



# 2022 - 2023 College Catalog

Community College *of* Philadelphia

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#### Degree and Certificate Programs

For each program, you will find information on entry requirements, required and elective courses, potential career and/or transfer opportunities, expected learning outcomes and graduation requirements. You can access the listing of academic programs here. Academic advisors and counselors are available to help you learn more about programs that are aligned with your interests, work skills and personal goals.

[View Degree and Certificate Programs](#)



#### Course Offerings

Proper course selection begins with knowing what a course is about and how it will fit into your academic program. You can find the course descriptions here.

[Explore Course Offerings](#)



### Academic Calendar

Keep up-to-date with the academic calendar, including registration and payment deadlines, semester start dates, final exams and more.

[View the Academic Calendar](#)



### Transfer Opportunities and Specialized Offerings

The College's specialized programs include programs for high school students, transfer opportunities, study abroad, degree programs at the Regional Centers and shared programs with area colleges.

[View our Specialized Programs](#)



### Student Support Services

Take advantage of the College's many student support services, including Academic Advising, the Assessment Center, the Career Services Center, the Center on Disability, the Center for Male Engagement, the Child Development Center, Counseling, the Library, Learning Labs, the Student Academic Computer Center, the Veterans Resource Center and the Women's Outreach and Advocacy Center.

[View Student Support Services](#)



### Admissions Information

Find everything you need to know about the admissions process here including applicant categories, part-time and full-time enrollment status, residency requirements, advanced placement, the placement test, prior learning assessment, veterans education benefits and more.

[View the Admissions Process](#)



## College Policies and Procedures

Learn about your responsibilities as a student, from registration procedures and attendance, grading and changing your student information to the College's policy on academic standards and progress, Commencement and more.

[View the College's Policies and Procedures](#)

Community College of Philadelphia's Catalog is published online annually. Information about courses and programs may be modified throughout the year. Students should always consult with an academic advisor or counselor to ensure that the most current information is available when making academic decisions.

## Archived Catalogs

[College Catalog 2021-2022](#) | [College Catalog 2020-2021](#) | [College Catalog 2019-2020](#) | [College Catalog 2018-2019](#) | [College Catalog Spring 2018](#) | [College Catalog Fall 2017](#) | [College Catalog 2015-2016](#) | [College Catalog 2014-2015](#) | [College Catalog 2013-2014](#) | [College Catalog 2012-2013](#)

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## College Catalog

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# Academic Calendar

## College Calendar

The academic year begins in September and ends in August of the following year. The major semesters, fall and spring, are 15 weeks in length. The fall semester begins in September, and the spring semester begins in January. Summer terms are held between May and August.

This calendar reflects major term dates and activities scheduled primarily at the Main Campus and the Regional Centers. [Term start and end dates](#), [refund periods](#), the [final day to drop course\(s\)](#) without penalty of "F" grade(s), and [deadlines to change "I" grades](#) vary for all terms.

The College is closed on Sundays and, additionally, on Fridays and Saturdays during the summer.

[View the previous College Calendar from April 2022 through August 2022.](#)

## College Calendar 2022-2023

September 2022	Event
September 5, Monday	Labor Day - College closed
September 6, Tuesday	Fall 2022 (15-week and 7-week) terms begins

October 2022	Event
October 4, Tuesday	Fall 2022 (10-week) term begins
October 17, Monday	Priority web registration begins for eligible students for Winter/Spring 2023
October 24, Monday	Registration begins for all eligible students for Winter/Spring 2023
October 25, Tuesday	Fall 2022 (7-week) term begins
October 28, Friday	Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2023 classes

November 2022	Event
November 8, Tuesday	Election Day of Service - College closed
November 14, Monday	Priority deadline to submit application for academic reinstatement for Spring 2023 semester
November 24-26, Thursday-Saturday	Thanksgiving Holiday - College closed

December 2022	Event
December 6, Tuesday	Professional Development Day (Potential Emergency Closing make-up day)
December 7, Wednesday	Professional Development Day (Potential Emergency Closing make-up day) Deadline for full payment of tuition and fees for all students registered by this date for Spring 2023 semester
December 9, Friday	Final day to resolve all outstanding financial aid issues for Fall 2022 semester
December 10, Saturday	Final day of classes for Fall 2022 semester
December 12-17, Monday-Saturday	Final examinations, Fall 2022 semester
December 19, Monday	Deadline for faculty submission of grades for Fall 2022 (15-week and 10-week) terms Winter 2023 term begins



December 23, Friday	College closed 1/2 Day - Winter Break begins
December 24-31, Saturday-Sunday	Winter Break - College closed

2023

January 2023	
	Event
January 2, Monday	New Year's Day Holiday - College closed
January 6, Friday	Final deadline to submit application for academic reinstatement for Spring 2023 semester
January 9-11, Monday-Wednesday	Professional Development
January 10, Tuesday	Deadline to submit application for financial aid reinstatement for Spring 2023 semester (15 week)
January 13, Friday	Winter 2023 term ends
January 15, Sunday	Deadline for faculty submission of grades for Winter 2023 term
January 16, Monday	Martin Luther King, Jr. Holiday - College closed
January 17, Tuesday	Spring 2023 (15-week and 7-week) terms begins

February 2023	
	Event
February 1, Wednesday	Deadline to submit application for financial aid reinstatement for Spring 2023 semester (10 week)
February 14, Tuesday	Spring 2023 (10-week) term begins

March 2023	
	Event
March 6-11, Monday-Saturday	Spring Break - College closed
March 13, Monday	Priority web registration begins for eligible students for Summer/Fall 2023 Spring 2023 (7-week) term begins
March 17, Friday	Deadline to submit application for financial aid reinstatement for Summer 2023 Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2023 classes
March 20, Monday	Registration begins for continuing students for Summer/Fall 2023

April 2023	
	Event
April 17, Monday	Priority deadline for 2023-2024 FAFSA submission Deadline to submit loan requests for Spring 2023
April 19, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2023
April 24, Monday	Final day of classes for Spring 2023 semester
April 25-26, Tuesday-Wednesday	Professional Development Days (Potential Emergency Closing make-up day)
April 27, Thursday	Professional Development Day/Study Day (Potential Emergency Closing make-up day)
April 28, Friday	Deadline to submit application for financial aid reinstatement for Summer 2023 semester (for classes starting May)
April 28-29, Friday-Saturday	Final examinations, Spring 2023 semester

May 2023		Event
May 1, Monday	2023-2024 PHEAA grant filing deadline for all renewal applicants Final day to resolve all outstanding financial aid issues for the Spring 2023 semester	
May 1-4, Monday-Thursday	Final examinations, Spring 2023 semester	
May 6, Saturday	Commencement	
May 7, Sunday	Deadline for faculty submission of grades for Spring 2023 (15-week and 10-week) terms	
May 8, Monday	Summer four-day work week begins - College closed on Fridays	
May 15, Monday	Early Summer 2023 7-week (term code 7A) and 14-week (term code 14A) terms begin	
May 29, Monday	Memorial Day Holiday - College closed	

June 2023		Event
June 7, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2023	
June 19, Monday	Juneteenth - College closed	
June 28, Wednesday	Final day of classes for Early Summer 2023 7-week (term code 7A) term Deadline to submit application for financial aid reinstatement for Summer 2023 semester (for classes starting July)	
June 29, Thursday	Final examination day for Early Summer 2023 7-week (term code 7A) term	
June 30, Friday	Last day to submit 2022-2023 FAFSA application	

July 2023		Event
July 3, Monday	Final examination day for Early Summer 2023 7-week (term code 7A) term No classes for 14-week (term code 14A) term	
July 4, Tuesday	Independence Day Holiday - College closed	
July 5-6, Wednesday-Thursday	No classes for 14-week (term code 14A) term	
July 6, Thursday	Deadline for faculty submission of grades for Early Summer 2023 7-week (term code 7A) term	
July 11, Tuesday	Late Summer 2022 7-week (term code 7N) term begins	
July 17, Monday	Deadline to submit application for financial aid reinstatement for Fall 2023 semester Deadline to submit all financial aid documents and resolve all financial aid issues to hold Fall 2023 classes Priority deadline to submit application for academic reinstatement for Fall 2023 semester	

August 2023		Event
August 1, Tuesday	2022-2023 PHEAA grant filing deadline for all new applicants	
August 3, Thursday	Final deadline to submit application for academic reinstatement for Fall 2023 semester	
August 9, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Fall 2023 semester	
August 10, Thursday	Deadline to submit loan requests for Summer 2023	
August 18, Friday	Deadline to settle all outstanding financial aid matters for the current year (2022-2023); all aid will be canceled after this date End of summer four-day work week - College closed	
August 22, Tuesday	Final day of classes for Early Summer 2023 14-week (term code 14A) and Late Summer 2023 7-week (term code 7N) terms	

August 23-24, Wednesday-Thursday	Final examination days, Early Summer 2023 14-week (term code 14A) and Late Summer 2023 7-week (term code 7N) terms
August 26, Saturday	Deadline for faculty submission of grades for Early Summer 2023 14-week (term code 14A) and Late Summer 2023 7-week (term code 7N) terms

## Term Start and End Dates

### Spring 2022

Term Code	Description	Start Date	End Date
15A	15-week - Main Campus, Regional Centers and Online Learning	1/18/2022	5/5/2022
10A	10-week - Main Campus, Regional Centers and Online Learning	2/15/2022	5/5/2022
7A	7-week Accelerated Classes	1/18/2022	2/28/2022
7B	7-week Accelerated Classes	3/14/2022	4/23/2022

### Summer 2022

Term Code	Description	Start Date	End Date
14A	14-week - Main Campus and Online Learning	5/16/2022	8/25/2022
7A	7-week - Main Campus, Regional Centers and Online Learning	5/16/2022	6/30/2022
7N	7-week - Main Campus, Regional Centers and Online Learning	7/12/2022	8/25/2022

### Fall 2022

Term Code	Description	Start Date	End Date
15A	15-week - Main Campus, Regional Centers and Online Learning	9/6/2022	12/17/2022
10A	10-week - Main Campus, Regional Centers and Online Learning	10/4/2022	12/17/2022
7A	7-week Accelerated Classes	9/6/2022	10/18/2022
7B	7-week Accelerated Classes	10/25/2022	12/13/2022

### Spring 2023

Term Code	Description	Start Date	End Date
15A	15-week - Main Campus, Regional Centers and Online Learning	1/17/2023	5/4/2023
10A	10-week - Main Campus, Regional Centers and Online Learning	2/14/2023	5/4/2023
7A	7-week Accelerated Classes	1/17/2023	2/27/2023
7B	7-week Accelerated Classes	3/13/2023	4/22/2023

### Summer 2023

Term Code	Description	Start Date	End Date
14A	14-week - Main Campus and Online Learning	5/15/2023	8/24/2023
7A	7-week - Main Campus, Regional Centers and Online Learning	5/15/2023	6/29/2023
7N	7-week - Main Campus, Regional Centers and Online Learning	7/11/2023	8/24/2023

# Refund Dates

## Spring 2022 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week - Main Campus, Regional Centers, and Online Learning	1/17/2022	1/18 - 2/7/2022	2/8/2022
10A	10-week - Main Campus, Regional Centers, and Online Learning	2/14/2022	2/15 - 3/2/2022	3/3/2022
7A	7-week - Accelerated Classes	1/17/2022	1/18 - 1/25/2022	1/26/2022
7B	7-week - Accelerated Classes	3/13/2022	3/14 - 3/21/2022	3/22/2022

## Summer 2022 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
14A	14-week - Main Campus and Online Learning	5/15/2022	5/16 - 6/4/2022	6/5/2022
7A	7-week - Main Campus, Regional Centers and Online Learning	5/15/2022	5/16 - 5/24/2022	5/25/2022
7N	7-week - Main Campus, Regional Centers and Online Learning	7/11/2022	7/12 - 7/20/2022	7/21/2022

## Fall 2022 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week - Main Campus, Regional Centers, and Online Learning	9/5/2022	9/6 - 9/26/2022	9/27/2022
10A	10-week - Main Campus, Regional Centers, and Online Learning	10/3/2022	10/4 - 10/18/2022	10/19/2022
10B	10-week - Main Campus and Online Learning	9/5/2022	9/6 - 9/20/2022	9/20/2022
7A	7-week - Accelerated Classes	9/5/2022	9/6 - 9/14/2022	9/14/2022
7B	7-week - Accelerated Classes	10/24/2022	10/25 - 11/5/2022	11/4/2022

## Spring 2023 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week - Main Campus, Regional Centers, and Online Learning	1/16/2023	1/17 - 2/6/2023	2/7/2023
10A	10-week - Main Campus, Regional Centers, and Online Learning	2/13/2023	2/14 - 3/1/2023	3/2/2023
7A	7-week - Accelerated Classes	1/16/2023	1/17 - 1/24/2023	1/25/2023
7B	7-week - Accelerated Classes	3/12/2023	3/13 - 3/20/2023	3/21/2023

## Summer 2023 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
14A	14-week - Main Campus and Online Learning	5/15/2023	5/16 - 6/3/2023	6/4/2023
7A	7-week - Main Campus, Regional Centers and Online Learning	5/15/2023	5/16 - 5/23/2023	5/24/2023

7N	7-week - Main Campus, Regional Centers and Online Learning	7/11/2023	7/12 - 7/19/2023	7/20/2023
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\* 50% refund only for tuition, course fees, online learning course fees, general college fees, technology fees, and nonresident capital fees.

\*\* 0% (no) refund on or after date listed

# Withdraw & Incomplete Dates

## Spring 2022 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
15A	15-week - Main Campus, Regional Centers, and Online Learning	4/11/2022
10A	10-week - Main Campus, Regional Centers, and Online Learning	4/18/2022
7A	7-week Accelerated Classes	2/18/2022
7B	7-week Accelerated Classes	4/14/2022

## Spring 2022 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week - Main Campus, Regional Centers, and Online Learning	6/16/2022
10A	10-week - Main Campus, Regional Centers, and Online Learning	6/16/2022
7A	7-week Accelerated Classes	4/11/2022
7B	7-week Accelerated Classes	6/6/2022

## Summer 2022 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
14A	14-week - Main Campus and Online Learning	8/1/2022
7A	7-week - Main Campus, Regional Centers and Online Learning	6/20/2022
7N	7-week - Main Campus, Regional Centers and Online Learning	8/15/2022

## Summer 2022 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
14A	14-week - Main Campus and Online Learning	10/6/2022
7A	7-week - Main Campus, Regional Centers and Online Learning	8/5/2022
7N	7-week - Main Campus, Regional Centers and Online Learning	10/6/2022

## Fall 2022 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
15A	15-week - Main Campus, Regional Centers, and Online Learning	11/21/2022

10A	10-week - Main Campus, Regional Centers, and Online Learning	11/30/2022
10B	10-week - Main Campus and Online Learning	10/28/2022
7A	7-week Accelerated Classes	10/7/2022
7B	7-week Accelerated Classes	11/30/2022

#### Fall 2022 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week - Main Campus, Regional Centers, and Online Learning	1/30/2023
10A	10-week - Main Campus, Regional Centers, and Online Learning	1/30/2023
10B	10-week - Main Campus and Online Learning	1/2/2023
7A	7-week Accelerated Classes	11/29/2022
7B	7-week Accelerated Classes	1/24/2023

#### Spring 2023 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
15A	15-week - Main Campus, Regional Centers, and Online Learning	4/10/2023
10A	10-week - Main Campus, Regional Centers, and Online Learning	4/17/2023
7A	7-week Accelerated Classes	2/17/2023
7B	7-week Accelerated Classes	4/13/2023

#### Spring 2023 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week - Main Campus, Regional Centers, and Online Learning	6/15/2023
10A	10-week - Main Campus, Regional Centers, and Online Learning	6/15/2023
7A	7-week Accelerated Classes	4/10/2023
7B	7-week Accelerated Classes	6/5/2023

#### Summer 2023 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
14A	14-week - Main Campus and Online Learning	7/31/2023
7A	7-week - Main Campus, Regional Centers and Online Learning	6/16/2023
7N	7-week - Main Campus, Regional Centers and Online Learning	8/14/2023

#### Summer 2023 "I" to "F" Deadline Dates



Term Code	Description	Deadline Date
14A	14-week - Main Campus and Online Learning	10/5/2023
7A	7-week - Main Campus, Regional Centers and Online Learning	8/10/2023
7N	7-week - Main Campus, Regional Centers and Online Learning	10/5/2023

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# College Catalog, April 2022 - August 2022

The academic year begins in September and ends in August of the following year. The major semesters, fall and spring, are 15 weeks in length. The fall semester begins in September, and the spring semester begins in January. Summer terms are held between May and August.

This calendar reflects major term dates and activities scheduled primarily at the Main Campus and the Regional Centers. Term start and end dates, refund periods, the final day to drop course(s) without penalty of "F" grade(s), and deadlines to change "I" grades vary for all terms. For complete information, [click here](#). The College is closed on Sunday. In addition, the College is closed Friday and Saturday during the summer.

April 2022	Event
April 6, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2022
April 15, Friday	Priority deadline for 2022-2023 FAFSA submission Deadline to submit loan requests for Spring 2022
April 25, Monday	Final day of classes for Spring 2022 semester
April 26-27, Tuesday-Wednesday	Professional Development Days (Potential Emergency Closing make-up day)
April 28, Thursday	Professional Development Day/Study Day (Potential Emergency Closing make-up day)
April 29-30, Friday-Saturday	Final examinations, Spring 2022 semester
April 29, Friday	2022-2023 PHEAA grant filing deadline for all renewal applicants Final day to resolve all outstanding financial aid issues for the Spring 2022 semester Deadline to submit application for financial aid reinstatement for Summer 2022 semester (for classes starting May)

May 2022	Event
May 2-5, Monday-Thursday	Final examinations, Spring 2022 semester
May 7, Saturday	Commencement
May 8, Sunday	Deadline for faculty submission of grades for Spring 2022 (15-week and 10-week) terms
May 9, Monday	Summer four-day work week begins - College closed on Fridays
May 16, Monday	Early Summer 2022 7-week (term code 7A) and 14-week (term code 14A) terms begin
May 30, Monday	Memorial Day Holiday - College closed

June 2022	Event
June 8, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2022
June 23, Thursday	Deadline to submit application for financial aid reinstatement for Summer 2022 semester (for classes starting July)
June 28, Tuesday	Final day of classes for Early Summer 2022 7-week (term code 7A) term
June 29-30, Wednesday-Thursday	Final examination day for Early Summer 2022 7-week (term code 7A) term
June 30, Thursday	Last day to submit 2022-2023 FAFSA application

July 2022	Event
July 2, Saturday	Deadline for faculty submission of grades for Early Summer 2022 7-week (term code 7A) term

July 4, Monday	Independence Day Holiday - College closed
July 5-7, Tuesday-Thursday	No classes for 14-week (term code 14A) term
July 12, Tuesday	Late Summer 2022 7-week (term code 7N) term begins
July 15, Friday	Deadline to submit application for financial aid reinstatement for Fall 2022 semester Deadline to submit all financial aid documents and resolve all financial aid issues to hold Fall 2022 classes Priority deadline to submit application for academic reinstatement for Fall 2022 semester

August 2022	Event
August 1, Monday	2022-2023 PHEAA grant filing deadline for all new applicants
August 4, Thursday	Final deadline to submit application for academic reinstatement for the Fall 2022 semester
August 10, Wednesday	Deadline to submit loan requests for Summer 2022
August 17, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for the Fall 2022 semester
August 19, Friday	Deadline to settle all outstanding financial aid matters for the current year (2021-2022); all aid will be canceled after this date End of summer four-day work week - College closed
August 23, Tuesday	Final day of classes for Early Summer 2022 14-week (term code 14A) and Late Summer 2022 7-week (term code 7N) terms
August 24-25, Wednesday-Thursday	Final examination days, Early Summer 2022 14-week (term code 14A) and Late Summer 2022 7-week (term code 7N) terms
August 26, Friday	Deadline to submit application for financial aid reinstatement for Fall 2022 semester
August 27, Saturday	Deadline for faculty submission of grades for Early Summer 2022 14-week (term code 14A) and Late Summer 2022 7-week (term code 7N) terms

# Academic Divisions

The curricula at Community College of Philadelphia are administered by one of three academic divisions:

- [Business and Technology](#)
- [Liberal Studies](#)
- [Math, Science and Health Careers](#)

These divisions provide clusters of programs with similar interests, requirements, content or orientation-some carrying their own professional or academic accreditation-and offer associate's degrees or certificates.

