The ability of technology to influence social problems, positively and negatively, underscores the future solutions to our American social issues.

*Prerequisite(s): SOC 100 Introduction to Sociology*

*3 credits*

## SOC 205 - Race, Class, and Gender in Society

This course examines some of the ways societal systems operate to construct our ideas, beliefs, values, behaviors, and attitudes toward ourselves and others, as well as how differences between and among people are created and maintained. Attention will be drawn to differences within society and how hierarchies are established from such perceived differences. Students will examine the concept of social construction and how it can help us see the ways systems of race, class, gender, and sexuality function to establish the boundaries of our lives. The power of words, of definitions, of language itself is explored for students to consider the multiple ways they might participate in or be impacted by structures of domination from a historical and sociological perspective. Topics will be explored through reading original empirical research and review; and utilize APA style research.

*Prerequisite(s): SOC 100 Introduction to Sociology*

*3 credits*

## SOC 215 - Introduction to Women and Gender Studies

This course will offer a multidisciplinary and multicultural study of the scholarship on women and gender with two approaches. First, an introduction to feminist theory and methodology will be provided for a thoughtful approach to how sociocultural constructs of gender influence, and are influenced by, race, ethnicity, class, nationality, and other dimensions of human identity. Second, an application of culture studies will be utilized to gain valuable insight on how feminist and gender theory likewise are impacted in the arts and literature, throughout history, within philosophy, religion, and language. Through the combination of social sciences and humanities, it is the goal of this course to familiarize students from an array of academic backgrounds with how the plurality of feminist viewpoints can be integrated into any field of study for a more holistic understanding.

*Prerequisite/Co-requisite(s): SOC 100 Introduction to Sociology*

*3 credits*

## SOC 250 - Introduction to 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. 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*

## **SOC/ADD 115 - Chemical Dependency & Addictions**

This course is designed to introduce students to the effects these drugs have on the individual and on our society. It will help the student gain an understanding as to what addiction is, the different drugs that are used, how to work with those who have physical and psychological addictions, and what treatments are available for the addict. It will also introduce students with those who have overcome their addictions, and an opportunity for question and answer. The class will help the student be better prepared professionally, by developing further their functional skills in knowing what addiction is, and its effects on societies around the world. An emphasis will be on some of the issues surrounding addiction; how it can affect the lives and relationships of the abuser, and how substance abuse relates to our changing world.

*3 credits*

## **SOC/ADD 125 - Drugs in Society**

This course is intended to engage and educate students about topics and issues relating to drugs in society. Students will be encouraged to examine the motivation for drug use, the social implications of drug use, legal ramifications and factors affecting how drugs interact with the human body (psychologically and physiologically). The history and culture surrounding drug use and abuse, key information regarding specific types of drugs, and reviews of drug treatment, education and prevention approaches will also be explored throughout the course.

*3 credits*

# **SPA - Spanish**

## **SPA 101 - Spanish I**

This course studies the foundations of Spanish, including pronunciation, basic vocabulary, writing and target language culture.

*3 credits*

## **SPA 102 - Spanish II**

This course continues building foundations of Spanish, including pronunciation, basic vocabulary, writing and target language culture.

*Prerequisite(s): SPA 101 Spanish I*

*3 credits*

## **SPA 203 - Spanish III**

This course focuses on building functional language proficiency in Spanish, including pronunciation, vocabulary, writing and target language culture.

*Prerequisite(s): SPA 102 Spanish II*

*3 credits*

# **SWK - Social Work**

## **SWK 100 - Introduction to 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. 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*



## **SWK 135 - Families in Society**

This course focuses on the family system in the U.S. society, and explores a sociological analysis of the family as a social institution. It introduces students to how sociologists study families including historical development, contemporary patterns in the United States, and possible future trends. A central theme will be diversity and change, as this course explores the many ways families have changed from generation to generation, and the various forms of family diversity in the U.S. society.

*3 credits*

## **SWK 210 - Social Welfare**

This course introduces students to the concepts, history, and development of social welfare, social welfare institutions, and social policy within the United States. The course is designed to prepare students to systematically analyze social problems and to gain understanding of the social welfare system in the U.S. The evolution, and current status, of the profession of social work is described as it interfaces with social welfare development, policies, and practices. The role of discrimination, oppression, and inequality in the establishment and implementation of social welfare policies and services is also explored. Social problems of ongoing concern including poverty, health care, and rural issues are highlighted and gaps in policies and programs especially as they link to social and economic justice, diversity, populations at risk, and social work ethics and values are assessed.

*3 credits*

## **SWK 225 - Ethics in the Social Sciences**

This course is designed to offer an introduction to values and ethics in the social sciences and helping professions, including topics related to moral reasoning, research in the social sciences, ethics theory, multicultural perspectives, intellectual property/legal perspectives, and ethical decision making models. Students will be challenged to develop their own ethical identity and judgment, and to reflect on personal values through course readings, class participation, and case study assessments; with the goal of becoming ethical thinkers and informed decision makers.

*3 credits*

# **WEL - Welding**

## **WEL 105 - Welding I**

Instructor demonstrations and practice by the students in basic GMAW/FCAW/SMAW processes. The student 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 106 - 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): WEL 105 Welding I*

*4 credits*

## **WEL 125 - Blueprint Reading for Welders**

This course covers the basics for reading blueprints for manufacturing plans. Students will learn about sections, details, assembly plans and subassembly plans. They will learn and understand welding symbols and abbreviations. The study of the welding symbol will include all common weld symbols used in today's production prints. Students will learn about additional elements included in the welding symbol such as pitch and spacing, roots, backing, melt-thru welds and weldment fabrications. Students will also learn about

dimensioning and tolerances.

*3 credits*

## **WEL 150 - OSHA - 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. Students will become familiar with 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*

## **WEL 205 - 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): WEL 106 Welding II*

*4 credits*

## **WEL 206 - Advanced Welding II**

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): WEL 205 Advanced Welding I*

*4 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): WEL 105 Welding I*

*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): WEL 106 Welding II*

*3 credits*

## **WEL 230 - Welding Metallurgy and Materials Characterization**

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.

*Prerequisite(s): MAT 117 Technical Math for Trades*

*4 credits*

# College Personnel

- Cambria County Commissioners
- Pennsylvania Highlands Community College Board of Trustees
- Pennsylvania Highlands Community College Foundation Board
- Program Advisory Committees
- Senior Staff
- Administration
- Faculty (Full-Time)
- Faculty (Part-Time Instructor)
- Faculty (Part-Time Lecturer)
- Support Staff

## Cambria County Commissioners

Thomas Chernisky  
President Commissioner

William Smith  
Mark Wissinger

## Pennsylvania Highlands Community College Board of Trustees

Greg Winger  
Chairperson

Alan Cashaw  
Vice Chairperson

Dr. Kathleen O'Rourke  
Secretary/Treasurer

Dr. Janet Grady  
At-Large

John Augustine II  
Edwin Bowser  
Jack Cavanaugh  
Carl DeYulis  
Dr. Patrick Farabaugh  
James Foreman  
James Foster  
Carissa Itle Westrick  
Jacqueline Kulback  
Stephen McAneny  
Student Trustee  
Dr. Walter Asonevich (*ex-officio*)

# Pennsylvania Highlands Community College Foundation Board

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Jeffrey Wood

## **Ex-Officio Members:**

Trustee Chairperson, Greg Winger

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Vice President of Finance and Administration, Lorraine Donahue

## Program Advisory Committees

### Architectural/Civil: CAD & Design Technology

Ms. Debra A. Balog

*Workforce Development Director*

Johnstown Area Regional Industries

Mr. Patrick J. Mulcahy, Jr.

