

2025-2026
**ACADEMIC
CATALOG**




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The Pennsylvania Highlands Community College Academic Catalog is fully online and contains the most current information available about our academic offerings. 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.

- [President's Greeting](#)
- [College History](#)
- [Academic Calendar](#)
- [College Locations](#)
- [Contact Departments/Offices](#)

Pennsylvania Highlands Community College maintains an official website located at www.pennhighlands.edu. Current and prospective students are encouraged to visit the website frequently for upcoming events, directories, and other important information.

NOTE: This online 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.

General Information

Affirmative Action / Equal Employment Opportunity Statement

Pennsylvania Highlands Community College is committed to open access and equal opportunity in admissions and treatment of students, in educational programs and activities for students, employment, and in governance of the College in accordance with federal, state, and local laws and regulations and includes a prohibition of retaliation against those filing complaints. Pennsylvania Highlands Community College does not discriminate in admissions, programming, or employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.

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

Associate Vice President of Administration

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

TDD Access

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

Warranty Disclaimer

Pennsylvania Highlands Community College and its affiliates hereby disclaim all warranties, whether express, implied, or statutory, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose employability, future employment, licensure, certification, or availability of courses, program, instructors, or curriculum.

Mission, Vision, & Accreditation

Mission Statement

Pennsylvania Highlands Community College offers an inclusive, supportive, and affordable environment that empowers students to obtain the knowledge and skills necessary to be successful in work, life, and the pursuit of lifelong learning.

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.
- **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 the value of humor and humility as well.
- **Responsiveness to Diverse and Changing Community Needs** - creating a positive culture that safeguards equity, inclusion, dignity, and respect for all while developing innovative and creative responses to the region's dynamic economic, workforce and social needs based on interactions with all segments of the community. We respect and seek out inclusion of differences, realizing we can learn from others as partners in our community.

Vision

Pennsylvania Highlands Community College will be a premier institution of higher education and a driving force in regional growth, positioning students to be recognized as highly competent and exceptional members of the community and workforce.

Accreditation

Pennsylvania Highlands Community College is accredited by the [Middle States Commission on Higher Education \(3624 Market Street, Philadelphia, PA 19104, 215-662-5606\)](#). The Middle States 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.

Admissions

Admissions Policy

Pennsylvania Highlands Community College is an open-door postsecondary institution and grants admission as matriculated students to individuals who have earned a high school diploma, a GED, or an equivalent credential. This policy does not refer to non-matriculated students.

Matriculated students have declared their intention to complete a degree or an approved diploma or certificate program at Pennsylvania Highlands Community College.

Nonmatriculated students are taking college classes, but cannot or have not declared their intention to complete a degree or an approved certificate program at Pennsylvania Highlands Community College.

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 (<https://www.pennhighlands.edu/apply/>).
3. Prospective students must have an official high school transcript, GED transcript, or HIsset scoresheet sent directly to the Admissions Office via email (admissions@pennhighlands.edu) or physical mail (101 Community College Way, Johnstown, PA 15904). Students who apply during their senior year of high school must also have an official transcript sent upon graduation.

Any transcript received from a source other than the original educational institution will be considered unofficial and must be followed up with an official transcript prior to admission.

4. Applicants with prior college credit must have an official transcript 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 and online (<https://www.pennhighlands.edu/student-life/student-success-center/placement-testing/>).
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, formally has been accepted to the College, 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. 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 (<https://www.pennhighlands.edu/apply/>).
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 required to complete placement testing only 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 and online (<https://www.pennhighlands.edu/student-life/student-success-center/placement-testing/>).
4. Upon submission of the application and completion of placement testing (if necessary), non-degree seeking students are eligible to register for classes.
5. Non-degree seeking students 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 (<https://www.pennhighlands.edu/admissions/admissions/dual-enrollment/>) and must submit a letter of recommendation from their high school principal or guidance counselor authorizing the student to attend a course at the College. This process must be repeated for each semester in which a student intends to enroll while 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. High school students are limited to one early college course per semester.

Readmission

Students who previously attended Pennsylvania Highlands but have not completed coursework for two consecutive semesters must apply for readmission to the College and submit a College Application (<https://www.pennhighlands.edu/apply/>).

Advanced Placement Admission

Pennsylvania Highlands Community College maintains articulation agreements with numerous secondary schools. These agreements can be found on the college website (<https://www.pennhighlands.edu/admissions/registration/transfer-opportunities/transfer-in-from-career-tech-centers/>). 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; however, Pennsylvania Highlands cannot assist international students with obtaining an F-1 student visa. Those who wish to enroll at the College must already be in possession of a non-student visa and must be in the United States. International students are required to complete the Admissions process and submit a copy of their visa to the Admissions Office three months prior to the semester in which the applicant plans to enroll. 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:

- Prospective international students are encouraged to contact the Admissions Office by telephone, office visit, or email to discuss majors, educational goals, and the admissions process. This helps provide complete and thorough information about the College and ensure accuracy in the application process.
- Prospective international students are required to complete a College Application. There is no application fee and online applications are available via the College's website (<https://www.pennhighlands.edu/apply/>).
- Official transcripts for all prior academic experiences must be translated by and sent from an independent evaluation service. The College's preferred service is World Education Services (<https://www.wes.org>). Please contact the Admissions Office prior to requesting an evaluation if you wish to use a service other than WES.
- The College reserves the right to request the Test of English as a Foreign Language (TOEFL) Scores.
- 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 and online (<https://www.pennhighlands.edu/student-life/student-success-center/placement-testing/>).
- Upon receipt of placement scores or achieving academic proficiency, students will be eligible to register for classes.

Registration

Registration is the process of selecting courses and completing the necessary processes to have to see selections entered into the College record. Payment for all related charges must be made by the tuition due date specified for the semester in order to confirm registration. Students may register either in person, through the myPEAK portal, or through mailing or faxing a Registration Form to the Registrar's Office. Please contact the Registrar's Office for assistance in the registration process.

Dates for registration periods are listed in the Academic Calendar.

Adding/Dropping Classes

Once a semester begins, students may make changes to their schedule through the college 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 course drop is the date the change is made via the college portal or the date the form is submitted to the Registrar's Office. Students should consult their academic advisor and the Student Financial Services Office before dropping a course as schedule changes may impact a student's financial aid eligibility and degree completion.

No course can be added after the Add/Drop period is over except in special circumstances as determined by the Dean.

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.

Prerequisites and Co-Requisites

Certain classes may have prerequisite coursework assigned to them to ensure adequate preparation for the material to be presented. Other courses may have a co-requisite course assigned which is a course that must be taken concurrently or at the same time as the selected course. Students who opt to pursue registration in a course without prior completion of the prerequisites or without registering for the specified co-requisite course must complete a *Course Prerequisite/Co-Requisite Waiver Request Form*. These requests typically require the review and approval of the Academic Advisor, Program Coordinator, and Dean of Enrollment Services.

Some classes require state and/or federal clearances in order to register. These classes typically include experiences with children, clients, or observational tasks within the workplace. Refer to the course description section of the College Catalog or specific course prerequisite/co-requisite requirements.

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.

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.

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.

Course Audit

A student may wish to learn the content of a course without earning credit. The College permits students to audit a course under the following conditions:

- The student is eligible to enroll in the course,
- A registration form is properly completed and returned to the Registrar's office,

- Tuition and fees for the course are paid or under a payment arrangement,
- There is seat availability in the requested course and section, and
- This form is completed and returned prior to the end of the Add/Drop period for the desired semester.

The student's name will appear on the class roster. A student who is auditing a course is not required to take examinations. A student's grade report and transcript will reflect "AU" as the grade. An audit grade does not count for pre-requisite, graduation, or transfer purposes. An audited course cannot be designated as a credit bearing course at a later time regardless of the work that was completed in the class. Students should consult with the Financial Aid Office to discuss any impact on eligibility as audit courses are not covered by financial aid programs or military assistance.

NOTE: Students that are auditing courses are not eligible to participate in athletics or student government. These students may participate in student clubs and organizations but may not be an officer of any club or organization. Students auditing courses do not have access to the gyms or fitness areas.

Course Audit Cost: If space is available, individuals may audit a class by enrolling in for-credit courses. Individuals who audit classes will receive a tuition discount. Please refer to the website for the most current tuition and fee information.

Senior Citizen Course Audit Cost: If space is available, Pennsylvania residents who are 62 years or older may audit for-credit courses at a reduced rate. Please refer to the website for the most current tuition and fee information.

Maximum Course Load for Students

Pennsylvania Highlands has established maximum credit loads for our students based on semester length.

To be classified as a full-time student, a student must enroll in a minimum of 12 credit hours during a fall, spring, or summer semester. Students enrolled in fewer than 12 credit hours will be considered part-time.

Credit limits by semester:

Fall and Spring semesters: 18 credit maximum with a 9-credit maximum for individual sub terms

Summer semesters: 12 credit maximum with a 6-credit maximum for individual sub terms

Academic sessions which are five weeks or shorter: 4-credit maximum

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 approval from an academic advisor and the Vice President of Academic Affairs by completing the Academic Overload Request Form available by contacting the Registrar's Office.

Freshman/Sophomore Student Designations

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

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.

Act 48 Continuing Professional Education

Pennsylvania Highlands is an approved provider for Act 48 courses/training in the Commonwealth of Pennsylvania. At this time, only Penn Highlands credit courses are eligible to satisfy Act 48 requirements.

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.

Withdrawal Process

Students who wish to withdraw from a course after the end of the Add/Drop period but before the deadline for a student-initiated withdrawal, must complete a Course Withdrawal Form. In no case should a student rely on a verbal statement as evidence of withdrawal. Official withdrawal requires the student's signature in consultation with an academic advisor and the Student Financial Services Office. The completed Course Withdrawal Form must be submitted to the Registrar's Office with all required signatures prior to the deadline specified in the College's academic calendar. Non-attendance does not constitute official withdrawal. A "W" grade will be assigned for the withdrawn courses.

- 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.

Total Semester Withdrawal

Students who wish to withdraw from all courses after the Add/Drop period of the semester but before the deadline for student-initiated withdrawal must complete and sign a Total Semester Withdrawal Form in consultation with the academic advisor, Student Financial Services Office, and Registrar's Office. A "W" grade will be assigned for the withdrawn courses.

Students who are not physically capable of completing the Total Semester Withdrawal Form may withdraw by contacting the Dean of Enrollment 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/Emergency Withdrawal

Students who experience serious medical or emergency issues following the deadline for student-initiated withdrawal may request a medical/emergency withdrawal. *Medical/Emergency Withdrawal Request* forms may be obtained by contacting the Registrar's Office. Completed forms must be submitted with proper documentation and must be received prior to the end of the semester. Dates provided on medical or emergency documentation and the date of the request submission will be considered when evaluating Medical/Emergency Withdrawal Requests. Prior to returning to the College after an approved Medical/Emergency Withdrawal, a student must meet with and receive approval from the Dean of Enrollment and Registrar.

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

- Student must be passing the current semester courses with regular class attendance at the time of the medical/emergency concern or intervention.
- Student must provide a written summary of the medical/emergency circumstances which are preventing the completion of the semester accompanied by appropriate documentation of support from a health care provider, case worker, social worker, or counselor if warranted.

A "W" grade will be assigned for the withdrawn courses.

A preferred name is defined as the name that a student chooses to be called, which may differ from their legal name. This name may reflect the individual's gender identity, cultural identity, or personal preference. The use of a preferred name does not change the legal name on official records or documents.

Preferred name may include individual students who prefer to use:

- A middle name or nickname instead of a first name
- An anglicized name
- A name to which the individual is in the process of legally changing; or
- A name that better represents the individual's gender identity

Upon written/electronic request by the student and approval from the Registrar's Office a preferred/campus name will be used instead of the student's legal name in all related systems wherever possible. The legal name will be used in all Pennsylvania Highlands related systems and documents when related to official College records (i.e. transcripts, tax information, financial aid documentation, etc.).

Preferred name requests will be denied or revoked when a name is deemed inappropriate, including but not limited to being used to avoid legal obligations, commit fraud, contains obscene/offensive language, or for misrepresentation.

Preferred name will be used in the following College systems and records to the extent technologically possible. Some technology may require action by the student seeking to use a preferred/campus name to effectuate the change. Examples include:

- Identification cards

- Online directory
- Official college email
- Account Log in
- Class and grade rosters
- Learning Management System
- Commencement booklet
- Diplomas

A student's legal name is the name used for official government documents such as licenses, passports, and tax forms. This name is the official name of record for the student and will be used where there is a College business or legal need. Examples include:

- Transcripts
- Student account statements
- Student tax information (1098T)
- Financial Aid and scholarship documents
- Enrollment and degree verifications
- Mandatory student data reporting and compliance.

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

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 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.

Change of Major

Students who wish to change their major must complete a *Major Declaration Form*. A major declaration 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.

Verification of Enrollment

Currently enrolled students may obtain verification of their enrollment status via the National Student Clearinghouse self-service portal located on myPEAK. Enrollment verification is available two weeks prior to the start of each semester.

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 Student Accounts Office. Mid-term grades are assigned each term at the mid-point of the semester. Students may access their mid-term grades via the myPEAK portal.

Transcripts

The College will provide official transcripts of students' academic records upon the written request of the student. All official transcripts will be delivered directly to the recipient. Any copies of transcripts hand-delivered by the student that have been opened or are not concealed within a sealed envelope will be considered unofficial copies.

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 per transcript charge payable to Parchment. Alternatively, students may obtain a paper transcript free of charge by completing a Transcript Request Form available online at 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. Unofficial transcripts may be obtained via the myPEAK portal.

Privacy Act and Student Records

Records Policy

At the postsecondary level, FERPA rights have transferred to the student. Education information may be released to parents without a signed consent from the student under the following conditions: (1) Health or safety emergency, (2) where the student has been found in violation of the institution's code of conduct relating to the use of alcohol or a controlled substance if the student is under the age of 21, or (3) by submission of evidence that the parents declare the student as a dependent student on their most recent Federal Income Tax form.

If these conditions are not in place, then the student must consent to release educational information to his or her parents in writing by completing the Release of Student Information form available through the Registrar's Office.

Official student records are established and maintained in a number of administrative offices for a variety of legitimate educational purposes. All records kept concerning students, including those records originating at other colleges or universities, those records required for admission or transfer credit evaluation or those documents supporting student course waivers, are the property of Pennsylvania Highlands Community College.

The Family Educational Rights and Privacy Act provides students with certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a written request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Proper identification must be presented by the student prior to the inspection of records. The Registrar will remain present while the student reviews his or her education record. If the Registrar's Office does not maintain the records that are requested, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part(s) of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to an appeal process regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, support staff position or Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pennsylvania Highlands Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: **Family Policy Compliance Office** *U.S. Department of Education* 400 Maryland Ave SW Washington, DC 20202-4605

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
- Email Address
- Program of Study
- Dates of Attendance
- Degree 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.

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.
- The student may request of each instructor the awarding of an incomplete grade, which provides an extended time period for course 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.

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 Student Financial Services, 101 Community College Way, Johnstown, PA 15904, 814.262.6454, mhatt@pennhighlands.edu.*

Student Grievance Process for Non-Academic Matters

The student concern reporting, and resolution process is available to students who have concerns regarding non-academic matters such as violations of College policy not related to Code of Conduct violations (examples include transportation policy, facilities issues, admissions, etc.). If a resolution cannot be achieved or differences have not been resolved through discussion with the involved college representative and the student seeks additional mediation, the student may initiate a formal concern resolution process.

1. Students must submit their complaint report in writing to the Dean of Enrollment Services and Registrar within ten calendar days of the date in which the incident or the complaint occurred. In the written complaint, the student will describe his or her concerns, the events that led to those concerns, and what the student seeks as a possible remedy.
2. Upon receipt of the report, the Dean of Enrollment Services and Registrar will forward the report to the appropriate Director/Dean who will speak with the student and any other persons believed to be a part of the issue to establish the facts surrounding the concern. Within five business days of receiving the report for review and following a thorough review of the information provided, the Director/Dean will provide the student with information regarding the results of the review and inform the student of any action to be taken to remedy the situation and a timeframe in which this remedy will occur. Should the Director/Dean be the subject of the concern, the Dean of Enrollment Services and Registrar will select a Dean/Director to hear the concern. Should the Dean of Enrollment Services and Registrar be the subject of the concern, the Vice President of Student Services will report a Dean/Director to handle all aspects of the review of the concern.
3. If no amicable solution can be reached by the Director/Dean and the student, the Dean of Enrollment Services and Registrar will convene the Student Concern Committee. The Student Concern Committee will review the written report provided by the student, all documentation associated with the Director/Deans review of the concern, and any recommended remedies. Upon review of these documents, the Student Concern Committee will render a written recommendation and will notify the student of this recommendation within five business days.

Appeals

An appeal to review a decision of the Student Concern Committee will be granted if and only if one or more of the three situations below are met:

- That a procedural error occurred during the process (ex. someone involved who should not have been, a timeline not met, substantiated bias)
- New evidence that was previously unknown or unavailable
- Remedies that impose undue hardship on the parties involved

Students who wish to appeal a decision made by the Student Concern Committee must submit a request for appeal letter to the Vice President of Student Services within five business days of the decision of the Student Concern Committee. 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.

Within five working days of receipt of the student appeal, the Vice President of Student Services will issue a decision regarding the appeal. This decision will either uphold the decision of the Student Concern Committee or will issue other remedies. This decision will be given in writing to the student, and the decision of the Vice President of Student Services is final.

Student Concern Committee

The Student Concern Committee will consist of three Director/Dean level administrators from within the Student Services Division. Any Director/Dean that is named in a report is not eligible to serve on the Student Concern Committee for that particular concern.

Student Financial Services

The Student Financial Services Department is made up of the Financial Aid Office and the Student Accounts Office. We are here to help you navigate your financial needs in one place to get all of the information you need to pay for your educational experience.

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. Students and parents may also contact us by email or phone at sfs@pennhighlands.edu or **814.262.6454**.

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 studentaid.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 your college assigned email if your FAFSA application has been selected for review.

Students are encouraged to return required documents to the college within a 14-day time frame. If a student fails to submit the required documents, 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 studentaid.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. Students are notified through their college assigned email when their Financial Aid Offer is ready to review. This email will include a link to the Student Financial Aid Portal.

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.

Satisfactory 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, regardless if you are receiving federal financial aid and regardless of your program of study or enrollment status. The Financial Aid Office reviews Satisfactory Academic Progress at the end of each semester.

How is SAP measured?

- cGPA - You must maintain a cumulative GPA of 2.0 - 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, W=0, I=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 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. Up to 12 credits of preparatory/developmental credits can be exempt from the 150% timeframe 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 repeat a course?

All credits, including repeated credits count towards PACE and Timeframe calculations.

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 graduate and enroll in a new program of study?

A degree audit/success plan will be required to determine how many credits are needed to complete the new program. Time Frame calculation will start anew.

What if I did not use financial aid?

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 notified by email of your SAP status.
- 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 due to SAP?

Students who are not eligible for financial aid due to SAP may be eligible academically to take courses in the next semester. 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. Student will also want to request a Degree Audit and Success Plan from the Student Success Center in Richland or the Center closest to them and have that document forwarded to the Financial Aid Office. 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. If the appeal is approved, student will

be placed on Financial Aid Probation. You are eligible for financial aid while on probation. Failure to attain the required GPA and/or cumulative completed credits percentage, in the next payment period, will mean that you are no longer eligible for financial aid. If you do not attain the required GPA and/or cumulative completed credits percentage, but you do successfully follow the academic plan submitted with your SAP appeal, you can continue your financial aid probation status. If you do not successfully follow the academic plan, you will be put back on financial aid suspension and will be ineligible for federal financial aid until the required GPA and/or cumulative completed credits percentage is met.

Extenuating circumstances include but are not limited to:

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

Regaining Eligibility

Students who are not meeting SAP requirements for GPA or pace may regain eligibility on their own without submitting an appeal by attending and achieving overall SAP requirements without the assistance of federal financial aid. Students who are not meeting SAP requirements are checked each semester and are made eligible for federal aid if they are now meeting overall SAP requirements.

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 OF BENEFITS 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 federal aid you are eligible to receive based on your withdrawal date. You may be responsible to return funds for the portion of the semester you did not attend. Our office may also be required to return financial aid 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: A review of final grades will be conducted. If a student has all "F" grades, the Financial Aid Office will be notified if the student has stopped attending all classes. If so, a recalculation will be performed, based on the last day of attendance reported, 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 student will have the opportunity to provide proof of attendance and completed coursework, at which time the Financial Aid Office will reevaluate the possibility of 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.

Federal Aid Refund Policy

If a student needs to completely withdraw for the term and has received federal aid, they are required to contact the Financial Aid Office in person or by phone. The Financial Aid Office will inform you of the Return of Title IV process and the required funds that you may be responsible to pay back.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

****** If a student, who began attendance and has not officially withdrawn, fails to earn a passing grade in all of their courses offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. For students awarded a non-passing grade, the student's last day of attendance (LDA) is entered with their F grade, to determine whether a student who received all "F" grades withdrew. If one instructor reports that the student attended through the end of the period, then the student is not a withdrawal. If it is determined that the student never attended any classes, the student is not eligible for any aid.******

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed (as reported on the withdrawal form as the last day of attendance) divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. Please see example.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, within 45 days after determining the student has withdrawn, and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If the return calculation results in a credit balance on the student's account, the credit will be disbursed to the student no later than 14 days after the calculation.

We must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans (parent or graduate)
- Federal Pell Grants for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required Under the September 2, 2020 final regulations, the order of return of Title IV funds was slightly modified with respect to Iraq and Afghanistan Service Grants.

Post Withdrawal Disbursement

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Penn Highlands may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fee charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

A credit balance that occurs as a result of a post-withdrawal disbursement will be refunded to the student or parent (PLUS loans) as soon as possible, but no later than 14 days after the credit balance occurs on the student account. Students may set up direct deposit in their myPeak portal, Student Financial Services page. Otherwise, a check will be mailed to the address on record.

Example of Return of Title IV Calculations

Below is an example of the Return of Title IV calculations used to determine the amount of unearned aid a student would be expected to repay based on the date of withdrawal.

John Doe contacted the Registrar's Office on January 26 to do a complete withdrawal from the College. The term began on January 5 and is 75 days long. John has attended 22 days and has earned 29.3% of his financial aid (22 divided by 75 days = 29.3%). John received in aid:

- Federal Stafford Loan: \$1,167
 - Parent PLUS Loan: \$1,500
 - Pell Grant: \$1,000
 - Total Aid Spring Term: \$3,667
1. The amount of federal aid earned by the student is $29.3\% \times \$3667 = \1074.43 .
 2. The total federal aid unearned is $\$3667 - \$1074.43 = \$2592.57$.
 3. The second calculation determines percentage of amount unearned based on school charges for tuition and fees/or book charges (if applicable). John was charged on his student billing account \$1843 in tuition and fees. Percentage of unearned aid for this second calculation is $100\% - 29.3\% = 70.7\%$, therefore based on the tuition and fee charges for the term $\$1843 \times 70.7\% = \1303 .
 4. The amount to be returned in federal aid is the lesser of number 2 or number 3, which for this example is \$1303. This is the amount that must be returned from John's federal financial aid.
 5. Federal guidelines determine the order of aid types to be reduced: Stafford Loans, parent PLUS Loans, and then Pell Grant for John until \$1303 has been repaid. Therefore John's aid will be reduced to:
 - Federal Stafford Loan: \$1,167
 - Parent PLUS Loan: $\$1,500 - \$136 = \$1,364$
 - Pell Grant: $\$1,000 - \$0 = \$1,000$
 - Total Returned: \$1,303

The total returned amount reflects the amount to be billed to John's student billing account from his financial aid. Any refunds from tuition that are determined and applied to his account may affect the amount that John owes for spring term.

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.

PA State Grant is a State grant that does not need to be repaid. Students must be enrolled in at least half-time credits (6) to receive a half-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 Student Loan Program are loans provided by the Federal Government to help students cover the cost of higher education. The Department of Education is the lender and offers to eligible students the Direct Subsidized loans (need based) and 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). Direct PLUS Loans are available to parents of dependent undergraduate students, if they apply for the loan. Eligibility is not based upon financial need, but a credit check is required.

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/>.

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.

Covered Individual

Pennsylvania Highlands Community College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Pennsylvania Highlands Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Pennsylvania Highlands Community College does require a covered individual complete, sign, and return the "VA Enrollment Form" to a School Certifying Official (SCO) each semester in order to authorize the SCO to submit the covered individual's certification. NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Tuition

Information regarding current tuition and fees is available by accessing the *Tuition and Fee Schedule*, available online at <https://www.pennhighlands.edu/admissions/pay-for-college/tuition/>. 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

Capital Fee

The Capital Fee is assessed to students who reside in non-sponsored counties to support the cost of capital projects, facility maintenance and building improvements. Cambria and Somerset County residents are not charged the Capital Fee.

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/Material 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 (<https://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.
- A student has officially dropped or withdrawn from a class during a designated refund period; a reversal of tuition and fees will be calculated to determine if the student is due a refund.