Learn more about the College's other divisions that support the College's mission through academic, credit and noncredit offerings, as well as student support services and resources:

- [Division of Access and Community Engagement](#)
- [Division of Educational Support Services](#)
- [Division of Online Learning and Media Services](#)
- [Division of Workforce Development and Economic Innovation](#)

## Division of Business and Technology

### Departments and Academic Programs

- Department of Business Administration
  - Accounting
  - Business - Accelerated
  - Business - General
  - Insurance
- Department of Business Leadership, Fashion, & Hospitality
  - Business Leadership
  - Corporate Social Responsibility
  - Culinary Arts
  - Entrepreneurship and Small Business
  - Fashion Merchandising and Marketing
  - Project Management
  - Tourism and Hospitality Management
- Department of Computer Technologies
  - Computer Information Systems - IT
  - Computer Programming
  - Computer Science
  - Cybersecurity
  - Data Science
  - Mobile Application Development
  - Network Administration
  - Web Development
- Department of Transportation Technologies
  - Alternative Fuels
  - Automotive Technology
  - Individualized Studies
  - Medium & Heavy Truck Technology
  - Toyota T-TEN

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## Division of Liberal Studies

### Departments and Academic Programs

- Department of Architecture, Design and Construction
  - Architecture
  - Building Science
  - Computer Assisted Design Technology
  - Construction Management
  - Facilities Management
  - Interior Design
- Department of Art
  - Art and Design
- Department of English
  - Communication Studies
  - English

- Mass Media
  - Theater
- Department of World Languages
  - International Studies
- Department of History, Philosophy and Religious Studies
  - Black Studies
  - Liberal Arts
  - Liberal Arts: Honors Option
  - Liberal Arts: Social/Behavioral Science
  - Religious Studies
- Department of Music
  - Music
  - Sound Recording and Music Technology
- Department of Photographic Imaging
  - Digital Video Production
  - Photographic Imaging
- Department of Psychology, Education and Human Services
  - ASL/English Interpreting
  - Behavioral Health/Human Services
  - Education
    - Early Childhood
    - Middle Level
    - Secondary, Math/Science Option
    - Secondary, Humanities/Social Studies Option
  - Psychology
- Department of Social Science
  - Digital Forensics
  - Fire Science
  - Justice
  - Paralegal Studies

#### Center for International Understanding

The Center for International Understanding supports the College's mission to help students achieve an increased awareness and appreciation of a diverse world where all are interdependent. It encourages and supports the integration of international content into courses and curricula, as well as student and faculty experiential learning abroad. The Center also promotes dialogue, analysis and the exchange of ideas in the broader College community by bringing together faculty, staff and students with others who have rich international experience. The Center collaborates with businesses, nonprofit organizations and other educational institutions to create organizations and partnerships for community college students, faculty and staff. Reaching out to the College's students, as well as the wider public audience, the Center strives to create a truly informed and global citizenry. To learn more, visit us [online](#).

#### The Fox Rothschild Center for Law and Society

[The Fox Rothschild Center for Law and Society](#) provides a supportive, intellectual and practical framework to explore significant societal and law-related issues including citizenship, civics and re-entry. Through service learning and research, the Center will engage the College and larger community in its endeavors to foster a rich learning environment for student achievement; to sustain faculty development and enrichment; to facilitate interdisciplinary collaboration; to be a resource to professionals and other academic institutions; to stimulate innovation; and to develop strong connections throughout the wider community.

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#### Division of Math, Science and Health Careers

##### Departments and Academic Programs

- Department of Allied Health
  - Dental Studies
  - Diagnostic Medical Imaging
  - Health Care Studies
  - Health Services Management
  - Medical Laboratory Technician
  - Respiratory Care Technology
- Department of Biology
  - Biology
- Department of Chemistry
  - Chemistry
- Department of Foundational Mathematics
- Department of Mathematics
  - Mathematics
- Department of Nursing
  - Nursing
- Department of Physics
  - Applied Science and Engineering Technology
  - Engineering Science

#### Center for Science and Engineering Education

The Center for Science and Engineering Education supports the College's mission by enhancing programs of study in science and career technologies to provide a coherent foundation for college transfer, employment and lifelong learning. It also assists in preparing students to be informed citizens in regard to issues of public concern that are based on scientific advances and technological innovations.

The Center enhances opportunities for students to explore career options in a science-related field and promotes interdisciplinary collaboration to strengthen offerings in physical science, natural science and related technologies. The Center promotes a broader understanding of science and emerging technologies and their impact on society. Therefore, it seeks to increase student involvement in science and scientific research. The Center also provides professional development opportunities for faculty both in scientific content areas and in pedagogy through partnerships and synergistic new areas/fields of education and training, and explores current trends in science and technology education. For more information, [please visit us online](#).

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## Division of Access and Community Engagement

Community College of Philadelphia's Division of Access and Community Engagement (DACE) offers special programs and services to the adult literacy and developmental student population, the local high school student population, and many other community partners and residents in our city. Serving as one of the College's earliest points of access to higher education for the Philadelphia community, the work of DACE clearly focuses on community engagement, educational equity and student success, and strongly aligns with the mission and vision of the College.

### Adult Education Programs

- [Adult Basic Education \(ABE\)](#)
- [English as a Second Language \(ESL\)](#)
- [High School Equivalency Test Preparation Classes \(HSE\)](#)
- [Keystone Education Yields Success \(KEYS\)](#)
- [Lifelong Learning Programs and Workshops](#)

### Programs for High School Students

- [Advance at College - Dual Enrollment](#)
- [Advanced College Experience \(ACE\)](#)
- [Gateway to College](#)
- [TRIO Upward Bound](#)

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## Division of Educational Support Services

Community College of Philadelphia is committed to providing comprehensive academic support programs and services to all students. The College's Division of Educational Support Services provides students with a wide range of academic programs and support services designed to meet their specific needs. The division ensures opportunities for a successful learning experience and achievement of academic excellence.

### Departments/Programs/Services

- [Academic Advising](#)
- [Assessment Center](#)
- [Center on Disability](#)
- [Learning Labs](#)
- [Library](#)
- [Student Academic Computer Centers](#)
- [Student Success Initiatives](#)
- [TRIO Student Support Services](#)

## Division of Online Learning and Media Services

The Division of Online Learning and Media Services primary mission is to enhance education through technology and creative expansion of learning opportunities. It includes the department of [Academic Computing](#), which provides assistance to faculty in the use of information technology; Multimedia Services, which provides multimedia technology support and service to the entire College community; [CCPTV](#), the College's cable television station; [Online Learning](#).

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## Division of Workforce Development and Economic Innovation

The Division of Workforce Development and Economic Innovation (WEI) is the leading provider of workforce development solutions and corporate training in the region. The division is the link between the College's academic assets and the business community, providing a robust entrepreneurial culture that catalyzes small business development and entrepreneurship, helping to strengthen businesses while fostering strong relationships for our students and the college.

### WEI is comprised of the following areas:

[Corporate Solutions](#), the single point of contact for a comprehensive selection of educational programs and training services to individuals, businesses, governmental agencies and nonprofit organizations. Corporate Solutions program delivery systems include: Corporate College, Contract Training, Continuing Professional Education and Occupational Programs, Center for Small Business Education Growth and Training, Power Up Your Business, and the Workforce Testing Center. To learn more about Corporate Solutions' programs and

services, contact us at 215-496-6158 or [csinquiry@ccp.edu](mailto:csinquiry@ccp.edu).

Goldman Sachs [10,000 Small Businesses](#) is a program for small businesses that links learning to action. Through the program, participants will gain practical skills in topics such as negotiation, marketing and employee management that can immediately be put into action. In addition, participants will receive the tools and professional support to develop a strategic and customized growth plan that will take their business to the next level.

The Career Connections department offers comprehensive career services to all Community College of Philadelphia students and alumni. The department provides assistance in developing successful strategies to find employment through individual appointments and workshops on résumé and cover letter writing, interview preparation, job search strategies and experiential learning opportunities, just to name a few. Career Connections works with employers to provide on-campus recruiting, interviewing and job fairs, and provides employers with access to our free employer-student recruitment platform, Handshake to identify and recruit their future talent, our CCP students and alumni. Handshake provides students and employers with a comprehensive tool that connects employers to their future talent and students to their future employers. Career Connections has established nine ways that employers throughout the region can partner with the College to identify their future talent and connect with the College as a primary talent pipeline for their organizations. The Career Connections department is located in the Center for Business and Industry, Room C1-34. For more information, please call 215-496-6176.

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# Admissions Information

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- [Applicant Categories](#)
  - [New Student](#)
  - [Transfer Student](#)
  - [Readmit Student](#)
  - [International Student](#)
  - [Guest/Visiting Student](#)
  - [Currently Enrolled High School Student or Home School Student \(Dual Enrollment - Advance at College\)](#)
  - [Senior Citizen](#)
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- [Advanced Placement](#)
- [Prior Learning Assessment](#)
- [Act 48 - Continuing Professional Education for Certified Educators](#)
- [Veterans Education Benefits](#)
  - [Chapter 31 - Vocational Rehabilitation](#)

## Admissions Process

In order to enroll in classes at the College, you must first apply and receive your acceptance information. [Apply here](#).

Admission to Community College of Philadelphia is open to the following individuals:

- All high school graduates, General Equivalency/Commonwealth diploma recipients, transfer applicants from another college or university, and guest/visiting students.
- Any non-high school graduate and non-General Equivalency recipient over the age of 18.
- Any person who is a non-high school graduate and approved for enrollment in an early admission program.

Applicants who are 18 years of age and older, and have not earned a high school diploma or state equivalency diploma (GED™), may be eligible for admission and may qualify for a Commonwealth Secondary School Diploma by means of the General Education Development (GED™) test. An applicant may also earn the Pennsylvania Commonwealth Diploma upon enrollment and completion of 30 college-level credits. Students in the latter category must request that a transcript of their academic record be sent to the Pennsylvania Department of Education. Applicants without a high school diploma (GED™) are not eligible for financial aid.

### High School Transcripts and Placement Testing

High school transcripts (GPAs and courses) and/or placement tests are used to determine if students will be placed into college-level courses or if they first need to enroll in developmental classes or pre-college workshops. Placement can be determined in [various ways](#). To learn more, review the admission process.

The College reserves the right to require applicants to take developmental classes or to limit the number of courses in which they may enroll based on placement test results.

### Select Program Admission

There are certain programs of study that have additional entrance requirements. Applicants planning to enter one of these [select programs of study](#) must follow the prescribed steps for admission in each program. Applicants must first complete all course prerequisites, take applicable tests and/or submit requested materials as part of the admission process for select programs. As a result of the steps that must be completed before entry into a select program, an applicant will be placed into a non-select program of study at the time of acceptance to the College. The admission process for select programs is competitive, space may be limited and only qualified students will be admitted.

## Applicant Categories

Applicants who want to earn an associate's degree, academic certificate or proficiency certificate at the College are considered degree-seeking students. Certificates prepare students for a variety of opportunities, including workplace preparation. Academic certificates require two semesters of college-level English and one semester of college-level math. All coursework transfers seamlessly into the College's associate's degree programs.

Proficiency certificates are short-term, focused course offerings that are primarily developed to prepare students for employment. Students may also continue their education, since all credits earned through the proficiency certificates transfer seamlessly into an academic certificate or associate's degree program in a related field.

Applicants must choose a degree program, academic certificate or proficiency certificate with a requirement of 16 or more credits to be eligible for financial aid.

### First-Time Student

Applicants who have never attended a college or university (including Community College of Philadelphia), and who possess or are about to obtain a high school diploma or state equivalency diploma (GED™), should apply to the College as new students. Detailed instructions on getting started at the College are available by visiting our [Admission Process](#) page.

### Transfer Student

Applicants who have attended another college or university with earned college credits should apply for admission as transfer students.



Applicants are responsible for having their prior earned college credits evaluated prior to course registration to avoid duplication. Transfer credits are granted for courses in which the applicant earned a grade of "C-" or better unless otherwise specified by the program requirements. View the [Admission Process](#) page for more details.

## Readmit Student

Applicants who have previously attended Community College of Philadelphia and have not taken credit-level courses in two or more years are eligible for admission as readmit students and must complete an admission application online to update their student records.

Applicants who only took noncredit courses at the College are not considered readmit students and should apply as new students following the [New Student Process](#).

## International Student

International students who are eligible to study in the United States are also eligible for admission to the College. Community College of Philadelphia is authorized to issue Form I-20 and other immigration documentation to qualified students who wish to study in the United States and earn a degree. All applicants must complete all admission requirements by July 1 for the fall semester and November 1 for the spring semester. International students holding an F-1, J-1 or any non-immigrant visa cannot be classified as legal residents of Philadelphia or Pennsylvania. Visit our [International Student page](#) for more information.

## Guest/Visiting Student

Guest/visiting students are those applicants who do not plan to earn a degree from Community College of Philadelphia, and:

- are attending another college and taking courses that will be transferred to their home institutions, or
- are only taking courses for personal or professional enrichment.

Guest/visiting students must prove that they have taken the required prerequisites to enroll for courses. A college transcript showing evidence of completed coursework is required to show proof of required prerequisites. A copy of a college diploma from a regionally accredited institution can also be used for courses requiring certain English and/or math requirements.

Upon completion of the admission application, applicants will receive an email with instructions to activate their [MyCCP](#) account and can take advantage of web registration for desired courses. Visit our [Admission Process page](#) for more details.

Guest/visiting students are not eligible to receive financial aid from Community College of Philadelphia. Students who are attending another college and taking courses that will be transferred to their home institutions may contact their home school's Office of Financial Aid to inquire about consortium agreements.

Students who are only taking courses for personal or professional enrichment and have more than 30 credits are encouraged to meet with a counselor and enroll in a degree program.

Students interested in transferring credits from Community College of Philadelphia back to their home school should get prior approval to ensure the courses they take will be accepted when transferred back to their home school.

## Currently Enrolled High School Student or Home School Student (Dual Enrollment - Advance at College)

11th and 12th grade high school students, including home school students, may enroll in courses at Community College of Philadelphia and earn college credits prior to high school graduation. Eligible students must possess the academic skills, as evidenced by the College's placement assessment, needed to meet the challenges of college-level coursework. For further information, visit our [Advance at College](#) page.

In extraordinary cases the College may grant admission to applicants who have completed at least the eighth grade, and demonstrate academic skill and maturity necessary for college work. Prior to acceptance, applicants must demonstrate an ability to benefit from instruction in a collegiate setting as evidenced by the College's placement test, submit a portfolio for appropriate subject areas and interview with the director of Admissions. Applicants must place at college-level on the placement test and are not allowed to take developmental courses. The goal of the interview with the director of Admissions is to discuss expectations of college faculty, coursework and awareness of mature content in subject areas. Applicants must be accompanied by a legal guardian or parent when attending the admissions interview.

## Senior Citizen

Applicants who are at least 65 years old and residents of Philadelphia can register for one tuition-free credit course per semester on a space-available basis. An online admission application must be completed. Course registration will begin two weeks prior to the start of the semester. Noncredit courses are not included in this offer. A Senior Citizen Registration fee is charged for seniors who participate in this program. View [tuition and fee](#) information.

## Enrollment Status-Part-Time or Full-Time

For financial aid determination, enrollment verification and other reasons, students are classified based upon the number of credits for which they are enrolled in a semester.

- 12 credits or more - full-time status
- 9 -11 credits - three-quarter status
- 6 - 8 credits - half-time status
- 1 - 5 credits - less than half-time status

A student who wants to enroll in 18 credits or more in a regular semester or more than 8 credits in a summer term must request the approval of the vice president for Academic and Student Success or designee.

## Residency Requirement

The College establishes its residency policy in accordance with the Pennsylvania Code, Title 22, Education Chapter 35.

Tuition rates at Community College of Philadelphia are determined by a student's domicile. Domicile is the place where one intends to and does, in fact, permanently reside.

### Commonwealth of PA Residency

To establish Commonwealth residency, one must demonstrate continuous residence in the Commonwealth for a period of twelve (12) months prior to the first day of one's first semester at Community College of Philadelphia.

### Philadelphia Residency

First preference for admission to the College, and particularly to select programs of high demand, is given to Philadelphia residents. To qualify as a legal resident of Philadelphia, an applicant must meet all of the following requirements:

1. Must be a citizen or a permanent resident alien of the United States or be admitted on an immigrant visa to the United States.
2. Must have resided in Pennsylvania for at least 12 months prior to the first day of one's first semester at Community College of Philadelphia.
3. Must have resided in Philadelphia for at least three months prior to the first day of one's first semester at Community College of Philadelphia.

The following documentation may be used to provide evidence toward meeting the residency policy requirements:

Important Note: Name and Philadelphia address must be present on all documents and all documents must be dated at least three months prior to the first day of one's first semester at the College.

1. Current apartment lease or mortgage from the permanent independent residence.
2. Copy of a city/state tax bill. Special attention shall be given to payment of Commonwealth taxes on income earned during periods of temporary absence from this Commonwealth.
3. Copies of bank statements, automobile registration, or other registered Philadelphia property dated at least three months prior to the first day of one's first semester at the College.
4. Current Pennsylvania driver's license or state ID.
5. High school transcript showing a Philadelphia home address.
6. Pay stubs with Philadelphia home address showing payment of Philadelphia wage taxes.

Cases shall be decided on the basis of documentation submitted, with qualitative rather than quantitative emphasis. The determination of residency in each case is one of the subjective intentions of the student to reside indefinitely in this Commonwealth and in Philadelphia.

### International Students

International students holding an F-1 or J-1 visa cannot be classified as legal residents of Philadelphia or Pennsylvania.

### Tuition Rates for United States Veterans, United States Military and Civilian Personnel, and Their Dependents

#### **United States Veterans**

All eligible veterans of the United States Armed Forces and their spouses and dependents will receive the in-county, Philadelphia residency rate for tuition.

#### **Active Military and Civilian Personnel assigned to active duty station or Department of Defense Facility in Pennsylvania**

All active United States military personnel, including their spouses and dependents, who are assigned to an active duty station in Pennsylvania and reside in Pennsylvania will receive the in-county, Philadelphia residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the permanent duty station of the member to a location outside of Pennsylvania.

All active United States civilian personnel, including their spouses and dependents, who reside in Pennsylvania or who are employed or transferred to a United States Department of Defense facility in Pennsylvania and reside in Pennsylvania will receive the in-county, Philadelphia residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the assigned employment of the member to a location outside of Pennsylvania.

#### **All Active Military Personnel-Distance Learning**

All active military personnel, including the spouses and dependents will receive the in-county, Philadelphia residency rate for tuition for distance (on-line) courses.

#### **Eligibility and Verification**

For veterans to be eligible, they must have served in the United States Armed Forces, including reserve component or National Guard, and must have been discharged or released from service under conditions other than dishonorable.

Veterans and active military and civilian personnel must verify their affiliation with the United States Armed Services. Spouses and dependents must verify the veteran, military or civilian member's status with the United States Armed Services and provide proof of dependent status.

### Change of Residency

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Any changes made to residency after the last day of the term's refund period (15-week during fall/spring, 7-week during summer) will be reflected in the following semester. For refund dates see the Enrollment Guide or the College Catalog.

Students attending the College for the first time may challenge their permanent residency classification by completing and submitting a [Residency Statement and Documentation form](#) to the Office of Records and Registration prior to beginning classes.

Continuing students may challenge their permanent residency classification by completing and submitting a [Residency Statement and Documentation form](#) at any enrollment counter before the last day of the term's refund period (15-week during fall/spring, 7-week during summer).

## College Placement Requirement

Placement levels - in writing, reading and math - are used to determine if students will be placed into college-level courses or if they first need to enroll in developmental classes.

Placement is satisfied by one of the following ways:

- A minimum SAT score of 560 in English and 510 in mathematics, or a minimum ACT score of 21 in English and 17 in mathematics, taken within the last five years
- A score of 4 or 5 on the AP English/ Lit/Comp Exam, or a score of 4 or 5 on the Calculus AB or Calculus BC exam, taken within the last five years
- A minimum IBT (internet-based TOEFL) score of 77 overall and a 20 in writing, taken within the past two years
- A minimum IELTS score of 6.0 overall and a 6.0 in writing, taken within the past two years
- An official college transcript indicating you earned a U.S. college degree or have passed college-level English or math with a grade of "C" or higher at an accredited U.S. college or university
- An official high school transcript with an unweighted GPA of 3.2 or greater will satisfy placement into English 101.
- An official high school transcript with a minimum grade of "C" in Algebra II or a higher math course and an unweighted GPA of 3.0 or greater will satisfy placement into Foundational Math 118 or another College Level Math course.
- Taking a free ACCUPLACER placement test at the College's Main Campus, one of our Regional Centers, or virtually through an online proctoring service.

Students must satisfy the placement test requirement if they do not meet one of the criteria above.

[Learn more about the placement test.](#)

All documents (transcripts and test scores) submitted for placement should be directed to:

Community College of Philadelphia  
1700 Spring Garden Street  
Transfer Credit and Placement Office, MG-17  
Philadelphia, PA 19130

or emailed to: [traneval@ccp.edu](mailto:traneval@ccp.edu)

STUDENTS MUST SATISFY THE PLACEMENT REQUIREMENT IF:

- They want (or are required) to enroll in an English or mathematics course.
- They want to enroll in a course requiring English or math placement or a course requiring English or math as a prerequisite.
- They want to enroll in more than one course (or 4 credits) at the Main Campus or a Regional Center.

The College's placement test scores are valid for two years. Students must be retested after a two-year period unless they have successfully satisfied the placement requirement as noted above. Admissions tests for select programs and placement tests for specific courses are also administered.

## Scheduling a Placement Test

If you need to request accommodations due to a documented disability, contact the Center on Disability before you schedule your placement tests. You can schedule and/or change your placement test through [MyCCP](#) after submitting your application for admission.

To take a placement test, visit our [English and Math Placement](#) webpage for times and locations at the Main Campus and Regional Centers.

If you cannot keep your test appointment, you may reschedule it through [MyCCP](#) or by calling the Admissions Information Center at 215-751-8010. You can find a complete description of the placement test [here](#).

## Advanced Placement

Students entering the College may take waiver examinations in some courses. Success in such tests will permit students to enroll in more advanced courses. Students should contact the appropriate department head for further information.

## Prior Learning Assessment

Community College of Philadelphia helps students succeed by awarding college credit for their learning achieved outside the traditional college classroom. Credit is awarded for learning that matches a particular course in your program of study. Course credit based on prior learning is given at the discretion of the department offering the course. Not all departments offer these options.

Ways to Earn College Credit for Prior Learning

### Credit By Exam

Students may receive credit for some courses by taking a standardized exam, such as CLEP, or a departmental challenge exam. Learn more about the [credit by exam](#) options.

### Evaluation of Noncredit or Alternative Learning

Professional training programs such as the police academy, military training, noncredit courses, and other career and technical programs may be eligible for college credit. Refer to [PLA for Veterans](#) or Evaluation of Noncredit Learning for more information. Students may also develop a portfolio for individual assessment of college-level learning for some courses. Visit our [Credit for What You Know](#) webpage to learn more.