The EADS Group

Mr. Joseph C. Beyer, Jr.

*Designer, Project Manager*

The EADS Group

### Business

Mr. Richard Cosgrove

*Practice Administrator*

Ophthalmic Associates

Dr. Randy L. Frye

*Dean, School of Business*

St. Francis University

Mr. Shawn Kaufman  
*Director*

Riggs Industries

Hon. Patrick T. Kiniry, J.D.  
*Common Pleas Judge*

Cambria County

Mr. Michael J. Kunko  
*Business Administrator*

Portage Area District

Mr. Richard Mishler  
*Assistant Director of Admissions*

Mt. Aloysius College

Mr. Richard M. Sukenik  
*Controller*

PBF Online/MedcomSoft

## Communication and Media Studies

Dr. Gary J. Dean  
*Professor and Dept. Chair, Adult & Community Ed.*

Indiana University of Pennsylvania

Mr. James K. Platzer, III  
*News Director*

WJAC-TV (NBC), Johnstown, PA

Ms. Wendy W. Stemple  
*Newspaper in Education Coordinator*

Daily American, Somerset

Dr. B. Gail Wilson, Ed.D.  
*Professor of Communications Media*

Indiana University of Pennsylvania

## Computer Technologies

Mr. Brian Belz  
*MIS Technology Director*

Conemaugh Health System

Mr. Michael T. Caglia  
*Assistant Professor*

Cisco Networking Academy, WCCC

Mr. Frank J. Cameron  
*Associate Network Engineer*

Concurrent Technologies Corporation

Mr. G. Justin Slagle  
*ASG Supervisor for Commerical Services*

Atlantic Broadband/Charter Communications

Mr. Kenneth G. Vescovi  
*Network Engineer*

M & T Bank

## **Criminal Justice**

Mr. Kenneth Jubas  
*Executive Director*

Admiral Peary AVTS

Ms. Julie E. Wagner  
*Police Officer*

Johnstown Police Department

## **Education - (Child Development Cluster Programs and Early Childhood Leadership and Management)**

Ms. Christina M. Baughman  
*PreK Counts Director*

Cambria County Child Development Corporation

Ms. Torie Brodish  
*Early Childhood Teacher Education Instructor*

Admiral Peary Area Vocational Technical School

Ms. Sue Bumbarger  
*Executive Director*

Kids First Blair County/Lily Pond Child Development Centers

Ms. Emily M. Freidhof, Program Manager  
*Enrollment & Outreach*

Kids First/Lily Pond Child Development Center

Dr. Bethany M. McConnell, PhD.  
*Assistant Professor of Special Education*

University of Pittsburgh at Johnstown

Dr. Becky L. Piscitella, D.Ed.  
*Mathematics Teacher*

Richland Senior High School

Ms. Erica Ponczek  
*Director of Child Development and Early Learning*

The Learning Lamp

## **Environmental Science**

Jeff Anderson  
*Senior Director for Safety and Occupational Health Services*

Concurrent Technologies Corporation

Dr. Merrilee G. Anderson  
*Associate Professor*

Mount Aloysius College

Dr. Lawerance Kupchella  
*Assistant Professor of Chemistry*

Indiana University of Pennsylvania

Dr. Lisa Pasierb  
*Research Lab Assistant*

John P. Murtha Neuroscience & Pain Institute

Dr. Holly J. Travis  
*Science Coordinator for IUP Upward Bound Math/Science Program*  
Indiana University of Pennsylvania

Christopher D. Sawyer  
*Environmental Scientist*  
Stiffler McGraw & Associates, Inc.

## Allied Health

Ms. Marissa Bazyk  
*Director, HIS & Reimbursement*  
Conemaugh Health System

Ms. Delores Friebe  
*Director of Physician Billing and Coding*  
Conemaugh Physician Group

Ms. Gloria J. Mongelluzzo,  
*Program Director, School of Radiologic Technology,*  
Memorial Medical Center

Ms. Heather Richards  
*Administration/Recruiter - Conemaugh School of Nursing*  
Memorial Medical Center

## Human Services

Dr. Julie A. Barris,  
*Director of Adult Degree & Continuing Studies & Career Services/Associate Dean*  
St. Francis University

Mr. Curtis Davis  
*Grant Writer and Trainer*  
Alternative Community Resource Programs

Ms. Stacie Horvath  
*Administrator*  
Blair County Children, Youth, and Family Services

Ms. Amy M. Horwath  
*Vice President of Mission Services*  
Goodwill of the Southern Alleghenies

Mr. William P. McKinney  
*President*  
United Way of the Laurel Highlands

Dr. John A. Mills,  
*Professor of Psychology and Natural Sciences*  
University of Pittsburgh at Johnstown

Mr. Frederick R. Oliveros  
*Assistant Administrator*  
Cambria County Drug & Alcohol Program

Dr. Alan H. Teich  
*Associate Professor of Psychology and Natural Sciences*  
University of Pittsburgh at Johnstown



Ms. Elizabeth White  
*Administrator*  
Cambria County Children and Youth Service

## **Medical Assisting Technology\*\***

Ms. Donna J. Cooper  
*Document Control Clerk*  
Martin-Baker America

Ms. Janet M. Dravis  
*Graduate, Medical Assisting Technology Program*

Ms. Tracey Eckenrod  
*Certified Nurse Practitioner / Medical Director*  
Lighthouse Medical/Central Anesthesia

Ms. Carri A. Hearn  
*Team Supervisor/Management*  
Staples Office Supply

Ms. Luciana Jones  
*Owner*  
Luciana's Photography

Ms. Marlene Shaulis  
*Graduate, Medical Assisting Technology Program*

Ms. Erica Reighard  
*Dean of Faculty*

Ms. Gaynelle Schmieder  
*Associate Professor, Program Director*

Mr. Michael Grove  
*Adjunct Instructor*

Ms. Rhonda Rose  
*Adjunct Lecturer*

\*\*The Advisory committee for the Medical Assisting Technology Program has a specific configuration unlike the other program advisory committees at Pennsylvania Highlands. The Program follows the core curriculum and standards established by the Medical Assisting Education Review Board. According to Standard II.A. The Advisory Committee must include at least one member from each of the seven "communities of interest." Each member should be assigned tasks based upon their particular knowledge.

## **Pre-Engineering**

Mr. David M. Miller  
*Engineer II*  
H.F. LENZ Co.

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

## Welding Technology

Mr. Bruce Williams

*Director, Custom Fabrication*

Concurrent Technologies Corp.