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 withdraw during the second week of a course will be eligible to receive a 25% reversal. Students who officially withdraw 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 withdraw 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 may 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), 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

The Student Success Center, located in Richland, offers a range of support services to all Penn Highlands Centers, both virtually and in-person, focused on helping students have a positive and successful college experience. Services include academic advising; transfer and career planning; personal counseling; support for students receiving SNAP or TANF benefits; support for students with disabilities; makeup and accommodated 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, text, 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 reinforce student self-sufficiency, direct students with educational or personal concerns to the appropriate college resources, help students understand course and degree requirements, and monitor student academic progress.

Students are expected to know the degree requirements for their program of study and track their progress towards fulfilling graduation requirements using the degree audit function of myPEAK. An advising rubric is available 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.

Career and Transfer Planning Office

The Career and Transfer Planning Office assists students in exploring, developing, and finalizing plans for life after completing their program of study at Penn Highlands. For more information, visit [Career and Transfer Planning](#).

Career Planning

Students who are planning to enter the workforce following graduation can access help with developing their career plan by contacting the Career Pathways Specialist. This specialist will help students explore career and job opportunities based upon the student's interests and academic goals. Students who are undecided in their future plans can find guidance, exploration opportunities, and direction through the services offered in the [Career Planning office](#).

Transfer Planning

Students interested in furthering their education following graduation from Penn Highlands can take advantage of many comprehensive, program-to-program transfer agreements established by the college to support student transfer goals. These agreements can help students successfully transition to a bachelor's degree program without loss of credit or time and help them save money and reduce student loan debt. The Transfer Services Specialist will work with students to create their own, individualized transfer plan for after graduation.

[Transfer Central](#) provides information on transfer opportunities, college visits, and the Penn Highlands Transfer Fair.

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 Bachelor's degree granting institution. A complete listing of the transfer agreements that Penn Highlands has created with other institutions can be found by browsing [Articulation Agreements](#).

Career Resources

Career Exploration, Self-Assessment and Employment Resources

Bear Path

The Bear Path Career Finder assessment allows students to identify individual interests as a guide to possible career paths. Students may access the career planning assessment online through their myPEAK account. The assessment can be helpful in choosing a career goal and selecting an academic major, in consultation with a career counselor. The Bear Path Online Job Board provides information on Jobs and Internships and Resume and Job Interviewing Tools. Students and alumni can access these resources at [Bear Path](#).

Additional Information on Career and Employment Resources including the Employer of the Week, Career Planning Guide, and the yearly Job/Internship/Transfer Fair can be found on [myPEAK](#).

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.

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 are required of all new matriculated 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 college-ready may remediate independently of the College or enroll in college-preparatory courses in Mathematics or English at Penn Highlands. Students are encouraged to prepare for placement testing by reviewing sample test questions and test subject resources.

Students may qualify for a placement test waiver for one or more means: [Waiver Options](#).

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. For more information, see [Make-Up Testing](#).

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. [Click here for a list of accepted CLEP exams.](#)

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. Free short-term, confidential, individual counseling is available to students. [More information can be found by clicking here.](#)

Services for Students with Disabilities

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 can find more information here: [Student Accessibility Services](#)

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 collaborative program between the Pennsylvania Department of Human Services and all Pennsylvania Community Colleges. KEYS is designed to assist recipients of Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) attend community college and achieve their academic goals by providing academic support through intensive case management, obtaining supportive services through the County Assistance Office, and connecting students to College resources and community services. [Eligibility guidelines and services can be found by clicking here.](#)

Tutoring

Students enrolled in credit courses are eligible to receive free tutoring. Peer and professional tutors provide in-person and virtual tutoring for English, math, and a variety of subjects when available. [Tutoring options](#) vary by location and are updated each semester.

Tutor.com is an online tutoring service for all Penn Highlands students that is available 24/7. It is accessible from every [Brightspace page](#) at the Tutoring Online tab or under the Resources tab.

Academic Information

Academic Forgiveness

Under rare circumstances, a student may petition the Chief Academic Officer (or a designee) for academic forgiveness. If a student is granted academic forgiveness, then courses where the student earned D or F grades are exempted from the calculation of his/her cumulative grade point average (GPA) at Pennsylvania Highlands Community College. However, these exempted courses and their grades will remain on the student's transcript.

In order to be eligible for academic forgiveness, students must complete 12 new or repeated credits earning a minimum GPA of 2.0 (grade of C or higher in all classes) following either a return to the College after a minimum 18-month absence or a change of major. General education and program course requirements for the chosen major must be retaken and are not eligible for academic forgiveness.

Students are only eligible for Academic Forgiveness one time. Students interested in applying for Academic Forgiveness must obtain the proper request form from the Registrar's Office to begin the process.

Academic Grievances

The student grievance process is available to students who have concerns regarding academic matters such as violations of College policy. If a student resolution cannot be achieved or differences have not been resolved through discussion with the faculty or staff and the student seeks additional mediation, the student may initiate a formal grievance process.

1. Students must submit a letter to the Dean of Faculty's Office within 10 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 15 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 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 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 5 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 for Academic Affairs. This appeal must be in writing and submitted no later than 5 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, such as a procedural error (someone was involved who should not have been, a timeline was not met, or substantiated bias) or evidence that was

previously unknown or unavailable. Within 10 working days of receipt of the student appeal the Vice President for Academic Affairs will issue a decision regarding the appeal. This decision will either uphold the decision of the Student Academic Appeals Committee or will issue other remedies as the Vice President for Academic Affairs deems appropriate. The decision of the Vice President for Academic Affairs is final.

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

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.

Academic Integrity Policy

Actions that may violate the College's Academic Integrity Policy include but are not limited to the following:

- Intentionally presenting inaccurate information and/or forging documents
- Altering or inventing results, data, or conclusions for any assignment
- Altering 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 (i.e., not citing a source)
 - Using ideas from any source without providing proper citation of the source
 - Excluding a source or misrepresenting a source leading to an improper citation
 - Copying or presenting material word for word from any source without using quotation marks and/or the proper citation of the source

- Copying and/or altering a few words from a source in order to avoid exact quotation, without providing the proper citation of the source
- Rewording (i.e., paraphrasing) an idea found in a source without providing proper citation of the source
- Submitting the same paper or assignment to fulfill separate course requirements, in either the same or different courses
- Submitting a previously graded paper, assignment, or speech to a different instructor
- Cheating
 - Copying answers from another person or submitting another person's work as one's own
 - Collaborating on any assignment that is intended to be completed individually
 - Submitting as one's own any course assignment created by someone else
 - Using any unauthorized resources while completing an exam, quiz, or assignment
 - Unauthorized resources include (but are not limited to):
 - Notes
 - Electronic devices and applications
 - Solutions manuals
 - Cliff's Notes®, Chegg Study, and other solution publications
 - 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 from an unauthorized source
 - Having another person take a class and/or an assignment for the enrolled student
 - Facilitating academic dishonesty (i.e., helping or attempting to help another to commit a dishonest academic act) including giving another student answers to assignments
 - 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):
 - Completing a student's assignment
 - Writing (or re-writing) a major portion of a student's assignment

Due Process

Students are guaranteed the right of due process if they are accused of violating this Academic Integrity Policy.

Possible Sanctions for Violating the Academic Integrity Policy

Students who are found to violate the Academic Integrity Policy may be sanctioned in one or more of the following manners:

- Required education relating to academic integrity
- Assigned a grade of "F" for the class where the infraction occurred and expulsion from that class for the remainder of the semester
- Assigned a grade of "F" for the class where the infraction occurred and expulsion with a grade of "W" from all other classes for the remainder of the semester
- Suspended from the Honors College
- Suspended from the College
- Permanent expulsion from the College
- Ineligible for academic amnesty, academic forgiveness, debt forgiveness, or graduation with honors
- A notation of the violation of the Academic Integrity Policy on the student's official transcripts

Academic Standing

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 College will monitor a student's grades and issue notices of warning, probation, or suspension based upon the criteria found within the Student Handbook and College Catalog.

Students who have extenuating circumstances during the term in question, or specific grounds to appeal either their grades or their academic standing may do so as outlined in the Academic Grievance Procedure found in the Student Handbook and College Catalog.

Standards For Academic Standing

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

Warning

This status serves to inform students that their performance is below the level required for successful completion of an academic program. Students in this status are strongly urged to seek academic support and assistance. Students who fail to meet the standards for academic standing at the completion of an academic semester or summer session will be placed on academic warning. While on academic warning, students should consider limiting the amount of credits they take during any subsequent semester. Students are removed from warning only when the cumulative GPA is a 2.0 or higher.

Probation

Students whose grades place them in more serious academic jeopardy 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 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 non-matriculated students and receive tutoring services during their suspension.

First semester students at the College whose grades are significantly below 2.0 will be placed on first year probation. Those students will have one semester to rehabilitate their grade point average prior to 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.

Credit Hours

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 College's 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.

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.

Student Attendance

While regular attendance is highly encouraged, the College is a nonattendance tracking institution. Individual course attendance expectations are outlined in the course syllabus. Regular class attendance is required for students receiving financial aid. If a student fails to begin attendance or stops attending classes (unofficial withdrawal), financial aid may be reduced or cancelled.

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 a 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 matriculating students upon admission to the College. Scores from the placement exams are used to assist students with appropriate course selection, including college preparatory Math and English coursework.

It is recommended to take any prescribed college preparatory classes during the 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

- ENG 020 - Introduction to Composition
- MAT 085 - Algebra Fundamentals

Placement Testing Waiver Policy

Academic Placement is required of all new students unless exempt by a waiver. The academic placement tests help assess students' skills and identifies which course or courses best suit the student's academic skill level. Students may qualify for a placement test waiver using one of multiple measures determined by the College (e.g., high school GPA and ACT or SAT scores) as noted below.

Students who qualify may work with an admissions representative, academic advisor, or the Registrar's Office to obtain the waiver.

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.

1. Unweighted high school GPA ≥ 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 by clicking here.](#)

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.

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.

Final Grade Challenges

Faculty members have the responsibility for determining final grades for their courses. Students have the right to discuss their final grade with the responsible faculty member. 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 in the College Catalog.

Grading System

Student Grading and Course Updates

Students have a right to access and be made aware of their individual academic progress in every course in which they are enrolled. This process of information sharing should occur directly between the student and instructor as well as be available to the student via any online learning management system employed by the College that displays grades as well as any assessment tool used by an instructor and/or course.

Final Grades and Challenges

Faculty members have the responsibility for determining final grades for their courses. Students have the right to discuss their final grade with the responsible faculty member. If a student has evidence that their final grade is in error and resolution cannot be achieved through a student/faculty member conference, the student may initiate the formal Academic Grievance process as outlined in the College Catalog.

Only the faculty member who taught the class can assign grades and grades may not be altered without the approval of the faculty member assigning the grade except as follows:

1. If a faculty member leaves the employment of the College for any reason, the Chief Academic Officer shall assume the responsibility for assigning a grade for the students for any classes taught by the departed faculty member.
2. If a student has successfully appealed his/her grade through the Academic Grievance process, the faculty member or the Chief Academic Officer will change the grade as determined from the appeals process. If the Chief Academic Officer changes the grade, the faculty member will receive written notification of the grade change.

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

An In-Progress grade (IP-Grade) is reserved for students who are enrolled in any College Preparatory Course, have attended at least 80 percent of the class sessions, and have a semester ending percentage of 60 percent to 69.9 percent. Students receiving an IP grade may repeat the course with tuition and fees waived.

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
C	= 2.0	X 3	= 6
B	= 3.0	X 4	= 12
A	= 4.0	X 3	= 12
C	= 2.0	X 3	= 6
B	= 3.0	X 3	= 9

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

Incomplete 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.

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 Analysis and Reasoning*: Students must be able to synthesize resources and use higher-level thinking and analytical skills to support their reasoning.
- *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. Students will examine situational, cultural, and personal contexts to compose clear and complete communications.
- *Cultural Awareness and Diverse Perspectives*: Students must explore various cultures to understand a diverse world and to compete in the global marketplace.
- *Technological Competency*: Students must demonstrate basic knowledge of fundamental computer operations and software applications.
- *Values and Ethics*: Students should be able to explain their own values and beliefs, as well as to understand the histories and cultures behind those values, and understand the complexities underlying moral and ethical questions and the consequences of choices we make as individuals and as members of communities.

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 FYE 101 - First Year Experience course (*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 Cultural Awareness and Diverse Perspectives elective
- 3 credits Value and Ethics elective

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 FYE 101 - First Year Experience course (*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
- 3 credits Cultural Awareness and Diverse Perspectives elective
- 3 credits Value and Ethics elective

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 FYE 101 - First Year Experience course (*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
- 3 credits Cultural Awareness and Diverse Perspectives elective
- 3 credits Values and Ethics elective
- 3 credits Social Science/Humanities elective

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.

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.

Minimal Credit Requirement

To earn an Associate Degree, diploma, or certificate from Pennsylvania Highlands Community College, students must complete a minimum of 50% of the required credits at the College.

Credits earned from program courses at Pennsylvania Highlands Community College, including Dual Enrollment courses, shall count toward the College credit requirement.

Although Pennsylvania Community College evaluates prior learning and will apply credits as appropriate to degree, diploma, or certificate programs the following types of credits do not contribute to a student's minimum 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

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

Use of Cords and Stoles at Commencement

Honor Cords - an honor cord is a token consisting of twisted cords with tassels on either end. Their wearing signifies specific academic achievement or membership in a recognized academic honor group or society. By tradition, more than one cord may be worn at the same time.

- Honor Cords shall represent graduates that have distinguished themselves with GPAs ranging from 4.0-3.50.
- Cords shall represent academic and leadership-based, College-recognized, honor societies.
- The College provides Honor Cords to graduates at no cost.
- Graduation stoles may also be worn to signify achievement or participation through college organizations.

Graduation Stole - a graduation stole is a decorative vestment worn by students who are members of college organizations for the purpose of recognizing achievement. A stole takes the form of a cloth, scarf-like garment worn over the shoulders and adorned with the organization's colors and/or insignia. Stoles may be worn by College recognized honor societies and student organizations that are registered with, and recognized by, the Student Activities Office.

- Members of these organizations are eligible to wear graduation stoles with the approval of the Vice President of Student Services.
- A graduating student may wear no more than two stoles of their choosing.
- The student is responsible for the cost of any such regalia. The Student Activities Office can assist students with the ordering of graduation stoles.
- For a complete list of registered student organizations, please see the Activities tab on myPEAK.

Medallions - may be worn for Academic purposes only. For example, medallions that represent your role in the All PA Academic Team may be worn. Students are responsible for obtaining their medallions via the honoring organization or group.

Multiple Degrees, Certificates, and Diplomas

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.

Options for Earning College Credit

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/>.

College Credit by Exam

Penn Highlands will accept credit for Advanced Placement (AP) exams, College Level Examination Program (CLEP) exams, Dantes Subject Standardized Tests (DSST), and International Baccalaureate (IB) exams. Minimum test scores will apply. A full list of accepted tests, score requirements, and information on how they transfer to Pennsylvania Highlands can be found on the PATRC (Pennsylvania Transfer and Articulation Center) website at www.patrac.org.

[Click here to view a full list of accepted exams, their coordinating courses, and minimum exam scores.](#)

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.

Transfer to Pennsylvania Highlands

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

Upon receipt of the necessary materials, 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. A written transfer evaluation will be sent to the student after the evaluation has been completed and credits applied to the Pennsylvania Highlands Community College transcript.

Pursuant to the American Association of Collegiate Registrar and Admissions Officers guidelines and internal procedures, the College 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. Credit will not be awarded for courses in which the student earned a grade of "D", "F", "W", "I", "Au", "P/F", or "In Progress" or if they are not considered equivalent to current Penn Highlands' courses. Some coursework may not be accepted if the transfer course material is considered obsolete, especially in disciplines that are rapidly evolving as determined by Academic Affairs recommendations. To earn a certificate, diploma, or an associate's degree from Penn Highlands, students must complete 50% or more of the required credit hours for those credentials while at the College.

The College does not accept developmental/remedial courses for transfer. Those courses, commonly numbered 000 – 099, include pre-college English, math, reading, and study skills courses.

Grades from accepted transfer credits of other institutions are not referenced on the Penn Highlands' transcript nor are they factored into the student's cumulative grade point average at Pennsylvania Highlands Community College.

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

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

Credit Transfer Appeals

Students unsatisfied with the outcome of their transfer credit petition have the right to appeal that decision to the Chief Academic Officer (CAO).

The steps for appeals are as follows:

- Student must write a letter of appeal accompanied by a syllabus of the course(s) in question along with any other documents that may support the appeal.
- The CAO will review the request and may solicit the expertise of a faculty member in the discipline before making a final decision.
- The student will receive a response to the appeal within 10 business days of receipt of the appeal.

Independent Study

Requests for independent study are initiated by the student's academic advisor and must be approved by the Dean of Faculty 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.

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>.

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.

Workforce Education

Workforce development and education 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 workforce. Consequently, the College provides a 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 814.262.3813.

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

Computer Skills

- 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
- Business Office Etiquette
- Business Writing Skills
- Conflict Management
- Customer Service
- Dealing with Difficult People
- Diversity, Equity and Inclusion
- EQ Skills
- Facilitator Training
- Grant Writing
- Interpersonal Communications
- Leadership Training
- Management Training
- Problem Solving Skills

- Project Management
- Resilience Training
- Sexual Harassment
- Stress Management
- Supervisory Training Skills
- Succession Planning
- Team Building
- 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
- 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 814-262-3813.

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.

Contact Information

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

Continuing Education

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)
- CPA Prep Course (Non-Credit) (Online Becker Training Program)
- Dental Assisting
- Executive Assistant (Online)
- Human Resources Professional (Online)
- Medical Administrative Assistant with Electronic Health Records (Online)
- Medical Transcription & Editing (Online)
- Paralegal (Online)
- 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 and Career Training) - www.ed2go.com/pennhighcc
- LERN (Workplace & Professional Skills) - <http://www.yougotclass.org/catalog-complete.cfm/Pennhighlands>

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 commed@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

- Learn to Make Nut Rolls
- Cake Decorating
- Basic Computers
- Microsoft Office
- Smartphone Learning
- Learning Calligraphy through a series of courses
- The fun side of Mixology
- Mocktails - Non-alcohol side of Mixology

Police Academy Training Program

The Pennsylvania Highlands Community College Police Academy provides high-quality education and training for the initial certification process of becoming a police officer in the state of Pennsylvania. The Police Academy is approved by the Municipal Police Officers Education and Training Commission (MPOETC) to offer Act 120 training, a 919-hour program that qualifies graduates to be municipal police officers in the state of Pennsylvania. This program consists of 498 hours of classroom instruction and 421 hours of practical hands-on training including firearms, defensive driving, defensive and control tactics, and physical fitness. The Police Academy is located at the Richland Campus in Johnstown, PA.

The Police Academy training program is approximately nine and a half months. Classes are Monday through Friday from 6 PM to 10 PM including several weekends. Once a cadet graduates and earns a Certificate of Completion, they are eligible to take a state test. Upon passing this test, graduates are eligible to seek employment as a police officer in one of the 1,207 police departments in Pennsylvania.

The Police Academy is a “clock-hour” program and is eligible for Federal Financial Aid. Upon graduation from the police academy, graduates will also receive an 18-college credit Certificate in Criminal Justice. These credits reflect credit for the following classes:

- CRJ 110: Introduction to Criminal Justice
- CRJ 120: Report Writing and Interviewing
- CRJ 175: Constitutional Law
- CRJ 215: Criminal Law and Procedure
- CRJ 235: Criminal Investigation and Policing

- CRJ 295: Criminal Justice Internship

These credits can be applied toward a 61-credit Associates of Applied Science Degree in Criminal Justice.

Degrees & Certificates

Business & Communication

Accounting

Degree Type

Associate of Applied Science

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.

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

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
	MAT 110 or MAT 200	3
CIT 100	Microcomputer Applications	3
COM 101	Public Speaking	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Science without Lab	3
	Elective - Social Science	3

Social Science Electives (pick one)

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
CRJ 110	Introduction to Criminal Justice	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
GEO 100	Introduction to Geography	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 200	American Immigration	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 250	World War II through Film	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 125	Drugs in Society	3
SOC 135	Families in Society	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3

Cultural Awareness and Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Global Perspectives requirement.

Please note that your selected course may not meet any other program or general education requirement (i.e., a course can only be used to satisfy one degree requirement).

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PSY 215	Death and Dying	3
REL 100	World Religions/Religious Studies	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Science without Lab Electives (pick one)

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
GLG 102	Introduction to Geology	3
HSC 130	Basic Anatomy and Physiology	3

Major Requirements

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 160	Payroll Accounting	3
ACC 175	Accounting Principles II	3
ACC 201	Intermediate Accounting	3
ACC 220	Automated Accounting	3
ACC 225	Accounting Simulations	3
ACC 230	Managerial Accounting	3
ACC 260	Federal Taxation of Individuals	3
ACC 299	Capstone Seminar	4
BUS 110	Introduction to Business	3
BUS 210	Business Law	3
BUS 225	Business Ethics	3
ACC 221	Excel for Accounting	3
	Total Credits	62

Course Sequencing

Fall 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
	MAT 110 or MAT 200	3
FYE 101	First Year Experience	1

Spring 1

Course Code	Title	Credits
ACC 175	Accounting Principles II	3
ACC 220	Automated Accounting	3
ACC 221	Excel for Accounting	3
COM 101	Public Speaking	3
	Elective - Cultural Awareness and Diverse Perspectives	3

Fall 2

Course Code	Title	Credits
ACC 160	Payroll Accounting	3
ACC 201	Intermediate Accounting	3
ACC 260	Federal Taxation of Individuals	3
BUS 225	Business Ethics	3
	Elective - Science without Lab	3

Spring 2

Course Code	Title	Credits
ACC 225	Accounting Simulations	3
ACC 230	Managerial Accounting	3
ACC 299	Capstone Seminar	4
BUS 210	Business Law	3
	Elective - Social Science	3

Bookkeeping

Degree Type

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 [click here](#).

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

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 175	Accounting Principles II	3
ACC 220	Automated Accounting	3
ACC 230	Managerial Accounting	3
ACC 260	Federal Taxation of Individuals	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ACC 221	Excel for Accounting	3
	Total Credits	24

Course Sequencing

Fall 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 260	Federal Taxation of Individuals	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3

Spring 1

Course Code	Title	Credits
ACC 175	Accounting Principles II	3
ACC 220	Automated Accounting	3
ACC 230	Managerial Accounting	3
ACC 221	Excel for Accounting	3

Business Administration

Degree Type

Associate of Science

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 business management and leadership principles.
- Collect and critically analyze business data and information.
- Demonstrate the ability to solve complex business problems/issues.
- Present business projects or research findings clearly in reports.

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

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 100	Microcomputer Applications	3
COM 101	Public Speaking	3
	Elective - Science with Lab	4
	Elective - Science with Lab	4
	Elective - Social Science	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Value & Ethics	3
ENG 110	English Composition I**	3
	ENG 200 or ENG 204 or ENG 205	3
MAT 145	College Algebra	3

Values & Ethics Electives

Work with the transfer counselor at the receiving college.

Course Code	Title	Credits
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 215	History through Film	3
HIS 250	World War II through Film	3

Cultural Awareness & Diverse Perspectives Electives

Work with the transfer counselor at the receiving college.

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
REL 100	World Religions/Religious Studies	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Science Electives (pick two)

Course Code	Title	Credits
BIO 104	Principles of Biology I Lecture	3
BIO 114	Principles of Biology I Lab	1
BIO 106	Principles of Biology II Lecture	3
BIO 116	Principles of Biology II Lab	1
BIO 202	Human Anatomy and Physiology I	3
BIO 212	Human Anatomy and Physiology Lab I	1
BIO 204	Human Anatomy and Physiology II	3
BIO 214	Human Anatomy and Physiology Lab II	1
CHM 120	General Chemistry I	4
CHM 122	General Chemistry II	4
PHY 110	Physics (Algebra-based) I	3
PHY 111	Physics (Algebra-based) I Lab	1

Major Requirements

Course Code	Title	Credits
BUS 110	Introduction to Business	3
BUS 125	Management Principles	3
BUS 210	Business Law	3
BUS 230	Principles of Marketing	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
ACC 150	Accounting Principles I	3
ACC 230	Managerial Accounting	3
MAT 200	Probability and Statistics	3
MAT 205	Applied Calculus for Business	4
	Total Credits	64

Course Sequencing

Fall 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
MAT 145	College Algebra	3
FYE 101	First Year Experience	1

Spring 1

Course Code	Title	Credits
BUS 125	Management Principles	3
ECO 100	Macroeconomics	3
MAT 205	Applied Calculus for Business	4
	ENG 200 or ENG 204 or ENG 205	3
	Elective - Value & Ethics	3

Fall 2

Course Code	Title	Credits
COM 101	Public Speaking	3
ECO 110	Microeconomics	3
MAT 200	Probability and Statistics	3
	Elective - Science with Lab	4
	Elective - Social Science	3

Spring 2

Course Code	Title	Credits
ACC 230	Managerial Accounting	3
BUS 230	Principles of Marketing	3
BUS 210	Business Law	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Science with Lab	4

Business Management

Degree Type

Associate of Applied Science

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 business 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.
4. Present business projects or research findings clearly in 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.