### Individualized Studies Program

The Individualized Studies program recognizes valuable training and/or work experience by giving students the opportunity to receive college credits for their experiences and to apply that experience and knowledge to an associate's degree. College credit may be earned from industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies. Refer to the [Individualized Studies](#) page for more information.

### Business Leadership Program

The Business Leadership program requires students to study a complementary discipline course sequence in a separate (pre-approved) academic area. To complete the complementary discipline course requirements: Students may enroll in a proficiency certificate offered at the college, apply a set of pre-approved courses, or apply prior learning assessment credits to complete the minimum 15 credits in a complementary discipline. Refer to the [Business Leadership](#) page for more information.

### Act 48 - Continuing Professional Education for Certified Educators

The Commonwealth of Pennsylvania, on November 23, 1999, passed into law Act 48. This law addresses requirements for professional education planning and requires all certified educators (teachers, principals and superintendents), every five years, to earn six college credits, six continuing professional education credits, or 180 clock hours of continuing professional education, or any combination of collegiate studies, continuing professional education courses, or learning experiences equivalent to 180 hours.

Act 48 regulations recognize collegiate credits from accredited institutions of higher education as appropriate for professional education purposes. Community College of Philadelphia is considered an approved higher educational institution by the Department of Education for providing continuing professional education credits or hours.

Individuals requiring Act 48 certification should complete an electronic form by logging into the MyCCP portal. Under the "Student" tab, locate "Electronic Forms" and click "Records and Registration Forms." Select the "Act 48 Certification Form," complete and submit. If you no longer have access to the MyCCP portal and would like to submit an electronic form, email [records@ccp.edu](mailto:records@ccp.edu) for assistance.

### Veterans Education Benefits

Veterans must be certified to receive VA benefits. To be certified, the Application for VA Benefits (VA Form 1990) must be completed and students must be registered for classes. Alternatively, students may [file the veterans application \(VONAPP\) online](#). Veterans should apply early each semester to allow the College and the Veterans Administration time to process benefits. To apply, submit your Community College of Philadelphia Veterans Benefits Registration form along with a Notice of Basic Eligibility, Certificate of Eligibility or form DD-214 to the School Certifying Official located on the Main Campus at Enrollment Central on the ground level of the Bonnell Building.

Veterans must also report any changes in registration by completing a Community College of Philadelphia Veterans Benefits Registration form and submitting it to the School Certifying Official in Enrollment Central on the ground level of the Bonnell Building. Changes include selecting additional courses, dropping a course, changing to a different course or withdrawing from school.

All students except those receiving benefits under Chapters 31, 33 and 35 must report attendance on a monthly basis to the VA. Attendance should be reported the last day of each month by calling 1-888-442-4551 or by [going online](#) and selecting "Verify Attendance."

### Chapter 31 - Vocational Rehabilitation

All Chapter 31 Veterans need to be certified for their program of study by the local Veterans Administration Office. The local VA office address is:

**Veterans Administration**  
5000 Wissahickon Avenue  
Philadelphia, PA 19101  
1-800-827-1000

For more information about veterans education benefits, see the [Veterans Education Benefits](#) section and the [VA website](#). You can also contact the Veterans Resource Center, located on the ground level of the Bonnell Building, Room BG-43, for more information and services to help you achieve your goals at the College. For more information, [email Veterans Resource Center](#).

To receive assistance completing the veteran's certification and veteran's scholarship forms, students may visit Enrollment Central, located on the ground level of the Bonnell Building or send an inquiry via [email](#).

# College Costs

You will find the following College information on this page:

- [Tuition and Fees](#)
- [Other Costs](#)
- [Making Payments](#)
- [Direct Deposit](#)
- [Fulfillment of Financial Obligations](#)
- [Refund Policy](#)
- [Tax Incentives](#)
- [Financial Aid](#)
- [Financial Aid Withdrawals, Refunds and Repayment Policy](#)
- [Alternative Funding Sources](#)
- [Veterans](#)
- [Scholarships and Awards](#)

## Tuition and Fees

The Board of Trustees sets tuition and fees and reserves the right to change them without notice. Tuition varies based on residency; Philadelphia residents pay \$159 per credit hour; other Pennsylvanians pay \$318 per credit hour plus a \$10 nonresident capital fee per credit; and non-Pennsylvanians pay \$477 per credit hour plus a \$20 nonresident capital fee per credit. Some courses have additional fees; check the individual course descriptions for this information.

### Tuition and Fees for a Philadelphia Resident

Number of Credits	Tuition	Technology Fee	General College Fee	Cost
1	\$159	\$30	\$4	\$193
2	\$318	\$60	\$8	\$386
3	\$477	\$90	\$12	\$579

### Sample Tuition and Fees for a Philadelphia Resident with a 13-credit load:

Course	Number of Credits	Tuition	Technology Fee	General College Fee	Additional Course Fee	Cost
ENGL 101	3	\$477	\$90	\$12		\$579
PSYC 101	3	\$477	\$90	\$12		\$579
MATH 118	3	\$477	\$90	\$12		\$579
BIOL 106	4	\$636	\$120	\$16	\$150	\$922
<b>Total</b>	<b>13</b>	<b>\$2,067</b>	<b>\$390</b>	<b>\$52</b>	<b>\$150</b>	<b>\$2,659</b>

Tuition Deposit: \$50

An applicant accepted or readmitted for full-time status by the College may be required to remit a \$50 nonrefundable deposit within a specified timeframe for Allied Health curricula. The applicant's letter of acceptance will specify the date.

This deposit ensures the applicant a place at the College and will be credited to the initial semester's tuition charge. If the student fails to register for that semester, the tuition deposit will not be refunded but may be applied to subsequent registrations within that academic year only.

## Fees

### General College Fee: \$4 per Credit

To fund the cost of student publications, intramural and intercollegiate athletics, student clubs and organizations, and other special services and activities for students, there is a general College fee for credit courses.

### Technology Fee: \$30 per credit

A fee of \$30 per credit is charged to defray the institutional operating and equipment costs associated with providing student access to technology in academic and student support

services and in instructional programs.

## Course Fees

Some courses offered by the College are subject to course fees. These include courses with laboratory costs, clinical instruction costs or additional instructional hours. The course fees range from \$85 to \$345 per course. The applicable course fee, if any, is shown at the end of the course descriptions in the [Course Descriptions section of the Catalog](#).

### Online Learning Course Fee: \$35

A fee of \$35 will be assessed for any section of a course that is offered as an online course. Students should consult course offerings for each semester to identify which courses are available in an online course delivery format.

### New Student Processing Fee: \$60

Students registering for the first time to take credit courses will be charged a one-time new student processing fee. The fee will be included in the first semester bill. This fee is nonrefundable as of the first day of the semester.

### Nonresident Capital Fee

\$10 per credit for Pennsylvania residents outside Philadelphia.

\$20 per credit for students who do not meet the State's residency requirement.

The College's capital costs are funded by the city and state. The capital fee is charged to students in circumstances where the student is a nonresident and therefore capital support from the city or state is not provided.

### Late Registration Fee: \$30

A \$30 late registration fee will be charged to previously enrolled students who register after the first payment deadline for credit courses during the fall and spring semesters.

### Credit by Examination Fee: \$159

This fee is charged for each course in which a student has applied for credit on the basis of examination. The fee is based on the tuition rate for one credit hour, and is nonrefundable.

### Prior Learning Assessment Fee: \$159

This fee is charged for each course in which a student has applied for credit on the basis of learning achieved outside the traditional college classroom. The fee is based on the tuition rate for one credit hour, and is nonrefundable.

### Lost Identification Card Fee: \$10

A replacement fee of \$10 may be charged for each replacement of the College photo identification card.

### Noncredit Student Identification Card Fee: \$10

Students enrolled *only* in noncredit courses may be issued a College Identification Card upon request and upon payment of a \$10 Photo Identification Card Fee.

### Senior Citizen Registration Fee: \$159

This fee is charged to students who take advantage of the tuition-free course. This fee is nonrefundable as of the first day of the semester.

### Academic Transcript Fee

Electronic transcripts can be requested through the National Student Clearinghouse ([NSC](#)) for \$4.00 (\$1.75 delivery and \$2.25 processing fees) for each transcript. Requests for printed transcripts can be made in person at the Main Campus or through the [NSC](#). The fee for printed transcripts delivered by mail or for pickup by noon the next business day is \$10.00; orders made through the NSC will incur an additional \$2.25 processing charge. Express and international mail requests will incur additional US postal service charges.

### Returned Check Fee: \$25

A penalty of \$25 will be assessed for all checks and electronic checks (e-checks) issued to the College but not paid on presentation to the bank. A replacement for the returned check must be presented in the form of cash, certified check or money order. The student will be given five business days to replace the payment. Students with two (2) or more returned items may be placed on a cash only basis with the College.

## Other Costs

Although the tuition for Philadelphia residents is relatively low, students should be aware of the need to plan ahead and anticipate all costs for the period of enrollment. The basic budget for one semester at the College should include, in addition to the appropriate tuition and fees, the following estimates\*:

- Books and Supplies \$2,400
- Transportation \$3,100
- Meals \$1,300

*\*Actual cost will vary by student and by program of study.*

## Making Payments

A Community College of Philadelphia bill notification will be emailed to each student prior to the beginning of each semester. Students will need to login and select "Bill Summary" from the Financial Services channel of the Student menu on MyCCP to view their bills. If the bill is not received, it is the student's responsibility to obtain it from the Student Tuition Services. The College does not mail paper billing statements.

The fastest way to pay your bill is online by logging into [MyCCP](#). We accept e-check payments at no cost; enjoy the convenience of paying your bill online directly from your checking and/or savings account. Bank debit card holders can make payments with e-check by using their checking account and routing number.

We also accept all major credit and debit cards (American Express, Discover, MasterCard, VISA, Diner's Club, & JCB). Students will be assessed a service charge if paying by credit or debit card. Effective August 25, 2017 the service charge is 2.75% of your payment amount (4.25% for international credit cards). To pay your bill online, log into [MyCCP](#), click on the Student tab at the top of the page, click on the Financial Services channel and select "Pay My Bill".

Checks and money orders can be mailed. Please make your payments payable to Community College of Philadelphia, include your J# (student ID) on the memo line of your check or money order, and mail your payment to: Student Tuition Services, Room BG-38, Community College of Philadelphia, 1700 Spring Garden Street, Philadelphia, PA 19130. In-person payments are only accepted at the Main Campus Student Tuition Services, Room BG-38. We accept cash (in person only), checks, money orders, credit and debit card payments (online and in person).

Checks or money orders that are returned to the College by the bank must be repaid within five business days, or the student may be administratively withdrawn from the College.

### Payment Plan

The College offers a tuition payment plan. The cost to enroll is a non-refundable \$35 fee and the first installment payment. The plan is available for the fall, spring, and summer semesters. To enroll in the plan log into [MyCCP](#), click on the Student tab at the top of the page, click on the Financial Services channel and select "Enroll in a/ View your Payment Plan". Specific payment plan information for the current semester can also be found on this page by clicking on the term specific "Payment Plan Information" link. For additional information, please review the Payment Plan FAQ; additional questions can be addressed to Student Tuition Services at 215-751-8130 or via [email](#).

### Direct Deposit

As part of the College's efforts to provide students with a more efficient refund process, the College has implemented the student refund direct deposit option. This service provides students with the convenience of receiving a refund from financial aid and/or other sources of funds on their student account directly into their bank account. Go green and get refunds processed up to 70% faster than by paper check by signing up for direct deposit. To sign up, please log into [MyCCP](#), click on the Student tab at the top of the page, click on the Financial Services channel and select "Direct Deposit Authorization Form - New/ Change/ Cancel". Please review our Direct Deposit FAQ for more information.

### Fulfillment of Financial Obligations

If any student has not met his or her full financial obligations, the College reserves the right to withhold any of its services from the student until the obligations are met. Restricted services include, but are not limited to, registration, grades, transcripts and additional services.

### Refund Policy

It is the student's responsibility to submit an official drop form or drop classes via the web, even in cases of non-attendance. Students who drop prior to the start of the term will not incur any charges other than fees that are considered nonrefundable. The first day of the term marks the beginning of the refund policy regardless of the first scheduled class day for any particular student. Students who drop during the equivalent first three weeks (first 20 percent) of the term will be charged 50 percent for tuition and applicable fees and will be financially responsible for the charges incurred. Students who drop classes during the equivalent fourth week and thereafter will be charged 100 percent of tuition and applicable fees and will be financially responsible for the charges incurred.

Students who receive financial aid are subject to federal refund policies and calculations as described in the provisions of the Higher Education Amendments of 1998. Recipients of grants and loans who fully withdraw or drop on or before the 60 percent point of the term will be required to return all or a portion of their financial aid proceeds to the College and/or the Federal Government. See the [Financial Aid Withdrawals, Refunds and Repayment Policy](#) section for more information.

### Important:

To assist students with changes to their schedules, the College permits students to do an even exchange. An even exchange is both dropping and adding a course with the same number of credit hours within the same term (15A, 10A, 7A, 7B, etc.), and prior to the end of the refund period. Adding a course after the first course meeting requires signature(s) from the professor and/or department head as per registration policy. Students who drop a course after a term starts and prior to the end of the refund period will be responsible for 50% of the tuition for the course that was dropped.

Students who drop a course after a term starts and prior to the end of the refund period and add a course in a different term will be responsible for 50% of the tuition for the course that was dropped and 100% of the tuition for the course that was added. For example, dropping a 15-week Biology 106 course and adding a 7-week Biology 106 course would result in a 50% tuition charge for the 15-week course and a 100% tuition charge for the 7-week course.

### Exception: 15-Week to 10-Week Exchange

Students are permitted to exchange a 15-week course for a 10-week course (one course to one course even exchange) at no cost. This course exchange is only permissible for the first seven (7) calendar days of the 15-week term. Students can accomplish this exchange in person only by visiting Enrollment Central (Records and Registration) at the Main Campus or at the Regional Centers. The 15-week to 10-week course exchange must be completed by the close of business on the 7th calendar day of the 15-week term.

### Extenuating Circumstances

Students with documented extenuating medical complications, or personal emergency or situation such as the death of a close relative, can use the Special Request Form for Student Financial Account Adjustment (available in the Electronic Forms section of MyCCP) to petition to receive the 50% tuition for the course that was dropped.

Refund policies are in keeping with the regulations of the State Board of Education of the Commonwealth of Pennsylvania (Section 35.30).

## Tax Incentives

Federal tax laws provide special benefits to help students and parents pay for college. For example, a tax **credit** allows you to subtract an amount from the taxes you owe:

Taxes owed	\$6,000	
Less tax credit	â€" \$1,000	
Taxes owed	\$5,000	
A tax <b>deduction</b> allows you to subtract an amount from the income on which you must pay taxes:		
Gross income	\$25,000	
Less tax deduction	â€" \$1,000	
Taxable income	\$24,000	

Below are brief summaries of the tax incentives most likely to benefit adult, nontraditional students. Not all students or parents will qualify for these tax credits. Be sure to obtain a complete explanation of these tax incentives and consult with your tax advisor before you make financial decisions or use them in filing your federal income taxes. The College issues annual 1098-T statements for tax purposes by January 31 each year.

### American Opportunity Tax Credit

The American Opportunity Tax Credit (AOTC) helps with the cost of higher education expenses such as tuition, certain fees and course materials for four years. The credit reduces the amount of tax you owe dollar for dollar by the amount of the AOTC for which you qualify, up to a maximum of \$2,500. If the amount of the AOTC is more than the tax you owe, up to 40 percent of the credit (a maximum amount of \$1,000), may be refunded to you.

### Lifetime Learning Credit

The Lifetime Learning Credit is for qualified tuition and related expenses paid for eligible students enrolled in an eligible educational institution. This credit can help pay for undergraduate, graduate and professional degree courses--including courses to acquire or improve job skills. There is no limit on the number of years you can claim the credit. It is worth up to \$2,000 per tax return.

### Student Loan Interest Deduction

The maximum interest deduction is \$2,500. The loans must have been used to pay qualified costs of attendance, including room and board.

### Loan Forgiveness

For certain curricula, there are loan forgiveness programs available. Students need to research these programs carefully, as there are often strict criteria associated with loan forgiveness programs. For more information, visit [www.studentaid.gov](http://www.studentaid.gov).

## Financial Aid

Community College of Philadelphia participates in the following federal and state-funded programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program, PA State Grant (administered by PHEAA), William D. Ford Direct Student Loans (Direct Loans), and Federal Parent Loan for Undergraduate Students (PLUS).

### Financial Aid Eligibility

Students must be enrolled for at least 6 credits per semester to be eligible for loans and the PA State Grant. Students may receive a Federal Pell Grant for fewer than 6 credits per semester. In addition, to be eligible for financial aid, students must have earned either a high school diploma or GED. To maintain financial aid eligibility, students must make academic progress as outlined in the College's [Policy on Academic Standards and Progress \(Academic Progress, Academic Probation, and Dropped for Poor Scholarship\)](#).

Read all the provisions of this policy carefully before registering for classes. If you have any questions, please contact the Counseling Center, Room BG-7, at 215-751-8169.

### Applying for Financial Aid

Students applying for financial aid must do so for each academic year. Students should file the Free Application for Federal Student Aid (FAFSA) via the Web at [www.fafsa.gov](http://www.fafsa.gov) or the myStudentAid mobile app. This application is used to apply for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, Federal Work-Study program, the PA State Grant and Federal Direct Loans. Use Community College of Philadelphia's School Code 003249 when filing your FAFSA. In addition to completing the FAFSA, students accepting the Direct Loans must also complete a Master Promissory Note (MPN) and an entrance counseling session at [www.studentloans.gov](http://www.studentloans.gov).

Since the application process for all of the above grants and loans takes about four to eight weeks, students are advised to file early rather than merely by the deadlines that follow. Students needing assistance should e-mail the [Office of Financial Aid](#).



## Filing Deadlines for 2022-2023

Federal Pell Grant:  
All applicants - June 30, 2023

PA State Grant:  
Renewal applicants - May 1, 2022  
New applicants - August 1, 2022

Federal Supplemental Educational Opportunity Grant and Federal Work-Study:  
All applicants - April 15, 2022

These deadlines are for applications that are complete. All required documentation must also be submitted to the Office of Financial Aid by the above-listed deadlines.

We cannot guarantee that there will be Work-Study funds available for students applying after these dates, but we will continue to review late applications until all funds have been awarded.

## William D. Ford Direct Student Loans (Direct Loans)

In addition to accepting the awarded loans online in [MyCCP](#) a student must complete a Master Promissory Note (MPN) and an entrance counseling session to formally accept their loans at [www.studentloans.gov](http://www.studentloans.gov). This must be done at least four weeks before payment deadline.

## PA State Grant

Pennsylvania students who file their 2021-2022 Free Application for Federal Student Aid (FAFSA) by May 1, 2021, for renewals and August 1, 2021, for new students will be automatically considered for the PA State Grant. Students must meet a number of eligibility requirements. Beginning with the 2018-2019 Academic Year, distance education will be incorporated into the PA State Grant Program. Due to limited resources, student enrolled in more than 50 percent Web and Hybrid credits may receive a reduced award. For more information [click here](#).

## Summer Aid

Information concerning summer aid is available at the Office of Financial Aid in early spring.

Study abroad students who need loans should consider taking the loans during the spring semester.

For detailed information and applications, please contact the [Office of Financial Aid](#).

## Adjustments to Financial Aid

Students are responsible for dropping any courses they do not plan to attend. If a student never attends a class, the financial aid award will be adjusted to reflect only those classes the student attends. Financial aid for students attending more than one term within a semester (15A, 10A, 7A, 7B, etc.) may have their aid reduced if they drop classes that were included in their earlier disbursements. These adjustments may affect a student's current and future financial aid eligibility. Students may also have to repay any overpayments.

Furthermore, the federal regulations state that students may receive federal funds for the maximum of 30 semester credits of developmental classes, except for English as a Second Language courses. Therefore, if a student has attempted 30 credits of developmental coursework, the student will not be able to receive federal funds for additional developmental courses. Also note that once a student has earned a passing grade, financial aid can only be applied one more time for that class.

## Financial Aid Withdrawals, Refunds and Repayment Policy

Financial aid is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or merely stops attending, the student may no longer be eligible for the full amount of aid that the student was paid or scheduled to receive. Course withdrawals after the term begins will have a negative impact on students' academic progress standing and future financial aid eligibility. The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, stop attending, drop out, are dismissed or take a leave of absence. Up through the 60 percent point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the federal aid he or she was scheduled to receive during the period.

Unearned aid is returned in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct Parent (PLUS) Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)

**Cautionary Note:** Withdrawals may have a negative impact on students' academic progress standing and future aid eligibility.

## Alternative Funding Sources

Many business enterprises, labor union locals, churches and faith-based organizations, and community groups award scholarships for collegiate studies. Parents of prospective students are encouraged to ascertain from employers and union offices what benefits may be available for their dependents. Students who are employed are sometimes eligible for financial assistance by their employers.

For information on scholarships and awards presented by an employer, contact the employer's Human Resources Office.

## Veterans

### Education Benefits for Veterans, Spouses and Dependents

#### Post-9/11 GI Bill™

Effective August 1, 2009, veterans may be eligible for new benefits under this bill if they served at least 90 aggregate days on active duty after September 10, 2001, and are still on active duty or were honorably discharged or released. Veterans may also be eligible if they were honorably discharged from active duty for a service-connected disability and served 30 continuous days after September 10, 2001. Basic benefits may include cost of tuition and fees, monthly housing allowance, and books and supplies. Since the new law contains many major differences from the current Montgomery GI Bill, veterans are advised to visit <https://www.benefits.va.gov/benefits/> for additional information about the major changes contained in the law.