## Advisor at Large

Mr. William H. Findley

*Writer*

Tribune-Democrat; Retired (2007) from Commonwealth of PA Dept. of Labor and Industry Center for Workforce Information and Analysis

## Senior Staff

Dr. Walter J. Asonevich

*President*

Ph.D., English, University of Delaware;

M.A., English, University of Vermont;

B.A., English, Keene State College

Lorraine Donahue

*Vice President of Finance and Administration*

M.S., Organization and Management, Capella University;

B.S., Finance, Indiana University of Pennsylvania

Trish Corle

*Vice President of Student Services*

M.S. Health and Human Services Administration, Mount Aloysius College;

B.A. Criminology, Indiana University of Pennsylvania

Dr. Barbara Zaborowski

*Interim Vice President of Academic Affairs*

Ph.D., Library & Information Science,

M.L.S., Library Science,

B.A., English Writing, University of Pittsburgh

## Administration

Steven Bender

*Application Support Analyst*

B.A., History, University of Pittsburgh

Gary Boast

*Assistant Vice President of Institutional Research and Assessment*

B.S., Business Administration, Mount Aloysius College;

A.S., Computer Science, Millersville University of Pennsylvania

Brian Bolland

*Desktop Systems Administrator*

A.S.B., Computer Support Specialist, Cambria Rowe Business College

Adam Bowser

*Director, Somerset Center*

B.A., History, University of Pittsburgh at Greensburg

**Daun Boyle**

*Assistant to the Vice President of Student Services*

B.S., Human Services-Management concentration,

A.A., Human Services Management, University of Phoenix

**Reb Brownlee**

*Director of Facilities Operations*

**Larry Brugh**

*Dean of Career Services and Workforce Development*

M.A., Student Affairs in Higher Education, Indiana University of Pennsylvania;

B.A., Sociology, University of Pittsburgh at Johnstown

**Suzanne Brugh**

*Director of Student Activities and Athletics*

B.S., Mathematics, University of Pittsburgh at Johnstown

**Tiffany Byers**

*Human Resources Generalist*

B.S., (Dual Major) Human Resource Management, Small Business Management/Entrepreneurship, Indiana University of Pennsylvania

**Julie Davis**

*Workforce Education Manager*

A.A.S., Business Office Technician, Pennsylvania Highlands Community College

**Marissa Davis**

*Director, Huntingdon Center*

Education Specialist, Leadership in Higher Education, Northcentral University;

M.S., Human Resource Management, Keller Graduate School of Management of DeVry University;

B.S., Behavioral/Social Science, Mount Aloysius College;

A.S.B., Legal Assistant, DuBois Business College

**Carley Denner**

*Head Coach, Women's Volleyball*

B.S., Interior Design, La Roche College

**Cregg Dibert**

*Director of Security and Safety*

B.S., Business Administration, Robert Morris University;

A.A., University Studies, Allegany College of Maryland

**Judith Ebberts**

*Director of Student Financial Services*

M. Ed., Educational Leadership/Higher Education Administration, Lynn University;

B.A., Criminology, Indiana University of Pennsylvania

**Heather Eckels**

*Assistant Center Director, Blair*

M.A., History,

B.A., Government and Public Service, Indiana University of Pennsylvania

**Kathleen Edmiston**

*Assistant to the Vice President of Finance and Administration*

A.S. Management Communications, Pennsylvania Highlands Community College

**Anna Elias-Shaffer**

*Academic Advising Coordinator*

M. Ed., College Student Affairs, Penn State University;

B.A., Public Relations, Juniata College

Cory Fairman

*Assistant Director of Security and Safety*

A.A.S., Criminal Justice, Pennsylvania Highlands Community College

Amanda Farkus

*Student Services Specialist*

M.A., Student Affairs in Higher Education, Indiana University of Pennsylvania

B.A., Psychology, California University of Pennsylvania

Miriam (Kaye) Fink

*KEYS Program Coordinator*

B.S., Management - General Management concentration, Indiana University of Pennsylvania;

A.A.S., Business Management, Pennsylvania Highlands Community College

Dennis Fisher

*Security Officer*

Susan Fisher

*Assistant Vice President of Human Resources*

M.S., Human Resource Management, University of Maryland University College;

B.A., Communication Studies, West Virginia University

Timothy Haberkorn

*Assistant Director of Admissions*

A.A., Liberal Arts with a concentration in Humanities & Social Sciences, Mount Aloysius College

Bridget Hall, LSW

*Counselor*

M.S.W., Social Work, Certificate of Advanced Study, Gerontology, University of Pittsburgh;

B.A. Social Work, Undergraduate Certificate, Gerontology, Gannon University

Melissa Hanley

*Assistant Registrar*

M.S., Leadership Studies-Project Management & Leadership concentration,

B.S., Human Resources, Geneva College;

A.A.S., Computer Forensics, Pennsylvania Highlands Community College

Heidi Hasse

*Student Accounts Manager*

B.A., Business-Accounting concentration, University of Pittsburgh at Johnstown

Mary Hattaway

*Assistant Director of Student Financial Services*

B.S., Human Resources, Geneva College;

A.A.S., Banking/Bank Management, Pennsylvania Highlands Community College

Matt Hoffman

*Chief Information Officer*

M.S., Information Technology with a specialization in System Design & Programming, Capella University

B.A., Communication - Corporate, Robert Morris University

Susan Hunt

*Payroll Accountant*

John Kapello

*Maintenance Mechanic*

A.A.S., Engineering/Mechanical Technology, Saint Francis University

Charles Kelley

*Security Officer*

Alexander Kirby  
*Information Literacy and eLearning Librarian*

M.S., Library Science, Clarion University;  
B.A., History, Indiana University of Pennsylvania

Wayne Langerholc  
*Head Coach, Men's & Women's Cross Country*

J.D., Law, Widener University Law Center;  
B.S., Political Science, Juniata College

Mary Ann Lee  
*Assistant to the Vice President of Academic Affairs*

B.A., Social Sciences-Economics concentration, University of Pittsburgh at Johnstown

Landon Loya  
*Coordinator of Student Life / Head Coach, Men's Basketball*

M. Ed., Education, General-Interdisciplinary concentration  
B.A., Liberal Studies, Frostburg State University

Michael Lucas  
*ADA Specialist / Head Coach, Men's and Women's Bowling*

M.Ed., Education of Exceptional Persons,  
B.S., Elementary Education-Mathematics concentration, Indiana University of Pennsylvania

Michelle Maksymik  
*Executive Assistant to the President*

M.S., Multimedia Technology,  
B.S., Graphic Communications Technology, California University of Pennsylvania

Kay-Leigh Malzi  
*Associate Dean of School Partnerships*

M.Ed., Alternative Education, Lock Haven University;  
B.S., Secondary Education, Clarion University

Cynthia McCabe  
*Dean of Curriculum*

M.A., Student Personnel, Slippery Rock University;  
B.A., Spanish and Government, Sweet Briar College

Sean McCool  
*Creative Services & Marketing Specialist*

B.S., Communication-Emerg Tech/Multi-Media, Slippery Rock University

Sarah McCullough  
*School Partnerships Specialist*

B.A., English Literature-Writing concentration, Pennsylvania State University;  
B.A., Social Science-Education concentration, Ashford University

Cara Moyer  
*Career Counselor*

B.S., Psychology, Mansfield University of Pennsylvania

Mindy Nitch  
*Director, Student Success Center*

M.A., Counseling Services, Indiana University of Pennsylvania;  
B.S., Natural Sciences-Psychology concentration, University of Pittsburgh at Johnstown

Robert Obetts  
*Help Desk Technician*

A.S.T., Computer Network Systems, ITT Technical Institute

Todd Oswalt

*Network Administrator*

B.S., Information Systems Management, Slippery Rock University of Pennsylvania

Andrew Podolak

*Marketing & Communications Assistant*

B.A., Business-Accounting concentration, University of Pittsburgh at Johnstown

Christopher Pribulsky, C.P.A.