General Education Requirements

Course Code	Title	Credits
FYE 101	First Year Experience	1
COM 101	Public Speaking	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
BUS 130	Personal Consumer Finance	3
MAT 110	Business Mathematics	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Science 3 or 4 Credits	3-4

Major Requirements

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 175	Accounting Principles II	3
BUS 110	Introduction to Business	3
BUS 210	Business Law	3
BUS 206	Operations Management and Process Improvement	3
BUS 125	Management Principles	3
BUS 220	Small Business Management	3
BUS 165	Human Resource Management	3
BUS 230	Principles of Marketing	3
BUS 240	Labor Management Relations	3
	ECO 100 or ECO 110	3
ENG 204	Professional Writing	3
	BUS 145 or BUS 225 or BUS 235	3
	BUS 298 or Elective - Social Science	3

Science Electives

Students may select a course from this list to fulfill the 3 or 4 credit requirement for a science elective.

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
CHM 115	Chemistry for Health Professions	4
CHM 120	General Chemistry I	4
	GLG 102 and GLG 103	4
ENV 110	Introductory Environmental Science	3
HSC 130	Basic Anatomy and Physiology	3
	PHY 102 and PHY 103	4
	PHY 110 and PHY 111	4

Social Science Electives

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
CRJ 110	Introduction to Criminal Justice	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
GEO 100	Introduction to Geography	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 200	American Immigration	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 250	World War II through Film	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 125	Drugs in Society	3
SOC 135	Families in Society	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3

Cultural Awareness & Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
	Total Credits	63-65

Course Sequencing

Fall 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
FYE 101	First Year Experience	1
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
MAT 110	Business Mathematics	3

Spring 1

Course Code	Title	Credits
ACC 175	Accounting Principles II	3
BUS 125	Management Principles	3
BUS 220	Small Business Management	3
ENG 204	Professional Writing	3
BUS 210	Business Law	3

Fall 2

Course Code	Title	Credits
BUS 206	Operations Management and Process Improvement	3
	BUS 145 or BUS 225 or BUS 235	3
	Elective - Science 3 or 4 Credits	3-4
BUS 240	Labor Management Relations	3
BUS 130	Personal Consumer Finance	3
	Elective - Cultural Awareness and Diverse Perspectives	3

Spring 2

Course Code	Title	Credits
BUS 165	Human Resource Management	3
BUS 230	Principles of Marketing	3
COM 101	Public Speaking	3
	ECO 100 or ECO 110	3
	BUS 298 or Elective - Social Science	3

Business Management

Degree Type

Certificate

Program Description

Today's ever changing business environment requires individuals at all levels of business to possess a variety of business and teamwork skills. The Business Management Certificate is intended for learners seeking business credentials that can be put to immediate, practical use. The coursework implements real life projects and assignments designed to allow learners to develop business skills employers are seeking for supervisory and first-line management roles in business, nonprofits, and government. The group project environment equips students with the ability to enhance their teamwork and project skills.

For those hoping to ultimately enroll in an associate degree, this program provides a stackable credential into business degree options.

Career Opportunities

- Office Supervisor
- Administrative Clerks
- Small Business Owner and Operator

Program Objectives

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

1. Demonstrate knowledge of basic business management and leadership principles.
2. Develop various business documents and plans in simulated projects.
3. Collect and critically analyze data and information to be applied to business scenarios.
4. Present business projects or research findings clearly in reports.

Obtaining the Degree

To earn the certificate, students must:

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

Business, Entrepreneurship, Marketing, and Technical Electives

Additional new and approved courses from the following areas are acceptable technical electives: ACC, BUS, and MKT courses.

Course Code	Title	Credits
ACC 175	Accounting Principles II	3
BUS 130	Personal Consumer Finance	3
BUS 165	Human Resource Management	3
BUS 210	Business Law	3
BUS 220	Small Business Management	3
BUS 225	Business Ethics	3
BUS 230	Principles of Marketing	3
BUS 240	Labor Management Relations	3
BUS 298	Business Management Internship	2
MKT 100	Consumer Behavior	3
MKT 120	Marketing Research	3
MKT 140	Integrated Marketing Communications & Branding	3
MKT 200	Sales and Customer Service	3
MKT 220	Digital Marketing Analytics	3
	Total Credits	24

Course Sequencing

Fall 1

Course Code	Title	Credits
CIT 100	Microcomputer Applications	3
	ENG 105 or ENG 110	3
BUS 110	Introduction to Business	3
ACC 150	Accounting Principles I	3

Spring 1

Course Code	Title	Credits
BUS 206	Operations Management and Process Improvement	3
BUS 125	Management Principles	3
	Elective - Business	3
	Elective - Business	3

Entrepreneurship

Degree Type

Associate of Applied Science

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 business management and leadership principles.
2. Develop strong professional communication and critical thinking skills related to a business environment.
3. Demonstrate the ability to solve complex business problems/issues.

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

Course Code	Title	Credits
ENG 110	English Composition I**	3
CIT 100	Microcomputer Applications	3
	Elective - Communication	3
	Elective - Math	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Cultural Awareness and Diverse Perspectives	3
FYE 101	First Year Experience	1

Communication Electives (Choose one)

Course Code	Title	Credits
COM 101	Public Speaking	3
COM 110	Interpersonal Communication	3
COM 115	Introduction to Communication	3
COM 120	Organizational Communications	3

Math Electives (Choose one)

Course Code	Title	Credits
MAT 110	Business Mathematics	3
MAT 117	Technical Math	3
MAT 145	College Algebra	3

Science Electives (Choose one)

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
CHM 106	Introductory Chemistry	4
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
	PHY 102 and PHY 103	4
	PHY 110 and PHY 111	4
HSC 130	Basic Anatomy and Physiology	3

Major Requirements

Course Code	Title	Credits
BUS 110	Introduction to Business	3
BUS 125	Management Principles	3
BUS 210	Business Law	3
BUS 225	Business Ethics	3
BUS 230	Principles of Marketing	3
ACC 150	Accounting Principles I	3
	Elective - Business	3
	Elective - Business	3
	Elective - Business	3

Cultural Awareness & Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3

Business Electives (Choose 3)

Course Code	Title	Credits
BUS 130	Personal Consumer Finance	3
BUS 165	Human Resource Management	3
BUS 206	Operations Management and Process Improvement	3
BUS 220	Small Business Management	3
BUS 240	Labor Management Relations	3
MKT 202	Marketing Technology & Analytics	3

Technical Electives (Choose 5 courses)

Select five courses from any technical area as technical electives.

Engineering

Course Code	Title	Credits
CHM 120	General Chemistry I	4
MAT 210	Calculus I	4

Biological and Natural Sciences

Course Code	Title	Credits
	BIO 104 and BIO 114	4
	BIO 106 and BIO 116	4
	BIO 206 and BIO 216	4
CHM 120	General Chemistry I	4
CHM 122	General Chemistry II	4
MAT 200	Probability and Statistics	3

Mathematics

Course Code	Title	Credits
MAT 170	Precalculus	3
MAT 200	Probability and Statistics	3
MAT 204	Discrete Mathematics	3
MAT 210	Calculus I	4
MAT 220	Calculus II	4

Networking Administration Basics

Course Code	Title	Credits
CIT 132	Local Area Networks	4
CIT 165	Hardware Components	3
CIT 173	Windows Enterprise Desktop Operating Systems	3
CIT 226	Windows Server Management	4

Technology

Course Code	Title	Credits
CIT 132	Local Area Networks	4
CIT 165	Hardware Components	3
CIT 173	Windows Enterprise Desktop Operating Systems	3
CIT 222	Linux Operating System	3

Marketing

Course Code	Title	Credits
DSG 110	Graphic Design	3
MKT 100	Consumer Behavior	3
MKT 120	Marketing Research	3
MKT 140	Integrated Marketing Communications & Branding	3
MKT 200	Sales and Customer Service	3
MKT 220	Digital Marketing Analytics	3
	Total Credits	61-62

Course Sequencing

Fall 1

Course Code	Title	Credits
	MAT 110 or MAT 117 or MAT 131 or MAT 145	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
BUS 110	Introduction to Business	3
	Elective - Technical	3
FYE 101	First Year Experience	1

Spring 1

Course Code	Title	Credits
BUS 125	Management Principles	3
	Elective - Technical	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Business	3
	Elective - Business	3

Fall 2

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
BUS 210	Business Law	3
	Elective - Technical	3
BUS 225	Business Ethics	3
	Elective - Business	3

Spring 2

Course Code	Title	Credits
BUS 230	Principles of Marketing	3
	Elective - Technical	3
	Elective - Technical	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Communication	3

Marketing

Degree Type

Associate of Applied Science

Program Description

Marketing involves the strategic activities organizations undertake to understand and serve customer needs. This program emphasizes practical, hands-on experience, combining foundational marketing knowledge with real-world applications. Students will gain the skills required to develop, promote, and distribute ideas, goods, and services to achieve both individual and organizational goals. Key areas of study include marketing research, consumer behavior, and branding, from product conception through pricing, promotion, and distribution. A hallmark of the program is its focus on applied learning through real-world projects and case studies, which allow students to collaborate and develop marketing plans. Additionally, students will explore modern marketing technologies, including artificial intelligence (AI), analytics, and digital tools, ensuring they are well-prepared for today's fast-paced, tech-driven marketing environment.

Career Opportunities

- Brand/Product Manager
- Marketing Researcher
- Account Manager
- Media Manager
- Sales Associate
- Retail Manager

Program Objectives

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

1. Conduct marketing research and analyze consumer behavior to inform product or service development and market strategies.
2. Design and implement Integrated Marketing Communications (IMC) plans that effectively promote a company's brand and product/service offerings across traditional and digital media channels.
3. Collaborate with local businesses to execute applied marketing strategies, implement effective sales and customer service techniques, communicate marketing concepts and results clearly and effectively via written reports and oral presentations, and build professional portfolios aligned with industry standards.
4. Leverage marketing technology, including artificial intelligence (AI) and analytics tools, to personalize campaigns, enhance customer experiences, optimize performance, and improve decision-making in marketing strategies.

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

Course Code	Title	Credits
FYE 101	First Year Experience	1
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
MAT 200	Probability and Statistics	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Cultural Awareness and Diverse Perspectives	3

Major Requirements

Course Code	Title	Credits
BUS 110	Introduction to Business	3
BUS 125	Management Principles	3
BUS 220	Small Business Management	3
BUS 225	Business Ethics	3
BUS 230	Principles of Marketing	3
	BUS 298 or MKT 299	3
MKT 100	Consumer Behavior	3
MKT 120	Marketing Research	3
MKT 140	Integrated Marketing Communications & Branding	3
MKT 200	Sales and Customer Service	3
MKT 202	Marketing Technology & Analytics	3
	Elective - Open	3
	Elective - Business & Related	3

Business & Related Electives

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 175	Accounting Principles II	3
BUS 130	Personal Consumer Finance	3
BUS 145	Hospitality Management	3
BUS 165	Human Resource Management	3
BUS 206	Operations Management and Process Improvement	3
BUS 210	Business Law	3
BUS 235	Introduction to Sports Management	3
BUS 240	Labor Management Relations	3
DSG 110	Graphic Design	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
MPR 100	Introduction to Production	3
MPR 160	Introduction to Photography	3
MPR 200	Scripting for Radio, Television, and e-Media	3
MPR 250	Video Production	3
MPR 270	New Media Production	3

Cultural Awareness & Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3

Science Electives

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
HSC 130	Basic Anatomy and Physiology	3
	BIO 104 and BIO 114	4
CHM 120	General Chemistry I	4
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
	PHY 102 and PHY 103	4

Social Science Electives

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
CRJ 110	Introduction to Criminal Justice	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
GEO 100	Introduction to Geography	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 200	American Immigration	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 250	World War II through Film	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 125	Drugs in Society	3
SOC 135	Families in Society	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3

Humanities Electives

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ENG 230	Survey of American Literature I	3
ENG 235	Survey of American Literature II	3
ENG 271	World Literature	3
ENG 240	Survey of British Literature I	3
ENG 245	Survey of British Literature II	3
ENG 250	Women and Literature	3
FLM 110	Introduction to American Cinema	3
HUM 100	Introduction to Humanities	3
MPR 100	Introduction to Production	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
PHI 200	Introduction to Ethics	3
REL 100	World Religions/Religious Studies	3
REL 200	Understanding the Bible	3

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
	Elective - Open	3
BUS 110	Introduction to Business	3
COM 101	Public Speaking	3
BUS 230	Principles of Marketing	3

Spring 1

Course Code	Title	Credits
MAT 200	Probability and Statistics	3
	Elective - Cultural Awareness and Diverse Perspectives	3
MKT 140	Integrated Marketing Communications & Branding	3
BUS 125	Management Principles	3
MKT 100	Consumer Behavior	3

Fall 2

Course Code	Title	Credits
MKT 120	Marketing Research	3
MKT 202	Marketing Technology & Analytics	3
	Elective - Business & Related	3
BUS 225	Business Ethics	3
	Elective - Science (4 credits)	4

Spring 2

Course Code	Title	Credits
MKT 200	Sales and Customer Service	3
BUS 220	Small Business Management	3
MKT 202	Marketing Technology & Analytics	3
	Elective - Business & Related	3
	BUS 298 or MKT 299	3

Media Production**Degree Type**

Associate of Applied Science

Program Description

The Associate of Applied Science in Media Production degree provides students with a unique blend of three major communication fields: video and television production, audio and 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

E-media, television and radio remain 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. E-media, 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 and on-screen personality audio and video program writer/producer
- director/videographer
- television operations engineer
- audio engineer
- online, radio and TV news and information reporter

Program Objectives

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

1. Analyze media's impact on the specific audience and the general public.
2. Operate audio and video equipment.
3. Perform in and/or produce audio, video, or multimedia projects.
4. Demonstrate the ability to work with others 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

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
	MAT 110 or MAT 116	3
SOC 100	Introduction to Sociology**	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Open	3
	Elective - Open	3
	Elective - Communication	3

Communication Electives

Course Code	Title	Credits
COM 101	Public Speaking	3
COM 110	Interpersonal Communication	3
COM 115	Introduction to Communication	3

Science Electives

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
HSC 130	Basic Anatomy and Physiology	3
CHM 120	General Chemistry I	4
	PHY 102 and PHY 103	4
	GLG 102 and GLG 103	4

Major Requirements

Course Code	Title	Credits
BUS 230	Principles of Marketing	3
COM 200	Media and Society	3
ENG 205	Research Writing	3
MPR 100	Introduction to Production	3
	MPR 160 or MPR 250 or DSG 110	3
MPR 200	Scripting for Radio, Television, and e-Media	3
MPR 270	New Media Production	3
MPR 290	Media Literacy	3
	FLM 110 or HIS 205 or HIS 215	3
	SOC 200 or PSY 100	3
LIF 111	Health and Wellness	3
	Total Credits	61-62

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
MPR 100	Introduction to Production	3
SOC 100	Introduction to Sociology**	3
	MPR 160 or MPR 250 or DSG 110	3

Spring 1

Course Code	Title	Credits
	Elective - Communication	3
COM 200	Media and Society	3
ENG 205	Research Writing	3
	FLM 110 or HIS 205 or HIS 215	3
	Elective - Open	3

Fall 2

Course Code	Title	Credits
	MAT 110 or MAT 116	3
MPR 200	Scripting for Radio, Television, and e-Media	3
	MPR 160 or MPR 250 or DSG 110	3
MPR 290	Media Literacy	3
LIF 111	Health and Wellness	3

Spring 2

Course Code	Title	Credits
BUS 230	Principles of Marketing	3
	SOC 200 or PSY 100	3
MPR 270	New Media Production	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Open	3

Computer Information Sciences

Computer Science

Degree Type

Associate of Science

Program Description

The Associate of Science in Computer Science program at Pennsylvania Highlands Community College is a comprehensive two-year curriculum designed to equip students with a solid foundation in various computer science disciplines. The program begins with introductory courses in programming, software engineering, and mathematics, followed by a focus on object-oriented programming, data structures, and algorithms. Subsequent semesters delve into various programming languages, and operating system development. Elective courses such as history of computers, mobile programming, and database development allow students to tailor their education to specific interests. The program engages students with hands-on experience in collaborative software development. The inclusion of general education requirements ensures a well-rounded education, while ongoing collaboration with local industry leaders helps align the curriculum with the evolving needs of the regional tech sector.

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

Course Code	Title	Credits
FYE 101	First Year Experience	1
	CHM 120 and CHM 122	8
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
ENG 200	English Composition II: Studies in Literature**	3
MAT 210	Calculus I	4
	Elective - Social Science	3
	Elective - Value & Ethics	3
	Elective - Humanities	3

Social Science Electives

(Choose Two)

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
GOV 100	Introduction to American National Government**	3
PSY 100	General Psychology**	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3

Values and Ethics Electives

Students must select one course to meet the Value and Ethics requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BUS 130	Personal Consumer Finance	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
ENG 105	Effective Writing for the Workplace	3
ENG 204	Professional Writing	3
ENG 215	Creative Writing	3
ENG 220	Business Letter and Report Writing	3
ENG 235	Survey of American Literature II	3
ENG 245	Survey of British Literature II	3
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 215	History through Film	3
HIS 250	World War II through Film	3
LIF 111	Health and Wellness	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
PHI 200	Introduction to Ethics	3
REL 100	World Religions/Religious Studies	3
REL 200	Understanding the Bible	3

Humanities Electives

(Choose One)

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
MUS 100	Introduction to Music	3
PHI 110	Introduction to Philosophy**	3

Major Requirements

Course Code	Title	Credits
	CIT 132 or CIT 173	3-4
	CIT 222 or CIT 237	3
CSC 121	Introduction to Software Engineering	3
CSC 126	Programming I	3
CSC 206	Programming II: Object-Oriented Programming	3
CSC 211	Survey of Programming Languages	3
CSC 215	Data Structures	3
CSC 220	Computer Organization and Architecture	4
MAT 204	Discrete Mathematics	3
MAT 220	Calculus II	4
	Total Credits	63-64

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
CSC 121	Introduction to Software Engineering	3
CSC 126	Programming I	3
ENG 110	English Composition I**	3
MAT 210	Calculus I	4

Spring 1

Course Code	Title	Credits
ENG 200	English Composition II: Studies in Literature**	3
MAT 220	Calculus II	4
COM 101	Public Speaking	3
CSC 206	Programming II: Object-Oriented Programming	3
	Elective - Social Science	3

Fall 2

Course Code	Title	Credits
CSC 211	Survey of Programming Languages	3
	CIT 132 or CIT 173	3-4
MAT 204	Discrete Mathematics	3
CHM 120	General Chemistry I	4
	Elective - Humanities	3

Spring 2

Course Code	Title	Credits
	CIT 222 or CIT 237	3
CSC 215	Data Structures	3
CSC 220	Computer Organization and Architecture	4
CHM 122	General Chemistry II	4
	Elective - Value & Ethics	3

Computer Support Specialist

Degree Type

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 [click here](#).

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.

Major Requirements

Course Code	Title	Credits
CIT 100	Microcomputer Applications	3
CIT 132	Local Area Networks	4
CIT 165	Hardware Components	3
CIT 166	Visual Basic Programming	3
CIT 173	Windows Enterprise Desktop Operating Systems	3
CIT 196	Database Management	3
CIT 222	Linux Operating System	3
CIT 226	Windows Server Management	4
COM 101	Public Speaking	3
	Total Credits	29

Course Sequencing

Fall 1

Course Code	Title	Credits
CIT 100	Microcomputer Applications	3
CIT 132	Local Area Networks	4
CIT 166	Visual Basic Programming	3
CIT 173	Windows Enterprise Desktop Operating Systems	3
COM 101	Public Speaking	3

Spring 1

Course Code	Title	Credits
CIT 165	Hardware Components	3
CIT 196	Database Management	3
CIT 222	Linux Operating System	3
CIT 226	Windows Server Management	4

Computer Technology - Cyber Security Track

Degree Type

Associate of Applied Science

Program Description

The Associate of Applied Science degree in Computer Technology - Cyber Security track focuses on networking and security measures. All tracks share general education requirements, internship opportunities, and a final project, ensuring a well-rounded education and practical experience. Regular collaboration with industry partners ensures the program's relevance to the evolving needs of the local technology sector.

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 Hardware, Programming, 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 in Computer Technology.

Obtaining the Degree

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

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

General Education Requirements

Course Code	Title	Credits
FYE 101	First Year Experience	1
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
LIF 111	Health and Wellness	3
MAT 145	College Algebra	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Cultural Awareness and Diverse Perspectives	3

Science Electives (Choose one)

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
	BIO 202 and BIO 212	4
	BIO 204 and BIO 214	4
	BIO 206 and BIO 216	4
	BIO 207 and BIO 217	4
	BIO 208 and BIO 218	4
CHM 115	Chemistry for Health Professions	4
CHM 120	General Chemistry I	4
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
HSC 130	Basic Anatomy and Physiology	3
	PHY 102 and PHY 103	4
	PHY 110 and PHY 111	4
	PHY 115 and PHY 116	4

Cultural Awareness and Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PSY 215	Death and Dying	3
REL 100	World Religions/Religious Studies	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Information Technology Electives

Course Code	Title	Credits
CIT 100	Microcomputer Applications	3
CIT 173	Windows Enterprise Desktop Operating Systems	3
CIT 166	Visual Basic Programming	3
CIT 196	Database Management	3
CIT 165	Hardware Components	3
CIT 222	Linux Operating System	3

Cybersecurity Electives

Course Code	Title	Credits
CIT 271	Computer Forensics	3
CIT 272	Cybersecurity Analyst	3
CIT 273	Pen Testing+	3
CIT 288	Cloud Computing and Security	3
CIT 295	Network Defense	3

Major Requirements

Course Code	Title	Credits
CIT 132	Local Area Networks	4
CIT 117	Introduction to Information Security	3
CIT 226	Windows Server Management	4
CIT 285	Information Technology Project	2
CIT 290	Information Technology Internship	3
CIT 292	Network Security	3
CIT 293	Wireshark Network Analysis	4
CIT 294	Ethical Hacking	3
	Cybersecurity Electives	12
	Information Technology Electives	6
	Total Credits	63-64

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 117	Introduction to Information Security	3
ENG 110	English Composition I**	3
CIT 132	Local Area Networks	4
	Elective - Information Technology	3
	Elective - Cybersecurity	3

Spring 1

Course Code	Title	Credits
CIT 226	Windows Server Management	4
CIT 293	Wireshark Network Analysis	4
LIF 111	Health and Wellness	3
	Elective - Information Technology	3
	Elective - Cybersecurity	3

Fall 2

Course Code	Title	Credits
COM 101	Public Speaking	3
MAT 145	College Algebra	3
	Elective - Science 3 or 4 Credits	3-4
CIT 292	Network Security	3
	Elective - Cybersecurity	3

Spring 2

Course Code	Title	Credits
CIT 294	Ethical Hacking	3
CIT 285	Information Technology Project	2
CIT 290	Information Technology Internship	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Cybersecurity	3

Computer Technology - Information Technology Administration Track

Degree Type

Associate of Applied Science

The Associate of Applied Science degree in Computer Technology - Information Technology Administration track focuses on infrastructure and support roles in computer technology. All tracks share general education requirements, internship opportunities, and a final project, ensuring a well-rounded education and practical experience. Regular collaboration with industry partners ensures the program's relevance to the evolving needs of the local technology sector.

Career Opportunities

1. Computer Support Specialist
2. Information Technology / Systems Manager
3. Network Administration Specialist
4. Systems Analyst
5. Systems Engineer

Program Objectives

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

1. Provide accurate technical explanations of the major components of a computer and the devices used in creating a network environment.
2. Perform routine network administrative tasks, including operating system installs and upgrades, configuration, administration and troubleshooting.
3. Identify, organize, plan and allocate resources and the different level of address assignment in the computer network environment.
4. Apply strong communication and critical thinking skills in Computer Technology.