Students who choose to utilize their VA education benefits may do so by logging into the MyCCP portal and completing an Electronic Veteran Registration Certification Form that can be found under Records and Registration Forms. The benefit amount will be calculated and placed as estimated aid on the student account. This will protect students from being dropped for non-payment while we await receipt of the funds from the Veterans Administration.

All Veteran students can receive the in-city tuition rates, whether they utilize their Veterans education benefits or not. To notify the College of your veteran status, please submit a copy of your DD-214 to the Veterans Resource Center at [vets@ccp.edu](mailto:vets@ccp.edu).

No penalties or late fees are assessed to students for a delay in the disbursement of their VA benefits. However, financial holds may be placed for the portion of the balance not covered by the VA education benefit. Late fees may be assessed for missed payments for students who enroll a portion of their balance, not covered by VA education benefits, on the tuition payment plan.

A late registration fee is charged to all students who register for classes after the first tuition due date each semester. This is not a late fee for past due tuition. The VA will not cover the late registration fee. Students who do not pay this fee themselves in a timely manner may have a transcript hold placed on their CCP student account. This will not prevent them from registering for classes.

Other programs and benefits are also available for veterans, spouses and dependents. Please visit the Veterans Resource Center located on the ground level of the Bonnell Building, Room BG-43; [email](mailto:vets@ccp.edu); or visit the [Veterans section](#) on the College's website.

Community College of Philadelphia complies with all regulations established by the Veterans Administration for students enrolled under VA programs, as required by Title 38, United States Code, Section 3675. Men or women eligible for assistance under the GI Bill or other VA programs should apply directly to the nearest VA office.

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](http://www.benefits.va.gov/gibill)

## Scholarships and Awards

Community College of Philadelphia supports commitment to community college education through the development of a viable student scholarship and award program. Individuals, organizations and corporate donors are invited to establish awards or scholarships, in accordance with applicable College policies, for students enrolled at the College or for use by the College's students upon transfer to other colleges and universities.

The Community College of Philadelphia Foundation has established many student scholarship programs to recognize the accomplishments of our students and encourage lifelong learning for all who may benefit. These scholarship programs support students by providing financial assistance for tuition, books or other costs associated with attending college. There are also scholarships and awards available to high school students who will begin their studies at the College.

Currently, the College Foundation, the Office of Institutional Advancement and the Student Tuition Services Office administer more than 120 student scholarship and award programs. There are scholarships and awards available based on a student's program of study, academic achievement, community/volunteer service and leadership.

[View a complete listing](#) of scholarships and awards available to Community College of Philadelphia students.

For more information on Community College of Philadelphia scholarships and awards, please contact the Student Tuition Services Office by email at [scholarships@ccp.edu](mailto:scholarships@ccp.edu) or call 215-496-6182.

# College Information

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## Mission Statement

Community College of Philadelphia is an open admission, associate's degree-granting institution that provides access to higher education for all who may benefit. Programs of study in the liberal arts and sciences, career technologies and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing students to be informed and concerned citizens, to be active participants in the cultural life of the city, and to be able to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds, and seeks to provide the programs and support they need to achieve their goals.

Community College of Philadelphia seeks to create a caring environment that is intellectually and culturally dynamic and encourages all students to achieve:

- greater insight into their strengths, needs and aspirations, and greater appreciation of their own cultural background and experience;
- increased awareness and appreciation of a diverse world where all are interdependent;
- heightened curiosity and active interest in intellectual questions and social issues;
- improved ability to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively;
- self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments.

## Vision

To serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.

## Core Values

**Integrity.** The College places fairness and honesty at the center of all of its policies and operations. We uphold the highest ethical standards in striving for academic and professional integrity in all that we do. We strive to be both responsible and responsive in utilizing resources to meet student and community needs.

**Academic Excellence.** The College sets, expects and maintains high educational standards consistent with the needs of the students, region and changing workforce. Our faculty and staff are committed to providing high quality, innovative and flexible educational opportunities and services in an accessible student-centered environment.

**Diversity.** The College embraces and understands the importance of providing an education and environment that promote the uniqueness of students, faculty, staff and the communities that we serve. We affirm that diversity is crucial to a democratic society, as it enriches the educational experience and celebrates differences among individuals.

**Commitment to Teaching and Learning.** The College functions as a learning organization, continually adapting, improving and evaluating its services to promote lifelong intellectual and personal development. We believe that learning is rooted in both curiosity and inquiry, and is engendered by dedicated, creative and enthusiastic teaching, utilizing appropriate and optimal modes of delivery. Technology supports and serves the learning process.

**Communication.** The College is committed to effective, open and proactive communication. We take responsibility to listen, speak and write clearly to inform others and foster collaboration by using and respecting a matrix of communication channels. Collaborative partnerships are strengthened when communication is ongoing and productive.

**Respect.** The College promotes respect, civility and courtesy in our day-to-day interactions with others. We seek to instill respect for and appreciation of members of the College community, our facilities, our environment, our community and the institution in which we work.

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## History of the College

The College was created on April 28, 1964, by legislation in Harrisburg and Philadelphia, following a decade of studies and surveys. More than 685,000 students have passed through the College's classrooms since the College opened its doors to its first class of 1,941 students in 1965. College surveys show that most of those men and women-in both academic transfer and vocationally-oriented programs-have remained in the greater Philadelphia area to earn their living.

The College moved to its newly constructed campus on Spring Garden Street between 16th and 18th streets in 1983. The more than \$70 million facility was developed around the former United States Mint Building, which was renovated for administrative offices, library and classrooms, and to which classrooms, laboratories and other facilities were added with the construction of two award-winning buildings.

In 1991, the College added two additional buildings—a state-of-the-art Athletics Center with basketball courts, Nautilus-type training machines, an aerobics room and classrooms, as well as a modern, three-story Student Life building with meeting facilities, an additional cafeteria and a Coffeehouse.

The Center for Business and Industry, located on the corner of 18th and Callowhill streets, opened in 2003. This high-tech facility offers wireless classrooms, a computer lab, smart podiums, videoconferencing capabilities, a career center and a testing center. Students can also enjoy lounge and study areas, as well as a cyber café. Many programs and courses at the Center focus on workforce development in order to enhance the region's workforce.

The College broke ground on another new building at the Main Campus, the Pavilion Building, in summer 2009. Opened in fall 2011, the ecofriendly building houses the Culinary Arts and Hospitality Management programs, complete with state-of-the-art cooking facilities. The College's new Welcome Center, bookstore and dining services are also located in the Pavilion Building.

Significant renovations to the Bonnell, West and Mint buildings were completed in spring 2014. Registration, financial aid and other student services have been relocated to Enrollment Central to better serve students. Renovations to science and technology labs and other updates have been made to improve student learning and provide access to the most up-to-date equipment found in several fields.

The College also has Regional Centers at 12901 Townsend Road in the Northeast, 4725 Chestnut Street in West Philadelphia and 1300 West Godfrey Avenue in Northwest Philadelphia. Each provides a service center with information, counseling, advising, testing and classroom space for Philadelphians for whom these locations are convenient.

A new building and renovations at the Northeast Regional Center, completed in 2009 and 2010, offers students lab space, a Learning Commons, a dedicated art room and music room, more student space and expanded parking. The ecofriendly new building and the modifications to the existing building will save energy costs while offering students more courses in more subjects. Renovations have also taken place at the Northwest and West Regional Centers in order to better serve student needs.

## Edward A. Anderson Welcome Center

The Welcome Center staff assist students in applying to the College and provide prospective students and their families with a wide range of information about the College. In addition, students can speak to staff about academic programs, attend an information session, tour the campus and learn about next steps in the enrollment process.

To find out more about opportunities to visit the College, and for Welcome Center hours, please [click here](#).

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## Online Learning

Online Learning enables students to extend their educational opportunities in a flexible instructional setting. Online courses, which follow a regular schedule of academic activities and assignments, are delivered via the Internet. Many are completely online, but some require a few meetings on campus. For a complete list of online learning courses, degree programs, meeting schedules, instructors and more, [please visit the Online Learning website](#).

## Noncredit Offerings

For students who seek educational experiences that do not carry college credits, the College offers a variety of special noncredit offerings through Corporate Solutions and the Division of Access and Community Engagement (DACE). They are offered at the Main Campus, the Regional Centers and many off-campus sites during each academic cycle, and are reviewed and updated regularly in response to community needs and interests.

For more information on workforce and professional development, please visit [Corporate Solutions](#) online, call 215-496-6158, or e-mail [csinquiry@ccp.edu](mailto:csinquiry@ccp.edu).

For more information on courses for personal enrichment, please visit the [Division of Access and Community Engagement](#) online; email [adultliteracy@ccp.edu](mailto:adultliteracy@ccp.edu) or call 215-751-8531.

## Semesters

The College offers classes during fall and spring semesters and during the summer as well as in other formats, including shorter terms and accelerated programs. For more information about course offerings, [please visit the College's Course Finder site](#).

## Locations

### Main Campus

Community College of Philadelphia's Main Campus occupies 14 acres just north of center city Philadelphia. The most prominent building is the turn-of-the-century former U.S. Mint Building, which remains a historic building and landmark. Two large, modern buildings containing classrooms, laboratories, meeting facilities, a cafeteria, library, bookstore, and faculty and administrative offices were designed to complement and abut the Mint on the west and south sides. The Winnet Student Life Building houses a wide range of activity spaces for students, as well as classrooms and student support services. The 97,000-square-foot Center for Business and Industry contains conference rooms, student lounge areas, office space and classrooms in order to serve students in technology-related paths and offer programs and specialized training to area businesses. The College's Athletics Center attracts many fitness-conscious students, faculty and staff. A 635-car parking garage provides secure and sheltered parking for students, faculty, administrators and guests. The campus is well served by SEPTA city division lines.

### Hours of Operation

While classes are in session during the spring and fall, the College is open from 7 a.m. to 10 p.m., Monday through Thursday, 7 a.m. to 6 p.m. on Friday and 7:00 a.m. to 5:00 p.m. on Saturday. During the summer (mid-May to mid-August), the College is open from 7 a.m. to 10 p.m., Monday through Thursday, and closed Friday through Sunday.

## Regional Centers

To make its programs accessible to residents throughout the city, the College employs a network of three Regional Centers which provide classroom space for both credit and noncredit course offerings. A detailed overview of College locations can be found [here](#).

The **Northeast Regional Center** located at 12901 Townsend Road, the **Northwest Regional Center** at 1300 West Godfrey Avenue and the **West Regional Center** at 4725 Chestnut Street all offer on-site placement testing, registration, academic and personal counseling and tutorial services. All three Regional Centers feature a modern library and biology labs in addition to well-equipped classrooms and computer laboratories. The Northeast and Northwest Regional Centers also house a bookstore and cafeteria. Free parking is available. All the sites are accessible by public transportation.

For more information about any of the Regional Centers or their programs, please call the Northeast Regional Center at 215-972-NERC (6372), the Northwest Regional Center at 215-751-8773 or the West Regional Center at 215-516-3650.

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## Open Houses and Information Tours

Learn about the College's academic and student support programs, student life, and financial aid opportunities by visiting our Main Campus or Regional Centers. Open Houses are held throughout the year, and you can [RSVP online](#). [Information tours](#) are offered weekly.

In addition, visitors to the College are welcome. Requests for information may be made at the security desk in the lobby of each building. Visitors wishing to meet specific members of the faculty or administration are advised to make appointments in advance by calling the departmental office. Group visits may be arranged through the Office of Admissions by calling 215-751-8010.

## Minors

The presence of minors on campus, other than Community College of Philadelphia students, is strongly discouraged because of important safety and liability issues. To ensure the safety of children, those under the age of 18 must not be left unattended on College property.

To prevent disruption of the learning process, children are not permitted in classrooms or laboratories when classes are in session. However, with regard to classrooms (but not laboratories), faculty members instructing a class may make exceptions in individual cases, provided that the learning process is not disrupted.

Under no circumstances are minors other than Community College of Philadelphia students allowed in the Athletics Center, instructional laboratories, laboratory prep areas, library and/or learning commons, student academic computer centers, learning laboratories, or administrative service areas, such as duplicating, mail room and craft shops. This policy does not preclude children's participation in events sanctioned by the College or the involvement of children in educational activities specific to a curriculum.

The College assumes no liability for any injury incurred by minors who are not registered Community College of Philadelphia students while they are on College property.

## Controlled Substances

College policy prohibits the illegal possession, use, or sale of drugs or other controlled substances on College property. Where appropriate or necessary, the College will fully cooperate with law enforcement agencies. In addition, alcoholic beverages are not to be sold, served, used or possessed in any of the facilities of the College.

## Smoke-Free Buildings Policy

Community College of Philadelphia is concerned about the health and comfort of its students, faculty members, administrators, staff and visitors. Smoking, including the use of nicotine-delivery systems, is, without exception, prohibited in every College building or facility. This includes all offices and any previously designated smoking areas inside any campus building.

Anyone who wishes to smoke must do so outside of College buildings and facilities. Smoking is prohibited within 25 feet of any entrance, exit or loading dock, or as posted otherwise. Smoking is also prohibited on adjacent stairways, ramps or landings leading to any entrance, exit or loading dock.

## Selling and Soliciting

The College is a publicly funded institution. However, College buildings and facilities are provided for use exclusively by students, faculty, staff and the administration, and only for the educational purposes of the College. No individual or company may solicit or sell on campus for personal gain.

Selling or soliciting for charitable, political, social, religious or other causes by nonstudents is prohibited on College property. Distribution of literature (handbills, tracts, leaflets, etc.) by outside agents for external agencies is also prohibited on College property. Selling, distributing leaflets or soliciting by College students is regulated by College policy administered through the Office of Student Life.

## Crime Act

Information regarding the Crime Act (commonly referred to as the Clery Act) is available through the Department of Safety and Security located in Room MG-12 or at the College's website under [Consumer Information](#).

## Inclusive Language

Throughout this website, every effort has been made to use inclusive language which does not discriminate with regard to gender. Any remaining references to the male gender shall be intended to include, wherever applicable, the female gender as well.

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# College Policies and Procedures

## Student Responsibility

All students are expected to understand all regulations in the College Catalog that may affect their academic progress, financial obligations, relationships with College authorities, transferability of credits for courses completed, acceptance of credits for graduation and eligibility to graduate. To this end, it is their responsibility to become familiar with the information below as well as in their [Student Handbook](#).

Students still in doubt about the meaning of any College regulation should seek advice from their academic advisor, a counselor or an appropriate officer of the College.

### [Academic and Time Amnesty](#)

- [Policy on Academic and Time Amnesty](#)

### [Graduation](#)

- [Graduation and Commencement](#)
- [Issuance of Diplomas](#)
- [Graduation Honors](#)

### [Policy on Academic Standards and Progress](#)

- [Policy on Academic Standards and Progress](#)
- [Satisfactory Academic Progress](#)

### [Registration and Enrollment](#)

- [Registration Procedures](#)
- [Course Scheduling Preference for Veteran Students](#)
- [Attendance](#)
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# Degree and Certificate Programs

Community College of Philadelphia offers academic programs that lead to the following associate's degree and certificate programs. These programs all develop the broad competencies associated with 21st century skills.

Each academic program in the Catalog is described briefly and includes a grid of the requirements for graduation. This information will help guide you in selecting the courses you need for graduation in a sequence that will help you move through consecutively more challenging information.

Programs are listed in the recommended sequence for full-time students typically taking at least 15 credits per semester. Many students at the College spread their academic work across several years, attending part time rather than full time.

Some College-wide general education requirements are automatically fulfilled when students complete a required course within a program; this is indicated in the far right column on the program page. Other general education requirements are not automatically fulfilled, and students must choose an elective that meets the specified requirement. These requirements are listed beneath the grid under the heading General Education Requirements.

Regular consultation with an academic advisor or counselor is important, whether a student is planning to enter the employment market directly or continue on in higher education.

## Degree Programs

### Associate in Arts (A.A.)

A degree for those who plan to transfer to bachelor's degree-granting institutions.

The College offers the following A.A. degree programs:

- [Architecture](#)
- [Art and Design](#)
- [Biological Sciences](#)
- [Black Studies](#)
- [Business - Accelerated \\*](#)
- [Business - General](#)
- [Communication Studies](#)
- [Education - Early Childhood \(Birth to 4th Grade\)](#)
- [Education - Middle and Secondary Level](#)
- [English](#)
- [Health Care Studies](#)
- [Health Services Management\\*](#)
- [Interior Design](#)
- [International Studies](#)
- [Liberal Arts](#)
- [Liberal Arts - Honors\\*](#)
- [Liberal Arts - Social/Behavioral Science](#)
- [Mass Media](#)
- [Music Performance\\*](#)
- [Psychology](#)
- [Public Health](#)
- [Theater](#)
- [Tourism and Hospitality Management](#)

### Associate in Science (A.S.)

A degree for those who plan to transfer to bachelor's degree-granting institutions.

The College offers the following A.S. degree programs:

- [Biology\\*](#)
- [Chemistry\\*](#)
- [Computer Science\\*](#)
- [Engineering Science\\*](#)
- [Mathematics\\*](#)

### Associate in Applied Science (A.A.S.)

A degree that provides students career-specific skills leading directly to employment. Students with this degree may also transfer to bachelor's degree-granting institutions.

The College offers the following A.A.S. degree programs:

- [Accounting](#)
- [American Sign Language/English Interpreting \(INT\)\\*](#)
- [Applied Engineering Technology](#)
- [Automotive Technology](#)
- [Behavioral Health/Human Services](#)
- [Biomedical Equipment Technology](#)
- [Business Leadership](#)
- [Computer Information Systems - Information Technology](#)
- [Construction Management](#)
- [Criminal Justice](#)
- [Culinary Arts](#)
- [Facilities Management](#)
- [Fashion Merchandising & Marketing](#)
- [Fire Science](#)
- [Individualized Studies\\*](#)
- [Medical Laboratory Technician\\*](#)
- [Medium and Heavy Truck Technology](#)
- [Network Administration](#)
- [Nursing\\*](#)
- [Paralegal Studies\\*](#)
- [Photography](#)
- [Respiratory Care Technology\\*](#)



- Cybersecurity
- [Dental Hygiene\\*](#)
- [Diagnostic Medical Imaging\\*](#)
- [Digital Video Production](#)

- Sound Recording and Music Technology
- [Toyota T-TEN\\*](#)
- [Web and Mobile Application Development](#)

\*Select program: please refer to the curriculum description for program entrance requirements.

## Certificate Programs

### Academic Certificates

Academic certificates prepare students for a variety of opportunities, including workplace preparation. They require two semesters of college-level English and one semester of College-level math. All coursework transfers seamlessly into the College's associate's degree programs.

The College offers the following academic certificates:

- [Addiction and Recovery Studies Academic Certificate](#)
- [Creative Writing Academic Certificate](#)
- [Human Services Academic Certificate](#)

### Proficiency Certificates

Proficiency certificates are short-term, focused course offerings that are primarily developed to prepare students for employment. Students may also continue their education, since all credits received through the proficiency certificates transfer seamlessly into an academic certificate or associate's degree program in a related field. Students may be eligible for financial aid for proficiency certificates consisting of 16 or more credits.

The College offers the following proficiency certificates:

- [Accounting Paraprofessional Proficiency Certificate](#)
- [Acting Proficiency Certificate](#)
- [Advanced Automotive Repair Professional Proficiency Certificate\\*](#)
- [Alternative Fuels - Carbon Based Fuels Proficiency Certificate\\*](#)
- [Alternative Fuels - Electric Vehicles and Hybrids Proficiency Certificate\\*](#)
- [Architectural Visualization Proficiency Certificate](#)
- [ASL/English Interpreting I Post-Baccalaureate Proficiency Certificate\\*](#)
- [ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate\\*](#)
- [Automotive Service I Proficiency Certificate](#)
- [Automotive Service II Proficiency Certificate\\*](#)
- [Biomedical Equipment Technology I Proficiency Certificate](#)
- [Biomedical Equipment Technology II Proficiency Certificate](#)
- [Business Leadership Proficiency Certificate](#)
- [Computer Programming I - Application, Web, and Database Development Proficiency Certificate](#)
- [Computer Programming II - Algorithms and Computation Proficiency Certificate](#)
- [Corporate Social Responsibility Proficiency Certificate](#)
- [Culinary Arts I Proficiency Certificate](#)
- [Culinary Arts II Proficiency Certificate\\*](#)
- [Cybersecurity I Proficiency Certificate](#)
- [Cybersecurity II Proficiency Certificate](#)
- [Data Science Proficiency Certificate](#)
- [Digital Investigations Proficiency Certificate](#)
- [Digital Video Production Proficiency Certificate](#)
- [Early Childhood Education Proficiency Certificate](#)
- [Electronic Discovery Proficiency Certificate](#)
- [Entrepreneurship and Innovation Proficiency Certificate](#)
- [Fashion Merchandising & Marketing Proficiency Certificate](#)
- [Fire Science and Public Safety Proficiency Certificate](#)
- [Geographic Information Systems Proficiency Certificate](#)
- [Human Services Leadership - Youth, Family, and Community Engagement Proficiency Certificate](#)
- [Insurance Proficiency Certificate](#)
- [Interdisciplinary Analysis and Critical Reasoning Proficiency Certificate](#)
- [Medical Assistant Proficiency Certificate](#)
- [Medical Insurance Billing Proficiency Certificate](#)
- [Medium and Heavy Truck Technology I - Inspection, Maintenance, and Minor Repair Proficiency Certificate](#)
- [Medium and Heavy Truck Technology II - Truck Service Technology Proficiency Certificate\\*](#)
- [Mobile Application Development Proficiency Certificate](#)
- [Music Production Proficiency Certificate](#)
- [Network and Systems Administration Proficiency Certificate](#)
- [Paralegal Studies Proficiency Certificate\\*](#)
- [Patient Service Representative Proficiency Certificate](#)
- [Personal Training Proficiency Certificate](#)
- [Photography Proficiency Certificate](#)
- [Piano Technician Proficiency Certificate\\*](#)
- [Post-Baccalaureate Accounting Proficiency Certificate\\*](#)
- [Project Management Proficiency Certificate](#)
- [Religious Studies Proficiency Certificate](#)
- [Technical Theater Proficiency Certificate](#)
- [Tourism and Hospitality Management Proficiency Certificate](#)
- [Web Development I Proficiency Certificate](#)
- [Web Development II - Cloud Computing\\*](#)

# General Education Requirements

The College is dedicated to providing all graduates of its associate degree programs a quality educational experience. All degree students, regardless of program, must complete the College's general education requirements to gain a breadth of experience outside as well as within their academic field and build interdisciplinary skills essential to academic, career, and personal development and success.