*Director of Finance and Administration*

B.A., Business Economics-Accounting concentration, University of Pittsburgh at Johnstown

Erica Reighard

*Dean of Faculty*

M.H.R.M., Human Resource Management,

B.A., Philosophy, Saint Francis University

Nicole Robson

*Assistant to the President's Office*

B.A., Business-Management concentration, University of Pittsburgh at Johnstown

Hannah Ross

*Admissions Specialist*

A.A., General Studies, Pennsylvania Highlands Community College

Robert Sekerak

*Director, Ebensburg Center*

M.S., Organizational Leadership,

B.S., Organizational Development, Geneva College;

A.A.S., Accounting, A.A.S., Business Management, Pennsylvania Highlands Community College

Robert Shaffer

*Student Accounts Manager*

B.S., Accounting, Saint Francis University

Polly Simmons

*Sign Language Interpreter*

Craig Smith

*Security Officer*

Diane Smith

*Systems Analyst*

B.S., Professional Studies: Math, Science, and Computer Science,

A.S., Business Administration: Microcomputer Applications Specialization, Mount Aloysius College

George Soika, C.P.A.

*Staff Accountant*

B.S., Accounting, Saint Francis University

Michelle Stumpf

*Dean of Enrollment Services and Registrar*

M.A., Student Affairs in Higher Education, Indiana University of Pennsylvania;

B.S., Secondary Education, Biology and General Science concentration, University of Pittsburgh at Johnstown

Dawn Thompson

*Adjunct Faculty Coordinator*

Gloria Venet

*Staff Accountant*

M.B.A., Business Administration, Saint Francis College;

B.A., Accounting, University of Pittsburgh at Johnstown

Raymond Weible, Jr.  
*Director of Marketing & Communications*

M.S., Integrated Marketing Communications,  
B.S., Journalism, Advertising, West Virginia University

Linda Wess  
*Financial Aid Coordinator*

B.S., Marketing, Indiana University of Pennsylvania

Valerie Wojcik  
*Continuing Education Manager*

B.S., Management Information/Office Information Systems, Robert Morris University

Alan Zimmerman  
*Security Officer*

John Zlater  
*Web Applications Analyst*

M.S., Information Technology Project Management-Information Systems specialization, Robert Morris University;  
B.S., (Dual Major) Computer Systems Management, Organizational Leadership, Saint Francis University

## Faculty (Full-Time)

Melissa Boback  
*Assistant Professor, Accounting*

M.S., Accountancy, University of Phoenix;  
B.S., Accounting, Mount Aloysius College

Richard Bukoski  
*Assistant Professor, Communication and Media Studies*

M.A., Adult and Community Education, Indiana University of Pennsylvania;  
B.A., Speech Communication, Edinboro University

Dr. Robert Clark  
*Associate Professor of Criminal Justice and Social Sciences*

Ph.D., Administration and Leadership Studies in Human Services,  
M.A., Sociology,  
B.A., Sociology, Indiana University of Pennsylvania

Daniella Cope  
*Associate Professor, Human Services*

M.A., Clinical Mental Health Counseling, Indiana University of Pennsylvania;  
B.A., Psychology, St. Vincent College

Stephen Csehowski  
*Assistant Professor, Building Systems/Construction Technology*

B.S., Construction Management, Everglades University;  
A.S.T., Architectural Computer Graphics, Pittsburgh Technical Institute

Marilyn Danchanko  
*Professor Emeritus, Mathematics*

M.Ed., Mathematics,  
B.S.Ed., Mathematics, Shippensburg University

Susan Donald  
*Lecturer, Health Care Professions/Medical Assisting Practicum Coordinator*

B.S., Nursing, University of Pittsburgh at Johnstown

**Morgan Dugan**

*Instructor, Early Childhood Education*

M. Ed., Education, Saint Francis University;

B.S., Elementary Education, University of Pittsburgh at Johnstown

**Robin Hughes**

*Assistant Professor, Mathematics*

M.A.T., Secondary Education, Kent State University;

M.B.A., Business Administration, Saint Francis University;

B.S., Mathematics, University of Pittsburgh

**Christopher Lint**

*Associate Professor, Basic Communication Skills*

B.A., Secondary Education-Spanish concentration, University of Pittsburgh

**Yvette Madison**

*Associate Professor, Human Services*

M.S.W., Social Work, University of Pittsburgh;

B.A., Psychology, Seton Hill University

**Mary Ann McCurdy**

*Associate Professor, Mathematics*

M.Ed., Mathematics Education,

B.S., Mathematics Education, Indiana University of Pennsylvania

**Jeannine McDevitt**

*Professor, English*

M.A., English Literature, Purdue University;

B.A., English, Seton Hill University

**Dennis Miller**

*Assistant Professor, Criminal Justice*

M.A., Criminology,

B.A. Criminology, Indiana University of Pennsylvania

**Jill Mitchell**

*Associate Professor, Biological Sciences*

M.A., Science Education - Biology, Western Governors University;

B.S., Biology Education,

B.A., Biology, Indiana University of Pennsylvania

**Michelle Myers-Claypole**

*Assistant Professor, Biological Sciences*

M.S., Biology, Indiana University of Pennsylvania;

B.S., Pre-Veterinary/Biology, Juniata College

**Dr. Russell Newman**

*Associate Professor, English*

Ph.D., English, Indiana University of Pennsylvania;

M.A., English,

B.A., English, James Madison University

**Marie Polka**

*Assistant Professor, Mathematics*

M.S., Mathematics, Indiana University of Pennsylvania;

B.S., Secondary Education, Pennsylvania State University

**Gaynelle Schmieder, RN**

*Associate Professor, Health Care Professions*

M. Ed., Curriculum and Instruction, Clarion University;

B.S., Nursing, St. Francis University



Sandra Schrum

*Professor, Business Management*

M.A., Adult and Community Education, Indiana University of Pennsylvania;

M.A., Industrial Relations/Human Resource Management,

B.S., Management,

A.S., Business Administration, Saint Francis University

Wayde Simington

*Temporary Lecturer, Mathematics*

B.S., Secondary Education & Mathematics, University of Pittsburgh at Johnstown

Dr. Matthew Sisak, D.C.

*Associate Professor, Biological Sciences*

D.C., Palmer College of Chiropractic;

B.S., Natural Science, Pre-Chiropractic concentration, Indiana University of Pennsylvania

Sherri Slavick

*Assistant Professor, Physical Sciences*

M.S. Science Education, Lebanon Valley College;

B.S., Secondary Education, Biology and General Science concentration, University of Pittsburgh at Johnstown

Joseph Slifko, Jr.