Obtaining the Degree

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

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

General Education Requirements

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 100	Microcomputer Applications	3
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
LIF 111	Health and Wellness	3
MAT 145	College Algebra	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Cultural Awareness and Diverse Perspectives	3

Science Electives

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
	BIO 106 and BIO 116	4
	BIO 202 and BIO 212	4
	BIO 204 and BIO 214	4
	BIO 206 and BIO 216	4
	BIO 207 and BIO 217	4
	BIO 208 and BIO 218	4
CHM 115	Chemistry for Health Professions	4
CHM 120	General Chemistry I	4
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
HSC 130	Basic Anatomy and Physiology	3
	PHY 102 and PHY 103	4
	PHY 110 and PHY 111	4
	PHY 115 and PHY 116	4

Cultural Awareness and Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PSY 215	Death and Dying	3
REL 100	World Religions/Religious Studies	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Major Requirements

Course Code	Title	Credits
CIT 132	Local Area Networks	4
CIT 165	Hardware Components	3
CIT 166	Visual Basic Programming	3
CIT 173	Windows Enterprise Desktop Operating Systems	3
CIT 196	Database Management	3
CIT 202	Management Information Systems	3
CIT 222	Linux Operating System	3
CIT 226	Windows Server Management	4
	CIT 233 or CNT 220	3-5
	CIT 237 or CNT 200	3-5
CIT 285	Information Technology Project	2
CIT 290	Information Technology Internship	3
	CIT 292 or CNT 210	3-5
	Total Credits	62-69

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 100	Microcomputer Applications	3
CIT 132	Local Area Networks	4
CIT 173	Windows Enterprise Desktop Operating Systems	3
ENG 110	English Composition I**	3
	Elective - Cultural Awareness and Diverse Perspectives	3

Spring 1

Course Code	Title	Credits
CIT 165	Hardware Components	3
CIT 196	Database Management	3
CIT 226	Windows Server Management	4
	CIT 237 or CNT 200	3-5
LIF 111	Health and Wellness	3

Fall 2

Course Code	Title	Credits
COM 101	Public Speaking	3
CIT 166	Visual Basic Programming	3
	CIT 292 or CNT 210	3-5
MAT 145	College Algebra	3
	Elective - Science 3 or 4 Credits	3-4

Spring 2

Course Code	Title	Credits
CIT 202	Management Information Systems	3
CIT 222	Linux Operating System	3
	CIT 233 or CNT 220	3-5
CIT 285	Information Technology Project	2
CIT 290	Information Technology Internship	3

Cybersecurity

Degree Type

Certificate

Program Description

Security is one of the most desired skills in Information Technology. The Cybersecurity 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 certificate will include six to seven core courses, with each course preparing you for third party certification to make your knowledge even more valuable.

Career Opportunities

- Junior Network Security Engineer
- Network Analysis
- Ethical Hacker

Program Objectives

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

1. Be prepared to protect a computer or network environment from physical, internal, and cyber attacks.
2. Be able to perform comprehensive security audits and penetration tests.
3. Analyze and troubleshoot network issues related to security and more.
4. Create and implement a comprehensive security policy.
5. Be prepared to take the following third party vendor certification exams: ISC2 CC, CompTIA Network+, CompTIA Cloud+, CompTIA Security+, CCST, CompTIA Linux+ and the EC-Council Certified Ethical Hacker Essentials Exam.

Obtaining the Certificate

To earn the Certificate, the student must:

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

Major Requirements

Course Code	Title	Credits
CIT 117	Introduction to Information Security	3
CIT 132	Local Area Networks	4
CIT 288	Cloud Computing and Security	3
CIT 292	Network Security	3
CIT 294	Ethical Hacking	3
CIT 295	Network Defense	3
	CIT 222 or CIT 290	3
	Total Credits	22

Course Sequencing

Fall 1

Course Code	Title	Credits
CIT 117	Introduction to Information Security	3
CIT 132	Local Area Networks	4

Spring 1

Course Code	Title	Credits
CIT 288	Cloud Computing and Security	3
CIT 292	Network Security	3

Fall 2

Course Code	Title	Credits
CIT 295	Network Defense	3

Spring 2

Course Code	Title	Credits
CIT 294	Ethical Hacking	3
	CIT 222 or CIT 290	3

Education

Education

Degree Type

Associate of Arts

Program Description

The Education Associate of Arts (A.A.) degree is designed to help any student easily transfer their associate degree credits from Penn Highlands to a bachelor's level, non-PA State System of Higher Education (PASSHE) institution for elementary or secondary education. This program provides students with the knowledge to apply general education theory and practice to create effective learning environments and interactions for students of all ages.

Elementary Education Track

An associate degree focusing on elementary education is designed to provide aspiring educators with foundational knowledge and skills essential for teaching young children in grades K-6. This two-year program offers a balanced curriculum that includes courses in child development, educational psychology, and

curriculum planning. Students are introduced to effective teaching strategies and classroom management techniques tailored to younger learners. The degree serves as a preparatory step toward a bachelor's degree, which is typically required for teaching licensure. Through this program, graduates gain both theoretical insights and practical experience, setting the groundwork for a rewarding career in elementary education.

Secondary Education Track

An associate degree focusing on secondary education provides an essential foundation for those aspiring to become high school educators. This two-year program offers a comprehensive introduction to teaching, equipping students with the critical skills and knowledge necessary to inspire and educate future generations. The degree serves as a vital stepping stone towards a bachelor's degree, enabling seamless progression into further studies and eventual licensure as a professional teacher. Tailored coursework covers general education requirements alongside focused studies in educational psychology and classroom management, preparing graduates for both the theoretical and practical aspects of a teaching career.

Career Opportunities

Graduates of this program will be prepared for transfer to a bachelor's degree granting college or university offering an education degree; however, the associate degree could be utilized right after graduation in the field of:

- Preschool Teacher
- Teacher's Aide/Instructional Assistant
- Childcare Center Worker/Educational Director
- Paraprofessional Educator
- Substitute Teacher (with additional certification)
- Special Education Aide
- Before and After-School Program Coordinator
- Head Start Program Staff
- Early Intervention Assistant
- Nanny or In-Home Childcare Provider
- Library Assistant
- Youth Program Coordinator
- Educational Sales Representative
- Recreation Center Staff
- Family Support Worker
- Behavior Health Technician
- Ameri-Corps Teaching Assistant

Program Objectives

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

- Demonstrate sound educational principles in regard to the learning behavior of children and adolescents based on educational theory and psychology.
- Demonstrate the integration of diverse educational principals in curriculum.
- Apply sound educational principles to classroom practice.
- Demonstrate professional educational communication skills through written, oral, and electronic methods.

Students 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. A 3.0 cumulative Grade Point Average (GPA) is required to graduate with this degree.
3. A grade of "C" or higher is required in order for classes to be eligible for transfer.

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.
- Maintain a 3.0 cumulative grade point average.
- Earn a grade of "C" or higher in all required courses.
- Satisfactorily complete all degree requirements, including General Education and Major Requirements of the degree.

General Education Requirements

Course Code	Title	Credits
ECE 105	Education Essentials	1
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
ENG 200	English Composition II: Studies in Literature**	3
PSY 100	General Psychology**	3
	Elective - Math	3
	Elective - Value & Ethics	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Math/Science	3-4
	Elective - Humanities or Social Science	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Open	3
	Elective - Open	3
	Elective - Open	3
	Elective - Open	3
	Elective - Open	3

Major Requirements

Course Code	Title	Credits
EDU 120	Technology for Teaching	3
EDU 225	Teaching English Language Learners	3
EDU 230	Children with Special Needs	3
ENG 205	Research Writing	3
PSY 120	Introduction to Educational Psychology	3

Students are encouraged to work with their Faculty Advisor to determine which pathway of education their career goal will be focused on to then choose the correct electives for that goal.

Total Credits	61-63
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Course Sequencing

Elementary Education Fall 1

Course Code	Title	Credits
ECE 105	Education Essentials	1
ENG 110	English Composition I**	3
COM 101	Public Speaking	3
	Elective - Value & Ethics	3
ECE 110	Child Development	3
ECE 101	Introduction to Early Childhood Education	3

Elementary Education Spring 1

Course Code	Title	Credits
ENG 200	English Composition II: Studies in Literature**	3
	Elective - Cultural Awareness and Diverse Perspectives	3
PSY 120	Introduction to Educational Psychology	3
	Elective - Open	3
	Elective - Open	3

Elementary Education Fall 2

Course Code	Title	Credits
	Elective - Humanities or Social Science	3
PSY 100	General Psychology**	3
	Elective - Science 3 or 4 Credits	3-4
EDU 120	Technology for Teaching	3
	Elective - Math (MAT 126, MAT 145, MAT 200)	3

Elementary Education Spring 2

Course Code	Title	Credits
ENG 205	Research Writing	3
EDU 225	Teaching English Language Learners	3
EDU 230	Children with Special Needs	3
	Elective - Math or Science (3-4 credits)	3-4
	Elective - Open	3

Secondary Education Fall 1

Course Code	Title	Credits
ECE 105	Education Essentials	1
ENG 110	English Composition I**	3
COM 101	Public Speaking	3
	Elective - Value & Ethics	3
	Elective - Open	3
	Elective - Open	3

Secondary Education Spring 1

Course Code	Title	Credits
ENG 200	English Composition II: Studies in Literature**	3
	Elective - Cultural Awareness and Diverse Perspectives	3
PSY 120	Introduction to Educational Psychology	3
	Elective - Open	3
	Elective - Open	3

Secondary Education Fall 2

Course Code	Title	Credits
	Elective - Humanities or Social Science	3
PSY 100	General Psychology**	3
	Elective - Science 3 or 4 Credits	3-4
EDU 120	Technology for Teaching	3
	Elective - Math (MAT 126, MAT 145, MAT 200)	3

Secondary Education Spring 2

Course Code	Title	Credits
ENG 205	Research Writing	3
EDU 225	Teaching English Language Learners	3
EDU 230	Children with Special Needs	3
	Elective - Math or Science (3-4 credits)	3-4
	Elective - Open	3

PA Director Credential

Degree Type

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.

This program is designed as an Asynchronous course. The student can register up to 1 (one) month before the end of the semester. Once the student has successfully completed their courses, they are able to obtain their Certificate.

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 childcare 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

Course Code	Title	Credits
ECD 284	Professionalism and Leadership in Early Childhood Programs	3
ECD 285	Program Organization and Administration of Early Childhood Programs	3
ECD 286	Business Management in Early Childhood Programs	3
	Total Credits	9

Health Professions

Health Professions - Histotechnology

Degree Type

Associate of Applied Science

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 23 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 4 credits of chemistry, 3 credits of Basic Anatomy, 3 credits of Medical Terminology, and 29 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.

- 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

Course Code	Title	Credits
BIO 104	Principles of Biology I Lecture	3
BIO 114	Principles of Biology I Lab	1
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
HSC 105	Introduction to Health Professions	1
HSC 123	Operational Health Informatics	3
LIF 111	Health and Wellness	3
MAT 117	Technical Math	3
PSY 100	General Psychology**	3

Major Requirements

Course Code	Title	Credits
CHM 115	Chemistry for Health Professions	4
HSC 100	Medical Terminology	3
HSC 130	Basic Anatomy and Physiology	3
HST 101	Histotechnology 101	10
HST 201	Histotechnology 201	10
HST 250	Histotechnology 250	9
	Total Credits	62

Course Sequencing

Fall 1

Course Code	Title	Credits
HSC 100	Medical Terminology	3
HSC 105	Introduction to Health Professions	1
ENG 110	English Composition I**	3
BIO 104	Principles of Biology I Lecture	3
BIO 114	Principles of Biology I Lab	1
MAT 117	Technical Math	3

Spring 1

Course Code	Title	Credits
PSY 100	General Psychology**	3
CHM 115	Chemistry for Health Professions	4
COM 101	Public Speaking	3
LIF 111	Health and Wellness	3

Fall 2

Course Code	Title	Credits
HSC 130	Basic Anatomy and Physiology	3
HST 101	Histotechnology 101	10

Spring 2

Course Code	Title	Credits
HSC 123	Operational Health Informatics	3
HST 201	Histotechnology 201	10

Summer 1

Course Code	Title	Credits
HST 250	Histotechnology 250	9

Health Professions - Paramedic

Degree Type

Associate of Applied Science

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

Course Code	Title	Credits
FYE 101	First Year Experience	1
BIO 202	Human Anatomy and Physiology I	3
BIO 212	Human Anatomy and Physiology Lab I	1
CIT 100	Microcomputer Applications	3
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
LIF 111	Health and Wellness	3
MAT 131	Intermediate Algebra	3
	Elective - Cultural Awareness and Diverse Perspectives	3

Major Requirements

Conemaugh specialized classroom and clinical experience technical block (30 credits)

Course Code	Title	Credits
BIO 204	Human Anatomy and Physiology II	3
BIO 214	Human Anatomy and Physiology Lab II	1
	Elective - Social Science	3
	Conemaugh specialized classroom and clinical experience technical block	30

Cultural Awareness and Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
GEO 100	Introduction to Geography	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
PSY 215	Death and Dying	3

Social Science Electives

Course Code	Title	Credits
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 205	American Popular Culture	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
SOC 100	Introduction to Sociology**	3
	Total Credits	60

Course Sequencing

Fall 1

Conemaugh specialized classroom and clinical experience*

Spring 1

Conemaugh specialized classroom and clinical experience*

Fall 2

Course Code	Title	Credits
FYE 101	First Year Experience	1
BIO 202	Human Anatomy and Physiology I	3
BIO 212	Human Anatomy and Physiology Lab I	1
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
	Elective - Social Science	3

Spring 2

Course Code	Title	Credits
COM 101	Public Speaking	3
LIF 111	Health and Wellness	3
MAT 131	Intermediate Algebra	3
BIO 204	Human Anatomy and Physiology II	3
BIO 214	Human Anatomy and Physiology Lab II	1
	Elective - Social Science	3

Note(s)

**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.*

Health Professions - Radiologic Technology

Degree Type

Associate of Applied Science

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 <https://www.conemaugh.org/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

Course Code	Title	Credits
HSC 105	Introduction to Health Professions	1
COM 110	Interpersonal Communication	3
ENG 110	English Composition I**	3
HSC 123	Operational Health Informatics	3
LIF 111	Health and Wellness	3
MAT 117	Technical Math	3
PHY 102	Concepts of Physics	3
PHY 103	Concepts of Physics Lab	1
PSY 100	General Psychology**	3
	MUS 100 or ART 101 or REL 100	3

Major Requirements

Course Code	Title	Credits
HSC 100	Medical Terminology	3
ENG 204	Professional Writing	3
	Conemaugh specialized classroom and clinical experience technical block (32 credits)	32

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.

Total Credits	64
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Course Sequencing

Fall 1

Course Code	Title	Credits
HSC 105	Introduction to Health Professions	1
MAT 117	Technical Math	3
HSC 100	Medical Terminology	3
	Conemaugh specialized classroom and clinical experience*	

Spring 1

Course Code	Title	Credits
ENG 110	English Composition I**	3
PHY 102	Concepts of Physics	3
PHY 103	Concepts of Physics Lab	1
	Conemaugh specialized classroom and clinical experience*	

Summer 1

Course Code	Title	Credits
PSY 100	General Psychology**	3
LIF 111	Health and Wellness	3
	Conemaugh specialized classroom and clinical experience*	

Fall 2

Course Code	Title	Credits
ENG 204	Professional Writing	3
HSC 123	Operational Health Informatics	3
	Conemaugh specialized classroom and clinical experience*	

Spring 2

Course Code	Title	Credits
COM 110	Interpersonal Communication	3
	MUS 100 or ART 101 or REL 100	3
	Conemaugh specialized classroom and clinical experience*	

Note(s)

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

Total Pennsylvania Highlands Community College Credits (32)

Conemaugh School of Radiologic Technology Technical Block Credits (32)

Medical Assisting Technology

Degree Type

Diploma

Program Description

The Medical Assisting Technology diploma 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. Program graduates possess the essential skills to manage a medical office and the clinical expertise required 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 the transition to the professional field. Managed care and ethico-legal aspects of health care are integrated throughout the program along with microcomputer applications. Students who complete the program can 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 Child Abuse History Clearance (Act 151), Pennsylvania State Police Criminal Background Check (Act 34), and Federal Criminal History Record Information (ACT 114) 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. Demonstrate an understanding of foundational concepts to perform administrative duties in a variety of healthcare settings.
2. Demonstrate an understanding of foundational concepts to perform clinical duties in a variety of healthcare settings.
3. Develop interpersonal and team participation skills in a variety of settings.
4. Utilize teaching-learning techniques to identify, implement, and evaluate health education needs of patients.
5. Apply legal guidelines and ethical standards in everyday practice.

Obtaining the Diploma

To earn the diploma, students must:

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

Major Requirements

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

Course Code	Title	Credits
HSC 100	Medical Terminology	3
HSC 121	Medical Assisting Administrative I	3
HSC 130	Basic Anatomy and Physiology	3
HSC 142	Pharmacology for Medical Assisting	3
HSC 150	Medical Assisting Clinical I	3
HSC 160	Law and Ethics for Health Occupations	3
HSC 221	Medical Assisting Administrative II	3
HSC 250	Medical Assisting Clinical II	3
HSC 285	Healthcare Revenue Cycle Management	3
HSC 292	Medical Assisting Professional Seminar	1
HSC 293	Medical Assisting Technology Practicum	4
	Total Credits	32

Course Sequencing

Fall 1

Course Code	Title	Credits
HSC 100	Medical Terminology	3
HSC 130	Basic Anatomy and Physiology	3
HSC 142	Pharmacology for Medical Assisting	3
HSC 285	Healthcare Revenue Cycle Management	3

Spring 1

Course Code	Title	Credits
HSC 121	Medical Assisting Administrative I	3
HSC 150	Medical Assisting Clinical I	3
HSC 160	Law and Ethics for Health Occupations	3
HSC 221	Medical Assisting Administrative II	3
HSC 250	Medical Assisting Clinical II	3

Summer 1

Course Code	Title	Credits
HSC 292	Medical Assisting Professional Seminar	1
HSC 293	Medical Assisting Technology Practicum	4

Medical Coding & Billing

Degree Type

Associate of Applied Science

Program Description

The Medical Coding and Billing degree focuses on the growing field of electronic billing and reimbursement. Learn to create and use electronic medical records as the system for clinical, administrative, and revenue capture in health care. The allocation of healthcare dollars has produced a shift in the billing system where facilities are finding it more profitable to employ individuals with expertise in both coding and billing. Those with experience in managing electronic medical records are highly employable.

The job duties of a medical coding and billing specialist includes abstracting information from a patient's medical chart, applying the proper codes for reimbursement, finally completing and submitting the applicable insurance form for payment of medical services. Additional duties include investigating denied claims, resubmitting claims for additional information, bill collection, and creating electronic files. A medical coding and billing specialist abstracts information from a patient's medical chart, applies the proper codes for reimbursement, and then completes and submits the applicable insurance form for payment of medical services. Additional duties include investigating denied claims, resubmitting claims for additional information, bill collection, and creating electronic files.

Career Opportunities

- Billing Specialist
- Medical Records Technician
- Medical Coder
- Medical Records Analyst
- Medical Records Abstractor
- Medical Office Manager
- Medical Insurance Specialist

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 per HIPAA Laws.
2. Review records for completeness, accuracy, and compliance with applicable regulations.
3. Enter appropriate data such as compliance with CPT and ICD-10 coding guidelines, demographics, treatment, procedures, disease, and diagnosis for patient chart billing.
4. Utilize the Revenue Cycle to complete the billing process and to including the appropriate documentations for insurance forms.

Obtaining the Degree

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

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

General Education Requirements

Course Code	Title	Credits
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Value & Ethics	3
	Elective - Free	3
COM 110	Interpersonal Communication	3
ENG 110	English Composition I**	3
HSC 105	Introduction to Health Professions	1
MAT 116	Mathematical Concepts & Applications	3
CIT 100	Microcomputer Applications	3

Major Requirements

Course Code	Title	Credits
HSC 100	Medical Terminology	3
HSC 130	Basic Anatomy and Physiology	3
HSC 123	Operational Health Informatics	3
HSC 155	Introduction to Electronic Health Records	3
HSC 215	Human Disease and Treatment Modalities	3
HSC 120	Health Information Management and Medical Office	3
HSC 210	Medical Coding CPT	3
HSC 205	Medical Coding ICD-10-CM	3
HSC 107	ICD-10-PCS Inpatient Coding	3
HSC 160	Law and Ethics for Health Occupations	3
HSC 285	Healthcare Revenue Cycle Management	3
HSC 232	Medical Certifications Preparation Course	3
HSC 235	Medical Coding Simulation	3

Values & Ethics Electives

Students must select one course to meet the Value and Ethics requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
BUS 130	Personal Consumer Finance	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
PHI 200	Introduction to Ethics	3

Cultural Awareness and Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
REL 100	World Religions/Religious Studies	3
SOC 100	Introduction to Sociology**	3
	Total Credits	69

Course Sequencing

Fall 1

Course Code	Title	Credits
HSC 105	Introduction to Health Professions	1
ENG 110	English Composition I**	3
CIT 100	Microcomputer Applications	3
HSC 100	Medical Terminology	3
HSC 130	Basic Anatomy and Physiology	3
MAT 116	Mathematical Concepts & Applications	3

Spring 1

Course Code	Title	Credits
HSC 205	Medical Coding ICD-10-CM	3
HSC 123	Operational Health Informatics	3
COM 110	Interpersonal Communication	3
HSC 120	Health Information Management and Medical Office	3
HSC 160	Law and Ethics for Health Occupations	3

Fall 2

Course Code	Title	Credits
HSC 210	Medical Coding CPT	3
HSC 107	ICD-10-PCS Inpatient Coding	3
HSC 215	Human Disease and Treatment Modalities	3
HSC 155	Introduction to Electronic Health Records	3
	Elective - Open	3

Spring 2

Course Code	Title	Credits
HSC 232	Medical Certifications Preparation Course	3
HSC 235	Medical Coding Simulation	3
HSC 285	Healthcare Revenue Cycle Management	3
	Elective - Value & Ethics	3
	Elective - Cultural Awareness and Diverse Perspectives	3

Pre-Health Professions: Nursing

Degree Type

Certificate

Program Description

The Certificate in Pre-Health Professions is designed to provide the foundation for transfer to a two or four-year program in a health care field. This program is designed to prepare students for admission to various health-related fields. In this program, biology, anatomy, 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 two or four-year program of study in nursing or health science programs.

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.
- Satisfactorily complete the certificate requirements, including General Education and Major Requirements.

General Education Requirements

Course Code	Title	Credits
ENG 110	English Composition I**	3
PSY 100	General Psychology**	3
	Elective - Math (MAT 116, 135, 145, 200)	3

Major Requirements

Course Code	Title	Credits
	BIO 202 and BIO 212	4
	BIO 204 and BIO 214	4
	Elective - Science or Math (3 or 4 credits)	3-4
	Elective - Humanities or Social Science	3
	Elective - Open	3
	Total Credits	26-27

Course Sequencing

Fall 1

Course Code	Title	Credits
ENG 110	English Composition I**	3
PSY 100	General Psychology**	3
BIO 202	Human Anatomy and Physiology I	3
BIO 212	Human Anatomy and Physiology Lab I	1
	Elective - Math (MAT 116, 135, 145, 200)	3

Spring 1

Course Code	Title	Credits
BIO 204	Human Anatomy and Physiology II	3
BIO 214	Human Anatomy and Physiology Lab II	1
	Elective - Humanities or Social Science	3
	Elective - Science or Math (3 or 4 credits)	3-4
	Elective - Open	3

Liberal Arts

Liberal Arts & Sciences

Degree Type

Associate of Arts

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.

A 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:

- Think critically about ideas and concepts in the arts, humanities, social and natural sciences, and mathematics to analyze complex personal, social, and global issues.
- Communicate in oral, creative, and written modes in ways that reflect the situation, audience, and conventions of the medium.
- Analyze content across disciplines to discern and respect diverse experiences and perspectives, such as race, ethnicity, gender, sexual orientation, and ability, from both local and global points of view.
- Question, investigate and solve problems using scientific and quantitative reasoning.

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

Students must choose a concentration pathway within the Liberal Arts and Sciences Degree to fine tune their degree plan toward a selected transfer goal, career, and major. Students who are unsure of their desired transfer major can select the Exploratory pathway which will pair the student with a Career Pathways Counselor who will help the student explore options that match the student's interests and goals. Conversely, students who have a specific transfer goal in mind can select Self Design to be paired with a Transfer Services Specialist who will help the student connect to the desired transfer institution.

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 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*
- *Liberal Arts & Sciences A.A.: Communication*
- *Liberal Arts & Sciences A.A.: English*
- *Liberal Arts & Sciences A.A.: Exploratory*
- *Liberal Arts & Sciences A.A.: History*
- *Liberal Arts & Sciences A.A.: Pre-Radiologic Technology Transfer*
- *Liberal Arts & Sciences A.A.: Self Design*

Liberal Arts & Sciences (A.A.): Biology Concentration

This concentration is for those students who wish to transfer into a biology or science focused bachelor's degree. Courses in first year science such as Principles of Biology and General Chemistry as well as the ability to explore other science courses is provided.

Possible transfer schools include [PA State System Universities](#) and Juniata College. Coming soon: Penn State Altoona.

Liberal Arts & Sciences (A.A.): Communication Concentration

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.

Possible transfer schools include [PA State System Universities](#), University of Pittsburgh at Johnstown, and Juniata College. Coming soon: Point Park University.

Liberal Arts & Sciences (A.A.): English Concentration

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

Possible transfer schools include [PA State System Universities](#), University of Pittsburgh at Johnstown, Robert Morris University, and Mount Aloysius College.