The general education requirements are grounded in six Essential Skills that students learn in required general education courses and develop in their program coursework at the College.

## Community College of Philadelphia Essential Skills Definitions

### Writing, Research, and Information Literacy

Students read critically, synthesize ideas from a variety of texts, and write essays that develop significant ideas in support of a thesis. Written works appropriately reflect the context and audience and adhere to the conventions of grammar, spelling, and formatting specific to the area of study. Building upon these skills, students will determine the extent of a need for information, access information effectively and efficiently, evaluate it critically, accomplish a specific purpose with it, and create new knowledge and participate ethically in communities of learning.

### Cultural Analysis and Interpretation

Students analyze case studies, creative works, systems of human thought and behavior, material artifacts, and other primary and secondary sources from a range of academic disciplines to discern and respect diverse perspectives and experiences related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language.

### Oral Communication / Creative Expression

Students examine issues, problems, and cultural and aesthetic connections, using verbal and nonverbal methods to send messages in various modes. Students produce creative, visual, and/or oral works that reflect the situation, audience, and medium of communication and adhere to the conventions of artistic, verbal and/or nonverbal methods of expression.

### Quantitative Reasoning

Students communicate mathematical principles and apply them to follow an extended line of formal reasoning and critical thinking. Students read and identify mathematical information that is relevant in a problem; interpret and critically analyze mathematical information presented; select appropriate methods and solve problems, estimating and evaluating the validity of results and effectively communicating quantitative concepts using correct mathematical syntax.

### Scientific Reasoning

Students describe the Scientific Method and apply the scientific principles they have learned to theoretical and practical issues. Students interpret measurable and observable information through inference and analogy to develop hypotheses and draw conclusions. Students describe methods of scientific inquiry and use critical thinking skills to investigate, question, and solve problems. Students describe and carry out experimental procedures and/or perform laboratory tasks when appropriate to the field, interpret and communicate scientific information using written, oral and/or graphical means, analyze one or more relationships among science, technology and society, and apply logical reasoning in explaining natural phenomena and experimental procedures or outcomes.

### Technological Competency

Students identify, create, and manipulate technological tools and digital content. Students operate computers, peripherals, electronic devices, learning management systems, and other technology as related to their program of study. Students use electronic spreadsheets and/or database management systems to organize, analyze, and/or retrieve data. Students use word processing and slide presentation software to design clear academic and professional documents that integrate design concepts, elements, applications, and objects. Students use computer technology to collaborate and network. Students identify and respond appropriately to ethical and legal issues related to privacy and security in information technology and the handling of data.

## General Education Requirements

Students who follow the recommended course sequence for their degree programs will see required courses that introduce and develop the Essential Skills. Note: Program faculty select general education courses based on programmatic needs and the requirements of transfer institutions, accrediting bodies, and professional organizations and also select courses that enable students to gain a breadth of experience and skills across academic disciplines.

The College requires students to complete credit courses in the Essential Skills as outlined below:

Essential Skills	Minimum Credits
Writing, Research & Information Literacy	6
Oral Communication/Creative Expression	3
Quantitative Reasoning	3

Scientific Reasoning	3
Cultural Analysis and Interpretation	3
Technological Competency	3
<b>21 credits</b>	

The requirements listed above apply to all students who began their studies in the Fall 2021 semester or later. Students who began their studies prior to September 2021 should refer to a catalog for the year that they entered the College or should consult an academic advisor or counselor. Students who changed their curriculum on or after September 2021 are required to follow the new general education requirements regardless of when they entered the College. For more information regarding general education requirements, please contact Academic Advising at 215-751-8777 or email [Academic Advising](#).

### Courses that Fulfill Essential Skills

Before reviewing the courses below, students should consult the [catalog page](#) for their programs. The catalog page includes a course sequence that shows the required courses for the program, and that is the best source of information about required courses.

The lists below are intended as a tool to help programs choose the general education courses that students are required take to fulfill general education requirements. In a few cases, a program may allow students to take any course that meets the general education requirement. In those cases, students may find the lists below useful. Students are encouraged to email or call Academic Advising (215-751-8777) or consult program faculty before choosing courses.

#### Writing, Research & Information Literacy

Currently, this requirement is met by taking two courses at the College: ENGL 101 and ENGL 102. Students must complete both courses.

Courses	Credit Hours
ENGL 101 - English Composition	3
ENGL 101H - English Composition I (Honors)	3
ENGL 102 - The Research Paper	3
ENGL 102H - The Research Paper (Honors)	3

#### Oral Communication/Creative Expression

Most programs require only one course in this category, which includes both Oral Communication and Creative Expression. The list below distinguishes between the two. Students should consult the [catalog page](#) for their programs for more information.

Courses	Credit Hours
ADC 160 - Presentation Techniques	3
ADC 163 - Architectural Visualization with Autodesk Revit	3
AH 116 - Therapeutic Communication	3
ART 105 - Drawing I	3
ART 109 - Ceramics I	3
ART 111 - Three-Dimensional Design I	3
ART 115 - Painting I	3
ART 125 - Design I	3
ART 150 - Introduction to Computer Art/Graphics	3
ENGL 115 - Public Speaking	3

ENGL 116 - Interpersonal Communication	3
ENGL 117 - Group and Team Communication	3
ENGL 118 - Intercultural Communication	3
ENGL 120 - Voice and Articulation	3
ENGL 131 - Acting I	3
ENGL 135 - Movement and Dance for Actors	3
ENGL 141 - Introduction to Technical Theater	4
ENGL 146 - Advanced Technical Theater	4
ENGL 205 - Creative Writing	3
ENGL 280 - Poetry Writing	3
MUS 101 - Piano I	1
MUS 102 - Piano II	1
MUS 108 - Guitar I	1
MUS 109 - Guitar II	1
MUS 115 - Introduction to Music Technology	3
MUS 196 - Ensemble I	1
MUS 197 - Ensemble II	1
MUS 296 - Ensemble III	1
NURS 101 - Nursing I	7
PHOT 100 - Practical Photography for the Beginning Photographer	3
PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques	4
PHOT 104 - Introduction to Video Production	3
PHOT 105 - Introduction to Digital Photography	4
PHOT 151 - Techniques in Photo Editing (Photoshop I)	3

### Quantitative Reasoning

The list below includes only those Foundational Mathematics (FNMT) and Mathematics (MATH) courses open to students who are FNMT 118 ready. Students who place in mathematics courses at MATH 161 or above will meet their Quantitative Reasoning requirement upon successful completion of MATH 151, MATH 152, MATH 161, or another higher-level Mathematics course. Students should consult [Mathematics course offerings](#) for more information.

Courses	Credit Hours
FNMT 101 - Quantitative Reasoning	3
FNMT 118 - Intermediate Algebra	3
FNMT 121 - Retail Mathematics & Merchandising	3
MATH 121 - Computer Mathematics and Logic	3

MATH 123 - Mathematical Principles I	3
MATH 137 - Geometry for Design	3
MATH 150 - Introductory Data Analysis	3

#### Scientific Reasoning

Some of the courses listed below require permission of the department head before registering. Students should consult the [course offerings](#) or the [catalog page](#) for their programs for more information.

Courses	Credit Hours
AET 101 - Introduction to Robotics	4
AET 102 - Scientific Technology and Public Policy	3
AET 140 - 3D Printing - Additive Manufacturing	4
BIOL 104 - Forensic Biology	4
BIOL 106 - General Biology I	4
BIOL 108 - Essentials of Human Anatomy and Physiology	4
BIOL 109 Anatomy and Physiology I	4
BIOL 123 - Principles of Biology I	4
CHEM 101 - Fundamentals of Chemistry I (Lab Based)	4
CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based)	3
CHEM 105 - Inquiry into Chemistry	4
CHEM 110 - Introductory Chemistry	4
CHEM 121 - College Chemistry I	4
EASC 111 - Environmental Conservation	3
EASC 111H - Environmental Conservation (Honors)	3
PHYS 105 - Survey of Physics	4
PHYS 108 - Descriptive Astronomy	3
PHYS 111 - General Physics I	4
PHYS 125 - Musical Acoustics	3
PHYS 140 - Mechanics, Heat and Sound	5
STS 101 - Introduction to Science, Technology and Society	4

#### Cultural Analysis and Interpretation

As there are a large number of courses that meet the Cultural Analysis and Interpretation requirement, they are divided into five sub-categories based on course content: 1) Study of Human Diversity, 2) Study of Human Behavior and Systems, 3) Study of Creative Works, 4) Study of Material Artifacts, and 5) Study of World, Country, Region, or Language. Students should consult the [catalog page](#) for their programs for more information.

Courses	Credit Hours
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning	3

ANTH 101 - Introduction to Anthropology	3
ANTH 112 - Cultural Anthropology	3
ANTH 124 - Fundamentals of Archaeology	3
ANTH 125 - Physical Anthropology	3
ART 101 - Visual Communication	3
ART 101H - Visual Communication (Honors)	3
ART 103 - History of Art: Ancient to Renaissance	3
ART 103H - History of Art: Ancient to Renaissance (Honors)	3
ART 104 - History of Art II: Renaissance to Modern	3
ART 104H - History of Art: Renaissance to Modern (Honors)	3
BHHS 102 - Social Determinants of Behavioral Health	3
BHHS 103 - Human Development and Behavior in the Social Environment	3
BHHS 151 - Family and Intimate Partner Violence and Abuse	3
BHHS 171 - Introduction to Aging Studies	3
BHHS 191 - Introduction to Trauma and Trauma-Informed Care	3
BLAS 101 - Introduction to Black Studies	3
BLAS 250 - Special Topics in Black Studies	3
CULA 211 - International Cuisine	4
ECON 181 - Principles of Economics (Macroeconomics)	3
ED 231/ENGL 231 - Children's Literature	3
ENGL 107 - Society and Mass Communication	3
ENGL 119 - Rhetoric & The Public Sphere	3
ENGL 137 - Introduction to Theater	3
ENGL 190 - Introduction to Literature	3
ENGL 211 - Survey of British Literature from Beginnings to 1750	3
ENGL 212 - Survey of British Literature: From 1750 to the Modern Era	3
ENGL 219 - Black Rhetoric	3
ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War	3
ENGL 222 - Survey of American Literature: From the Civil War to the Present	3
ENGL 231/ ED 231 - Children's Literature	3
ENGL 232 - Introduction to Drama	3
ENGL 241 - Introduction to Shakespeare	3

ENGL 245 - World Literature: From Antiquity to 1500	3
ENGL 246 - World Literature: From 1500 to the Present	3
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance	3
ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present	3
ENGL 256 - African Literature	3
ENGL 260 - Women in Literature	3
ENGL 297H - Literature in the Context of Intellectual History: Ancient and Medieval (Honors)	3
ENGL 298H - Literature in the Context of Intellectual History: Modern (Honors)	3
ENGL 299 - Special Topics in Literature	3
FMM 105 - Textiles	3
GEOG 101 - Introduction to Physical Geography	3
GEOG 103 - Introduction to Human Geography	3
GEOG 180 - Urban Geography	3
GLS 101 - Introduction to Global Studies	3
GS 101 - Introduction to Gender Studies	3
GS 110 - Global Perspectives in Gender Studies	3
HIST 101 - US History: Colonial America through the Revolutionary Era	3
HIST 102 - US History: The Civil War and the 19th Century	3
HIST 103 - US History: The 20th Century and Beyond	3
HIST 121 - World History: The Distant Past	3
HIST 122 - World History: The Recent Past	3
HIST 142 - Food History	3
HIST 150 - History of American Health Care	3
HIST 151 - History of Capitalism	3
HIST 170/RS 170 - Religion in American History	3
HIST 176/ADC 176 - Philadelphia History: Architecture and Planning	3
HIST 220 - African American History to 1877	3
HIST 221 - African American History After 1865	3
HUM 101 - Cultural Traditions: Ancient to the 13th Century	3
HUM 101H - Cultural Traditions: Ancient to the 13th Century (Honors)	3
HUM 102 - Cultural Traditions: 14th Century to the Present	3
HUM 102H - Cultural Traditions	3
HUM 120 - Introduction to Chinese Culture and Civilization	3

HUM 130 - Introduction to Japanese Culture and Civilization	3
HUM 150 - Introduction to Latin American Cultures and Civilizations	3
HUM 170 - Middle East Cultures and Civilizations	3
HUM 180 - Introduction to African Cultures and Civilizations	3
JUS 101 - Survey of Criminal Justice	3
JUS 122 - Race and Justice	3
MUS 103 - Introduction to Music	3
MUS 105 - Music of the Baroque and Classical Eras	3
MUS 106 - Great Romantic Music	3
MUS 120 - Music of African-Americans	3
MUS 121 - Modern American Music	3
PHIL 101 - Introduction to Philosophy	3
PHIL 101H - Introduction to Philosophy (Honors)	3
PHIL 151/RS 151 - World Religions	3
PHIL 152/RS 152 - Philosophy of Religion	3
PHIL 202 - Philosophy of Love	3
PHIL 211 - Ethical Problems	3
PHIL 215 - Social and Political Philosophy	3
PHIL 297H - Philosophy in the Context of Intellectual History: Ancient and Medieval (Honors)	3
PHIL 298H - Philosophy in the Context of Intellectual History: Modern (Honors)	3
PHOT 111 - History of Photography	3
PHOT 113 - Digital Technology, Art, and Culture	3
POLS 101 - Introduction to Political Science	3
POLS 111 - American Government	3
POLS 111H - American Government (Honors)	3
POLS 112 - Introduction to International Relations	3
POLS 117 - City and State Government and Politics, with Cases from Philadelphia and Pennsylvania	3
PSYC 101 - Introduction to Psychology	3
RS 101 - Introduction to Religion	3
RS 151/PHIL 151 - World Religions	3
RS 152/PHIL 152 - Philosophy of Religion	3
RS 160 - Death and Dying	3



RS 170/HIST 170 - Religion in American History	3
RS 175 - Religions of the Middle East	3
RS 180 - Religions of Asia	3
SOC 101 - Introduction to Sociology	3
SOC 105 - Health and Society	3
SOC 115 - Gender and Society	3

### Technological Competency

A few programs require students to complete two courses in order to meet the Technological Competency requirement. Students should consult their program's [catalog page](#) to determine which course (or pair of courses) meet the requirement.

Courses	Credit Hours
ADC 101 - Introduction to Design and Construction (with ADC 103)	3
ADC 103 - CAD Basics (with ADC 101)	3
ART 150 - Introduction to Computer Art/Graphics (with ART 290)	3
ART 290 - Portfolio Preparation (with ART 150)	3
BUSL 125 - Customer Service Leadership (with ECON 120)	3
CIS 103 - Computer Applications & Concepts	3
CSCI 111 - Computer Science I (with CSCI 112)	4
CSCI 112 - Computer Science II (with CSCI 111)	4
ECON 120 - Introduction to Business Analytics (with BUSL125)	3
JUS 131 - Technology in Criminal Justice	3
MUS 280 - Music Entrepreneurship, Licensing and Marketing	3
PLS 115 - Legal Technology	3

# Course Offerings

## How to Read Course Numbers

- The three numbers under each course title indicate (left to right):
  - Class hours per week
  - Laboratory or required student practice time hours per week
  - Credit hours per semester, respectively.\*
- The four numbers under each course title in Allied Health curricula as well as Music courses indicate (left to right):
  - Class hours per week
  - Laboratory hours per week
  - Clinical hours per week or required student practice time
  - Credit hours per semester, respectively.
- The one-hour lab indicated for all foreign language courses is a period in which students are required to complete listening and speaking exercises using various technologies as instructed by faculty.
- A two-semester course is designated by a hyphenated number: for example, 101-102. The first half of such a course is prerequisite to the second half. Credit is usually given if only the first half of the course is completed unless otherwise stated in the course description.
- All other courses are one semester in length.
- Please check course listings, published each semester, to determine if and when a specific course may be offered.

\* In some courses that are followed by three numbers, the second number refers not to "laboratory hours per week" but to hours per week of an internship, partial employment, practicum or other off-campus, program-related activity. (The specific activity is usually referred to in the course description.)

## A

[Accounting Courses](#)

[Allied Health Courses](#)

[Alternative Fuels Courses](#)

[American Sign Language and English Interpreting Courses](#)

[Anthropology Courses](#)

[Applied Engineering Technology Courses](#)

[Architecture, Design and Construction Courses](#)

[Art Courses](#)

[Automotive Technology Courses](#)

## B

[Behavioral Health Human Services Courses](#)

[Biology Courses](#)

[Biomedical Equipment Technology Courses](#)

[Biomedical Technician Training Courses](#)

[Black Studies Courses](#)

[Business Leadership Courses](#)

## C

[Chemistry Courses](#)

[College Success Courses](#)

[Computer Information Systems Courses](#)

[Computer Science Courses](#)

[Corporate Social Responsibility Courses](#)

[Counseling Courses](#)

[Criminal Justice Courses](#)

[Culinary Arts Courses](#)

## D

[Dental Hygiene Courses](#)

[Diagnostic Medical Imaging Courses](#)

[Digital Forensics Courses](#)

[Digital Video Production Courses](#)

## E

[Earth Science Courses](#)

[Economics Courses](#)

[Education Courses](#)

[Electronics Courses](#)

[Engineering Courses](#)

[English Courses](#)

[Entrepreneurship Courses](#)

F

[Fashion Merchandising & Marketing Courses](#)

[Finance Courses](#)

[Fire Science Courses](#)

[First Year Experience](#)

[Foundational Mathematics Courses](#)

G

[Gender Studies Courses](#)

[Geography Courses](#)

[Global Studies Courses](#)

H

[History Courses](#)

[Humanities Courses](#)

I

[Interdisciplinary Studies Courses](#)

L

[Leadership Studies Courses](#)

M

[Management Courses](#)

[Marketing Courses](#)

[Mathematics Courses](#)

[Medical Laboratory Technician Courses](#)

[Medium Heavy truck Courses](#)

[Music Courses](#)

N

[Nursing Courses](#)

[Nutrition Courses](#)

P

[Paralegal Studies Courses](#)

[Philosophy Courses](#)

[Photography Courses](#)

[Physical Education Courses](#)

[Physics Courses](#)

[Political Science Courses](#)

[Project Management Courses](#)

[Psychology Courses](#)

[Public Health Courses](#)

R

[Real Estate Courses](#)

[Religious Studies Courses](#)

[Respiratory Care Technology Courses](#)

S

[Science, Technology and Society Courses](#)

[Sociology Courses](#)

T

[Tourism & Hospitality Management Courses](#)

[Toyota T.TEN Courses](#)

W

[World Languages Courses](#)

# Student Support Services

You will find information about the following College centers, labs, resources and student services on this page:

- [Academic Advising](#)
- [Assessment Center](#)
- [CCAMPIS Program](#)
- [Center for Male Engagement](#)
- [Center on Disability](#)
- [Counseling Center](#)
- [I Am More Reentry Engagement Program](#)
- [Learning Labs](#)
- [Library](#)
- [MarcDavid LGBTQ Center](#)
- [New Student Orientation](#)
- [Office of Collegiate Recovery](#)
- [Single Stop](#)
- [Student Academic Computer Centers](#)
- [Student Success Initiatives](#)
- [Veterans Resource Center](#)
- [Women's Outreach and Advocacy Center](#)

## Academic Advising

Academic Advising is an integral part of the student experience at Community College of Philadelphia. Advisors work closely with students to develop educational plans, review program requirements, and select appropriate courses for the purpose of integrating program of study with personal, academic and career goals. Students are strongly encouraged to be an active part of the advising relationship by engaging with their Advisor throughout their time at the College.

In addition, students work with Advisors to plan for the transfer process by understanding of policies and procedures, and referrals to college resources. While the ultimate responsibility for making decisions about personal goals and educational plans rests with each student, Advisors support and assist by helping to identify and assess options.

For more information about Academic Advising, please visit us at any college location (Room BG-12 Main Campus or regional centers). For contact and location information, please visit the [Office of Academic Advising](#) website.

## Assessment Center

In the College Assessment Center, new students can complete placement tests prior to orientation and registration in order that they may demonstrate their skill level in the areas of reading, writing and math. Students returning to the College will be tested if they have not previously and successfully completed an English or mathematics course.

Testing may be waived for students with qualifying high school GPAs and transcripts or qualifying SAT or ACT scores. For complete information on the placement test waivers available, please [click here](#).

The guidelines for applicants who must take the Accuplacer placement test are:

- Applicants with a HS GPA of 2.74 and below
- GED students
- Students who cannot obtain a high school transcript
- English as a Second Language (ESL) students will take their ACCUPLACER placement and be placed in Pre-ESL or ESL courses

The Assessment Center administers admissions tests for select programs and placement for specific courses. For additional information, please email us at [assessmentcenter@ccp.edu](mailto:assessmentcenter@ccp.edu).