*Professor, Business Management*

M.A. Personnel Administration/Industrial Relations , Saint Francis University;

B.A., Business Economics, University of Pittsburgh

Dr. Kevin Slonka

*Assistant Professor, Computer Science*

Sc.D, Information Systems & Communications,

M.S., Information Security & Assurance,

M.S., Information Technology Project Management-Information Systems specialization, Robert Morris University;

B.S., Information Technology, Mount Aloysius College

Jason Wojcik

*Professor, History and Cultural Studies*

M.A., History, Duquesne University;

M.A.T, Instruction and Learning-Social Studies Education concentration,

B.A., History, University of Pittsburgh

William Wolff

*Professor, Chemistry*

M.A., Chemistry,

B.S.Ed, Chemistry Education, Indiana University of Pennsylvania

Leisa Zuccolotto

*Instructor, Computer Information and Communications Technology*

B.S., IT-Security Emphasis, Western Governors University

## Faculty (Part-Time Instructor)

Robert Alderman

*English*

M.F.A., Creative Writing,

B.A., English,

A.A., University of South Florida

Rasheedah Alexander

*English*

M.A., English - Writing concentration, University of Dayton

**Brittany Anderson**

***Accounting, Business***

*Ph.D., Business Management* with a specialization in Accounting, Capella University;

M.S., Accounting,

B.S. Business-Accounting, Kaplan University

**Christopher Andrejcik**

***Spanish***

M.A., Spanish, Pennsylvania State University;

B.A., Spanish & Management, Saint Vincent College

**Patrick Baney**

***Communications***

M.A., Adult & Community Education - Communications Technology concentration, Indiana University of Pennsylvania

**Philip Barber**

***Accounting***

M.B.A., Business Administration with a specialization in Accounting, Duke University;

M.B.A., Business Taxation, University of Southern California;

B.A., Economics, University of California, Los Angeles

**Dr. Mark Barnes, D.C.**

***Biology***

Doctor of Chiropractic, New York Chiropractic College;

B.S., Biology, Susquehanna University

**Sarah Barrett**

***Psychology, Sociology***

M.S.W., Social Work, University of Houston;

B.S., Social Work/Politics, Juniata College

**Jessica Barron**

***Communications, Computer Information Technology***

M.A., Adult and Community Education, Indiana University of Pennsylvania;

B.A., Communication, Seton Hill College

**Joshua Beck**

***Economics***

M.B.A., Business Administration, Saint Francis University;

B.A., Business - Accounting & Management concentration, University of Pittsburgh

**Khuwailah Beyah**

***English***

M.A., Liberal Studies, Duke University

**Michelle Billings**

***Medical Coding***

M.A., Professional Counseling,

B.S., Business Administration, Liberty University

**Raphael Biry**

***Communications, Media Production***

M.A., Adult & Community Education - Communications Technology concentration, Indiana University of Pennsylvania

**Jackson Bower**

***Computer Information Technology***

M.S., Information Security & Assurance, Robert Morris University;

B.S., Computer Science, University of Pittsburgh

Megan Boyer

*Mathematics, English*

M.S., Leadership-Sports Leadership concentration, Duquesne University;

B.A., Financial Management & Composition, Juniata College

Ellen Breitenbach

*Business*

M.B.A., Business Administration - Project Management concentration,

B.S., Business Administration, Mount Aloysius;

A.S.B., Accounting & Business-Management, Altoona School of Commerce

Elijah Bremer

*Philosophy, Religious Studies*

M.Ed., Teaching & Curriculum, Pennsylvania State University;

B.A., (Dual Major) History, English & Philosophy, Mount St. Mary's University

Patrick Breslin

*Communications*

M.A., Communications - Interpersonal Communication track, University of Central Florida;

B.A., Spanish, Millersville University of Pennsylvania

Dr. Brian Burke

*Education, English, Developmental Studies*

Ph.D., English - Composition & TESOL concentration, Indiana University of Pennsylvania

M.A., English,

B.S.Ed., Secondary Education, English, Clarion University

Christine Butterbaugh

*Sociology*

M.S., Professional Counseling - Alcohol & Drug Counseling concentration, Carlow University;

B.S., Sociology/Criminal Justice, Saint Francis University

Jerrold Cannistraci

*Music*

M.Ed., Educational Psychology,

B.S.Ed., Music Education, Indiana University of Pennsylvania

Angela Cochran

*Mathematics*

M.S., Curriculum & Instruction, Saint Vincent College;

B.S., Secondary Education-Mathematics, York College of Pennsylvania

Dr. Victoria Cope

*English and Communications*

Ph.D., Literature, Wornborough University;

M.A., English, Indiana University of Pennsylvania;

B.A., Humanities-English Literature concentration, University of Pittsburgh at Johnstown;

Associate, General Studies, Montgomery Community College

Lisa Covitch

*Psychology, Sociology*

M.A., Public Affairs, Indiana University of Pennsylvania;

B.S., Child & Adolescent Development, Pennsylvania State University

Andrea Criswell

*Health Sciences*

M.S., Food and Nutrition,

B.S., Dietetics, Indiana University of Pennsylvania

Morgan Daugherty

*Sociology*

M.S.W., Social Work, University at Buffalo SUNY

Jared Divido

*Biology*

M.S., Anatomy & Advanced Forensic Anthropology, University of Dundee;

B.A., Anthropology, Indiana University of Pennsylvania

Dr. Maria Ellenberger

*English*

Ph.D., English - Literature and Criticism concentration,

M.A., English - Literature concentration, Indiana University of Pennsylvania;

B.A., English Literature, University of Pittsburgh at Johnstown

Eric Farabaugh

*Physics*

M.S., Engineering Management, Robert Morris University;

B.S., Electrical Engineering Technology, University of Pittsburgh at Johnstown

Sheila Farr

*English*

M.A., English, Gannon University;

B.A., English Writing & English Literature, Thiel College

Jessica Ferguson

*Business, Economics, Communications*

M.B.A., Business Administration,

M.H.R.M., Human Resources Management, Saint Francis University;

B.S., Business - Financial Services concentration, Pennsylvania State University

Kimberly Flanders

*Media Production, Business, Accounting*

M.B.A., Business Administration,

B.S., Marketing, Indiana University of Pennsylvania

Simone Flesik

*Biology*

D.C., Chiropractic, Palmer College of Chiropractic

Megan Flower

*Spanish, Criminal Justice*

J.D., Juris Doctor, Duquesne University,

B.A., Political Science, Susquehanna University

Michele Fochtman

*Early Childhood Education*

M.Ed., Education-General, School Counseling concentration, Frostburg State University;

B.A., Business - Accounting concentration, University of Pittsburgh at Johnstown

Christina Fosbrink

*Communications*

M.S., Multimedia Technology,

B.A., Communication Studies - Radio & Television concentration, California University of Pennsylvania

Dana Friedman

*Computer Information Technology, Academic/Career Planning*

M.Ed., Leadership,

B.S., Computer Systems Management, Saint Francis University;

A.A.S., Computer Information & Communication Technology, Pennsylvania Highlands Community College

**John Fris**

*Computer Information Technology*

M.Ed., Business/Workforce Development,

M.A., Adult & Community Education,

B.S., Finance, Indiana University of Pennsylvania

**Dr. Matthew Froehlich, D.C.**

*Biology*

D.C., Chiropractic, Life Chiropractic College West;

B.S., Biology, University of Pittsburgh

**Buddy Fulton**

*Health Sciences, Computer Information Technology, Business*

M.B.A., Business Administration, Saint Francis University;

B.S.B.A., Management, Slippery Rock University

**Samantha Gavin**

*Sociology*

M.A., Criminology, Indiana University of Pennsylvania;

B.S., Criminology/Criminal Justice & Sociology, Keuka College

**Ryan George**

*English, Communications*

M.A., Creative Writing, Wilkes University;

B.A., Communication, Waynesburg College

**Joseph Giossi**

*Biology*

M.S., Integrative & Biomedical Physiology, Pennsylvania State University;

B.S., Biology, South Dakota State University

**Annette Godissart**

*Biology*

M.B.A., Business Administration - Management concentration, Indiana University of Pennsylvania;

B.S., Microbiology - Medical Technology concentration, Pennsylvania State University

**Lawrence Goetz**

*Sociology*

M.A., History, Indiana University of Pennsylvania;

B.A., Social Sciences, University of Pittsburgh at Johnstown

**Daryle Gracey**

*Psychology*

M.S., Professional Counseling, Carlow University;