Liberal Arts & Sciences (A.A.): Exploratory Concentration

Sometimes students do not have a set plan in mind when enrolling in college. This concentration allows for students to begin earning transferable classes while still exploring majors and careers that may be right for them. Students will be paired with a Career Pathways Specialist who will help them explore their interests and aptitudes as they consider various majors and careers. Following an exploratory period, students will be advised into a major that is right for them and that can help them reach their goal.

Liberal Arts & Sciences (A.A.): History Concentration

Completion of this concentration pathway allows for a seamless transfer into a bachelor's degree in History, historical research, political science, or other history-related programs.

Possible transfer schools include [PA State System Universities](#), University of Pittsburgh at Johnstown, Robert Morris University, and Mount Aloysius College.

Liberal Arts & Sciences (A.A.): Pre-Radiologic Technology Transfer Concentration

This concentration is for students who are preparing for entry into the Conemaugh Radiology Technology (Rad Tech) program. It provides students with the prerequisite coursework required to start the program at Conemaugh as well as the general education courses required for the joint diploma and degree. NOTE: this program does not guarantee acceptance into the Conemaugh School of Rad Tech. Students must apply to the Conemaugh School of Rad Tech separately and be accepted into that program in order to complete the degree.

Liberal Arts & Sciences (A.A.): Self Design Concentration

This concentration is perfect for students who have a firm idea of the major and bachelor's degree they wish to earn. Students will be paired with a transfer counselor who will assist them in connecting with their desired transfer college, understanding the requirements of their selected bachelor's degree, and planning out courses necessary to reach that goal.

Possible transfer schools include [PA State System Universities](#), University of Pittsburgh at Johnstown, Mount Aloysius College, Robert Morris University, and Southern New Hampshire University.

General Education Requirements

CIT 100 or other higher-level CIT course or other MAT course

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
	ENG 200 or ENG 205	3
	COM 101 or ENG 205 or other COM course suitable for transfer	3
	MAT 116 or MAT 126 or MAT 127 or MAT 145 or MAT 200	3
CIT 100	Microcomputer Applications	3
	Elective - Social Science	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Humanities	3
	Elective - Value & Ethics	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Humanities or Social Science	3
	Elective - Open	3

Science Electives

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

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
	BIO 106 and BIO 116	4
	BIO 202 and BIO 212	4
	BIO 204 and BIO 214	4
	BIO 206 and BIO 216	4
	BIO 207 and BIO 217	4
	BIO 208 and BIO 218	4
CHM 115	Chemistry for Health Professions	4
CHM 120	General Chemistry I	4
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
HSC 130	Basic Anatomy and Physiology	3
	PHY 102 and PHY 103	4
	PHY 110 and PHY 111	4
	PHY 115 and PHY 116	4

Social Science Electives

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
CRJ 110	Introduction to Criminal Justice	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
GEO 100	Introduction to Geography	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 200	American Immigration	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 250	World War II through Film	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 125	Drugs in Society	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SOC 135	Families in Society	3

Humanities Electives

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
ENG 200	English Composition II: Studies in Literature**	3
ENG 205	Research Writing	3
ENG 215	Creative Writing	3
ENG 230	Survey of American Literature I	3
ENG 235	Survey of American Literature II	3
ENG 240	Survey of British Literature I	3
ENG 245	Survey of British Literature II	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
FRE 101	French I	3
FRE 102	French II	3
HUM 100	Introduction to Humanities	3
MPR 100	Introduction to Production	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
PHI 200	Introduction to Ethics	3
REL 200	Understanding the Bible	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Cultural Awareness and Global Perspective Electives

Students must select one course to meet the Cultural Awareness and Global Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PSY 215	Death and Dying	3
REL 100	World Religions/Religious Studies	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3

Values and Ethics Electives

Students must select one course to meet the Value and Ethics requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 215	History through Film	3
HIS 250	World War II through Film	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
PHI 200	Introduction to Ethics	3
REL 100	World Religions/Religious Studies	3

Note(s)

Students who successfully complete these courses can have their credits transferred and counted towards graduation at any of the participating PA TRAC colleges and universities. Please be aware that certain majors may have specific requirements prescribed by external agencies. It is the student's responsibility to work with an advisor and/or transfer counselor to select appropriate courses as they refer to the major. See Transfer Central on myPEAK under Advising for a full list of Transfer Counselors.

Total Credits

61-62

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
	MAT 116 or MAT 126 or MAT 127 or MAT 145 or MAT 200	3
	Elective - Social Science	3
	Elective - Open	3

Spring 1

Course Code	Title	Credits
	ENG 200 or ENG 205	3
	COM 101 or ENG 205 or other COM course suitable for transfer	3
	Elective - Humanities	3
	Elective - Open	3
	Elective - Open	3

Fall 2

Course Code	Title	Credits
	Elective - Humanities or Social Science	3
	Elective - Value & Ethics	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Open	3
	Elective - Open	3

Spring 2

Course Code	Title	Credits
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Open	3
	Elective - Open	3
	Elective - Open	3
	Elective - Open	3

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 – Self Design Degree. Once Penn Highlands courses are completed and upon acceptance into the PSU Nanotechnology program, students will enroll in the following courses offered through the Pennsylvania Nanofabrication Manufacturing Technology (NMT) Partnership at Penn State University's Main Campus. Courses are offered during one summer semester at Penn State University in State College, PA. Students must make arrangements to attend classes in State College, including room and board.

Course Code	Title	Credits
SPRING 1		
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
CIT 100	Microcomputer Applications	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Open	3
FALL 1		
ENG 204	Professional Writing	3
CHM 120	General Chemistry I	4
MAT 117	Technical Math	3
	Elective - Open	3
	Elective - Humanities or Social Science	3
SPRING 2		
COM 101	Public Speaking	3
	Elective - Value & Ethics	3
	Elective - Humanities	3
	PHY 102 and PHY 103	4
	Elective - Social Science	3
SUMMER 1 (at Penn State University)		
ELT 220	Material, Safety, and Equipment Overview for Nanofabrication	3
ELT 221	Basic Nanofabrication Processes	3
ELT 222	Materials in Nanotechnology	3
ELT 223	Lithography for Nanofabrication	3
ELT 224	Materials Modification in Nanofabrication	3
ELT 225	Characterization, Testing of Nanofabricated Structures and Materials	3

Liberal Arts & Sciences

Degree Type

Certificate

Program Description

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

Program Objectives

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

- Think critically about ideas and concepts in the arts, humanities, social and natural sciences, and mathematics to analyze complex personal, social, and global issues.
- Communicate in oral, creative, and written modes in ways that reflect the situation, audience, and conventions of the medium.
- Analyze content across disciplines to discern and respect diverse experiences and perspectives, such as race, ethnicity, gender, sexual orientation, and ability, from both local and global points of view.
- Question, investigate and solve problems using scientific and quantitative reasoning.

Total Credits	31
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Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
	Elective - Humanities (Track 1)	3
	Elective - Social Science (Track 1)	3
	Elective - Math	3
	Elective - Communication	3

Spring 1

Course Code	Title	Credits
ENG 200	English Composition II: Studies in Literature**	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - CIT or MAT	3
	Elective - Social Science (Track 2)	3
	Elective - Humanities (Track 2)	3

Social Sciences & Criminal Justice

Behavioral Sciences

Degree Type

Associate of Arts

Program Description

The Associate of Arts in Behavioral Science is an interdisciplinary program designed for students who plan to transfer to a four-year institution to earn a bachelor's degree in a social science OR who seek entry-level work in various human service positions. In addition to general education, students will take required courses

covering foundational topics in multiple related disciplines. They will also take electives giving them broad academic experience in psychology, sociology and criminology. Students interested in social services but unsure of which discipline to pursue should consider the flexibility and exploration opportunities this program offers. This program is designed for students who want to help people, but do not know which people they want to help.

Career Opportunities

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

AND/OR

Graduates of this program will be prepared for entry-level employment in the field of social and behavioral sciences.

Examples include:

- Human Resources intern
- Pharmacy Technician
- Home Health Aide
- Law Enforcement Officer
- Office Administrator
- Assistant Counselor
- Assistant Teacher/Teacher's Aide
- Social Worker Assistant

Program Objectives

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

1. Develop a solid grasp of fundamental principles, theories, and investigate approaches in the realm of behavioral sciences.
2. Examine the ethical principles governing behavioral sciences.
3. Collect and compose academic research that summarizes the behavioral sciences literature, utilizing proper APA formatting.

Obtaining the Degree

To earn the Behavioral Science 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

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
	Elective - Science with Lab	4
	CIT 100 or Higher Level	3
	COM 101 or COM 110	3
ENG 110	English Composition I**	3
	Elective - Humanities	3
	Elective - Math	3
	Elective - Social Science	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Value & Ethics	3
	Elective - Free	3
	Elective - Free	3
	Elective - Free	3

Major Requirements

Course Code	Title	Credits
PSY 100	General Psychology**	3
SWK 100	Introduction to Social Work	3
CRJ 110	Introduction to Criminal Justice	3
ENG 205	Research Writing	3
	Elective - Behavioral Science	3
	Elective - Behavioral Science	3
	Elective - Behavioral Science	3
	Elective - Behavioral Science	3

Science Electives

(See Science Electives under Liberal Arts and Sciences for course options)

Cultural Awareness and Diverse Perspectives Electives

Students must select one course to meet the Cultural Awareness and Diverse Perspective. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PSY 215	Death and Dying	3
REL 100	World Religions/Religious Studies	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Values and Ethics Electives

Students must select one course to meet the Value and Ethics requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BUS 130	Personal Consumer Finance	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
ENG 204	Professional Writing	3
ENG 215	Creative Writing	3
ENG 235	Survey of American Literature II	3
ENG 245	Survey of British Literature II	3
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 215	History through Film	3
HIS 250	World War II through Film	3
LIF 111	Health and Wellness	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
PHI 200	Introduction to Ethics	3
REL 100	World Religions/Religious Studies	3
REL 200	Understanding the Bible	3

Humanities Electives

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
ENG 205	Research Writing	3
ENG 215	Creative Writing	3
ENG 230	Survey of American Literature I	3
ENG 235	Survey of American Literature II	3
ENG 240	Survey of British Literature I	3
ENG 245	Survey of British Literature II	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
FRE 101	French I	3
FRE 102	French II	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
PHI 200	Introduction to Ethics	3
REL 100	World Religions/Religious Studies	3
REL 200	Understanding the Bible	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Math Electives

Course Code	Title	Credits
MAT 110	Business Mathematics	3
MAT 116	Mathematical Concepts & Applications	3
MAT 117	Technical Math	3
MAT 126	Elements of Mathematics I	3
MAT 127	Elements of Mathematics II	3
MAT 145	College Algebra	3
MAT 170	Precalculus	3
MAT 200	Probability and Statistics	3
MAT 204	Discrete Mathematics	3
MAT 205	Applied Calculus for Business	4
MAT 210	Calculus I	4
MAT 220	Calculus II	4

Behavioral Science Electives

Choose 4

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
SOC 125	Drugs in Society	3
CRJ 115	Ethics in Criminal Justice	3
CRJ 150	Juvenile Justice	3
CRJ 175	Constitutional Law	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
PSY 210	Psychology of Aging	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SOC 215	Introduction to Women and Gender Studies	3
SWK 225	Ethics in the Social Sciences	3

Free Electives

Social Science Electives

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
CRJ 110	Introduction to Criminal Justice	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
GEO 100	Introduction to Geography	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 200	American Immigration	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 250	World War II through Film	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
PSY 215	Death and Dying	3
SOC 100	Introduction to Sociology**	3
SOC 125	Drugs in Society	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SOC 135	Families in Society	3

Course Sequencing

Fall 1

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
	CIT 100 or Higher Level	3
ENG 110	English Composition I**	3
PSY 100	General Psychology**	3
SWK 100	Introduction to Social Work	3
CRJ 110	Introduction to Criminal Justice	3

Spring 1

Course Code	Title	Credits
	Elective - Communication	3
	Elective - Math	3
	Elective - Behavioral Science	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Free	3

Fall 2

Course Code	Title	Credits
ENG 205	Research Writing	3
	Elective - Behavioral Science	3
	Elective - Science 3 or 4 Credits	3-4
	Elective - Value & Ethics	3
	Elective - Free	3

Spring 2

Course Code	Title	Credits
	Elective - Humanities	3
	Elective - Social Science	3
	Elective - Behavioral Science	3
	Elective - Behavioral Science	3
	Elective - Free	3

Criminal Justice**Degree Type**

Associate of Applied Science

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 Academy
- Municipal Police Academy - If a student chooses to attend Penn Highlands after completing their Police Academy training (Municipal or State), a total of 18 credits will be applied toward their Criminal Justice A.A.S. 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 theoretical perspectives of the criminal justice system, including law enforcement, courts, and corrections.
- Demonstrate a comprehensive knowledge of the terms and concepts related to the criminal justice system.
- Learn and apply various hands-on skills related to the criminal justice system.

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

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
ANT 100	Introduction to Cultural Anthropology**	3
	Elective - Science 3 or 4 Credits	3-4
CIT 100	Microcomputer Applications	3
	COM 101 or COM 110	3
ENG 110	English Composition I**	3
	MAT 110 or MAT 116 or MAT 145 or MAT 200	3
PSY 100	General Psychology**	3
SOC 100	Introduction to Sociology**	3

Science Electives

(See Science Electives under Liberal Arts and Sciences for course options)

Major Requirements

Course Code	Title	Credits
CRJ 105	Institutional and Community Corrections	3
CRJ 110	Introduction to Criminal Justice	3
CRJ 115	Ethics in Criminal Justice	3
CRJ 120	Criminal Justice Report Writing & Interviewing	3
CRJ 150	Juvenile Justice	3
CRJ 175	Constitutional Law	3
	CRJ 212 or CRJ 295	3
CRJ 215	Criminal Law and Procedure	3
CRJ 225	Criminological Theory	3
CRJ 235	Criminal Investigation and Policing	3
CRJ 260	Deviance & Victimology	3
CRJ 280	Introduction to Basic Research in Criminology	3
	Total Credits	61-62

Course Sequencing

Fall 1

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
CIT 100	Microcomputer Applications	3
CRJ 105	Institutional and Community Corrections	3
CRJ 110	Introduction to Criminal Justice	3
ENG 110	English Composition I**	3
SOC 100	Introduction to Sociology**	3

Spring 1

Course Code	Title	Credits
	ANY 3-4 credit science course (AST, BIO, CHM, GLG, OR PHY)	3
	COM 101 or COM 110	3
CRJ 120	Criminal Justice Report Writing & Interviewing	3
CRJ 115	Ethics in Criminal Justice	3
CRJ 225	Criminological Theory	3

Fall 2

Course Code	Title	Credits
CRJ 150	Juvenile Justice	3
CRJ 175	Constitutional Law	3
CRJ 215	Criminal Law and Procedure	3
PSY 100	General Psychology**	3
ANT 100	Introduction to Cultural Anthropology**	3

Spring 2

Course Code	Title	Credits
	CRJ 212 or CRJ 295	3
CRJ 235	Criminal Investigation and Policing	3
CRJ 260	Deviance & Victimology	3
CRJ 280	Introduction to Basic Research in Criminology	3
	MAT 110 or MAT 116 or MAT 145 or MAT 200	3

Criminal Justice

Degree Type

Certificate

Program Description

The criminal justice system comprises three components: law enforcement, courts, and corrections. Each of these fields are actively recruiting entry-level positions. If you're looking for an edge in this hiring process, this certificate program can provide you the pathway in securing a promising career in the criminal justice system.

This certificate program is designed to prepare you for an entry level position in any of the three criminal justice components mentioned above. You will learn the principles of law enforcement, criminal laws and procedures, community and institutional correctional philosophies and the functions and structure of the local, state, and federal courts systems. Students will learn how to analyze and address various public safety concerns/threats with a measured and balanced solution approach philosophy.

This two-semester certificate program provides students with classes designed to introduce them to each component of the criminal justice system with an emphasis on how these components relate to, interact with, and compliment one another while seeking public safety and equal justice for society. After completion of this certificate program and for those students wishing to pursue a degree program, this certificate is stackable and provides students with a pathway to complete our 61-credit Associate of Arts Criminal Justice Degree Program.

Program Objectives

1. Introduce students to the field of criminal justice through the examination of historical data, statistical information, theories of crime causation, social control strategies, development of laws, and evaluation of criminal justice system policies, procedures, and trends.
2. Demonstrate an understanding of the US Constitution and the allocation of powers among the legislative, executive, and judicial branches of the federal government; the relationship between the federal government and the states; and individual constitutional rights, including equal protection and due process of law.
3. Develop effective verbal and written communication skills, analytical review of evidence and development of criminal cases for prosecution.
4. Demonstrate basic knowledge on how the three components of the criminal justice interrelate and support one another in the promotion of public safety.

Certificate Notes

*Students who enroll in, and successfully complete, the Penn Highlands Police Academy (Act 120) will also receive an 18-credit Criminal Justice Certificate. Once graduated, these students will receive a Diploma from the police academy and a CRJ Certificate. Students who do not enroll in the Penn Highlands Police Academy Act 120 Program are eligible to enroll in the CRJ Certificate Program for enhanced career credentials. All credits earned in the Certificate Program will transfer into the 61-62 credit CRJ Associate of Arts Degree Program. All credits and classes are sequentially offered beginning in the Fall and completing in the Spring semesters. Thus, this certificate can be obtained by students in two semesters.

**Due to the continued experiential learning curriculum in the police academy, police academy cadets will not be required to complete 9-CRJ credits prior to qualifying for CRJ 295 credits.

Total Credits	18
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Course Sequencing

Fall 1

Course Code	Title	Credits
CRJ 110	Introduction to Criminal Justice	3
CRJ 175	Constitutional Law	3
CRJ 215	Criminal Law and Procedure	3

Spring 1

Course Code	Title	Credits
CRJ 120	Criminal Justice Report Writing & Interviewing	3
CRJ 235	Criminal Investigation and Policing	3
	CRJ 212 or CRJ 295	3

Direct Support Professional

Degree Type

Certificate

Program Description

The Direct Support Professional certificate is designed to provide a solid foundation in communication, behavior management, and critical thinking skills necessary to provide basic services in a variety of settings such as acute, long-term care, personal care, or independent living facilities. Students have the option of becoming a helping professional within a position where a degree is not required, but interpersonal skills and

knowledge of human development will be a strong asset. Students may bring varied levels of understanding and experiences; therefore, an emphasis is placed on basic principles of behavior modification, basic medical terminology, ethics in the helping profession, and cultural sensitivity to encourage self-reflection as a competent helper.

This program provides the foundational information and knowledge to function confidently as an assistant in the area of direct client/patient care. It can also serve as professional development for those currently working in the field as a direct support professional. This certificate consists of stackable credits within the Social Service Assistant (A.A.S.) degree program.

Career Opportunities

Successful graduates of this certificate program can seek employment in entry-level positions and assist in providing services in a variety of settings such as:

- Independent Residential Living Facilities
- Long-term Care Facilities
- Personal Care Homes
- Rehabilitation Treatment Facilities

Program Objectives

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

1. Demonstrate the ability to work with diverse populations within acute, long-term care, personal care, or independent living facilities.
2. Demonstrate a working knowledge of basic behavioral analytic principles and procedures.
3. Demonstrate a basic set of helping skills for entry level employment in the field of addictions counseling (i.e., interviewing skills, monitor/record client progress).
4. Collaborate with other multidisciplinary helping professionals to assist in planning/coordinating treatment.
5. Demonstrate cultural sensitivity, critical thinking, and ethical characteristics of a helping professional.

Obtaining the Certificate

To earn the certificate, the student must:

1. Matriculate into the program.
2. Satisfactorily complete all degree requirements, including General Education and Major course requirements of the degree.

Required Courses

Course Code	Title	Credits
	ENG 110 or ENG 204	3
CIT 100	Microcomputer Applications	3
PSY 130	Human Development Across the Lifespan	3
SWK 117	Beginning Interviewing Skills & Documentation	3
SWK 120	Health Information for the Social Sciences	3
PSY 140	Principles of Behavior Management	3
	Total Credits	18

Paralegal Studies

Degree Type

Associate of Applied Science

Program Description

The Associate of Applied Science degree in Paralegal Studies is a completely online degree program that 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

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
BIO 102	Life Science	3
COM 110	Interpersonal Communication	3
	MAT 110 or MAT 116	3
SOC 100	Introduction to Sociology**	3
PSY 100	General Psychology**	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
GOV 100	Introduction to American National Government**	3
CIT 100	Microcomputer Applications	3

Major Requirements

Course Code	Title	Credits
PLG 100	Introduction to Paralegal Studies	3
PLG 110	Ethics for Paralegals	3
PLG 200	Family Law for Paralegals	3
PLG 220	Legal Research & Writing for Paralegals	3
PLG 230	Civil Litigation	3
PLG 240	Torts & Contract Law	3
PLG 295	Paralegal Internship	3
CRJ 175	Constitutional Law	3
CRJ 215	Criminal Law and Procedure	3
SOC 205	Race, Class, and Gender in Society	3
	Total Credits	61

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
CIT 100	Microcomputer Applications	3
	MAT 110 or MAT 116	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
PLG 100	Introduction to Paralegal Studies	3

Spring 1

Course Code	Title	Credits
COM 110	Interpersonal Communication	3
PSY 100	General Psychology**	3
GOV 100	Introduction to American National Government**	3
PLG 110	Ethics for Paralegals	3
PLG 200	Family Law for Paralegals	3

Fall 2

Course Code	Title	Credits
CRJ 175	Constitutional Law	3
CRJ 215	Criminal Law and Procedure	3
PLG 220	Legal Research & Writing for Paralegals	3
PLG 230	Civil Litigation	3
SOC 100	Introduction to Sociology**	3

Spring 2

Course Code	Title	Credits
PLG 240	Torts & Contract Law	3
PLG 295	Paralegal Internship	3
BIO 102	Life Science	3
SOC 205	Race, Class, and Gender in Society	3
HIS 110	U.S. History II: Reconstruction to Present**	3

Psychology

Degree Type

Associate of Arts

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. Content Knowledge and Applications: Describe key concepts, principles, and theories in psychological science.
2. Scientific Inquiry and Critical Thinking: Use statistics to evaluate quantitative research findings.
3. Personal and Professional Development and Values: Demonstrate appropriate ethical and APA standards in academics and interpersonal and intercultural responsiveness.
4. Communication, Psychological Literacy and Technology Skills: Provide evidence of psychological literacy.

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

Course Code	Title	Credits
FYE 101	First Year Experience	1
BIO 104	Principles of Biology I Lecture	3
BIO 202	Human Anatomy and Physiology I	3
BIO 114	Principles of Biology I Lab	1
BIO 212	Human Anatomy and Physiology Lab I	1
CIT 100	Microcomputer Applications	3
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
ENG 200	English Composition II: Studies in Literature**	3
MAT 145	College Algebra	3
PHI 200	Introduction to Ethics	3
SOC 100	Introduction to Sociology**	3
	Elective - Cultural Awareness and Diverse Perspectives	3

Major Requirements

Course Code	Title	Credits
PSY/SOC 202	Introduction to Research	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
PSY 210	Psychology of Aging	3
PSY 220	Introduction to Counseling	3
PSY 299	Elementary Statistics	4
SOC 200	Contemporary Social Issues	3
	Elective - Social Science	3

Cultural Awareness and Diverse Perspectives Electives (Choose one)

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
MUS 100	Introduction to Music	3
PHI 110	Introduction to Philosophy**	3
ENG 230	Survey of American Literature I	3
ENG 235	Survey of American Literature II	3
ENG 240	Survey of British Literature I	3
ENG 245	Survey of British Literature II	3
ENG 271	World Literature	3

Social Science Electives (Choose one)

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
GOV 100	Introduction to American National Government**	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
PSY 215	Death and Dying	3
	Total Credits	61

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
ENG 110	English Composition I**	3
CIT 100	Microcomputer Applications	3
MAT 145	College Algebra	3
PSY 100	General Psychology**	3

Spring 1

Course Code	Title	Credits
ENG 200	English Composition II: Studies in Literature**	3
PHI 200	Introduction to Ethics	3
PSY 130	Human Development Across the Lifespan	3
PSY 200	Abnormal Psychology	3
BIO 104	Principles of Biology I Lecture	3
BIO 114	Principles of Biology I Lab	1

Fall 2

Course Code	Title	Credits
BIO 202	Human Anatomy and Physiology I	3
BIO 212	Human Anatomy and Physiology Lab I	1
PSY/SOC 202	Introduction to Research	3
PSY 220	Introduction to Counseling	3
PSY 299	Elementary Statistics	4
SOC 100	Introduction to Sociology**	3

Spring 2

Course Code	Title	Credits
COM 101	Public Speaking	3
PSY 210	Psychology of Aging	3
SOC 200	Contemporary Social Issues	3
	Elective - Social Science	3
	Elective - Cultural Awareness and Diverse Perspectives	3

Recovery Technician

Degree Type

Certificate

Program Description

This certificate is designed in order to prepare students to work in an entry-level position in the field of treatment and recovery of Substance Use Disorder (SUD). Students will be introduced to the effects that substance abuse and chemical dependency have on society; and gain an understanding of the impact of various forms of substance use (both legal and illegal), stages of recovery, various treatments and counseling approaches of working with those who have physical and psychological issues relating to substance use will be explored. Students who pursue this certificate may bring diverse levels of understanding and experiences; therefore, an emphasis is placed on basic helping skills, ethics in the helping profession, and cultural humility 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 use disorder recovery and treatment; and can serve as professional development for those currently working in the field.