## Career Connections

The Career Connections Department is excited to Prepare, Empower and Connect our students to the world of work through our comprehensive career services and online platforms to help students prepare for their career and experiential learning opportunities. Career Connections offers one-on-one appointments, empowerment workshops on rÃ©sumÃ© and cover letter guidance, interview preparation, job search strategies and so much more! The department assists students and graduates in developing successful strategies to identify on-campus and off-campus work-study opportunities; part-time, full-time and summer employment; and experiential learning opportunities.

Students can access three career-readiness software platforms through [MyCCP](#):

- Handshake-connect with employers who are looking to hire Community College of Philadelphia students and alumni for full-time and part-time jobs, internships, and other experiential learning opportunities. Login to [MyCCP](#) to setup your account.
- Big Interview is an interview prep service that provides you with a personalized opportunity to improve your job interviewing skills. Through a step-by-step system, you'll receive expert training and unlimited interview practice. Build your confidence; avoid job interview surprises with mock interview practice directly related to your specific industry and experience.
- Virtual Job Shadow is a video-based career planning service. It offers engaging, real life job shadowing insight from real people across multiple professions and industries. Students can explore career opportunities and plan their success path through interactive tools that align educational and career goals.

Over 100 plus employers engage with the College annually via the Career Connections department with the goal of engaging with students in our credit and noncredit programs. Our department's goal is to ensure that our students and alumni are prepared to apply, interview and land the jobs that align with their career and current job needs. Our employer partners frequently participate in our career-readiness activities which include, but are not limited to participating in our job fairs, facilitating career empowerment workshops and actively recruiting our students through our on-campus recruitment tabling events, and partnering with the College to hire students for their experiential learning opportunities and collaborating with the College to develop internships and externships.

Our partnerships with employers throughout the City and region have resulted in more than 200 students reporting hiring outcomes over the past two years. As a result, employers continue to partner with Career Connections to meet their talent pipeline needs.

Contact the Career Connections department to learn about the nine ways that we support our employer partners and how we prepare students for these opportunities. If you know of any employer looking to partner with the College for their recruitment and/or experiential learning needs, they can register for an employer account via the Handshake platform in [MyCCP](#).

Career Connections is located in C1-34 of the Center for Business and Industry. For further information, please call 215-496-6176 or email us at [careerconnections@ccp.edu](mailto:careerconnections@ccp.edu).

## CCAMPIS

The Community College of Philadelphia Child Care Access Means Parents in School (CCAMPIS) Program: The CCAMPIS Program is designed to help low-income student-parents pay for child care. A maximum of \$1,000 per month is awarded for student-parents who are in good academic standing according to the College catalog, enrolled in at least six credits (Nursing students, three or six credits) and who are Pell-eligible. Children of student-parents must enroll/or be enrolled in an accredited day care center that has a Keystone Stars 2 or higher designation. Application can be made throughout the year. Contact the Women's Outreach and Advocacy Center at [womencenter@ccp.edu](mailto:womencenter@ccp.edu) or call (215) 414-2092 for more information.

## Center for Male Engagement

The Center for Male Engagement (CME) is a program designed to increase the retention and graduation rates of male students of color on campus through intentional, coordinated, and culturally responsive programming.

College can be a challenging experience without proper support, particularly for incoming first-generation students. To that end, the CME provides its participants with one-on-one coaching, ongoing academic support, career and leadership development, life skills training, mentorship, and culturally relevant social enrichment activities.

Membership in the program is limited. To be eligible, interested students must have either successfully completed the Summer Enrichment Program designed for first-time incoming students or have 48 credits or less at the beginning of the fall or spring semester. All students will be interviewed by staff to determine fit, and sign an agreement of participation that outlines program expectations.

### Summer Enrichment Program

The Summer Enrichment Program is a free, four-week program for first-time incoming male students of color designed to provide an enhanced orientation to the College and its resources, as well as promote academic, career, financial and personal preparedness, and success at the College.

Program features include:

- Refresher courses in writing and math with an opportunity to retake placement test
- Writing materials
- Weekly SEPTA TransPass for transportation to and from the College
- Leadership retreat (off campus and overnight for three days)
- Stipend based on meeting program expectations

The Center for Male Engagement is located in the Winnet Student Life Building in Room S1-05 and S2-21. For more information, call 215-751-8817 or [email the Center for Male Engagement](#).

## Center on Disability

The Center on Disability reviews and approves student requests for academic accommodations related to disability. To request academic accommodations, students must submit informative and relevant documentation from a qualified professional stating the nature and impact of their disability. Additionally, students must attend a meeting with the Center on Disability for an individualized review of accommodation requests. To ensure timely service provision, we urge students requiring accommodations to apply to the College and complete the Center on Disability registration process at least six (6) weeks before the start of the semester. We encourage students with disabilities to call the Center on Disability at 215-751-8050 or visit us [online](#).

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## Counseling Center

The College offers free, comprehensive counseling to all its students. The Counseling Center is staffed by professional counselors. Educational, career and personal counseling are available to individuals and groups. Counselors also assist students and graduates who wish to continue their education at other institutions. Information discussed in counseling is kept strictly confidential.

The Counseling Center is located in BG-7 and can be reached by calling 215-751-8169. Counselors are also available at each of the Regional Centers. Please visit the [Counseling Center](#) online for more information on counseling services.

## I Am More Reentry Engagement Program

The I Am More Reentry Engagement Program is a College-wide initiative designed to holistically address the academic, career and social needs of formerly incarcerated students as they actively pursue a certificate or associate degree at the College. The College values the diversity of our students' lived experiences and is committed to creating programming that meets students where they are, and providing the best means of support in the attainment of their academic and career goals.

I am more participants receive:

- **Case Management**-An assigned Support Coach who will help balance the competing demands of a college student, both on and off campus
- **Program Support**-Workshops and training regarding academic success, including tutoring by Learning Specialists in writing, math and CIS courses, career development, leadership development, life skills, and mentorship
- **Social Support**-Identification of and assistance with basic needs and health and wellness resources

### Eligibility

To be eligible, prospective students must be currently enrolled in a certificate or degree program at the College, and been sentenced and served time in a county, state or federal correctional facility. All participants are required to sign an agreement of participation that outlines program expectations.

### Connect with us:

Derrick A. Perkins

Director, Student Transition Success Programs | 215.751.8877 | [iammore@ccp.edu](mailto:iammore@ccp.edu)

## Learning Labs

The Learning Labs provide supplementary instructional assistance by faculty and peer tutors to students registered in a variety of college courses. Peer tutors are accomplished students who have been trained to assist other students. The Lab's faculty members include specialists in reading, study skills, English as a Second Language, writing, mathematics, science and learning disabilities. Together, peer tutors and faculty reinforce and supplement material taught in class.

Our in-person academic support services are available in the newly renovated Learning Commons space at the Main Campus, as well as at the Regional Centers in the Northeast Learning Commons and Northwest Learning Lab.

Scheduling an appointment has never been easier now that students may schedule appointments at your own convenience! You may access the Learning Lab's tutoring site online through the MyCCP portal. For more information and a complete list of day, evening, and Saturday hours, visit us [online](#).

## Library

The Main Campus Library is located on the first floor of the Bonnell Building and resides in the Library and Learning Commons. An online catalog and integrated network provide access to the College Library collection and numerous electronic databases. Classes taught by the Library faculty provide students with the knowledge and skills to locate, evaluate and use a wide range of resources to support their college coursework. The hours for the Main Campus Library are available from the Library Web page and posted at the main entrance to the Library. Students can reserve a group study room in the Library and Learning Commons via the link on the Library's Web page.

The Northeast Regional Center, located at 12901 Townsend Road, and the Northwest Regional Center, located at 1300 W. Godfrey Avenue, have library facilities. The hours for each Regional Center Library are available from the Library Web page and posted at each location. Your College ID card, with current validation, is required to enter the Library and to borrow materials.

For more information, visit the [Library online](#).

## MarcDavid LGBTQ Center

The MarcDavid LGBTQ Center offers support services, programming activities, and educational opportunities to members of the LGBTQ community and to the entire College community. Student outreach and support efforts consist of working with LGBTQ and ally student groups, working with other student groups on inclusion and support initiatives, and connecting students with City and College resources.

Contact the MarcDavid LGBTQ Center at (215) 972-6232 or visit S1-19E.

## New Student Online Orientation

The New Student Online Orientation (NSOO) portal provides strong visual reinforcement and a clear linear process for new, first-time students to follow while navigating through the enrollment process. It clearly defines the steps to enrollment with easily identified check marks for items completed and those not, and it mirrors a checklist-type of system that is responsive to a variety of student-initiated activities. This platform serves as an introduction and transition to the College. To access the NSOO portal:

- Log-in to the [MyCCP](#) portal.
- Click on New Student Online Orientation Portal (located under the "New Student Resources" channel).
- Students need to review the content in each individual module before moving on to the next module; complete all modules prior to attending a New Student Registration Event (NSRE) and New Student Orientation (NSO).

### New Student Orientation

Upon completing the Online Orientation (NSOO) portal, all new, first-time students are invited to attend a New Student Orientation (NSO) session on campus - offered prior to the start of the Fall and Spring semesters. Students will receive important information about academic and student resources, student processes and initiatives that will help them navigate their new environment and achieve their goals. Orientation will familiarize students with policies and procedures, and highlight services offered at the College. Students will meet our faculty,

staff, and other students; participate in discussions about their responsibilities as a college student; and learn strategies that will help them successfully transition to being a college student. Orientation programs are offered at each Regional Center, in addition to the Main Campus.

## Office of Collegiate Recovery

The Office of Collegiate Recovery is a resource for information, friendship and socialization for students at Community College of Philadelphia who are in recovery by providing an on-campus collegiate experience that integrates off-campus therapeutic and wellness support. It also is an outreach program to engage the recovery community in the benefits of a college experience to strengthen and support an individual's recovery plan.

Our Collegiate Recovery network of services range from student support coaches, peer membership, structured activities, study groups and coordination among residential programs supported by the City of Philadelphia's Department of Behavioral Health and Intellectual disabilities.

The Office of Collegiate Recovery is dedicated to reaffirming the reality of long-term recovery by celebrating and enhancing the variety, availability and quality of local and regional recovery support.

### For More Information, Contact:

Pascal Scoles, DSW, LCSW

Director, Office of Collegiate Recovery and Professor, Behavioral Health/Human Services

[pscoles@ccp.edu](mailto:pscoles@ccp.edu)

## Single Stop

Community College of Philadelphia connects students with state and federal financial resources, as well as local community services. Its aim is to help students overcome economic barriers so that they can continue with their education and move towards economic mobility.

At [Single Stop](#), staff will meet with students to help them determine and apply for those potential resources and benefits that ultimately enable them to achieve their educational goals.

### Single Stop services include:

- Benefits screening - determine eligibility and receive assistance with application process for state benefits
- Financial counseling - financial services to help establish and achieve financial goals
- Healthcare enrollment assistance - students receive guidance assessing different options to obtain health insurance coverage
- Immigration consultations - students receive free legal advice about status adjustment and naturalization process
- Legal assistance - access to attorneys and off-campus referrals to assist with and answer legal issues related to housing, benefits, utilities, and expungements
- Referral services - connections to other community resources (food, mental health, etc.)
- Tax preparation and filing - tax preparers assist students with filing tax returns and/or amendments

All Single Stop services are free to currently enrolled students. For additional information or to make an appointment, contact Single Stop:

Main Campus: Room M1-21, phone 215-516-3710, [singlestop@ccp.edu](mailto:singlestop@ccp.edu)

Northeast Regional Center: [singlestopRC@ccp.edu](mailto:singlestopRC@ccp.edu)

Northwest Regional Center: Room 119, phone 215-972-6367, [singlestopRC@ccp.edu](mailto:singlestopRC@ccp.edu)

## Student Academic Computer Centers (SACC)

The Student Academic Computer Centers (SACC) offer students access to computer workstations with various software applications required in all disciplines at the College, including email, the Web and laser printing. Student computer access is available at the Main Campus in the Mint Building in the Library and Learning Commons on the first floor and in the CBI Building, room C3-17. Services are also available at the Northwest (NW-120) and Northeast Learning Commons (NE-123). For more information and a complete list of day, evening, and Saturday hours, visit our [website](#).

## Student Success Initiatives

Student Success Initiatives offers programs and services designed to support students with the goal of increasing rates of academic success at the College. Services include oversight of Starfish Connect, the College's Academic Early Alert system, and Complete with 15, a degree completion scholarship. For additional information about services offered by the Office of Student Success Initiatives, please call 215-751-8202, email [studentsuccess@ccp.edu](mailto:studentsuccess@ccp.edu) or visit L1-08K or L1-08E.

### Starfish Connect

Starfish Connect, the College's academic early alert system, is a communication tool for students, faculty and staff at the College, designed to provide students with feedback about academic performance with the purpose of helping students successfully complete their courses and connecting them with important campus resources.

### Goals:

- Assist students in being academically successful
- Help students achieve their educational goals
- Provide individually tailored assistance to students
- Engage students in their academic success

Using Starfish Connect, faculty members can raise academic alert flags (concerns), give kudos (acknowledge good performance) and refer students to campus resources for extra support. The Starfish Connect system allows faculty to easily communicate their concerns to students while at the same time communicating these concerns to student support staff on campus. The office of Student Success Initiatives monitors Starfish Connect and offers outreach and support to students receiving alerts to increase their likelihood of academic

success.

## Complete with 15 Scholarship

The Complete with 15 Scholarship can offer students a faster path to completing a degree. This scholarship is appropriate for students who have earned at least 24 credits, have a 2.5 GPA and meet [additional requirements](#). If you meet the additional requirements, [click here](#) to apply electronically. Complete with 15 provides eligible students, who enroll in four courses (minimum 12 credits) each semester, with a scholarship that will fund an additional 3-credit course. By enrolling in five courses per semester for a minimum of 15 credits, students can complete an associate degree in less time while saving money. The office of Student Success Initiatives processes Complete with 15 applications. Once determined eligible, students work with an advisor to create an academic plan outlining all courses from the start of receiving the scholarship through to earning all credits needed for graduation. Depending on the number of earned credits at the time of application, students may take advantage of the Complete with 15 Scholarship for up to three semesters.

For additional information about services offered by the Office of Student Success Initiatives, please call 215-751-8202, email [studentsuccess@ccp.edu](mailto:studentsuccess@ccp.edu) or visit L1-08K or L1-08E.

## Veterans Resource Center

Community College of Philadelphia is the largest public institution of higher education in Philadelphia and currently serves a number of students attending the College under the GI Bill™. The Veterans Resource Center (VRC) offers specialized services for our veteran students and their families.

The VRC, located on the ground level of the Bonnell Building, Room BG-43, is dedicated to serving students who are veterans and dependents of veterans. A Veterans Resource coordinator is available to answer questions and provide resources and referrals to assist veterans and qualifying dependents in understanding and accessing all services and options available to them on the Main Campus and at the Regional Centers. Services include:

- Access to resources, periodicals, and other academic material for veterans
- Information regarding VA laws and regulations and College policy
- An online community for student veterans
- Peer group discussions
- Guest speakers on topics relevant to veterans
- Transition workshops during the new student orientation program

For more information about the resources, visit the VRC, Room BG-43 or [email Veterans Resource Center](#). For more information about Veterans Education Benefits, visit the G.I. Bill™ website at <https://benefits.va.gov/gibill/>.

**Note:** To receive assistance in completing the veteran's certification and veteran's scholarship forms, students may visit the Veterans Resource Center located on the ground level of the Bonnell Building, Room BG-43, or send an inquiry via [email](#).

"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](#).

## Women's Outreach and Advocacy Center

The Women's Outreach and Advocacy Center is dedicated to issues of gender equity on campus. Its mission is to foster a community where women can exist, learn and work in an environment that promotes dignity, understanding, equality and mutual respect. Its vision is to serve the College Community as an advocate for gender equality and mutual respect among women and men.

The Center provides a focal point where women can convene as a community for advocacy, collaboration, research and education. Through various educational, professional, cultural, social and supportive services and programs, female students are empowered to take responsibility and control of their own life choices. The Center also provides lactation services and child care grants for Pell-eligible students. The Center is located in Room S1-19 in the Winnet Student Life Building. The hours of operation during the academic year are Monday through Friday, 9 a.m. to 5 p.m. Please stop by, call 215-751-8828, or [email Women's Outreach and Advocacy Center](#) for additional information.



# Specialized Programs

You will find information about the following on this page:

- [Programs for High School Students](#)
- [Transfer Opportunities and Services](#)
- [Study Abroad](#)
- [Degree Programs at Regional Centers](#)
- [Shared Programs](#)

## Alliance for Minority Participation (AMP)

The Alliance for Minority Participation (AMP) is a consortium of institutions in the Greater Philadelphia area with the shared mission of increasing the number of under-represented minority students receiving degrees in Science, Engineering and Mathematics. The College's specific role is to advise and encourage you to transfer to other AMP institutions where you may ultimately earn baccalaureate degrees. Services and activities include specialized advising, book stipends and research. For more information about AMP, [please contact Linda Powell](#).

## Developmental Education Program

The College is committed to assisting students in successfully attaining college-level skills in reading, writing and mathematics; therefore, the Developmental Education program collaborates with other College departments and programs to provide you with a variety of academic courses and support services. The College requires you to complete placement tests in these three areas so that if you need help in developing one or more basic skills, you can be placed into appropriate courses and provided with important academic support services. In addition, a few College courses are offered especially for Developmental Education students. Classroom instruction is supplemented by small group workshops, tutoring, academic advising, individual counseling and counseling workshops. The primary mission of the Developmental Education program is to prepare students to succeed at the College. For more information, please call 215-751-8867.

## English as a Second Language (ESL) Programs and Services: Academic Preparation

The ESL program and services provide students who speak English as a Second Language with the opportunity to improve their English language skills so that they are better prepared for the College's educational programs. In addition, a few College courses are offered specifically for ESL students. Classroom instruction is supplemented by small group workshops, tutoring, academic advising, individual counseling and counseling workshops.

The overall goal of the program and services is to assist you in improving your English language abilities to the degree that will lead not only to success in the College's academic and career programs, but also to effective participation in the community at large. For more information about ESL, please call 215-751-8867.

## English as a Second Language (ESL): Community Education

Classes are designed for non-native speakers of English who wish to improve their basic English language skills in order to more actively participate in the larger society or prepare for citizenship. The program provides three levels of ESL instruction. ESL classes are available to adults 18 years of age and older. For more information about the ESL program, please visit the [ESL website](#); email [adultliteracy@ccp.edu](mailto:adultliteracy@ccp.edu) or call 215-751-8531.

## High School Equivalency Program (HSE)

Classes are designed to help prepare students for the HiSET and/or GED™ exams. You must be at least 18 years of age and not enrolled in high school to enroll in the HSE program. The classes emphasize the reading, writing and math skills necessary to successfully earn a high school equivalency credential. HiSET is a trademark of [Educational Testing Service](#) (ETS). GED is a trademark of [GED Testing Service](#). For more information, please visit the HSE website; email [adultliteracy@ccp.edu](mailto:adultliteracy@ccp.edu) or call 215-751-8531. Updates are also available on the HSE hotline at 215-751-8376.

## Honors Opportunities

Community College of Philadelphia is pleased to recognize academic excellence and provides a [number of opportunities to promote student success](#). These opportunities vary from a specialized Liberal Arts curriculum to honors courses and the recognition of graduation with Departmental Distinction.

### The Liberal Arts Curriculum - Honors Option

This degree program provides rich academic experiences to qualified students. The curriculum encourages you to be self-reflective about your own intellectual processes and to become more aware of the requirements of academic discourse in the humanities and social sciences. For additional information, [please refer to the degree program information](#) or contact the coordinator, Dr. Sarah Iepson at [siepson@ccp.edu](mailto:siepson@ccp.edu).

Specialized Honors courses in a variety of disciplines including Art, English, Earth Science, History, Humanities, Interdisciplinary Studies, Philosophy, Political Science, Psychology and Sociology offer students challenging activities and additional research opportunities. For additional information, contact the coordinator, Dr. Sarah Iepson at [siepson@ccp.edu](mailto:siepson@ccp.edu).

Students with a strong background in science are invited to participate in special honors sections of general Chemistry coursework. Interested students may contact the chair of the Chemistry Department at 215-751-8416 for additional information.

## Departmental Distinction

Departmental Distinction recognizes student achievement and is conferred on students at graduation from a wide range of programs. In order to qualify, you must achieve a minimum grade point average of 3.2 and complete a project (separate from required coursework) which has been approved by the department. For more detailed information on eligibility and

requirements, please contact the department chair of the program in which you are enrolled.

## Keystone Education Yields Success (KEYS)

[Keystone Education Yields Success](#) (KEYS) is designed to assist students who receive support through Temporary Assistance for Needy Families (TANF) Program and Supplemental Nutritional Assistance Program (SNAP) support in their pursuit of postsecondary education. Students enrolled in the program have the opportunity to meet regularly with program staff who help them address barriers and promote achievement of their educational and employment goals. Students are connected with appropriate support services both in and outside the College. Academic performance is monitored and students are referred to needed services such as tutoring, advising, and career and personal counseling. In addition, KEYS can assist students in maintaining basic benefits and accessing additional allowances and services through the County Assistance Office and other community agencies essential in ensuring their ability to persist.

KEYS is funded by the Pennsylvania Department of Human Services. Eligible students who are interested in enrolling in KEYS should contact their caseworker at their assigned County Assistance Office (CAO) for referral or the KEYS Program office in M1-24 at 215-751-8025.