B.A., Psychology, Seton Hill College

**Shontae Graham**

*Psychology*

M.H.S., Human Services, Lincoln University;

B.A., Psychology, Edinboro University

**Derek Gresh**

*English*

M.A., English - Teaching English concentration, Indiana University of Pennsylvania;

B.A., Writing, University of Pittsburgh at Johnstown

**Michael Grove**

*Health Sciences*

M.Ed., Education,

B.S., Nursing, Saint Francis College

**Charles Hamonko**

*Business, Economics*

M.A., Personnel Administration,

M.A., Industrial Relations-Labor Relations, Saint Francis College;

B.A., Secondary Education-Social Sciences concentration, University of Pittsburgh at Johnstown

**James Hanley**

*Business*

M.B.A., Business Administration-Executive concentration, Indiana University of Pennsylvania

**Shane Himes**

*Computer Science*

M.B.A., Business Administration, Saint Francis University;

B.S., Business - Financial Services concentration, Pennsylvania State University

**Jasmine Hines**

*Biology*

M.S., Biotechnology, Johns Hopkins University

**Nicole Holby**

*Psychology, Sociology*

M.S., School Counseling, Capella University;

B.S., English, Shippensburg University

**Cara Huerbin**

*Biology*

M.A.T., Instruction & Learning - Science Education concentration,

B.S., Biological Sciences, University of Pittsburgh

**Joni Hufford**

*Business*

M.B.A., Business Administration,

B.A., Business - Management concentration, University of Pittsburgh

**Marie Hufford**

*Mathematics*

M.A., Mathematics,

B.S., Mathematics, University of Pittsburgh at Johnstown

**Aimee Itle**

*Biology*

M.Ed., Curriculum & Instruction,

B.S., Animal Bioscience, Pennsylvania State University

**Thomas Keyes**

*Business*

M.B.A., Business Administration, John Hopkins University Carey Business School;

B.A., English, University of Maryland, Baltimore County

**Kaitlyn Kieta**

*Biology*

M.S., Biotechnology - Biotechnology Management specialization, University of Maryland University College;

B.S., Animal Sciences, Pennsylvania State University

**Kristie King**

*Psychology, Sociology*

M.S.W., Social Work - Service to Hispanic Children & Families concentration, Our Lady of the Lake University;

B.S.W., Social Work, Kutztown University of Pennsylvania;

A.A., Social Work, Reading Area Community College

**Dr. Erik Kormos**

*Communications*

Ph.D., Communication Media & Instruction Technology, Indiana University of Pennsylvania;

M.Ed., Curriculum & Instruction, Cleveland State University;

B.S., Communication-Journalism, Slippery Rock University

**Thomas Kunrod**

*Business, Economics*

J.D., Law, Thomas M. Cooley Law School;

B.A., History, Saint Francis College

**Alyshia Lacey**

*Mathematics*

P.S.M., Applied Mathematics, California University of Pennsylvania;

B.S., Mathematics - Secondary Education concentration, Saint Francis University

**Eve Laidacker**

*Health & Wellness*

M.S., Higher Education Counseling/Student Affairs, West Chester University

**Jodi Lambertus**

*Mathematics*

M.Ed., Education, Saint Francis University;

B.S., Secondary Education - Mathematics concentration, University of Pittsburgh at Johnstown

**Robert Lamkin**

*History, Geography, Government*

M.A., History, Indiana University of Pennsylvania;

B.A., History/Secondary Education, Crown College

**Robin Latchford**

*Business*

M.B.A., Business Administration,

B.S., Business Administration,

A.S., Business Administration, Saint Francis University

**Dr. Andrew Mack**

*Biology*

Ph.D., Biology, University of Miami;

B.A., Biological Sciences, University of Delaware

**Kelly Maffia**

*Psychology, Sociology*

M.S.W., Social Work, The Ohio State University;

B.S., Social Work, Juniata College

**Robert Mainhart**

*Communications, Media Production*

M.B.A., Business Administration,

B.S., Management, Saint Francis University

**Dave Mastovich**

*Transfer*

M.A., Political Science, University of Kentucky;

B.A., Political Science, Indiana University of Pennsylvania

**David McCabe**

*Religion*

M.Div., Divinity, Union Presbyterian Seminary;

B.A., Religion, Washington & Lee University

**Irvin Meredith**  
*Health Sciences*

M.S.P., Pharmaceutical Sciences-Medication Therapy Management, University of Florida;  
M.B.A., Business Administration, Executive concentration, Indiana University of Pennsylvania;  
B.S., Pharmacy, University of Pittsburgh at Johnstown

**Chris Meyer**  
*Computer Science*

P.S.M, Professional Science Masters in Cybersecurity, California University of Pennsylvania

**Gloria Mongelluzzo**  
*Health Sciences, Biology*

M.Ed., Health Education, Pennsylvania State University;  
B.S., Radiologic Technology, California University of Pennsylvania

**Megan Montag**  
*Health Sciences, Healthy Lifestyles*

M.A., Health Education and Promotion, East Carolina University;  
B.S., Clinical Dietetics-Nutrition, University of Pittsburgh

**Giovanni Montenegro, Psy.D**  
*Psychology*

Psy.D., Clinical Psychology, Massachusetts School of Professional Psychology;  
B.A., Psychology & Politics, New York University

**Jessica Moore**  
*English*

M.A., English, Southern New Hampshire University;  
B.A., English, Pennsylvania State University

**Katie Moyer**  
*Education*

M.Ed., Educational Leadership - College Student Affairs concentration,  
B.S.Ed., Special Education / Early Childhood, Bloomsburg University of Pennsylvania

**Marjorie Moyer**  
*Art*

M.A., Art History, Virginia Commonwealth University;  
B.A., Liberal Arts, Pennsylvania State University

**Randi Myers**  
*ACE, Psychology, Sociology*

M.S.W., Social Work,  
B.S.W., Social Work, Shippensburg University

**Shannon Nicoloff, Psy.D.**  
*Psychology, Communications*

Psy.D., Counseling Psychology,  
M.A., Counseling Psychology, University of St. Thomas;  
B.A., Communication Arts & Psychology, Hamline University

**Tara Pardee**  
*Education*

M.Ed., Education - Special Education concentration,  
B.A., Early Childhood Education, Carlow University;  
B.A., Sociology - Clinical Sociology concentration, Indiana University of Pennsylvania



**Mark Parfitt**

*Computer Information Technology, Business*

M.B.A., Management, SUNY Empire State College;

B.S., Organizational Leadership, Saint Francis University;

A.S.B., Business Administration-Management/Marketing, South Hills School of Business & Technology

**Jessica Peacock**

*Psychology, Sociology*

M.A., Human Services: Marriage & Family, Liberty University;

B.S., Psychology, Business option, Pennsylvania State University

**Becky Piscitella**

*Mathematics*

D.Ed., Curriculum & Instruction,

M.Ed., Mathematics Education, Indiana University of Pennsylvania

**Joanne Plack**

*Developmental Studies, FYE, Psychology, Healthy Lifestyles*

M.Ed., Urban Education, Alvernia University;

M.Ed., Educational Leadership, Edinboro University;

B.A., Psychology, Duquesne University

**Monika Pringle, MD**

*Health Sciences*

Medical Doctor-Medicine, Trisakti University

**Gregory Reynolds**

*Psychology*

M.A., Clinical Mental Health Counseling, Indiana University of Pennsylvania;