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/Recovery Treatment Programs
- Outpatient Treatment Centers
- Sober Living and/or Halfway Houses

Program Objectives

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

1. Identify biological, social, and psychological effects and causes of substance abuse, chemical dependency, and recovery.
2. Demonstrate a cultural awareness of substance abuse, chemical dependency, and recovery.
3. Demonstrate a basic set of helping skills for entry level employment in the field of recovery treatment (i.e. interviewing skills, assessments, monitor/record client progress, case management).
4. Collaborate with other helping professionals to assist in planning/coordinating services.
5. Demonstrate cultural humility, 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.

Required Courses

Course Code	Title	Credits
ENG 110	English Composition I**	3
SWK 100	Introduction to Social Work	3
SOC 125	Drugs in Society	3
SWK 225	Ethics in the Social Sciences	3
SOC/ADD 115	Chemical Dependency & Addictions	3
PSY/ADD 225	Introduction to Chemical Dependency Counseling	3
	Total Credits	18

Social Service Assistant

Degree Type

Associate of Applied Science

Program Description

The Social Service Assistant A.A.S. degree program is designed to prepare students with foundational knowledge of developing the communication and critical thinking skills necessary to deliver basic services within diverse populations when entering the workforce as a community and/or social science assistant in the areas of behavioral health, family services, and/or substance treatment programs. Students who pursue this degree will be introduced to psychological and sociological theories, ethics within the helping profession, and encouraged to explore cultural sensitivity based on self-reflection.

The curriculum within the Social Service Assistant degree program focuses on preparing students with introductory level competencies and skill levels to gain a perspective on working with the whole person in relationship to that person's environment. It is designed to prepare students to work in public and private social service agencies and organizations. Students enrolled in this program will have the foundational knowledge and skills to assist Social Workers, counselors, and other helping professionals in developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

Career Opportunities

Successful graduates of this degree program can seek employment in entry-level positions such as:

- Advocate
- Caseworker
- Community Coordinator
- Family Support Worker
- Home Based Assistant
- Human Services Program Coordinator
- Outreach Specialist
- Social Services Assistant

Program Objectives

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

1. Identify ethics and values of the helping professional at an introductory level.
2. Demonstrate a basic set of helping skills for entry level employment as a helping professional, such as interviewing, assessment and documentation.
3. Assess the significance of intersections of people and their environments in a multicultural context.

- Demonstrate cultural humility, critical thinking, and ethical characteristics of a helping professional with a focus on anti-racist, diversity, equity, and inclusion (ADEI).

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

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
BIO 102	Life Science	3
CIT 100	Microcomputer Applications	3
COM 110	Interpersonal Communication	3
	ENG 105 or ENG 110	3
LIF 111	Health and Wellness	3
MAT 110	Business Mathematics	3
PSY 100	General Psychology**	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
	Elective - Humanities or Social Science	3
	Elective - Humanities or Social Science	3

Social Science/Humanities Electives

Choose 2 courses:

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
CRJ 110	Introduction to Criminal Justice	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
FLM 110	Introduction to American Cinema	3
GOV 100	Introduction to American National Government**	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
REL 100	World Religions/Religious Studies	3
REL 200	Understanding the Bible	3

Major Requirements

Course Code	Title	Credits
PSY 130	Human Development Across the Lifespan	3
PSY 140	Principles of Behavior Management	3
SOC 205	Race, Class, and Gender in Society	3
SWK 100	Introduction to Social Work	3
SOC 135	Families in Society	3
SWK 225	Ethics in the Social Sciences	3
SWK 117	Beginning Interviewing Skills & Documentation	3
SOC/ADD 115	Chemical Dependency & Addictions	3
PSY/ADD 225	Introduction to Chemical Dependency Counseling	3
	Total Credits	61

Course Sequencing

Fall 1

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
	ENG 105 or ENG 110	3
SOC 100	Introduction to Sociology**	3
SWK 100	Introduction to Social Work	3
SWK 225	Ethics in the Social Sciences	3
MAT 110	Business Mathematics	3

Spring 1

Course Code	Title	Credits
PSY 100	General Psychology**	3
COM 110	Interpersonal Communication	3
SOC 200	Contemporary Social Issues	3
	Elective - Humanities or Social Science	3

Fall 2

Course Code	Title	Credits
LIF 111	Health and Wellness	3
SOC 135	Families in Society	3
	Elective - Humanities or Social Science	3
SOC/ADD 115	Chemical Dependency & Addictions	3
PSY/ADD 225	Introduction to Chemical Dependency Counseling	3

Spring 2

Course Code	Title	Credits
PSY 130	Human Development Across the Lifespan	3
BIO 102	Life Science	3
SOC 205	Race, Class, and Gender in Society	3
PSY 140	Principles of Behavior Management	3
SWK 117	Beginning Interviewing Skills & Documentation	3

Social Work

Degree Type

Associate of Arts

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 and knowledge of the Social Work profession, values, practice and policies at an introductory level.
2. Demonstrate an understanding of cultural humility through exploring anti-racist, diversity, equity and inclusion (ADEI) within the Social Work profession.
3. Demonstrate introductory level engagement, assessment, and documentation skills for working with individuals, families, groups, organizations, and communities with a focus on anti-racist, diversity, equity and inclusion (ADEI).
4. Assess the significance of the intersections of people within their environments through exploration of micro to macro settings.

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

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
BIO 104	Principles of Biology I Lecture	3
BIO 114	Principles of Biology I Lab	1
CIT 100	Microcomputer Applications	3
COM 101	Public Speaking	3
ENG 110	English Composition I**	3
ENG 200	English Composition II: Studies in Literature**	3
GOV 100	Introduction to American National Government**	3
MAT 145	College Algebra	3
	PHI 110 or PHI 200	3
SOC 205	Race, Class, and Gender in Society	3

Major Requirements

Course Code	Title	Credits
HIS 100	U.S. History I: Discovery through Reconstruction**	3
PSY 100	General Psychology**	3
PSY 130	Human Development Across the Lifespan	3
SOC 100	Introduction to Sociology**	3
SWK 100	Introduction to Social Work	3
SOC 135	Families in Society	3
SWK 210	Social Welfare	3
SWK 225	Ethics in the Social Sciences	3
SOC/ADD 115	Chemical Dependency & Addictions	3
PSY/ADD 225	Introduction to Chemical Dependency Counseling	3
SWK 117	Beginning Interviewing Skills & Documentation	3
	Total Credits	62

Course Sequencing

Note(s)

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.

Fall 1

Course Code	Title	Credits
BEH 101	Behavioral Science Exploration	1
SWK 225	Ethics in the Social Sciences	3
ENG 110	English Composition I**	3
MAT 145	College Algebra	3
PSY 100	General Psychology**	3
SWK 100	Introduction to Social Work	3

Spring 1

Course Code	Title	Credits
CIT 100	Microcomputer Applications	3
ENG 200	English Composition II: Studies in Literature**	3
PSY 130	Human Development Across the Lifespan	3
SOC 100	Introduction to Sociology**	3
	Elective - Social Science	3

Fall 2

Course Code	Title	Credits
BIO 104	Principles of Biology I Lecture	3
BIO 114	Principles of Biology I Lab	1
SOC 135	Families in Society	3
SOC/ADD 115	Chemical Dependency & Addictions	3
PSY/ADD 225	Introduction to Chemical Dependency Counseling	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3

Spring 2

Course Code	Title	Credits
GOV 100	Introduction to American National Government**	3
	PHI 110 or PHI 200	3
SOC 205	Race, Class, and Gender in Society	3
SWK 117	Beginning Interviewing Skills & Documentation	3
COM 101	Public Speaking	3

Technical & Professional Studies

Culinary Arts

Degree Type

Associate of Applied Science

Program Description

The Culinary Arts program prepares students for entry level and management positions in the foodservice industry. The curriculum offers a foundation in general business management with a focus on culinary skills, including baking and pastry. In addition to classroom and food laboratory experience, students are required to complete a supervised internship in a cooperating food service facility. Course work is supplemented by practical experience arranged through these internships.

Career Opportunities

- Line Cook
- Sous Chef
- Head Chef
- Head Cook
- Cafeteria Manager
- Kitchen Manager
- Kitchen Supervisor
- Foodservice Production Supervisor

Program Objectives

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

1. Apply principles and demonstrate proper food safety and sanitation procedures.
2. Demonstrate and apply knowledge of culinary terminology, techniques and methods used in professional kitchen food preparation.
3. Demonstrate the ability to use a wide range of baking and pastry techniques.
4. Apply business management skills to operational decision-making, financial issues and personnel management within a professional kitchen.
5. Demonstrate knowledge of laws, rules, regulations and procedures governing food operations.

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

Course Code	Title	Credits
FYE 101	First Year Experience	1
	Elective - Science 3 or 4 Credits	3-4
CIT 100	Microcomputer Applications	3
COM 120	Organizational Communications	3
ENG 110	English Composition I**	3
MAT 110	Business Mathematics	3
	Elective - Value & Ethics	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Open	3

Cultural Awareness and Global Perspectives Electives

Students must select one course to meet the Cultural Awareness and Global Perspectives requirement. The selected course may not meet any other program or general education requirement.

Course Code	Title	Credits
ANT 100	Introduction to Cultural Anthropology**	3
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ASL 101	American Sign Language I	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
GEO 100	Introduction to Geography	3
HIS 200	American Immigration	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
PSY 215	Death and Dying	3
REL 100	World Religions/Religious Studies	3
SOC 100	Introduction to Sociology**	3
SOC 200	Contemporary Social Issues	3
SOC 205	Race, Class, and Gender in Society	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

Values and Ethics Electives

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BUS 130	Personal Consumer Finance	3
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
ENG 105	Effective Writing for the Workplace	3
ENG 204	Professional Writing	3
ENG 215	Creative Writing	3
ENG 220	Business Letter and Report Writing	3
ENG 235	Survey of American Literature II	3
ENG 245	Survey of British Literature II	3
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Public Policy Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 215	History through Film	3
HIS 250	World War II through Film	3
LIF 111	Health and Wellness	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3
PHI 200	Introduction to Ethics	3
REL 100	World Religions/Religious Studies	3
REL 200	Understanding the Bible	3

Science Electives

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
	BIO 106 and BIO 116	4
	BIO 202 and BIO 212	4
	BIO 204 and BIO 214	4
	BIO 206 and BIO 216	4
	BIO 207 and BIO 217	4
	BIO 208 and BIO 218	4
CHM 115	Chemistry for Health Professions	4
CHM 120	General Chemistry I	4
ENV 110	Introductory Environmental Science	3
	GLG 102 and GLG 103	4
HSC 130	Basic Anatomy and Physiology	3
	PHY 102 and PHY 103	4
	PHY 110 and PHY 111	4
	PHY 115 and PHY 116	4

Major Requirements

Course Code	Title	Credits
BUS 110	Introduction to Business	3
BUS 125	Management Principles	3
BUS 145	Hospitality Management	3
CUL 137	Food Sanitation and Safety Credential	2
CUL 151	Foods 1	3
CUL 159	Foods 2	3
CUL 167	Foods 3	3
CUL 171	Foods 4	3
CUL 182	Baking and Pastry 1	3
CUL 185	Baking and Pastry 2	3
CUL 296	Culinary Arts Internship	3
	Total Credits	60-61

Course Sequencing

Fall 1

Course Code	Title	Credits
FYE 101	First Year Experience	1
CUL 182	Baking and Pastry 1	3
CUL 151	Foods 1	3
CUL 137	Food Sanitation and Safety Credential	2
MAT 110	Business Mathematics	3
BUS 110	Introduction to Business	3

Spring 1

Course Code	Title	Credits
CUL 159	Foods 2	3
	Elective - Open	3
ENG 110	English Composition I**	3
CUL 185	Baking and Pastry 2	3
BUS 125	Management Principles	3

Fall 2

Course Code	Title	Credits
BUS 145	Hospitality Management	3
CUL 167	Foods 3	3
	Elective - Open	3
CIT 100	Microcomputer Applications	3
	Elective - Value & Ethics	3

Spring 2

Course Code	Title	Credits
	Elective - Science 3 or 4 Credits	3-4
CUL 171	Foods 4	3
COM 120	Organizational Communications	3
	Elective - Cultural Awareness and Diverse Perspectives	3
CUL 296	Culinary Arts Internship	3

Culinary Arts

Degree Type

Certificate

Program Description

The Culinary Arts certificate program provides learners with a solid foundation of proven culinary theory on which to build a repertoire of professional skills. Emphasis is placed on current industry cooking and baking methods and techniques.

Career Opportunities

- Food safety and sanitation
- Food preparation
- Food identification
- Methods of cooking
- Menu planning
- Soups and stocks
- Baking
- Decorating
- Applied mathematics concepts

Program Objectives

1. Demonstrate a general business knowledge and skills base necessary to compete in the business world including familiarity with management principles concepts and styles.

2. Describe the steps necessary to provide a safe and sanitary environment for customers and employees.
3. Demonstrate knowledge of laws, rules, regulations, and procedures governing food operations.
4. Plan, develop, and produce appropriate foods and menus for a variety of settings.
5. Demonstrate knowledge of food service and culinary industry terminology.
6. Use cost control techniques for internal operational decision-making.

Students who complete the culinary certificate will be able to pursue further education in our full-time program.

Total Credits 23

Course Sequencing

Fall 1

Course Code	Title	Credits
BUS 110	Introduction to Business	3
CUL 182	Baking and Pastry 1	3
CUL 151	Foods 1	3
CUL 137	Food Sanitation and Safety Credential	2

Spring 1

Course Code	Title	Credits
CUL 159	Foods 2	3
CUL 185	Baking and Pastry 2	3

Fall 2

Course Code	Title	Credits
BUS 145	Hospitality Management	3
CUL 167	Foods 3	3

Course Descriptions

Academic Career Planning

ACP 105 : Promoting Academic Success

As Needed

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.

Credits 1

Accounting

ACC 150 : Accounting Principles I

Fall, Summer

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.

Credits 3

ACC 160 : Payroll Accounting

Fall

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.

Credits 3

Prerequisite Courses

ACC 150

ACC 175 : Accounting Principles II

Spring, Summer

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.

Credits 3

Prerequisite Courses

ACC 150

ACC 201 : Intermediate Accounting

Fall

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.

Credits 3

Prerequisite Courses

ACC 175

ACC 220 : Automated Accounting

Spring, Summer

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.

Credits 3

ACC 221 : Excel for Accounting

Spring

This course introduces and emphasizes the use of Microsoft Excel on a personal computer (PC) to complete a variety of accounting tasks including journal entries, financial statements, inventory costing and analysis, bank reconciliations, depreciation schedules, payroll registers, bond amortization, financial statement analysis, and budgeting and cost analysis with emphasis placed on decision-making and how it can be enhanced by the spreadsheets produced. Students will practice recording financial information in Excel using various quantitative and formatting tools to enhance both the functionality and visual appearance of spreadsheets.

Credits 3

Prerequisite Courses

ACC 150

ACC 225 : Accounting Simulations

Spring

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.

Credits 3

Prerequisite Courses

ACC 160

ACC 175

ACC 220

ACC 230 : Managerial Accounting

Spring

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.

Credits 3

Prerequisite Courses

ACC 150

ACC 260 : Federal Taxation of Individuals

Fall

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.

Credits 3

ACC 281 : Financial Accounting and Regulations

As Needed

This is a rigorous course intended for post-baccalaureate students only. It provides an accountant intending to pursue their Certified Public Accounting (CPA) license the opportunity to prepare for successful completion of the financial accounting and regulations (FAR) portion of the licensure exam. Topics covered include the conceptual framework, standard-setting, financial accounting, financial reporting, financial statement analysis and performance metrics, and accounting for state and local governments.

Credits 3

Prerequisites

Student must have earned a bachelor's degree from an accredited college or university.

ACC 282 : Taxation and Regulation

As Needed

This is a rigorous course intended for post-baccalaureate students only. It provides an accountant intending to pursue their Certified Public Accounting (CPA) license the opportunity to prepare for successful completion of the taxation and regulation (REG) portion of the licensure exam. Topics covered include federal tax procedures, business law, federal taxation of property transactions, individuals, and entities including tax return preparation, professional responsibilities, and ethics with a focus on routine and recurring tasks.

Credits 3

Prerequisites

Student must have earned a bachelor's degree from an accredited college or university.

ACC 283 : Auditing and Attestation

As needed

This is a rigorous course intended for post-baccalaureate students only. It provides an accountant intending to pursue their Certified Public Accounting (CPA) license the opportunity to prepare for successful completion of the auditing and attestation (AUD) portion of the licensure exam. Topics covered include ethics, the audit process, preparation, compilation, and review engagements and other non-attestation services.

Credits 3

Prerequisites

Students must have completed a Bachelor's Degree.

ACC 284 : Information Systems and Controls

As needed

This is a rigorous course intended for post-baccalaureate students only. It provides an accountant intending to pursue their Certified Public Accounting (CPA) license the opportunity to prepare for successful completion of the information systems and controls (ISC) portion of the licensure exam. Topics covered include regulations, standards, and frameworks, information systems and data management, security and confidentiality, and System and Organization Controls (SOC) engagements.

Credits 3

Prerequisites

Students must have completed a Bachelor's Degree.

ACC 299 : Capstone Seminar

Spring

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.

Credits 4

Lecture Hours 3

Lab Hours 1

Prerequisite Courses

ACC 160

ACC 201

American Sign Language

ASL 101 : American Sign Language I

Fall - Odd Year

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.

Credits 3

Anthropology

ANT 100 : Introduction to Cultural Anthropology**

Fall, Spring, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

Art

ART 101 : Introduction to Art History**

Fall - Even Year, Spring, Summer

This course introduces the major periods of Western art history, including: Ancient, Egyptian, Greek, Early Medieval, Romanesque, Gothic, Renaissance, Baroque, 19th and 20th Century. The course will examine the religious, philosophical, and social forces that shaped the masterpieces.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

ART 105 : Drawing Fundamentals

Fall - Even Year

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.

Credits 3

ART 110 : Introduction to Painting and Sculpting**

Spring - Even Year

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

Astronomy

AST 100 : Introduction to Astronomy

Fall, Summer

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.

Credits 3

Behavioral Sciences

BEH 101 : Behavioral Science Exploration

Fall

This course offers an introduction to the principles of behavioral science and their application to problems facing contemporary societies (e.g., human rights, culture changes, homelessness, poverty, discrimination, crime, mental health issues, public health, racism, education, juvenile delinquency, substance abuse, etc.) through the fields of criminology, psychology, and social work. Students will learn how behavioral scientists analyze human behavior and how these analyses are used to inform interventions. Students will also learn about careers in the behavioral sciences and how to pursue them.

This course will focus on the three major approaches: Criminology, Psychology, and Social Work.

This course is recommended in the first semester of the Behavioral Sciences degree program.

Credits 1

Biology

BIO 102 : Life Science

Spring, Summer

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.

Credits 3

BIO 104 : Principles of Biology I Lecture

Fall, Spring, Summer

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.

Credits 3

Corequisite Courses

BIO 114

BIO 106 : Principles of Biology II Lecture

Spring

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.

Credits 3

Prerequisite Courses

BIO 104

BIO 114

Corequisite Courses

BIO 116

BIO 107 : Botany Lecture

This course serves as an introduction to the fundamental principles of botany and explores the diversity, form, and function of vascular and nonvascular plants. It will provide a modern and comprehensive overview of the fundamentals of botany while retaining the important focus of natural selection, analysis of botanical phenomena, and diversity. Students are first introduced to topics they are more familiar with such as plant structure. The course will proceed to those topics which are less familiar including plant physiology and development and conclude with topics that are likely least familiar to the introductory student like genetics, evolution, and ecology.

Credits 3

Corequisite Courses

BIO 117

BIO 114 : Principles of Biology I Lab

Fall, Spring, Summer

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.

Credits 1

Corequisite Courses

BIO 104

BIO 116 : Principles of Biology II Lab

Spring

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.

Credits 1

Prerequisite Courses

BIO 104

BIO 114

Corequisite Courses

BIO 106

BIO 117 : Botany Lab

This course provides lab-based training in botany and applies the principles taught in AGR 105, Botany lecture. The students will have the opportunity to conduct hands-on activities associated with plant anatomy and morphology, metabolism, classification, genetics, plant diversity, and plants and their relationships to humans.

Credits 1

Lecture Hours 0

Lab Hours 1

Corequisite Courses

BIO 107

BIO 202 : Human Anatomy and Physiology I

Fall, Summer

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.

Credits 3

Prerequisites

BIO104/114 Principles of Biology I Lecture/Lab or TEAS Test score Academic Preparedness Level of proficient or better or high school biology within the last five years.

Corequisite Courses

BIO 212

BIO 204 : Human Anatomy and Physiology II

Spring, Summer

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.

Credits 3

Prerequisite Courses

BIO 202

BIO 212

Corequisite Courses

BIO 214

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.

Credits 3

Prerequisites

BIO104/114 Principles of Biology 1 with lab or BIO 202/212 Human Anatomy and Physiology I with lab

Corequisite Courses

BIO 216

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.

Credits 3

Prerequisite Courses

BIO 104

BIO 114

MAT 131

Corequisite Courses

BIO 217

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.

Credits 3

Prerequisite Courses

BIO 104

Corequisite Courses

BIO 218

BIO 212 : Human Anatomy and Physiology Lab I

Fall, Summer

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.

Credits 1

Prerequisites

BIO104/114 Principles of Biology I Lecture/Lab or TEAS Test score Academic Preparedness Level of proficient or better or high school biology within the last five years

Corequisite Courses

BIO 202

BIO 214 : Human Anatomy and Physiology Lab II

Spring, Summer

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.

Credits 1

Prerequisite Courses

BIO 202

BIO 212

Corequisite Courses

BIO 204

BIO 215 : Medical Microbiology

This course provides an overview of the basic principles of microbiology including cell biology, cell metabolism, genetics, microbes in the environment, pathogenic microbes and their importance to disease, treatment, and diagnosis. Laboratory techniques and procedures of microbiology will be studied. Laboratory work involves culturing, staining, studying, and identifying microorganisms.

Credits 4

Lecture Hours 3

Lab Hours 1

Prerequisites

BIO104/114 Principles of Biology 1 with Lab or BIO202/212 Anatomy and Physiology 1 with Lab

BIO 215 : Medical Microbiology

This course provides an overview of the basic principles of microbiology including cell biology, cell metabolism, genetics, microbes in the environment, pathogenic microbes and their importance to disease, treatment, and diagnosis. Laboratory techniques and procedures of microbiology will be studied. Laboratory work involves culturing, staining, studying, and identifying microorganisms.

Credits 4

Lecture Hours 3

Lab Hours 1

Prerequisites

BIO 104/114 Principles of Biology 1 with Lab or BIO 202/212 Anatomy and Physiology 1 with Lab

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.

Credits 1

Prerequisites

BIO104/114 Principles of Biology 1 with lab or BIO 202/212 Human Anatomy and Physiology I with lab

Corequisite Courses

BIO 206

BIO 217 : Ecology Lab

The course illustrates many of the topics introduced in lecture through hands-on laboratory experiments and detailed case studies.

Credits 0

Prerequisite Courses

BIO 104

BIO 114

MAT 131

Corequisite Courses

BIO 207

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.

Credits 1

Prerequisite Courses

BIO 104

Corequisite Courses

BIO 208

Business

BUS 110 : Introduction to Business

Fall, Summer

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.

Credits 3

BUS 125 : Management Principles

Fall, Spring

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.

Credits 3

BUS 130 : Personal Consumer Finance

Fall, Spring

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.

Credits 3

BUS 145 : Hospitality Management

Fall

This course will engage the learners in the inner workings in the hospitality industry. An overview of the segments, principles, and industry trends in the hospitality industry including lodging, restaurants, food and beverage, tourism, recreation, attractions, clubs and gaming will allow learners to explore career paths and opportunities in the industry. The course will explore the different characteristics in the industry associated with meetings, conventions, expositions, and special events. Strategic management methods including planning, decision making, and communication will also be explored. This course will engage learners in exploring and evaluating the potential impact of current events, trends, and issues in this dynamic industry.

Credits 3

BUS 165 : Human Resource Management

Fall, Spring

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.

Credits 3

BUS 206 : Operations Management and Process Improvement

Fall, Spring

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.

Credits 3

BUS 210 : Business Law

Fall, Spring, Summer

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.

Credits 3

BUS 220 : Small Business Management

Fall, Spring

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.

Credits 3

BUS 225 : Business Ethics

Fall, Summer

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.