## Lifelong Learning Programs and Workshops

The College's lifelong learning programs include an array of workshops and classes designed to enhance an individual's experience and skills in various areas of interest. The variety of classes offered gives community members options to enhance their social development and personal enrichment. For more information, email [adultliteracy@ccp.edu](mailto:adultliteracy@ccp.edu) or call 215-751-8531.

## TRiO Student Support Services

TRiO Student Support Services (TRiO SSS) at Community College of Philadelphia is one of a number of educational support programs located in the Educational Support Services Division. Comprehensive services are available to low-income, first generation college students and students with disabilities. Resources are provided to support students' graduation and/or transfer from the College to four-year colleges and universities to receive baccalaureate degrees. The TRiO SSS mission ensures this outcome by increasing retention and graduation rates that facilitate this goal. For information about TRiO Upward Bound and eligibility requirements, please call 215-751-8532 or [visit us online](#).

## Programs for High School Students

### Advance at College - Dual Enrollment

The Advance at College program offers motivated and academically-talented 11th and 12th grade Philadelphia students the opportunity to take developmental and/or college-level courses while still attending high school and seeks to facilitate a successful transition from high school to college. General College fees are waived for students in the program. Advance at College students are not eligible for financial aid. A special admissions application must be completed and signed by either "the" or "a" parent/guardian and school principal. Entrance into the program is determined by the College's placement test. Tuition is discounted for Advance at College students. For more information about Advance at College, please call 215-751-8585 or [visit us online](#).

### Advanced College Experience (ACE)

The ACE program provides motivated Philadelphia students entering the 9th, 10th, 11th and 12th grades, and students pursuing their GED, the opportunity to experience a college atmosphere and earn college credits. Courses are offered in a variety of subject areas and designed with additional hours of instruction to give participants the best possible chance for success.

Classes are offered during the summer at the College beginning in early July. Tuition for the program is offered at a rate that is less than regular College tuition and includes all fees and instructional materials. For additional information on the ACE program, please call 215-751-8585, [visit us online](#) or [email us](#).

### Gateway to College

Gateway to College is an alternative education program for School District of Philadelphia students, ages 16 to 21, who have disengaged from high school but desire to get back on track and earn a diploma. What makes Gateway to College truly unique is that our students will not only have a second chance to earn a high school diploma but will also earn college credits toward an associate's degree or certificate.

The Gateway to College Program is part of a National Network that works to build the capacity of colleges, school districts, and states to revolutionize education for disengaged high school students and underprepared college students so that all young people can achieve college credentials.

The Philadelphia Gateway to College Program is funded through Community College of Philadelphia and our partner in student success, the School District of Philadelphia. For additional information about the program, please call 215-751-8425, [email us](#) or [visit us online](#).

### TRiO Upward Bound

TRiO Upward Bound is a federally funded program that aims to increase college enrollment and graduation rates for high school students from [low-income households](#), from homes where neither parent has earned a 4-year Bachelor's degree, or for students at a high academic risk of failure. The program offers academic instruction, tutoring, mentoring, career exploration and cultural enrichment activities, college visits, college application assistance, financial aid instruction, and parent workshops. For information about TRiO Upward Bound and eligibility requirements, please call 215-751-8840 [visit us online](#).

## Transfer Opportunities and Services

After successful completion of coursework at the College, many students continue their education at a four-year college or university. The success these students enjoy is a reflection of the transfer curricula and related support offered by the College.

### Transfer Services

A goal of many students is to earn a bachelor's degree. Academic advisors and counselors can assist students in the development of an educational plan and the exploration of academic programs and transfer institutions.

Students are encouraged to discuss the transfer process and to review their goals with a Community College of Philadelphia academic advisor or counselor. On Main Campus the Academic Advising Center is located in the Bonnell Building Room BG-12 and the Counseling Center is located in the Bonnell Building Room BG-7. Academic advisors and counselors are also available at the Regional Centers.

To schedule an appointment with an academic advisor, login to MyCCP for the Starfish Connect appointment system, call 215-751-8777 or stop by BG-12 on Main Campus. To schedule an appointment with a counselor, please call 215-751-8169, email [counseling@ccp.edu](mailto:counseling@ccp.edu) or stop by BG-7 on Main Campus. Academic advisors and counselors are also available at the Regional Centers.

For more information visit the [Academic Advising Information](#) page or the [Counseling Center information page](#).

## Transfer Agreements

There are three types of transfer agreements: **dual admissions, core-to-core and program-to-program.**

To participate as a transfer student in dual admissions, core-to-core and program-to-program agreements, you must earn an appropriate associate degree before transfer. These agreements are not exclusive of one another. If you transfer to a school with more than one type of agreement, the agreements can complement one another. Information on transfer agreements and other information helpful to the transfer process is available on the [transfer opportunities website](#).

## Dual Admissions

Community College of Philadelphia has developed dual admissions agreements with area colleges and universities. These agreements are designed to assist students who earn an appropriate associate degree to transfer to one of these four-year institutions. Support and financial incentives, including scholarship awards, are built-in to offer you the best opportunity for success.

Students who are interested in dual admissions should complete an intent form early in their academic career. Many of the institutions listed below require that students signal their intent to participate before they have earned no more than 30 college-level credits.

For additional information and to submit a Dual Admissions intent form, login to MyCCP and go to the Transfer/Dual Admissions channel on the MyGPS tab. You should meet with an academic advisor or counselor for assistance in identifying the appropriate courses at the College in order to transfer into the program of your choice.

The College maintains [dual admissions](#) partnerships with the following institutions:

- Alvernia University
- Arcadia University
- Cabrini University
- Chestnut Hill College
- Cheyney University
- Drexel University
- Eastern University
- Harrisburg University
- Holy Family University
- Immaculata University
- Kutztown University
- La Salle University
- Lincoln University
- Peirce College
- Rosemont College
- Rutgers University - Camden
- Saint Joseph's University
- Shippensburg University
- Temple University
- Wilmington University

## Core-to-Core

These agreements specify the acceptance of approved associate degree programs in which the general education reflects the core requirements of the four-year institution's curriculum. If you earn an appropriate associate degree (usually an A.A. or A.S.), the four-year institution's core requirements are satisfied except for core courses required by the intended major and possibly other requirements that reflect the specific values of the transfer institution (e.g., religion, World Language). Below is a list of four-year institutions with which Community College of Philadelphia has core-to-core agreements:

- Arcadia University
- Cabrini University
- Chestnut Hill College
- Holy Family University (Community Bridge)
- Kutztown University
- La Salle University
- Lincoln University
- Rosemont College (Gen Ed-to-Gen Ed)
- Rutgers University - Camden
- Temple University (Gen Ed-to-Gen Ed)
- Wilmington University

West Chester University offers students a similar benefit called Academic Passport.

### Program-to-Program

These are agreements in which an entire curriculum or program of study is accepted to provide a graduate of a specific associate degree advanced standing in a specific bachelor's degree program. The College maintains selected [program-to-program](#) agreements with the following colleges and universities:

<ul style="list-style-type: none"><li>● Alvernia University</li><li>● Arcadia University</li><li>● Berklee Online</li><li>● Bloomsburg University</li><li>● Cabrini University</li><li>● Chestnut Hill College</li><li>● Cheyney University</li><li>● Drexel University</li><li>● Drexel University Online</li><li>● East Stroudsburg University</li><li>● Eastern University</li><li>● Harrisburg University</li><li>● Holy Family University</li><li>● Immaculata University</li><li>● Jefferson University</li><li>● Kutztown University</li><li>● La Salle University</li><li>● Lincoln University</li><li>● Moore College of Art and Design</li><li>● Peirce College</li></ul>	<ul style="list-style-type: none"><li>● Rosemont College</li><li>● Rowan University</li><li>● Rutgers University - Camden</li><li>● Saint Joseph's University</li><li>● School of the Art Institute of Chicago</li><li>● Shippensburg University</li><li>● Southern New Hampshire University</li><li>● Temple University</li><li>● University of Cincinnati</li><li>● University of Maryland Global Campus</li><li>● West Chester University</li><li>● Widener University</li><li>● Wilmington University</li><li>● York College of Pennsylvania</li></ul>
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The College continues to seek and implement new agreements. Students should confer with an academic advisor, counselor or the curriculum coordinator in their area of interest to find out about specific agreements. Selected transfer guides are available on the Transfer Agreements page as well as [transfer institution's page](#).

### Pacollegegetransfer.net

[Pacollegegetransfer.net](#) facilitates exploration of colleges, universities and community colleges that belong to a Statewide Transfer System dedicated to the seamless transfer of courses within a 30-credit framework. In addition, the Statewide Transfer System has been expanded to require participating institutions to accept the transfer of Associate in Arts and Associate in Science degrees into parallel baccalaureate programs with full junior standing, recognizing all the competencies attained within the associate degree programs. College degree programs approved for the Statewide Transfer System are:

- Art and Design
- Biology
- Business Administration
- Business - General
- Chemistry
- Communication Studies
- Computer Science
- Education (Birth to 4th Grade)
- English
- Mass Media
- Mathematics
- Psychology
- Theater

Not all baccalaureate institutions offer parallel majors for each college program.

Students can explore information about the institutions and obtain information on course and program transfer at [pacollegegetransfer.net](#). Pennsylvania's community colleges are Statewide Transfer System members, as are the Pennsylvania State System of Higher Education's (PASSHE) universities. The following PASSHE, state-related institutions and private institutions have opted to participate as full Statewide Transfer System members:

- Bloomsburg University
- Cabrini University
- California University of Pennsylvania
- Carlow University
- Cheyney University
- Clarion University
- East Stroudsburg University
- Edinboro University
- Geneva College
- Indiana University of Pennsylvania
- Kutztown University
- Lackawanna College
- Lincoln University

- Lock Haven University
- Mansfield University
- Millersville University
- Shippensburg University
- Slippery Rock University
- West Chester University

## Study Abroad

Studying in another country while earning credits toward graduation can be one of the most rewarding experiences of a student's undergraduate career. Study abroad can be a program or courses, through which you complete part of the formal college program while studying in another country.

Recognizing that time constraints and personal obligations may make a full semester study abroad experience impossible for many students, Community College of Philadelphia has developed several non-traditional short-term programs to help you experience different cultures. These programs range from one to four weeks in length and offer noncredit or credit experiences. For information on current study abroad programs, please visit the [Study Abroad web page](#).

Students receiving financial aid can usually apply most sources of aid to study abroad fees. The Higher Education Act of 1965, amended in 1980, says that a student enrolled in a formal program of study abroad may be considered for federal financial aid for "reasonable costs" associated with such study. Contact the Office of Financial Aid and the study abroad coordinator for more information about financial aid and other options for financing study abroad.

Students desiring information about participating in non-Community College of Philadelphia study abroad programs must meet with the College's study abroad coordinator and complete the appropriate form. To learn more more about study abroad and international education, contact the coordinator and visit the [Study Abroad web page](#).

## Degree & Certificate Programs at Regional Centers

The three Regional Centers provide a convenient entrance to all of the College's degree and certificate programs. In conjunction with online course offerings, the Regional Centers offer you the added advantage of taking all of the courses needed to satisfy the requirements for 15 degree and certificate programs.

Full degree/certificate options available at the Regional Centers include the following:

Northeast Regional Center (NERC)

The following degrees can be earned on-site at NERC:

- [Health Care Studies](#)
- [Liberal Arts](#)
- [Liberal Arts - Social/Behavioral Science](#)

The following degrees can be earned on-site at NERC combined with online classes:

- [Accounting](#)
- [Business](#)
- [English](#)
- [Justice](#)
- [Psychology](#)

The following certificates can be earned on-site at NERC combined with online classes:

- [Accounting Paraprofessional Proficiency Certificate](#)
- [Medical Assistant Proficiency Certificate](#)

Northwest Regional Center (NWRC)

The following degrees can be earned on-site at NWRC:

- [Behavioral Health and Human Services](#)
- [Business Accelerated](#)
- [Liberal Arts](#)

The following degrees can be earned on-site at NWRC combined with online classes:

- [Liberal Arts - Social/Behavioral Science](#)
- [Psychology](#)

West Regional Center (WERC)

The following degrees can be earned on-site at WERC:

- [Automotive Technology](#)
- [Liberal Arts](#)

The following degrees can be earned on-site at WERC combined with online classes:

- [Liberal Arts - Social/Behavioral Science](#)
- [Psychology](#)

**The following proficiency certificate can be earned on-site at WERC:**

- [Automotive Service Proficiency Certificate](#)

Even if a student is interested in a program that is not listed above as a full degree option, a Regional Center can still be the place to start. You may begin your college career at a Center in any one of the College's degree or certificate programs and take the remainder of the courses at the Main Campus. In these cases, you can complete 30 or more credits at a convenient Regional Center before moving on to the Main Campus. Learn more about the [Northeast Regional Center](#), [Northwest Regional Center](#) and the [West Regional Center](#).

**Shared Programs**

Community College of Philadelphia, in cooperation with Bucks, Delaware and Montgomery County community colleges, offers approved shared programs. These are programs that are offered by one community college, but not another. Shared program students may complete some or all of their general education and elective courses at their home college while taking the program specialty courses at the host college. Students enrolled in shared programs pay the in-district tuition rate at the host college. Community College of Philadelphia is the home college for the following programs, and students who elect to enroll in these approved shared programs must be authorized by the Dean of Enrollment Management:

Shared Program	Host College
Fine Woodworking	Bucks County Community College
Furniture and Cabinetmaking	Bucks County Community College
Health and Fitness Professional A.A.S.	Montgomery County Community College
Historic Preservation	Bucks County Community College
Machine Tool Technology	Delaware County Community College

Community College of Philadelphia is the host college for the following programs. Students from Bucks County, Delaware County, Montgomery County, and Reading Area community colleges must receive approval from their home college. An appropriate representative from the home college (such as someone from the Office of Admissions/Enrollment Management, a program coordinator, or an advisor) should write and send a letter/email to Admissions stating the home college approves the student to take the requested course(s) at CCP. The letter should be on the home college's letterhead.

Community College of Philadelphia Program	Home College
American Sign Language/English Interpreting A.A.S.	Bucks County Community College, Delaware County Community College, Montgomery County Community College
Architecture A.A.	Bucks County Community College
Automotive Technology A.A.S.	Bucks County Community College, Montgomery County Community College
Black Studies A.A.	Reading Area Community College
Dental Hygiene A.A.S.	Bucks County Community College, Delaware County Community College
Diagnostic Medical Imaging A.A.S.	Delaware County Community College
Facility Management A.A.S.	Bucks County Community College
Photographic Imaging A.A.S.	Delaware County Community College
Respiratory Care Technology A.A.S.	Bucks County Community College

## College Faculty & Staff



Faculty, Visiting Lecturers, Instructional Aides

[View a Listing of Faculty](#)



Adjunct Instructors

[View a Listing of Adjunct Instructors](#)



College Administrators

[View a Listing of College Administrators](#)

# Student Life - Beyond the Classroom

Community College of Philadelphia offers exciting and rewarding opportunities outside of the classroom that allow you to explore interests, expand your knowledge and become involved in the College community. This out-of-class involvement is meant to support your in-class performance.

## Office of Student Engagement (OSE)

The Office of Student Engagement is responsible for programs such as Online Orientation; New Student Orientation; Welcome Week; Student Involvement Days; Spring Fling; the Student Programming Board; trips to Broadway shows; thematic and cultural programming; and many other ways to help you get involved.

Students who are involved are more connected to the campus and tend to have higher grades, and graduate and transfer on time. Don't wait. There is more to college than just going to class. Let us help you to succeed! Opportunities for involvement exist at each Regional Center, in addition to the Main Campus.

For a list of current campus programs and activities, you can view the student events calendar in the [Pride Portal](#). Interested in helping to plan student activities? Email [studentdevelopment@ccp.edu](mailto:studentdevelopment@ccp.edu) for more information.

The Office of Student Engagement offers currently enrolled students discounts to various museums, movie theaters, and special events. Visit us in the Winnet Student Life Building (S1-19) for current available options or contact us at (215) 751-8164 or [studentdevelopment@ccp.edu](mailto:studentdevelopment@ccp.edu).

## Pride Portal - Your One-Stop Hub for Campus Engagement

Want to get involved but not sure where to start? Pride Portal is your one-stop hub for campus engagement and serves as "your path to pawibilities." Login to learn about all the incredible opportunities available to enrich your college experience. Click [here](#) to get involved and make it a roarin' good year.

## Athletics

The College offers a rich variety of competitive and fitness activities:

- [Athletics Center](#): This facility features a weight training room, cardio room, and exercise room for aerobics and yoga classes.
- [Intercollegiate Athletics](#): Offering nine sport teams for men and women, the College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region XIX as part of the Eastern Pennsylvania Athletic Conference (EPAC).
- [Intramural Sports](#): Our programs include volleyball, basketball, kickball and Ultimate Frisbee.
- [Health and Wellness](#): Events throughout the year serve students, faculty and staff at the College. Examples include health screenings, healthy cooking demonstrations and dietary information exchanges.

## Center for Student Leadership Development

There are several ways you can participate in campus life to enhance your leadership, teamwork and communication skills:

- You may choose to get involved in the [Student Government Association](#).
- Become a member of a [student club or organization](#).
- Contribute to the [Vanguard](#), the student newspaper.
- The College's [honor societies](#), including the [Phi Theta Kappa International Honor Society](#) and the Alpha Beta Gamma International Business Honor Society, offer you several leadership, networking and academic growth opportunities.
- The Lion Leaders Program: these are student employees at the College. Students serve as Lion Leader - Customer Service Representatives and Lion Leader - Generalist.
- The Student Leadership and Involvement Center houses Philadelphia L.E.A.D.S. - our premier student leadership programs, including:
  - Emerging Leaders, specifically designed for incoming new students;
  - Gold Leaders, which certifies students through the Student Leadership Challenge; and
  - Pathway Leaders, which guides seasoned student leaders through the tenants of Servant Leadership.
- Student Leadership retreats, conferences, workshops and annual awards ceremonies.
- Volunteer to help out with the College's Snack Rack Food Pantry Program and/or the Healthy Choices Initiative - Grady's Community Garden.

Location: Winnet Student Life Building; Room S1-11/S1-12; phone numbers: 215.496.6112



# Academic and Time Amnesty

## Academic and Time Amnesty

The College recognizes that sometimes students are unsuccessful academically for a variety of reasons. Later the students may discover that a low GPA is a barrier to entry into occupational fields or further academic progress. Therefore, the College has established Academic and Time Amnesty Policies to allow students a second chance.

Amnesty refers to "forgiveness" of a student's grade of "D", "F", and/or "W". Amnesty results in the recalculation of GPA and a reassessment of a student's academic progress. Students are eligible for one application of Academic Amnesty and one application of Time Amnesty. Requests for additional Amnesty approval of either type must stipulate the extenuating circumstances and will be considered, on an individual basis, by the Vice President for Academic Affairs.

Two types of Amnesty exist at Community College of Philadelphia: Academic Amnesty and Time Amnesty. Academic Amnesty is limited to grades of "D" and "F" received in courses which are peculiar to and required by the student's previous curriculum. Time Amnesty applies to students who have interrupted their attendance for three or more years and affects all courses in which a grade of "D", "F" or "W" was earned.

Federal Student Aid program regulations do not provide for Time Amnesty or for Academic Amnesty in evaluating a student's eligibility for financial aid.

### I. Academic Amnesty Requirements

- A. In order to qualify for Academic Amnesty:
  - a. The student must be transferring from one Community College of Philadelphia curriculum to a different Community College of Philadelphia curriculum;
  - b. The student must not have received Academic Amnesty for past performance.
  - c. The cumulative earned GPA for the associate's degree or the academic certificate cannot be adjusted; therefore, a student who has already earned an associate's degree or an academic certificate is not eligible for academic amnesty.
- B. Once approval for Academic Amnesty has been granted, the recalculation of the student's academic record shall:
  - a. Exclude previous "D" and "F" grades, for which Academic Amnesty has been granted, from the GPA calculation;
  - b. Retain "D", "F" or "W" grades as part of the academic progress assessment;

### II. Time Amnesty Requirements

- A. In order for a student to qualify for Time Amnesty:
  - a. The student must be currently enrolled and attending classes at the time of the amnesty request;
  - b. Three or more years must have elapsed since the last grade was received;
  - c. The student must have successfully completed six (6) credits, with at least a grade of "P" or "C" in each course;
  - d. The student must not have received Time Amnesty prior to the amnesty request.
  - e. The cumulative earned GPA for the associate's degree or the academic certificate cannot be adjusted; therefore, a student who has already earned an associate's degree or an academic certificate is not eligible for time amnesty; and
  - f. The student will not be granted Time Amnesty for courses taken as part of an earned proficiency certificate.
- B. Once approval for Time Amnesty has been granted, the recalculation of the student's academic record shall:
  - a. Exclude from the GPA calculation previous "D" or "F" grades;
  - b. Eliminate course credits for "D" grades from the student's academic record;
  - c. Exclude previous "F" and "W" grades from calculation for academic progress.

### III. Procedure for Academic or Time Amnesty Approval

- A. The student will file a petition for Academic or Time Amnesty with the Counseling Department.
- B. The petition will be forwarded to the Vice President for Academic Affairs for approval.
- C. All approved petitions will be forwarded to the Office of Student Records and Registration for appropriate action.
- D. The Office of Records and Registration will notify the student of the outcome of the petition.
- E. The grades of "D", "F" and "W" that have been granted Amnesty will remain on the student's academic record followed by the appropriate code.

# Graduation

## Graduation and Commencement

Commencement and the official awarding of degrees take place only at the conclusion of the spring semester. However, a student may fulfill graduation requirements at the conclusion of any semester or summer.