B.A., Business Management, University of Pittsburgh at Johnstown

**Christine Rhoades**

*Psychology, Sociology*

M.Ed., School Counseling,

B.S., Communications Media, Indiana University of Pennsylvania

**Rebecca Ritchey**

*American Sign Language*

M.A.Ed., Adult Education & Training, University of Phoenix;

B.A., Sign Language/Interpreter Education, Mount Aloysius College

**Eric Roman**

*Computer Aided Drafting, Architectural/Civil Design*

A.S.T., Industrial Design Technology, The Art Institute of Pittsburgh

**Anthony Ross**

*Mathematics*

M.A.T., Mathematics, Bowling Green State University;

B.A., Mathematics, Thiel College

**Daniel Ross**

*Mathematics*

M.S., Mathematics, Indiana University of Pennsylvania;

B.S., Computer Engineering, Pennsylvania State University

**Andrew Scanlan**

*Biology*

M.S., Ecology, Pennsylvania State University;

B.S., Biology - Marine Biology concentration, Saint Francis University

Lori Schroth

*Environmental Science, BioHazard*

D.B.A., Business Administration, California Southern University;

M.S., Occupational Safety & Health/Environmental Management, Columbia Southern University;

B.S., Natural Science & Safety Sciences, Indiana University of Pennsylvania

Stephenie Schroth

*Computer Science, Education*

Ph.D., Learning, Design, and Technology,

M.Ed., Instructional Systems, Educational Technology option,

B.S., Elementary & Kindergarten Education, Elementary Education Technology option, Pennsylvania State University

Gwendolyn Schwab, MD

*Health Sciences, Healthy Lifestyles*

MD, Medicine, West Virginia University;

B.S., Biological Basis of Behavior - Behavioral Neuroscience & Behavioral Medicine concentration, University of Pennsylvania

Gary Sechrengost

*Biology*

M.Ed., Leadership, Saint Francis University;

B.S., Secondary Education, Pennsylvania State University

Carl Sell

*English*

M.A., English - Literature concentration, Indiana University of Pennsylvania;

B.A., English, Pennsylvania State University

Joseph Sernell

*Academic/Career Planning*

M.B.A., Homeland Security, Northcentral University;

B.A., Geography, University of Pittsburgh

Theresa Sewalk

*Biology*

D.C., Chiropractic, Sherman College of Chiropractic;

M.S., Nutrition & Functional Medicine, University of Western States;

B.S., Biology, University of Pittsburgh at Johnstown

Steven Shaffer

*Philosophy*

D.Ed., Adult Education, Pennsylvania State University

Thomas Shepherd

*Criminal Justice*

M.S., Administration of Justice/Juvenile Justice, Shippensburg University

Erin Shifflett

*English*

M.Ed., Counseling & Development,

M.L.A., Liberal Arts, Auburn University Montgomery;

B.S.Ed., Language Arts Education, Troy University

Dr. Andrew Sicree

*Physics*

Ph.D., Geochemistry & Mineralogy, Pennsylvania State University;

B.S., Chemistry & English, Carnegie Mellon University

Allegra Slick

*Early Childhood Education, Mathematics*

M.Ed., Early Childhood Education, Northern Arizona University

B.A., Mathematics, Seton Hill College

**Kenneth Smith**

*Business, Accounting, Computer Information Technology*

M.B.A., Business Administration, Saint Francis University;

B.S., Manufacturing Engineering, Bradley University

**Melissa Sneath**

*Criminal Justice*

M.A., Social Science - Applied Criminology concentration, California University of Pennsylvania;

B.A., (Dual Major) Psychology & Sociology, Dickinson College

**David Stains**

*Philosophy*

M.o.D., Divinity,

S.T.M., Sacred Theology, United Theological Seminary

**Marco Stango**

*Philosophy*

Ph.D., Philosophy & Theory of Human Sciences, University of Macerata-Italy;

M.A., Philosophy,

B.A., Philosophy, Universita Cattolica del Sacro Cuore

**William Stanko**

*Business*

M.B.A., Business Administration, Drexel University;

B.A., Social Sciences - Business Economics concentration, University of Pittsburgh at Johnstown

**Trudi Stasko**

*Developmental Studies, English, Academic/Career Planning*

M.S.Ed., Education-Elementary Reading & Literacy concentration, Walden University;

B.S., Elementary Education, University of Pittsburgh

**Seth Tanner**

*Psychology, Criminal Justice, Sociology*

JD, Juris Doctor, Duquesne University;

B.A., Political Science, Juniata College

**Dr. Marsha Tate**

*Communications, Computer Information Technology*

Ph.D., Mass Communications, California University of Pennsylvania;

M.A., Communications, Bloomsburg University of Pennsylvania;

M.S., Library Science, Clarion University;

B.A., Political Sciences, Pennsylvania State University

**Nina Tedeschi**

*Music*

M.M., Applied Music, Duquesne University;

B.A., Music, Lycoming College

**Samson Thoburn**

*English*

Masters, English Studies - Contemporary Literature & Culture concentration,

B.A., English Literature & American Studies, University of Manchester

**Rachel Thomas-Kimmel**

*English, Communications*

M.A., English, Indiana University of Pennsylvania;

B.A. Communications, Pennsylvania State University

Lynn Thompson

*Biology*

M.S., Nursing, Pennsylvania State University;

B.S., Registered Nurse, Mount Aloysius College

Stephen Tomasko

*Computer Information Technology*

M.S., Information Technology, Capella University;

B.S. Professional Studies-Math, Science, Computer Science, Mount Aloysius College;

A.A.S. Electronics Technology, Pennsylvania Highlands Community College

Tracy Tredennick

*Psychology, Sociology*

M.S.W., Social Work,

B.A., Social Sciences - Sociology concentration, University of Pittsburgh at Johnstown

Christine Trexler

*Computer Science*

M.B.A., Management, Salve Regina University

Dr. John Trimble

*Healthy Lifestyles, Biology*

Ph.D., Microbiology, Pennsylvania State University;

B.S., History, Saint Francis University

Patrick Trimble

*Geography*

M.S., Geography, Pennsylvania State University;

B.A., Geography, Indiana University of Pennsylvania

Raymond Trybus

*Biology*

M.S.S., Sports Science, United States Sports Academy;

B.S., Biology, Saint Francis University

Douglas Tussey

*Physics*

M.Ed., Physics,

B.S., Astronomy & Astrophysics, Pennsylvania State University

Jason Upton

*Communications, Religion*

M.S., Organizational Leadership, Geneva College;

B.A., Biblical Studies, Indiana Bible College;

A.A., Letters, Arts, Science, Pennsylvania State University

Holly Uram

*Criminal Justice*

M.A., Criminology, Indiana University of Pennsylvania

Kimberly Vandevander

*Business, FYE, Academic/Career Planning*

M.B.A., Marketing,

B.S., Business-Management, University of Phoenix;

Associate, Medical Secretary, Altoona School of Commerce

Tracy Vargas

*Sociology*

M.A., Sociology, Indiana University of Pennsylvania;

B.A., Sociology, University of Pittsburgh at Johnstown

Dr. Jessica Vespoli

*Biology*

Ph.D., Biological Sciences - Cell Biology, Kent State University;

B.S., Biology, University of Pittsburgh at Johnstown

Michelle Voegtly

*Psychology*

M.A., Clinical Mental Health Counseling, Indiana University of Pennsylvania;