Credits 3

BUS 230 : Principles of Marketing

Fall, Spring, Summer

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.

Credits 3

BUS 235 : Introduction to Sports Management

Fall

This course is designed to introduce students to the dynamic industry of sports management. To work in the sports industry, strong interpersonal, communication, and leadership skills are required. The course will examine these skills along with problem-solving and strategic planning especially as they relate to the unique elements of this industry, including exploring social media usage and branding athletes and sports teams.

Credits 3

BUS 240 : Labor Management Relations

Fall, Spring

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.

Credits 3

BUS 298 : Business Management Internship

As Needed

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.

Credits 2

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.

Credits 4

Lecture Hours 3

Lab Hours 1

Prerequisites

MAT 131 Intermediate Algebra, MAT 117 Technical Math, or high school algebra

CHM 115 : Chemistry for Health Professions

Spring

This course is designed to introduce the students to fundamental concepts of general, organic and biochemistry and connections of these chemical principles to the health field. Topics include measurement, atomic structure, periodic table, chemical reactions, stoichiometry, properties of gases, matter and energy, chemical bonding, acids and bases, nuclear chemistry, organic structures, physical and chemical properties of organic compounds, stereochemistry, carbohydrates, lipids, amino acids, proteins, enzymes, and metabolism.

Credits 4

Lecture Hours 3

Lab Hours 1

CHM 120 : General Chemistry I

Fall

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.

Credits 4

Lecture Hours 3

Lab Hours 1

Prerequisites

High school chemistry and Algebra (or placement test into College Algebra)

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.

Credits 4

Lecture Hours 3

Lab Hours 1

Prerequisite Courses

CHM 120

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.

Credits 5

CNT 200 : Routing and Switching Essentials

Spring

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.

Credits 5

Prerequisite Courses

CNT 100

CNT 210 : Advanced Routing and Switching Technology

Fall

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.

Credits 5

Prerequisite Courses

CNT 200

CNT 220 : WAN Technologies

Spring

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.

Credits 5

Prerequisite Courses

CNT 210

Civilization

CIV 100 : Western Civilization: Ancient through Renaissance**

Fall, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

CIV 110 : Western Civilization: Renaissance to Present**

Spring, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

CIV 200 : Ancient Rome and the Barbarians

Fall - Odd Year

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.

Credits 3

Communication

COM 101 : Public Speaking

Fall, Spring, Summer

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.

Credits 3

COM 110 : Interpersonal Communication

Spring

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.

Credits 3

COM 115 : Introduction to Communication

Fall

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.

Credits 3

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.

Credits 3

COM 200 : Media and Society

Spring

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.

Credits 3

Computer Information Technology

CIT 100 : Microcomputer Applications

Fall, Spring, Summer

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.

Credits 3

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.

Credits 3

Prerequisite Courses

CIT 100

CIT 117 : Introduction to Information Security

Fall

This course provides an introduction to the field of information security. Topics to be covered include: risk management and threats, security technologies, cryptography, network security, access control and authentication, security management and operations, and emerging trends.

Credits 3

CIT 132 : Local Area Networks

Fall

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.

Credits 4

Notes

Successful completion of CIT 132 Local Area Networks will assist students in passing the CompTIA Network+ Certification exam.

CIT 165 : Hardware Components

Spring

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.

Credits 3

Notes

Successful completion of CIT 165 Hardware Components will prepare students to take the first part of the CompTIA A+ Certification exam.

CIT 166 : Visual Basic Programming

Fall

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.

Credits 3

CIT 173 : Windows Enterprise Desktop Operating Systems

Fall

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.

Credits 3

CIT 196 : Database Management

Spring

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.

Credits 3

CIT 202 : Management Information Systems

Spring

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.

Credits 3

CIT 222 : Linux Operating System

Spring

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.

Credits 3

Notes

Successful completion of CIT 222 Linux Operating System will prepare students to take the CompTIA Linux+ Certification exam.

CIT 226 : Windows Server Management

Spring

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.

Credits 4

Prerequisite Courses

CIT 132

CIT 233 : Windows Enterprise Services

Spring

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.

Credits 3

Prerequisite Courses

CIT 226

CIT 237

CIT 237 : TCP/IP Connectivity and Troubleshooting

Spring

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.

Credits 3

Prerequisite Courses

CIT 132

CIT 271 : Computer Forensics

This course provides a comprehensive exploration of digital investigations and their applications. It covers concepts and practical techniques for effectively gathering, analyzing, and presenting digital evidence. Topics to be covered include: Digital Evidence, Digital Investigation Process, Computer Forensics Lab, Data Acquisition and Analysis, Network and Internet Investigations, Mobile and Multimedia Forensics, Legal Proceedings and Reporting.

Credits 3

CIT 272 : Cybersecurity Analyst

This course prepares students for success on the latest CompTIA Cybersecurity Analyst certification exam with content that corresponds directly to each part of the exam and addresses more advanced cybersecurity knowledge and skills. Topics to be covered include: Threat Landscape and Cybersecurity Fundamentals, Network and Host-Based Analysis, Security Tools and Techniques, Cybersecurity Policies and Procedures, Security Assessment and Forensics, Risk Management and Incident Response, Compliance and Security Operations, Threat Detection and Analysis, Data Analysis and Incident Response, Security Issues and Best Practices.

Credits 3

CIT 273 : Pen Testing+

This course prepares students with the knowledge and skills necessary to analyze systems in the same way hackers do, to identify vulnerabilities, reduce security risks and successfully pass the CompTIA PenTest+ certification exam. Topics to be covered include: Planning and Scoping, Information Gathering and Vulnerability Identification, Attacks and Exploits, Penetration Testing Tools, Post-Exploitation and Persistence, Web Application and Database Testing, Wireless and Mobile Application Testing, Network and Infrastructure Testing, Report Writing and Communication, Compliance and Legal Aspects, Advanced Techniques and Specialized Testing.

Credits 3

CIT 285 : Information Technology Project

Spring

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.

Credits 2

Notes

Must be taken in student's last semester.

CIT 288 : Cloud Computing and Security

This course prepares students with the knowledge and skills necessary to analyze systems in the same way hackers do, to identify vulnerabilities, reduce security risks and successfully pass the CompTIA PenTest+ certification exam. Topics to be covered include: Planning and Scoping, Information Gathering and Vulnerability Identification, Attacks and Exploits, Penetration Testing Tools, Post-Exploitation and Persistence, Web Application and Database Testing, Wireless and Mobile Application Testing, Network and Infrastructure Testing, Report Writing and Communication, Compliance and Legal Aspects, Advanced Techniques and Specialized Testing.

Credits 3

CIT 290 : Information Technology Internship

As Needed

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.

Credits 3

Internship Hours 135

Prerequisites

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.

CIT 292 : Network Security

Fall

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.

Credits 3

Prerequisites

Student must have completed CNT 100 Networking Basics if in the Network Admin IT program or CIT 132 Local Area Networks if in the Network Administration program.

Notes

Successful completion of CIT 292 Network Security will prepare students to take the CompTIA Security+ Certification exam.

CIT 293 : Wireshark Network Analysis

Spring

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.

Credits 4

Prerequisites

CIT 132 Local Area Networks or at least 2 years' prior experience in computer networking / technology.

CIT 294 : Ethical Hacking

Spring

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.

Credits 3

Prerequisites

CIT 132 Local Area Networks or CIT 194 Networking Basics or at least 2 years' prior experience in computer networking / technology.

CIT 295 : Network Defense

This course introduces concepts in cybersecurity such as system and network defense, access control, firewalls, cloud security, applications of cryptography, network security data, and evaluating security alerts.

Credits 3

Prerequisites

CIT 132 or CNT 100

Corequisites

CIT 292

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.

Credits 3

Prerequisites

ENG 020 Introduction to Composition, ICR 031 Critical College Reading, and MAT 085 Algebra Fundamentals, or by placement exam.

CSC 121 : Introduction to Software Engineering

Fall

This course provides an introduction to the principles and practices of software engineering. It is designed to serve as a first course in computer science for students and introduce students to software engineering practices.

Students will learn about the software development life cycle, including requirements analysis, system design, coding, testing, and maintenance. The course will also cover project management techniques and tools, software quality assurance, and the ethical and professional responsibilities of a software engineer.

Credits 3

Prerequisites

ENG 020 Introduction to Composition, ICR 031 Critical College Reading, and MAT 085 Algebra Fundamentals, or by placement exam.

CSC 126 : Programming I

Fall

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.

Credits 3

Prerequisites

ENG 020 Introduction to Composition, ICR 031 Critical College Reading, and MAT 085 Algebra Fundamentals; or by placement exam.

CSC 206 : Programming II: Object-Oriented Programming

Spring

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.

Credits 3

Prerequisite Courses

CSC 126

CSC 211 : Survey of Programming Languages

Fall

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.

Credits 3

Prerequisite Courses

CSC 206

CSC 215 : Data Structures

Spring

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.

Credits 3

Prerequisite Courses

CSC 211

MAT 204

CSC 220 : Computer Organization and Architecture

Spring

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.

Credits 4

Prerequisite Courses

CSC 101

CSC 211

Criminal Justice

CRJ 105 : Institutional and Community Corrections

Fall

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.

Credits 3

CRJ 110 : Introduction to Criminal Justice

Fall

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.

Credits 3

CRJ 115 : Ethics in Criminal Justice

Spring

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.

Credits 3

CRJ 120 : Criminal Justice Report Writing & Interviewing

Spring

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).

Credits 3

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.

Credits 3

CRJ 150 : Juvenile Justice*Fall*

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.

Credits 3**CRJ 175 : Constitutional Law***Fall*

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.

Credits 3**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.

Credits 3**CRJ 212 : Special Topics in Criminal Justice***Spring*

This course is a focused examination of emerging and dynamic problems or issues facing law enforcement, the judicial system, and the correction's system. The course will examine how the selected special topics affect each of these three components of the criminal justice system. This course will cover specific subject matter in depth that was only covered cursorily in lower level criminal justice courses as well as subject matter not ordinarily covered in the existing curricula. Examples include, but are not limited to, alternative punishment schemes, emerging patterns of violence, organized crime, white-collar crime, cyber-crime, corruption in the criminal justice system, euthanasia and mercy killing, victimology and victim services, civil disobedience and the rule of law, women and minorities in the justice system, child abuse, sex-trafficking, insanity pleas, Homeland Security and terrorism, death penalty, prison overcrowding and community corrections, serial killers and mass murderers, etc.

Credits 3**Prerequisite Courses**

CRJ 110

CRJ 215 : Criminal Law and Procedure

Fall

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.

Credits 3

Prerequisite Courses

CRJ 110

CRJ 225 : Criminological Theory

Spring

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.

Credits 3

Prerequisite Courses

CRJ 110

CRJ 235 : Criminal Investigation and Policing

Spring

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.

Credits 3

Prerequisite Courses

CRJ 110

CRJ 260 : Deviance & Victimology

Spring

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.

Credits 3

Prerequisite Courses

CRJ 110

PSY 100

SOC 100

CRJ 280 : Introduction to Basic Research in Criminology

Spring

This course provides an introduction to basic research methods including the conceptualization of a research theory or problem, literature review, and the collection and analysis of data to reach a conclusion. While research methods can be applied to any discipline, this course focuses on the study of empirical research in the fields of criminology and criminal justice. This course will concentrate on the basic logic, terminology, and concepts in research methodology as well as the "doing" and implementation of research - data collection, analysis techniques, and an introduction to statistical applications.

Credits 3

Prerequisite Courses

CRJ 110

CRJ 295 : Criminal Justice Internship

As Needed

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.

Credits 3

Prerequisite Courses

CRJ 110

Notes

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.

Culinary Arts

CUL 137 : Food Sanitation and Safety Credential

Fall

This course provides instruction in food service sanitation and safety. Students learn how to develop and implement a Hazard Analysis Critical Control Point (HACCP) food safety system. Students learn to identify and demonstrate proper food sanitation and safety practices. Successful participants earn the National Restaurant Association Educational Foundation's ServSafe Food Safety Certification.

Credits 2

CUL 151 : Foods 1

Fall

This course provides an introduction to the food service industry, basic cooking principles, and tools and equipment usage as well as recipe and menu structure. Both theory and practical experience in the preparation of food is provided. Students are able to prepare, portion, and serve stocks, soups, meats, and poultry in an entry-level position. Students are expected to wear a uniform for all foods laboratory classes.

Credits 3

Lecture Hours 1

Lab Hours 2

CUL 159 : Foods 2*Spring*

This course provides students with continued practice of skills learned and applying them to meat and seafood cookery. Students will focus on the correct cooking techniques as well as. A study of the fundamental principles of meat, fish, and shellfish preparation and cookery, including plate presentation and the use of garnishments, the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism in the kitchen will be studied, as well the development of customer service techniques and habits in the dining room. In addition, students will continue to develop skills in basic mathematical operations and study of their applications in the food service industry including, percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items, and portion control.

Credits 3**Lecture Hours 1****Lab Hours 2****Prerequisite Courses**

CUL 137

CUL 151

CUL 167 : Foods 3*Fall*

This course provides students with continued practice of learned skills in both culinary production and customer service in the operating restaurant. It will also focus on the study of fundamental principles of food preparation and cookery, including the brigade system, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism in the kitchen. In addition, students will develop skills in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, and portion control. Students will design a menu and job duty assignment list and serve students, faculty, and guests. Students will also rotate on managing Kitchen, sous chef, line cook, waitstaff, and dishwashing.

Credits 3**Lecture Hours 1****Lab Hours 2****Prerequisite Courses**

CUL 159

CUL 171 : Foods 4*Spring*

This course provides a study of the development of international cuisines with the emphasis on their ingredients and nontraditional cooking methods, a study of advanced Garde Manger practices and trends, including: fermentation, pickling, and charcutier, and the study and application of modern cooking techniques and food science.

Credits 3**Lecture Hours 1****Lab Hours 2****Prerequisite Courses**

CUL 167

CUL 182 : Baking and Pastry 1

Fall

This course provides students with an introductory level of tools and equipment, baking mathematics, baking science, gluten development, safety and sanitation, preparation of quick breads, cookies, pies, tarts, custards, healthy and alternative baking, and intro to frozen desserts. This foundation course will assist students in achieving future pastry certifications.

Credits 3

Lecture Hours 1

Lab Hours 2

CUL 185 : Baking and Pastry 2

Spring

This course provides the students with continued practice of learned skills in baking and pastry, using baking tools and equipment, baking principles, safety and sanitation and the preparation of yeast raised doughs, laminated doughs, cakes & icings, tortes, petit fours and confections, and plated desserts.

Credits 3

Lecture Hours 1

Lab Hours 2

Prerequisite Courses

CUL 182

CUL 187 : Baking and Pastry 3

This course includes an in-depth study of advanced pastry skills. The students will use all of their skills learned in previous courses and apply them to advanced pastries including: chocolate sculptures, sugar pulling, wedding cakes and fondant work, how to produce truffles and candies, soufflés, ethnic breads, baking science, advanced frozen desserts, fried pastries, and how to design, organize, and produce baking and pastry buffets.

Credits 3

Lecture Hours 1

Lab Hours 2

Prerequisite Courses

CUL 185

CUL 189 : Baking and Pastry 4

This course will build on skills learned in Baking and Pastry I, II, and III and will include an in-depth look at baking industry operations, produce packaging, marketing operations, counter display, and service.

Credits 3

Prerequisite Courses

CUL 187

CUL 200 : Hospitality Management

Fall

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

Credits 3

CUL 296 : Culinary Arts Internship

As Needed

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

Credits 3

CUL 298 : Baking and Pastry Internship

The Baking & Pastry Internship is an opportunity for students to expand their classroom knowledge by learning bakery management through practical application. To earn nine credits, the intern must satisfactorily complete a minimum of 405 hours on the job. Employers will provide evaluations of student performance during the internship. Uniforms are required.

Credits 9

Design

DSG 110 : Graphic Design

Fall

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Early Childhood Education

ECE 101 : Introduction to Early Childhood Education

Fall

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.

Credits 3

ECE 105 : Education Essentials

Fall

This course is designed to give first semester students who are pursuing a career in education, which could include, early childhood, elementary, or secondary, planning and professionalism to successfully complete their education and career goals. This course will also help them become engaged members of the College and professional community. Students will be involved in career exploration in education areas, 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 for educators.

Credits 1

Notes

Students should obtain the following clearances while taking this course: ACT 34, ACT 114, and ACT 151.

ECE 110 : Child Development*Fall*

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.

Credits 3**ECE 205 : Emerging Literacy/Inclusion***Spring*

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.

Credits 3**Prerequisite Courses**

ECE 101

ECE 110

ECE 215 : Teaching: Integrating Curriculum through Creative Expression*Fall*

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.

Credits 3**Prerequisite Courses**

ECE 101

ECE 110

ECE 250 : Children, Families, and Community*Spring*

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.

Credits 3**Prerequisite Courses**

ECE 101

ECE 110

ECE 298 : Observation and Assessment in Early Childhood

Spring

This course is a comprehensive review of assessment theory, practice, and tools used to effectively assess a child's level of achievement and prepare educational strategies to engage the child at the next level of competence. Assessment is viewed as an ongoing process rather than an ending to an educational experience. This course provides the most current research and practical guides to integrate authentic assessment with effective teaching, including the study of PA mandated assessments for PreK through Kindergarten. An introduction to assessments used in 1-4th grade is presented. The course will use material and pre-service experience to interpret and use assessment information once it has been collected. The course is developed around the constructivist approach, recognizing and adapting assessment techniques to accommodate cultural and individual differences. Students learn how to adapt the learning environment for special needs students. This course requires 20 hours of observation/participation. The students are required to complete a final presentation of an electronic graduation portfolio.

Credits 3

Prerequisites

Acts 34, 114, and 151 Clearances

Prerequisite Courses

ECE 101

ECE 110

Early Childhood Management and Leadership

ECD 284 : Professionalism and Leadership in Early Childhood Programs

Summer

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.

Credits 3

Notes

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>.

ECD 285 : Program Organization and Administration of Early Childhood Programs

Summer

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.

Credits 3

Notes

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>.

ECD 286 : Business Management in Early Childhood Programs

Summer

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.

Credits 3

Notes

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>.

Economics

ECO 100 : Macroeconomics

Fall, Spring, Summer

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.

Credits 3

ECO 110 : Microeconomics

Fall, Spring, Summer

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.

Credits 3

Education

EDU 120 : Technology for Teaching

Fall

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 International Society for Technology in Education (ISTE) standards formerly known as the National Educational Technology Standards (NETS).

Credits 3

EDU 225 : Teaching English Language Learners

Spring

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.

Credits 3

EDU 230 : Children with Special Needs

Spring

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.

Credits 3

Electronics

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.

Credits 3

Notes

Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program.

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.

Credits 3

Notes

Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program.

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.

Credits 3

Notes

Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program.

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.

Credits 3

Notes

Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program.

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.

Credits 3

Notes

Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program.

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.

Credits 3

Notes

Course offered on the Penn State University Campus in partnership with the Penn State University Nanotechnology Program.

English

ENG 020 : Introduction to Composition

As Needed

Designed to prepare students for ENG 110 and general academic writing, ENG 020 emphasizes critical reading techniques, writing for a college environment, and basic research skills. Through frequent writing assignments and feedback sessions, students develop fundamental skills in paragraph writing and in gathering sources for various disciplines. Grammar and punctuation proficiency are also emphasized in sentence drills, online assignments, assessment surveys, and essay rubrics. As a college-preparatory course, ENG 020 does not count toward graduation, does not earn college credit, and does not count in GPA calculations.

Credits 0

Institutional Credits 3

Prerequisites

Placement examination

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.

Credits 3

Prerequisites

Placement Testing

ENG 110 : English Composition I**

Fall, Spring, Summer

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.

Credits 3

Prerequisites

By placement exemption or examination

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

ENG 200 : English Composition II: Studies in Literature**

Fall, Spring, Summer

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.

Credits 3

Prerequisite Courses

ENG 110

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

ENG 204 : Professional Writing

Professional Writing emphasizes the techniques and strategies for engaging with and writing a variety of documents encountered in contemporary work environments. The course stresses careful, critical thinking, word choice, sentence structure, document design, writing for a potentially diverse audience, and the new role artificial intelligence plays in daily workplace writing. Students will practice the writing of clear, effective, and unified documents, including but not limited to emails, proposals, reports, and instructions. The design of aesthetically-pleasing, accessible, and effectively organized documents is highly emphasized in this course. A major component of Professional Writing is understanding the role of formatting and rhetoric in writing for specific purposes. Ultimately, this course prepares students to enter into any workplace writing situation with confidence and grace.

Credits 3

ENG 205 : Research Writing

Fall, Spring, Summer

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.

Credits 3

Prerequisite Courses

ENG 110

ENG 215 : Creative Writing

Spring

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.

Credits 3

Corequisite Courses

ENG 110

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.

Credits 3

Corequisite Courses

ENG 110

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.

Credits 3

Corequisite Courses

ENG 110

ENG 230 : Survey of American Literature I

Fall - Even Year

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.

Credits 3

Corequisite Courses

ENG 110

ENG 235 : Survey of American Literature II

Spring - Odd Year

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.

Credits 3

Corequisite Courses

ENG 110

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.

Credits 3

Corequisite Courses

ENG 110

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.

Credits 3

Corequisite Courses

ENG 110

ENG 250 : Women and Literature

Spring - Even Year

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.

Credits 3

Corequisite Courses

ENG 110

ENG 271 : World Literature

Fall - Odd Year

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.

Credits 3

Corequisite Courses

ENG 110

Environmental Science

ENV 110 : Introductory Environmental Science

Spring

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.

Credits 3

Film

FLM 110 : Introduction to American Cinema

Spring

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.

Credits 3

First Year Experience

FYE 101 : First Year Experience

Fall, Spring, Summer

The purpose of this course is to provide first-semester students with a strong foundation in planning and professionalism, which will help students achieve their academic and career goals. Through the course, students will learn about academic planning, career exploration, and the various tools and resources available to support academic success. The activities in the course are designed to prepare students for the professional world, helping to cultivate and demonstrate the professionalism required to succeed in both academia and the job market.

Credits 1

French

FRE 101 : French I

This course studies the foundations of French, including pronunciation, basic vocabulary, writing, and target language culture.

Credits 3

FRE 102 : French II

This course continues building foundations of French, including pronunciation, basic vocabulary, writing and target language culture.

Credits 3

Prerequisite Courses

FRE 101

Geography

GEO 100 : Introduction to Geography

Fall, Summer

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.

Credits 3

Geology

GLG 102 : Introduction to Geology

Fall

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.

Credits 3

Corequisites

GLG 103 Introduction to Geology Lab (*if applicable to student major*)

GLG 103 : Introduction to Geology Lab

As Needed

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.

Credits 1

Prerequisite Courses

GLG 102

Notes

Class may be held outside, weather permitting, and possibly off-site depending upon time and transportation constraints.

Government

GOV 100 : Introduction to American National Government**

Spring, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

GOV 210 : Current Events and Public Policy Issues

Fall - Even Year

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.

Credits 3

Health Sciences

HSC 100 : Medical Terminology

Fall, Summer

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.

Credits 3

Corequisite Courses

HSC 130

HSC 105 : Introduction to Health Professions

Fall

This course is designed to give first semester students who are pursuing a career in health care a solid foundation of planning and professionalism to successfully complete their education and career goals. This course will also 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. This course is taught by Health Care professionals and includes guest speakers from several health care disciplines.

Credits 1

HSC 107 : ICD-10-PCS Inpatient Coding

Spring

This course is second in a two-course sequence. International Classification of Diseases (ICD-10-CM) and Procedure Coding System (CPT), the procedural portion of the ICD-10 system. Principles, guidelines, definitions, and coding conventions for using ICD-10-PCS to code procedures in an inpatient setting are introduced. Students will be provided with the comprehensive training necessary to accurately dissect operative reports and build codes in ICD-10-PCS. This course will include detailed discussion of the anatomy and code structure for each of the body systems and related sections of ICD-10-PCS. Health records, manual and computerized coding methods, and coding references will be utilized in the coding process.

Credits 3

Prerequisites

HSC100 Medical Terminology and HSC130 Basic Anatomy and Physiology with a grade of C or higher.

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

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.

Credits 4

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 111 : Phlebotomy and ECG Skills for the Patient Care Technician

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, professionalism, ethics, and medical terminology. This course will prepare students for the phlebotomy certification exam.

Students will also learn the skills necessary to obtain quality 12 lead electrocardiograms (ECG) in a variety of medical settings. A blended course including both theory and hands-on instruction. This course will also assist students in preparing for the ECG certification exam. This course is designed to meet the needs of students with the ability to interpret both normal and abnormal ECG, as well as provide an overview of heart anatomy and function. Instruction will be provided on proper use of medical equipment and supplies related to maintaining a safe patient environment.

Credits 3

Lecture Hours 2

Lab Hours 1

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 120 : Health Information Management and Medical Office

Spring

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.

Credits 3

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.

HSC 121 : Medical Assisting Administrative I

Spring

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Prerequisites

HSC 100 Medical Terminology; HSC 130 Basic Anatomy and Physiology, with grade of "C" or better.

Notes

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.

HSC 123 : Operational Health Informatics

Fall, Spring

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Notes

Health Science students must earn a "C" or higher in all HSC courses to graduate from the program.

HSC 126 : 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.

Credits 3

Lecture Hours 2

Lab Hours 1

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 130 : Basic Anatomy and Physiology

Fall, Summer

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.

Credits 3

Corequisite Courses

HSC 100

HSC 135 : The Revenue Cycle - Medical Billing

This course introduces the student to the parts of the revenue cycle in health care. All administrative and clinical functions that contribute to the capture, management, and collection of patient service revenue are considered. In the most simplistic and basic terms, the entire life of a patient account from creation to payment for services and the steps taken in each phase of the cycle are examined. This is a foundational course for students entering the field of medical billing and coding.

Credits 3

HSC 142 : Pharmacology for Medical Assisting

Spring

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.

Credits 3

Prerequisites

HSC 130 Basic Anatomy and Physiology with a "C" or higher.

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.

HSC 146 : Pharmacology

As Needed

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.

Credits 3

Prerequisite Courses

BIO 202

BIO 212

BIO 204

BIO 214

HSC 150 : Medical Assisting Clinical I

Spring

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Prerequisites

HSC 100 Medical Terminology; HSC 130 Basic Anatomy and Physiology, with grade of "C" or better.

Notes

Students must earn a "C" or higher in all HSC courses to graduate from the Medical Assisting Technology (A.A.S.) program.

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 152 : Clinical Practicum

This course is a credit worthy clinical experience that will provide the students with the ability to transfer knowledge and skill sets from the classroom to the clinical setting through direct patient care in the acute care setting environment. Students will be supervised by a qualified instructor that has had recent clinical experience in the acute care setting.

Credits 3

Lecture Hours 2

Lab Hours 1

Prerequisite Courses

HSC 111

Corequisite Courses

HSC 151

HSC 126

HSC 155 : Introduction to Electronic Health Records

Fall

Electronic Health Records introduction course curriculum covers content structure, management, analysis, and processing of patient records, while reinforcing the importance of quality, patient privacy, and legal compliance. Along with this is introduce basic concepts of use and maintenance of an Electronic Health Records (EHR) system and provides exposure to basic navigation of an EHR.

Credits 3

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 160 : Law and Ethics for Health Occupations

Spring

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.

Credits 3

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 167 : Critical Thinking & Ethics in the Health Sciences

As Needed

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.

Credits 3

HSC 205 : Medical Coding ICD-10-CM

Fall

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.

Credits 3

Prerequisites

HSC 100 Medical Terminology and HSC 130 Basic Anatomy and Physiology - both with a grade of "C" or better

Notes

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.

HSC 210 : Medical Coding CPT

Fall

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.

Credits 3

Prerequisites

HSC 100 Medical Terminology and HSC 130 Basic Anatomy and Physiology - both with a grade of "C" or better

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.

HSC 215 : Human Disease and Treatment Modalities

Fall

This course provides an overview of the disease processes and introduces students to how the disease is diagnosed, managed, along with any possible consequences. Major disease entities, including etiology and symptoms that are presented. Overview of basic diagnostic tests and treatments that include both medical and pharmacologic options. This course will not only cover traditional but alternative therapies as well. This course will include a virtual component enhancing the students understanding of the concepts associated with basic diseases of each body system as well as up to date treatment modalities.

Credits 3

Prerequisites

HSC 130 Basic Anatomy and Physiology with a "C" or higher

HSC 100 Medical Terminology with a "C" or higher

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.

HSC 221 : Medical Assisting Administrative II

Fall

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Prerequisites

HSC 121 Medical Assisting Administrative I with a grade of "C" or better; Pennsylvania State Police Criminal History Record; Pennsylvania Child Abuse History Clearance

Notes

Students must earn a "C" or higher in all HSC courses in order to advance in the curriculum and graduate from the program.

HSC 232 : Medical Certifications Preparation Course

This course will focus on bringing all aspects of medical coding, billing and health information together and preparing students to take any certified coding, billing and other health information exams with a focus on the Certified Professional Coder (CPC) exam. Chart analysis, abstraction and practice test taking will be the focus that will provide the student with a skill advantage over other medical coders.

Credits 3

Prerequisite Courses

HSC 100

HSC 130

HSC 205

HSC 210

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.

HSC 235 : Medical Coding Simulation

This is a self-directed simulation where the medical coding and billing specialist student will have the opportunity to learn to become proficient in the field of medical coding and billing. The student will learn by way of conversational language and step-by-step instruction to abstract information from medical charts, code it for the proper reimbursement and bill it by completing the right documents and forms. The preparatory courses that lead to the simulation prepare the student with the knowledge and tools to complete the self-directed simulation with confidence and expertise.

Credits 3

Prerequisites

Students may begin the simulation after earning at least 30 program credits and a 2.0 grade point average.

Prerequisite Courses

HSC 100

HSC 130

HSC 205

HSC 210

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.

HSC 250 : Medical Assisting Clinical II

Fall

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.

Credits 3

Lecture Hours 2

Lab Hours 1

Prerequisites

HSC 150 Medical Assisting Clinical I with a grade of "C" or better; Pennsylvania State Police Criminal History Record; Pennsylvania Child Abuse History Clearance

Notes

Students must earn a "C" or higher in all HSC courses in order to graduate from the program.

HSC 270 : Diet Therapy for Nursing Students

As Needed

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.

Credits 3

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.

Credits 3

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 285 : Healthcare Revenue Cycle Management

Spring

This class provides the knowledge of the revenue cycle and financial management process in healthcare billing which includes all steps taken in each phase of the cycle and financial aspect of healthcare billing. Included are presentations of the major private sector and governmental health insurances. The methodology of revenue cycle from start to finish is presented. Operational management in the outpatient and inpatient settings are integrated in this course.

Credits 3

Notes

Health Science students must earn a "C" or higher in all HSC courses in order to graduate from their respective programs.

HSC 292 : Medical Assisting Professional Seminar

Spring

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.

Credits 1

Prerequisites

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.

Corequisites

HSC 293 Medical Assisting Technology Practicum

Notes

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.

HSC 293 : Medical Assisting Technology Practicum

Spring

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.

Credits 4

Prerequisites

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.

Corequisite Courses

HSC 292

Notes

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.

Health and Wellness

LIF 111 : Health and Wellness

Fall, Spring, Summer

This is a health science course that explores variables related to achieving a healthier life in an attempt to obtain and maintain vitality. This course is designed to introduce students to the foundations of healthy lifestyles, wellness promotion activities, and associated behaviors. Health is more than weight and lifestyle behaviors contribute to wellness in all dimensions of health throughout the life cycle. The goal is for students to use this knowledge to inspect current personal behaviors and to learn to learn to implement practical changes in order to make informed, sovereign, and self-empowering health choices that will be an investment into their own well-being.

Credits 3

History

HIS 100 : U.S. History I: Discovery through Reconstruction**

Fall, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

HIS 110 : U.S. History II: Reconstruction to Present**

Spring, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

HIS 200 : American Immigration

Fall - Even Year

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.

Credits 3

HIS 205 : American Popular Culture

Spring

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.

Credits 3

HIS 210 : The Civil War and Reconstruction

Fall - Odd Year

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.

Credits 3

HIS 215 : History through Film

Spring

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.

Credits 3

HIS 250 : World War II through Film

Fall

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.

Credits 3

Histotechnology

HST 101 : Histotechnology 101

Fall

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.

Credits 10

Lecture Hours 2

Lab Hours 8

Prerequisites

Must be accepted to the Conemaugh School of Histotechnology

HST 201 : Histotechnology 201

Spring

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.

Credits 10

Lecture Hours 2

Lab Hours 8

Prerequisites

Must be accepted to the Conemaugh School of Histotechnology

Prerequisite Courses

HST 101

HST 250 : Histotechnology 250

Summer

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.

Credits 9

Lecture Hours 1

Lab Hours 8

Prerequisites

Must be accepted to the Conemaugh School of Histotechnology

Prerequisite Courses

HST 101

HST 201

Humanities

HUM 100 : Introduction to Humanities

Fall - Odd Year

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.

Credits 3

Marketing

MKT 100 : Consumer Behavior

Spring

This course provides the student with an introduction to the study of the underlying behavioral processes as they affect consumer buying. Topics to be covered include understanding how consumers encounter, choose, and consume products. Marketers' ethics and social responsibility will also be discussed.

Credits 3

MKT 120 : Marketing Research

Fall

This course covers the fundamentals of the marketing research process and different types of procedures at each stage of the process including data collection, sampling, and statistical analysis.

Credits 3

MKT 140 : Integrated Marketing Communications & Branding

Fall

This course is an introduction to integrated marketing communications (IMC) and branding. Emphasis will be placed on branding, advertising and public relations concepts, promotional writing and visual communication, and the effective use of media. Building an integrated marketing communications plan and using the plan to make decisions and measure its effectiveness will also be discussed and applied.

Credits 3

Prerequisite Courses

BUS 230

MKT 200 : Sales and Customer Service

Spring

This course is an introduction to sales and customer service. Emphasis will be placed on the developing relationships, delivering value and delivering excellent customer service. Topics to be covered include ethics in selling, communication styles, developing product selling strategies that create value, the buying process and buyer behavior and servicing the sale and building partnerships.

Credits 3

MKT 202 : Marketing Technology & Analytics

This course provides an exploration of modern technology and data analytics in marketing, with a strong emphasis on artificial intelligence (AI), presentation software, Excel/data visualization, and web/social media analytics. Students will examine essential tools and systems for contemporary marketing strategies, including content management systems (CMS), customer relationship management (CRM) systems, and analytics platforms. Students will develop a comprehensive understanding of how to leverage these technologies to enhance marketing effectiveness and drive business success. Certifications from leading business technology providers are integrated into the course, providing valuable industry credentials to support career advancement.

Credits 3

Prerequisite Courses

MAT 200

Corequisite Courses

BUS 230

MKT 220 : Digital Marketing Analytics

This course is an introduction to digital marketing analytics. Emphasis will be placed on foundational analytic concepts, using analytics to make brand and customer related decisions, and anticipating crisis situations using analytics. Building a research plan and creating reports that aid in decision making will also be discussed.

Credits 3

MKT 222 : Digital Marketing & Social Media

Spring

This course explores digital marketing strategies and social media engagement, using the Circular Model and traditional Marketing Funnel frameworks for understanding and optimizing consumer journeys. Students will learn to navigate the dynamic digital landscape, focusing on creating, implementing, and analyzing effective marketing campaigns. Topics include understanding the digital consumer, digital strategy development, user experience design, SEO, content creation, social media marketing, e-commerce, email marketing, digital advertising, and analytics. Emphasis will be placed on practical applications, emerging trends, and fostering long-term customer relationships through continuous online engagement and loyalty-building techniques.

Credits 3

Prerequisite Courses

BUS 230

MKT 299 : Applied Marketing Capstone

This course bridges the gap between education and career by providing hands-on experience in real-world marketing applications. As the culmination of the Marketing AAS program, this course challenges students to apply their knowledge and skills to real business projects through an in-class marketing agency or curated business case studies. Students will tackle marketing challenges, develop strategic campaigns, analyze data, and present their findings to stakeholders. The course also emphasizes professional preparation, including resume development, social media profile optimization, portfolio curation, and job search strategies.

Credits 3

Prerequisite Courses

BUS 230

Notes

Must have completed 42 credits with at least 12 credits in Marketing prior to enrolling.

Mathematics

MAT 085 : Algebra Fundamentals

As Needed

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.

Credits 0

Institutional Credits 3

Prerequisites

Placement examination

MAT 110 : Business Mathematics

Fall, Spring, Summer

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.

Credits 3

MAT 116 : Mathematical Concepts & Applications

Fall, Spring

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, measurement, personal finance, and set theory.

Credits 3

MAT 117 : Technical Math

Fall

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.

Credits 3

Prerequisites

MAT 085 Algebra Fundamentals or by placement exam.

MAT 126 : Elements of Mathematics I

Fall

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.

Credits 3

Prerequisites

MAT 085 Algebra Fundamentals or by placement exam.

MAT 127 : Elements of Mathematics II

Spring

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.

Credits 3

Prerequisites

MAT 085 Algebra Fundamentals or by placement exam.

MAT 131 : Intermediate Algebra

Fall, Spring, Summer

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.

Credits 3

Prerequisites

MAT 085 Algebra Fundamentals or by placement exam.

MAT 135 : Mathematics for Healthcare Professions

Fall, Summer

This course is designed to give healthcare students financial knowledge related to measurement and apothecary conversions, with a focus on reading medication labels as well as the use of medicine cups, syringes, and intravenous medication and fluid bags for the purpose of safe medication administration. Students will gain additional in-depth learning of arithmetic operations, without the use of a calculator, on whole numbers, decimals, and fractions.

Credits 3

MAT 145 : College Algebra

Fall, Spring, Summer

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.

Credits 3

Prerequisites

MAT 131 Intermediate Algebra, with a grade of "C" or better or by placement exam.

MAT 170 : Precalculus

Spring, Summer

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.

Credits 3

Prerequisites

MAT 145 College Algebra or by placement exam.

MAT 200 : Probability and Statistics

Fall, Spring, Summer

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.

Credits 3

Prerequisites

Any 100-level MAT course or higher (or by placement test)

MAT 204 : Discrete Mathematics

Fall

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.

Credits 3

Prerequisite Courses

MAT 145

MAT 205 : Applied Calculus for Business

Spring, Summer

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.

Credits 4

Prerequisites

MAT 145 College Algebra or by placement test

MAT 210 : Calculus I

Fall, Summer

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.

Credits 4

Prerequisites

MAT 170 Precalculus or by placement exam

MAT 220 : Calculus II

Spring, Summer

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.

Credits 4

Prerequisite Courses

MAT 210

Media Production

MPR 100 : Introduction to Production

Fall

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.

Credits 3

MPR 160 : Introduction to Photography

Fall

Students will gain basic knowledge and skills for creating professional photographic images. Focus will include photography theory, techniques, and history. The course also includes an introduction to the camera and Photoshop. The work of great photographers will also be discussed for a better understanding of picture composition.

Credits 3

MPR 200 : Scripting for Radio, Television, and e-Media

Fall

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.

Credits 3

MPR 250 : Video Production

Fall

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.

Credits 3

MPR 270 : New Media Production*Spring*

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.

Credits 3**MPR 290 : Media Literacy***Fall*

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.

Credits 3

Music

MUS 100 : Introduction to Music*Fall - Odd Year, Spring, Summer*

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.

Credits 3**MUS 200 : History of Rock n' Roll***Fall - Even Year*

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.

Credits 3

Paralegal

PLG 100 : Introduction to Paralegal Studies*Fall*

This course will provide students with an understanding of the skills and the job demands required of a paralegal. Topics will cover such areas as paralegal careers, ethics, civil litigation, interviews and investigation, legal research and writing, and the structure of a law office.

Credits 3**PLG 110 : Ethics for Paralegals***Spring*

This course provides students with the practical knowledge of the law, of professional responsibility, ethics, and how that law is applied to paralegals. In addition to the general ethical concepts presented in the course, students will research individual state professional responsibility rules. Upon completion of this course, the paralegal student will be able to recognize an ethical issue, categorize it, and research the possible solutions to the issue.

Credits 3

PLG 200 : Family Law for Paralegals*Spring*

This course presents fundamental concepts of family law with emphasis on the paralegal's role including prenuptial agreements, valid and void marriages, annulments, separation agreements, custody and child support, divorce, spousal maintenance, paternity, adoption, family offenses, and child protection. Emphasis will be placed on the preparation of necessary documents, filing procedures, and interview techniques.

Credits 3**Prerequisite Courses**

PLG 100

PLG 220 : Legal Research & Writing for Paralegals*Fall*

Legal Research is the cornerstone of the legal profession. The law is constantly changing and therefore those in the legal profession must be ever diligent in staying on top of these changes. This course will focus on finding, reading, analyzing and applying the law.

Credits 3**Prerequisite Courses**

PLG 100

PLG 230 : Civil Litigation*Fall*

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post-trial phases of litigation. Additional topics include issue identification in matters pertaining to pretrial civil litigation.

Credits 3**Prerequisite Courses**

PLG 100

PLG 240 : Torts & Contract Law*Spring*

This course is designed to give the student an introduction to the principles of personal injury law and contract law. Topics to be covered include: negligence, assault, battery, false imprisonment, intentional infliction of emotional distress, trespass to land, trespass to chattel, conversion, defamation, strict product liability, and professional malpractice. In addition, this course analyzes the criteria for determining whether or not a particular promise or voluntary agreement is legally enforceable and surveys the major legal issues affecting enforceable agreements; questions of when a contract becomes binding, what persons acquire rights under a contract, the conditions under which performance is required or excused, what constitutes breach of contract, and the remedies available for breach of contract. Emphasis will be placed on the role of a paralegal in personal injury litigation and contract issues with preparation and discussion of pertinent documents and filing issues.

Credits 3**Prerequisite Courses**

PLG 100

PLG 295 : Paralegal Internship

As Needed

This course is a field experience which requires 135 contact hours in a law office or legal-related setting (or any business or government setting that utilizes paralegals in their work). Students are required to submit a resume and apply to an agency or organization willing to work with our interns prior to the semester in which they intend to be enrolled in this course. This may be a paid or unpaid position. Pennsylvania Highlands Community College will NOT find you an internship; however, you may secure an internship with the assistance of faculty. The student will be supervised by an on-site agency or organizational supervisor. Interns are required, as per this syllabus and any attached addendum by faculty, to submit various assignments/assessments as outlined throughout the internship process. In addition, students will be required to fulfill all agency requirements and duties. Students are expected to exhibit ethical and professional behavior in their internship setting.

Credits 3

Prerequisites

At least 30 credits completed toward the completion of the Paralegal Studies program.

Prerequisite Courses

PLG 100

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.

Credits 3

PHI 110 : Introduction to Philosophy**

Fall, Spring - Odd Year, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

PHI 200 : Introduction to Ethics

Spring, Summer

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.

Credits 3

Physics

PHY 102 : Concepts of Physics

Spring

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. This course is required for the Radiologic Technology degree, but it is also applicable for other majors who need a three for four credit science.

Credits 3

Prerequisites

MAT 117 Technical Math or MAT 131 Intermediate Algebra.

Corequisites

PHY 103 Concepts of Physics Lab (if applicable to student major)

PHY 103 : Concepts of Physics Lab

Spring

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.

Credits 1

Prerequisites

MAT 117 Technical Math or MAT 131 Intermediate Algebra

Corequisite Courses

PHY 102

PHY 110 : Physics (Algebra-based) I

Summer

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.

Credits 3

Prerequisite Courses

MAT 145

Corequisite Courses

PHY 111

PHY 111 : Physics (Algebra-based) I Lab

Summer

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.

Credits 1

Prerequisite Courses

MAT 145

Corequisite Courses

PHY 110

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.

Credits 3

Prerequisite Courses

MAT 145

PHY 110

PHY 111

Corequisite Courses

PHY 116

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.

Credits 1

Prerequisite Courses

MAT 145

PHY 110

PHY 111

Corequisite Courses

PHY 115

Psychology

PSY/ADD 225 : Introduction to Chemical Dependency Counseling

Fall

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.

Credits 3

PSY/SOC 202 : Introduction to Research

Fall

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.

Credits 3

Prerequisite Courses

ENG 110

PSY 100

PSY 100 : General Psychology**

Fall, Spring, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

PSY 120 : Introduction to Educational Psychology

Spring

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.

Credits 3

Notes

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.

PSY 130 : Human Development Across the Lifespan

Fall, Spring, Summer

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, and the success and the failures of living.

Credits 3

PSY 140 : Principles of Behavior Management

Spring

This course will focus on the basic principles and procedures of behavior modification. It is designed to introduce the student to some of the theoretical aspects of the subject, but primarily to focus on "how-to" skills such as analyzing behavior, interpreting it in behavioral terms, writing behaviorally, and developing behavioral programs.

Credits 3

PSY 199 : Industrial/Organizational Psychology

As Needed

This course is an exploration of how psychology, the science of behavior and mental processes, is applied in the workplace. The field of Industrial/Organizational (I/O) psychology embraces two broad, closely related, and overlapping scientific approaches to the psychology of work. Organizational psychologists work at the level of the organization. Some conduct research, others occupy staff positions, and still others serve as consultants on matters of leadership, job satisfaction, worker motivation, organizational communication, conflict management, organizational change, and group processes. Industrial psychologists work at the personnel, employee relations, and human resources level. They practice psychology within the work setting, are heavily involved with data and statistics, and engage in a variety of activities including recruitment and interviewing, selection and placement, job analysis and evaluation, training and development, performance appraisal, compliance with state and federal laws, and participation in litigation. Both areas of I/O psychology rely on scientific research methods to advance knowledge through the design, implementation, and evaluation of various processes. The focus in this course will be on industrial and organizational psychology, specifically job analysis, description, and evaluation; employee selection; performance evaluation; motivation; job satisfaction; leadership; and group and team development. The course will include reading, writing, discussion, exercises, and research.

Credits 3

PSY 200 : Abnormal Psychology

Spring, Summer

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.

Credits 3

Prerequisite Courses

PSY 100

PSY 210 : Psychology of Aging

Spring

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.

Credits 3

Prerequisite Courses

PSY 100

PSY 215 : Death and Dying

Spring

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.

Credits 3

Prerequisite Courses

ENG 110

PSY 220 : Introduction to Counseling

Fall

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.

Credits 3

Prerequisite Courses

PSY 100

PSY 299 : Elementary Statistics

Fall

This course presents the fundamental concepts and computational techniques of elementary statistics. Topics studied include statistical graphs, measures of central tendency, standard deviation, percentiles, probability, binomial and normal distributions, confidence intervals, hypothesis testing, and linear correlation/regression. Students will use a statistical software package to obtain basic sample statistics and graphs for data analysis; a calculator may be used for routine computations.

Credits 4

Lecture Hours 3

Lab Hours 1

Prerequisites

MAT 131 or higher

Prerequisite Courses

PSY 100

Corequisites

PSY/SOC 202 Introduction to Research

Religion

REL 100 : World Religions/Religious Studies

Fall, Spring - Even Year, Summer

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.

Credits 3

REL 200 : Understanding the Bible

Fall - Odd Year

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.

Credits 3

Prerequisite Courses

ENG 110

Social Work

SWK 100 : Introduction to Social Work

Fall

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.

Credits 3

SWK 117 : Beginning Interviewing Skills & Documentation

Spring

This course focuses on important introductory skills such as interviewing, report writing, and service documenting. These skills are explored and practiced in the classroom. Students will learn about attending behaviors, basic interviewing skills and reflection of feelings. Special attention will be given to applying these essential skills in order to work effectively with diverse client groups.

Credits 3

SWK 120 : Health Information for the Social Sciences

Spring

This course will cover basic medical and therapeutic terminology for the direct care professional. It is designed to introduce the student to medical and therapeutic terms, the origins and meanings so that students become comfortable with hearing, saying, and being knowledgeable of a word's meaning.

Credits 3

SWK 210 : Social Welfare

Spring

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.

Credits 3

SWK 225 : Ethics in the Social Sciences

Fall

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.

Credits 3

Sociology

SOC/ADD 115 : Chemical Dependency & Addictions

Fall

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.

Credits 3

SOC 100 : Introduction to Sociology**

Fall, Spring, Summer

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.

Credits 3

Notes

**This course is part of the 30 credit transfer framework agreement with the Pennsylvania State System of Higher Education universities.

SOC 125 : Drugs in Society

Fall

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.

Credits 3

SOC 135 : Families in Society*Fall*

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.

Credits 3**SOC 200 : Contemporary Social Issues***Fall, Spring*

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.

Credits 3**Prerequisite Courses**

SOC 100

SOC 205 : Race, Class, and Gender in Society*Spring*

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.

Credits 3**Prerequisite Courses**

SOC 100

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.

Credits 3

Prerequisite Courses

SOC 100

Corequisite Courses

SOC 100

Spanish

SPA 101 : Spanish I

Fall - Even Year, Summer

This course studies the foundations of Spanish, including pronunciation, basic vocabulary, writing and target language culture.

Credits 3

SPA 102 : Spanish II

Spring - Odd Year, Summer

This course continues building foundations of Spanish, including pronunciation, basic vocabulary, writing and target language culture.

Credits 3

Prerequisite Courses

SPA 101

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A.A.S., Business Management, Pennsylvania Highlands Community College

Brenda Brewer

Admissions Coordinator, Somerset

B.S., Business Administration, Longwood College

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Admissions & Information Clerk, Blair & Ebensburg

Jonathan Dixon

Custodian, Blair

Joshua Fabina

Service Worker

Mark Gyurik

Service Worker

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Maintenance Technician

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Sandra Moore

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Amy Schario
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Donald Statler
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Richard Stock
Service Worker

Suzanne Swope
Admissions & Information Clerk, Centre County

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