B.A., Psychology, Mount Aloysius College

Richard Von Schlichten

*History*

MSLS, Library & Informational Studies - School Library Administration concentration, Clark Atlanta University;

B.A., History, Georgia Southwestern State University

Anja Wagner

*Psychology*

M.Ed., Special Education,

B.S., Special Education - Young and/or Severely Handicapped concentration, Pennsylvania State University

Shasta Wagner

*Early Childhood Education*

M.Ed., Teaching & Learning, Lock Haven University;

B.S.Ed., Elementary Education - Mathematics concentration, Indiana University of Pennsylvania;

A.A.S., Human Services - Early Child Care and Development concentration, Pennsylvania Highlands Community College

Barbara Walker

*Health and Wellness*

M.S., Counseling and Personnel Services,

B.A., Elementary Education, Purdue University

Kolby Wasnick

*Accounting*

M.B.A., Business Administration,

B.S., Accounting, Mount Aloysius College

John Wenturine

*Business*

Master of Public & International Affairs, Security & Intel Studies, University of Pittsburgh,

B.S., Marketing, Indiana University of Pennsylvania

Paula Zitzler

*Anthropology/Sociology*

M.S., Public Archeology, Rensselaer;

B.A., Anthropology, Indiana University of Pennsylvania

## Faculty (Part-Time Lecturer)

Patte Bechtold

*Mathematics*

B.S., Secondary Education Mathematics and General Studies, University of Pittsburgh at Johnstown

Jessica Boes

*Health Sciences*

B.S., Business/Marketing, University of Phoenix

Patricia Corrente

*Mathematics*

B.S., Mathematics Education, Pennsylvania State University

Cynthia Frazier

*Health Sciences*

A.A.S., Healthcare Information Specialist, Pennsylvania Highlands Community College

Sam Fuge

*Music, Healthy Lifestyles*

Bachelor of Music, Music - Music Education concentration, West Virginia University

Lari Gallaher

*Mathematics*

B.S.Ed., Secondary Education Mathematics, Lock Haven University

Laura Gaunt

*Patient Care Technician*

B.S., Nursing, University of Pittsburgh at Johnstown

Matthew Harnett

*Computer Aided Drafting, BUI*

B.A., Secondary Education - English concentration, University of Pittsburgh at Johnstown

Jaime Helbig

*Art*

B.S., Art Education, Indiana University of Pennsylvania

Amanda Hoffman

*Diet Therapy*

B.S., Nutritional Sciences, Pennsylvania State University

Donald Howard

*Welding*

Ryan Kieta

*Architectural/Civil Design*

Bachelor of Landscape Architecture, Landscape Architecture - Geography concentration, Pennsylvania State University

Samantha Kinley

*Mathematics*

B.A., Mathematics - Secondary Education concentration, Saint Francis University

Mary Knight

*Health Sciences*

A.S.T., Health Information Technology, South Hills Business School

Dane Lamont

*English, Communications*

B.A., English - English-Writing concentration, Edinboro University

Robert Malcolm

*Mathematics*

B.S., Chemistry & Secondary Education - Chemistry & General Science concentration, University of Pittsburgh at Johnstown

George Markovich

*Welding*

Matthew Matusko

*Architectural/Civil Design*

Shelley Merrell

*Art*

B.A., Art History & Graphic Design History, Edinboro University

Annette Nagle

*Music*

B.A., Letters, Arts, Science, Pennsylvania State University

Ryan Perrin

*Physics*

B.S., Physics, Indiana University of Pennsylvania;

A.S., Liberal Arts/Science-Mathematics/Science, Jamestown Community College

Farhad Rashnavadi

*Mathematics, Health Sciences, Healthy Lifestyles*

B.S., Chemistry, University of Arkansas at Pine Bluff

A.S., Engineering, Metropolitan Community College

Rhonda Rose

*Health Sciences*

B.S., Nursing, University of Pittsburgh

Tracy Spade

*Health Sciences*

B.S., Registered Nurse,

A.S., Nursing, Mount Aloysius College

Robert Speicher

*Mathematics*

B.S., Secondary Education - Mathematics concentration, University of Pittsburgh at Johnstown

Michael Trigona

*Computer Information Technology*

B.A., Business - Management concentration, University of Pittsburgh

Robert Vlasaty

*Mathematics, Computer Information Technology*

B.S., Secondary Education Mathematics,

B.S., Electrical Engineering Technology, University of Pittsburgh at Johnstown

John Young

*Computer Information Technology*

B.A., Business-Management concentration, University of Pittsburgh

## Support Staff

Scott Beamer

*Admissions Coordinator*

A.A.S., Business Management, Pennsylvania Highlands Community College

Catharine Berret-Fornoff

*Reference Services Assistant*

B.A., English Literature & Writing, University of Pittsburgh

Jennifer Biggs

*Academic Instruction Secretary*

B.S., Behavioral Science, Saint Francis University;

A.A., Psychology,

A.A., Liberal Arts & Sciences, Pennsylvania Highlands Community College

Brenda Brewer

*Administrative Coordinator, Somerset*

B.S., Business Administration, Longwood College

Pamela Buseck  
*Administrative Coordinator, Blair*

Timothy Crawford  
*Service Worker*

Jonathan Dixon  
*Custodian, Blair*

Vicky Eckenrode  
*Administrative Coordinator, Ebensburg*

A.A.S., Secretarial Technology,  
A.A.S., Business Management, Pennsylvania Highlands Community College

Mark Gyurik  
*Service Worker*

Amanda Helbig  
*Admissions & Information Clerk, Blair*  
B.S., Business, Pennsylvania State University

Holly Hostetler  
*Purchasing & Mail Services Clerk*  
A.S., Accounting, Pennsylvania Highlands Community College

Jonathan Kohan  
*Service Worker*

Eileen Kyler  
*Library Clerk*  
A.A.S., Computer Information and Communication Technology, Network Administration, Pennsylvania Highlands Community College

Brittany Lapczynski  
*Center Director Assistant, Ebensburg*  
A.A., General Studies, Pennsylvania Highlands Community College

Cheryl Long  
*Administrative Coordinator, Huntingdon*

Michaela Long  
*Center Director Assistant, Somerset*  
B.A., Media Studies - International Communication, Pennsylvania State University

Amber Mangus  
*Service Worker*

Chantel Musser  
*Administrative Coordinator, Huntingdon*

Craig Peracchino  
*Service Worker*

Robert Podolak  
*Service Worker*

Thomasa Pridgen  
*Student Records Assistant*  
B.A., English, California University of Pennsylvania;  
A.A., Liberal Arts, Pennsylvania Highlands Community College



Andrea Pulsney  
*Administrative Coordinator, Blair*  
B.S., Business-Management, Liberty University

Connie Russell  
*Student Success Center Secretary*  
A.A.S., Secretarial Technology, Pennsylvania Highlands Community College

Steven Russo  
*Service Worker*

Kathleen Samay  
*Administrative Assistant*  
B.A., Art, Indiana University of Pennsylvania

Kathleen Schutte  
*Admissions & Information Clerk*

Polly Simmons  
*Sign Language Interpreter*

Richard Stock  
*Service Worker*

Sally Tiracave  
*KEYS Program Student Facilitator*  
B.A., History/Secondary Education, Saint Francis University

Nancy Webb  
*Student Accounts Assistant*  
A.A.S., Health Related Professions, Saint Francis University

Melissa Zukus  
*Financial Aid Assistant*  
A.S.B., Secretarial Sciences, ICM School of Business



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