Students who intend to meet the requirements for graduation at the end of any semester or summer session must apply to graduate via [MCCP](#). Students should complete this application immediately after finalizing enrollment for all courses required to complete that degree or certificate program.

Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours for an academic certificate. Prior learning assessment can be counted towards the residency requirement. Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.

## Issuance of Diplomas

Diplomas will be issued as soon as possible after the completion of the student's final semester/term.

Students who, in the opinion of the Office of Student Records and Registration, are reasonably sure of completing their degree requirements at the end of early summer term, have the option of attending the commencement ceremonies prior to the beginning of early summer term or those of the following spring.

Students who have completed their degree requirements by the end of the spring semester (or by the preceding academic year's fall semester or late summer term) will be invited to commencement ceremonies after the end of that spring semester. Students enrolled in curricula normally mandating attendance during late summer term to complete requirements will be permitted to attend commencement ceremonies just prior to the beginning of early summer term of that year only if given permission by the dean of Enrollment Management.

## Graduation Honors

The Commencement program and the diploma will carry special designations for students who complete their work with outstanding academic records according to the following cumulative grade point averages:

- 3.2 - With Honor
- 3.5 - With High Honor
- 3.8 - With Highest Honor

**Note:** Commencement honors for the May commencement are based on the cumulative GPA on record at the end of summer or fall semester.

# Registration and Enrollment

## Registration Procedures

Currently enrolled and previously enrolled students in good academic standing in any credit degree or certificate program may utilize online registration to enroll for courses. All other students, including those who are not permitted to drop/add classes via the Web, may visit Enrollment Central at the Main Campus or any of the Regional Centers.

Students will be permitted to attend only those sections of courses for which they have officially registered and paid. Students are not permitted to sit in on classes for which they have not registered.

Priority Web Registration is available to students based on the total number of credits transferred into and earned at the College. Eligible students are permitted to register via the Web before in-person registration begins. A Web Registration Guide is available to students on [MyCCP](#) regarding how to activate their portal account (if they have not done so) and register for classes via the Web. Online registration can be accessed through the Enrollment Services Channel on the Student Tab, and clicking on the "Register for Courses/Change Class Schedule" link on [MyCCP](#).

It is the students' responsibility, in consultation with their advisors, to make certain that any registration changes will fulfill the degree requirements.

## Course Scheduling Preference for Veteran Students

Veteran students (as defined below) are granted course scheduling preference (in accordance with Pennsylvania legislation - Act 46 of 2014 - (Act of May 14, 2014, P.L. 667, No. 46) during the priority registration period. Active military members also receive course scheduling preference during the priority registration period.

Course scheduling preference means veteran students are able to start registering for courses sooner than students with the same class standing. Dates for priority registration and the procedure for veterans scheduling are published each semester on the College's website.

Eligible students must provide documentation confirming their status as an active military member or veteran as defined below. Supporting documentation such as the DD-214 must be received before the priority registration period.

A Veteran - Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):

1. Has served in the United States Armed Forces, including a reserve component and National Guard; and
2. Was discharged or released from such service under conditions other than dishonorable.
3. Veterans who completed their obligated service in the Reserves and National Guard but were not deployed to active duty are included in this definition.

A Veteran Student - Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):

1. Is a veteran.
2. Has been admitted to a public institution of higher education; and
3. Resides in Pennsylvania while enrolled in the public institution of higher education.
4. Veteran students may or may not be using veterans educational benefits at the institution.
5. Act 46 of 2014 applies to veteran students admitted to all for-credit courses and programs offered at the institution.

For additional information or questions regarding course scheduling preference for veteran students, contact the Veteran's Resource Center at [vets@ccp.edu](mailto:vets@ccp.edu).

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

## Attendance/Participation

It is the responsibility of the students to comply with the instructor's class attendance guidelines/policies, including the general requirement for verifying attendance. It is also the responsibility of the students to complete assignments, including those that involve out-of-class or online participation. Students are responsible for informing instructors in advance about anticipated absences. Students should recognize that individual sections of a course may be taught differently and that the instructor's attendance policy for individual sections of a course may not be the same.

Aside from the learning opportunities missed due to absences from class, excessive absence could result in significant academic penalty (failing a course), being asked to drop the course, or being counseled to withdraw from the term.

At the 20% mark of a semester or term, faculty report whether a student has Attended ("A") or Never Attended ("NA"). Students who have never attended will be administratively dropped from class rosters. A student's financial aid eligibility may be impacted by courses dropped due to never beginning attendance.

At the 50% mark of a semester or term, faculty report academic progress in the form of Satisfactory ("S") or Unsatisfactory ("U"). Fifty percent Academic Progress reports need to be entered only for terms of at least ten (10) weeks.

Individual faculty members have the right to establish rules regarding attendance at class sessions and laboratories that they consider necessary for successful completion of the course materials. These rules may include a reduced grade for students who miss classes.

## Withdrawal

- A student may withdraw from a course or courses without academic penalty up to and including the eleventh (11th) week of a regular term, and up to and including the equivalent of the eleventh (11th) week in a nonstandard term
- Students may process an official withdraw online using the student portal, or by speaking with a counselor
- If the official withdrawal is processed with the Office of Student Records & Registration within the established time limit, the student's grade report will show the grade W (withdrawal)
- If the official withdrawal is not processed within the established time limit, the student's grade report will show F (failure)
- Students who are members of the Pennsylvania National Guard or other reserve component of the armed forces who are called or ordered to active duty, and the student's affected spouse, can request an excused withdrawal, with proper documentation, and receive a leave of absence for military duty. The student and the affected spouse will receive an "M" grade on their transcript.

## Student Load

A full-time student is one taking 12 or more credit hours. Students expecting to graduate within two years must successfully complete 15 to 17 credit hours each semester or complete summer courses. The required number of credit hours depends on the curriculum in which the student is enrolled.

Many full-time students take longer than four semesters to complete the requirements for graduation and to reach their personal goals. Some find it necessary to take developmental courses, for which they do not receive credit, to develop critical basic skills in their first semesters. Others elect to take only four courses a term to meet both the requirements of college-level academic work and their own personal needs.

A credit hour at the College is defined as an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks or its equivalent over a different period of time.

Courses are designed such that students should expect to study a minimum of two hours outside of class for every hour of classroom or direct faculty instruction. Therefore, a full-time student registered for 12 hours per week should expect to spend at least 24 hours a week studying ( $12 \times 2 = 24$ ).

Careful planning and discussion with faculty and counselors can establish the best plan for the student, who should keep an open mind in developing plans for educational and career success.

## Grading System

The grading system at Community College of Philadelphia is a letter system with associated **quality points**, which are used to compute **cumulative grade point averages**.

Grades		Q.P.*
A	4	Outstanding
B	3	Good
C	2	Satisfactory
D	1	Passing
F	0	Failure
FS	0	Failure - Stopped Attending
*Number of <b>quality points</b> earned		
Other Grades		
As a result of testing and placement, students may be required to register for certain courses which do not carry credit towards graduation. These courses are numbered below 100. They are graded "Pass," "Making Progress" and "Fail."		
P	Pass	
MP	Making Progress	
F	Fail	
<i>(Not factored into grade point average)</i>		
Other Designations		

M	Military Absence Withdrawal
W	Withdrawal
AU	Audit
NR	No report from instructor at the time grades were processed
I	Incomplete

The total number of quality points received for the semester may be computed as follows:

- For each course for which a grade was received, multiply the number of credit hours for that course by the number of quality points earned (determined by the grade received for that course, using the chart of equivalents above).
- Total the results.
- The grade point average for the semester may then be computed by dividing the total number of quality points received by the total number of credit hours for all of the courses for which grades were received. (The cumulative grade point average is determined by doing the above figuring for the total number of semesters attended.) Courses from which a student has officially withdrawn are not included in the computation; however, they are counted in calculating academic progress.

## Academic Progress and Reporting Grades

Mid-term Academic Progress Reports reflect a student's level of academic progress as of the 50 percent point of the semester, and are assigned by faculty members. These Academic Progress Reports are unofficial and do not appear on the student's transcript. These reports are designed to inform students of their mid-term standing and assist in making course selections for the next term.

Students may access mid-term Academic Progress Reports and final grade information online using [MyCCP](#). Paper grade mailers may be provided upon written request made to the Office of Student Records and Registration.

## Semester Honors

Students must:

1. Achieve a semester grade point average of at least 3.2;
2. Complete at least 6 credit hours in courses carrying credit toward graduation;
3. Receive no grade of less than "C" during an academic honors list semester (i.e., fall or spring semester);
4. Receive no "Incomplete" grade during the academic honors semester.

## Class Status

Class status, either freshman or sophomore, is determined by the number of credit hours earned. Freshman status is maintained up to and including 29 credit hours. Sophomore status begins when 30 credits have been earned.

## Auditing

With permission of the instructor teaching the course, a student may register in a course as an auditor. No credit will be given.

Permission to change from study-for-credit status to auditing (no credit) status must be obtained from the instructor by the end of the equivalent second week of each term. The instructor must submit an Audit Form to the Office of Student Records and Registration. The instructor may change the grade of an auditor either at mid-term or on the final grade report from "AU" to "W" in case of excessive absence or lack of participation in the course.

Audited courses do not count in determining student eligibility for financial aid. Students receiving financial aid should contact the Office of Financial Aid before changing a course from study-for-credit status to auditing status. Audit grades will not be used in determining academic load for veteran certification.

## Change of Student Information

The Office of Student Records and Registration must be notified in writing of all changes of name, address and Social Security Number. It is the student's responsibility to keep the College informed.

Official or legal documentation is required to change a name or Social Security Number. A valid Social Security card is required to change or correct a Social Security Number. To change or correct a name requires a state-issued photo ID or driver's license, court order, marriage license or birth certificate.

## Change of Residency

Students attending the College who wish to change their residency must complete a Change of Residency form as follows:

1. Login to MyCCP to access the secure portal.
2. Under the "Student" tab, locate the Electronic Forms section block in the right-hand column.
3. Click "Records and Registration Forms" to show available forms.
4. Select the form you wish to complete. Once all information is correct, "Submit" the form for review.

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Please note that a student's residency classification for purposes of tuition calculation will not be adjusted after the third week of the semester. Any changes made to residency after the third week will be reflected in the following semester.

## Change of Curriculum

To change curriculum, a student may go to Counseling or Advising and discuss the proposed change. With their advice and approval, they will submit a Change of Curriculum form that will require the student's signature for approval.

Any curriculum changes made after the third week of the fall or spring semester will be reflected in the following semester; this may impact the academic year of the new program. Students seeking entrance to an Allied Health program by way of the change of curriculum process must consult the specific counselors designated to advise these students and meet the required deadlines.

Students must follow the curriculum outlined in the Catalog in effect for the academic year they enter a program. If students change their curriculum, they must then follow the Catalog in effect for the academic year that they enter the new program.

If a curriculum is revised while students are enrolled in the program, students have the following options:

1. Continue to follow the requirements in the existing curriculum; OR
2. Change to the revised curriculum if the new requirements are better suited for transfer or employment. If students elect to follow the new curriculum, they may not return to the previous curriculum requirements.

## Formation of Sections and Cancellation of Courses

Formation and continuation of class sections and courses of instruction are subject to adequate enrollment. The administration, acting on behalf of the Board of Trustees, reserves the right to cancel a course or section, to change the time of meeting, to subdivide a section, or to combine two or more sections as circumstances may require.

# Student Rights and Responsibilities

## Student Appeals Procedures

A student may lodge a complaint about any matter in which he or she feels unjustly treated by following the College's appeals procedures, details of which are available in the [Student Handbook](#) or in the Counseling Center located in Room BG-7.

## Student Code of Conduct

Every student is expected to be fully acquainted with and comply with all policies, rules, and regulations outlined in the Student Code of Conduct. The [Student Code of Conduct](#) is contained in the [Student Handbook](#), which is published and updated each year. Copies of the [Student Handbook](#) are available through the Student Life Center located in Room S1-19, the Regional Centers or online.

## Student Identification Card

All credit students at the College are required to have a College photo identification card. It is the student's official College identification. Photo ID cards are used for admission to the campus and access to its facilities. A valid ID card is required for various student services on campus such as all in-person transactions, checking out materials in the library, access to computer labs and using the Athletics Center.

Students who for religious or other reasons require a student identification card *without* a photo may make arrangements through the Security office.

Your card must be shown upon request by any faculty member, security officer or any other official member of the College staff. You also may be asked for other identification to prove who you are. You must show it if requested.

Abuse of an ID card could result in disciplinary action by the College. If the card is lost or stolen, contact the Security Office, Room MG-12, for information on replacing it. Each additional replacement is \$10.

## Academic Dishonesty

All students are expected to understand what constitutes cheating and plagiarism. Conduct involving academic standards may be found in the [Student Handbook](#), which is available through the Student Life Center located in Room S1-19, the Regional Centers or online.

Community College of Philadelphia uses Turnitin.com, an online plagiarism detection software. Turnitin.com serves as a teaching tool and promotes academic integrity at the College. Subject to FERPA, student writing assignments may be submitted to Turnitin.com as required by a department or faculty member for the purpose of plagiarism detection and/or prevention. Turnitin.com checks students' writing assignments for originality by comparing them to internet sources, other student submissions, academic databases, and other resources. Written work submitted to Turnitin.com may be stored in the Turnitin.com reference database for the purpose of detecting plagiarism. Use of Turnitin.com is subject to the Usage Policy posted on the Turnitin.com site. More information regarding plagiarism is available in the Student Code of Conduct.

## Judicial Affairs

The Judicial Affairs officer, located in the Office of the Dean of Students, Room S1-10, is responsible for administering the College's Judicial Affairs program. The Student Code of Conduct provides the specific policies and procedures for governing student behavior. All students are expected to become familiar with their rights and responsibilities and the standards of student behavior as outlined in the [Student Handbook](#) under the Student Code of Conduct.

## Right to Know Law

Pursuant to the Pennsylvania Right to Know Law, Community College of Philadelphia has established a Right to Know Office. The Vice President for Human Resources and General Counsel is the College's Right to Know Officer. Requests for information pursuant to the Pennsylvania Right to Know Law should be directed to [RTK@ccp.edu](mailto:RTK@ccp.edu). For additional information, [click here](#).

## Privacy of Student Records - Family Educational Rights and Privacy Act (FERPA)

Community College of Philadelphia accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. The College collects, maintains, secures and destroys student records for the educational welfare and advancement of students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the director of Student Records and Registration, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official 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 the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which 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, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a 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 responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Community College of Philadelphia 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 Avenue, SW  
Washington, DC 20202

The College, at its discretion, may disclose directory information upon request without consent. The College has identified the following as directory information: student's name; program of study; dates of attendance; and degrees, honors and awards received along with dates.

Currently enrolled students may, under the provisions of FERPA, withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

The College will honor each request to withhold the information listed above but cannot assume responsibility to contact a student for subsequent permission to release it. Decisions about withholding information should be made very carefully. Should a student decide to inform the College not to release information, any future requests for such information from non-institutional persons or organizations will be refused.

Community College of Philadelphia assumes that failure to request the withholding of directory information indicates approval for disclosure.

### **Social Security Number**

In order to access the College's portal, [MyCCP](#) , or online services, a system-generated student identification number must be used with a personal identification number (PIN) provided by the College. In addition, the College requires the Social Security Number (SSN) as a condition of enrollment. Although it is not used as the primary student identification number, the SSN is required for tax reporting, financial aid processing and educational tracking purposes. Community College of Philadelphia will not disclose the SSN without student consent unless required to do so by federal, state or local law.

### **Photo/Video Release Agreement**

Community College of Philadelphia uses photographic, video and/or digital images taken of students on College property and at College events, as well as quotes provided by students, in publications, advertisements, promotional materials and audiovisual productions associated with marketing and/or student recruiting.

Currently enrolled students may request not to be photographed or videotaped by sending written notification to the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

Community College of Philadelphia assumes that failure to request in writing not to be photographed or videotaped demonstrates approval for the College to use images in its marketing and/or student recruitment materials.



# Transfer of Credits

## Transfer Credits

Transfer credit evaluation is the appraisal of a student's transcript from another institution to determine eligibility for credit to be granted. At Community College of Philadelphia, the Office of Student Records and Registration will evaluate all official transcripts received from the student's previous college or university for all students seeking a degree. Evaluation of transcripts is a two-step process: First, students must request that all postsecondary institutions previously attended send transcripts of their academic records to:

Community College of Philadelphia  
Transfer Credit and Placement Office  
Office, MG-17  
1700 Spring Garden Street  
Philadelphia, PA 19130-3991

Second, students must complete an online Transcript Evaluation Request form. Log into [MyCCP](#) and access the Electronic Forms Channel. Complete and submit the Transcript Evaluation Request form for processing.

## Policy on Transfer Credit

The consideration of transfer credit or recognition of degrees will not be determined exclusively on the basis of the accreditation of the sending institution or the mode of delivery but, rather, will consider course equivalencies, including expected learning outcomes, with those of the receiving institution's curricula and standards.

GENERAL STATEMENT: Community College of Philadelphia will accept courses in which the grade earned was a "C-" or better, unless otherwise specified by program requirements.

This statement is qualified as follows:

- A. The Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and implementation of this policy, in collaboration with other affected offices. The final determination for the acceptance of courses will be made by the Vice President for Academic Affairs or the Vice President's designee in consultation with Academic Divisions as deemed appropriate.
- B. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.
- C. Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the department requires more current studies for certain majors.
- D. Credit may be awarded for courses from an institution, whether or not similar courses are offered at Community College of Philadelphia. These courses must satisfy both general elective and graduation requirements. A student must still complete all academic content and the total quantitative requirements for graduation.
- E. Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours for an academic certificate. Credit by Examination or Credit for Life Experience can be counted towards the residency requirement. Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.  
There are institutions that offer some courses that are two credit hours, and these are often scheduled in a sequential manner. These two-credit courses will be transferred in as follows:
  - a. If one course of a two-course sequence is completed, the student will receive two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite. Students must complete the minimum number of credits to graduate from the College.
- F. The College operates under the semester system. If a student seeks transfer credit for work completed under the "quarter" system, credits will be transferred in as follows:
  - a. A one-year course of nine credits taken over three quarters will transfer in as six semester hours.
  - b. Two quarters of coursework totaling six credits will transfer in as a two-course sequence of two credits each, and will be treated as explained under section E above.
  - c. One quarter of coursework totaling three credits equals two semester credits and will be transferred in as explained under section E above.

In general, where a student has completed only six hours of the nine quarter hour system, this is equal to four credit hours under the semester system. Where a student has completed only three hours of the nine quarter hours, this is equal to two semester credit hours.

### 1. APPEAL PROCEDURES:

Academic transcripts are evaluated based upon the procedures established in this policy and through the guidance provided by the Academic Affairs areas. When transcripts are received for which there appears to be no Community College of Philadelphia equivalent, or for which no equivalency can be established based upon the course name and/or course description, the Academic Affairs areas are contacted to make a determination.

It is possible that errors in the articulation of coursework, or omission of prior coursework can occur. In the event a student believes that this has happened, the appeal procedure is as follows:

- a. Students should first contact the Office of Student Records and Registration to discuss the evaluation results with a Placement/Transfer Credit Specialist, and provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, or other documentation from the sending institution).
- b. If the issue is not resolved in step A, the student may request a conference with the administrator responsible for Placement/Transfer Credit. After conferring with the student, the administrator will present the student's claim along with any additional documentation to the academic area department head for consideration, and send written communication to the student within ten (10) working days regarding the decision.
- c. If the issue is not resolved in step B, the student may then request a meeting and final review with the Director of Student Records and Registration. The Director will consult with the appropriate academic dean for further guidance, and will communicate the dean's decision to the student in writing, within ten (10) working days. The decision of the dean is final.
- d. Appeals must be submitted no later than four months after the completion of the initial evaluation.

## Foreign Educational Credentials

Foreign educational credentials must be evaluated initially by a recognized evaluation and/or translation service. Contact the Transfer Credit and Placement Office, Room MG-17, at

215-751-8866 for a list of service agencies.

# Associate in Arts (A.A.)

## Associate in Arts (A.A.)

A degree for those who plan to transfer to bachelor's degree-granting institutions.

The College offers the following A.A. degree programs:

- [Architecture](#)
- [Art and Design](#)
- [Biological Sciences](#)
- [Black Studies](#)
- [Business - Accelerated \\*](#)
- [Business - General](#)
- [Communication Studies](#)
- [Education - Early Childhood \(Birth to 4th Grade\)](#)
- [Education - Middle and Secondary Level](#)
- [English](#)
- [Health Care Studies](#)
- [Health Services Management\\*](#)
- [Interior Design](#)
- [International Studies](#)
- [Liberal Arts](#)
- [Liberal Arts - Honors\\*](#)
- [Liberal Arts - Social/Behavioral Science](#)
- [Mass Media](#)
- [Music Performance\\*](#)
- [Psychology](#)
- [Public Health](#)
- [Theater](#)
- [Tourism and Hospitality Management](#)

# Associate in Science (A.S.)

## Associate in Science (A.S.)

A degree for those who plan to transfer to bachelor's degree-granting institutions.

The College offers the following A.S. degree programs:

- [Biology\\*](#)
- [Chemistry\\*](#)
- [Computer Science\\*](#)
- [Engineering Science\\*](#)
- [Mathematics\\*](#)

# Associate in Applied Science (A.A.S.)

## Associate in Applied Science (A.A.S.)

A degree that provides students career-specific skills leading directly to employment. Students with this degree may also transfer to bachelor's degree-granting institutions.

The College offers the following A.A.S. degree programs:

- [Accounting](#)
- [American Sign Language/English Interpreting \(INT\)\\*](#)
- [Applied Engineering Technology](#)
- [Automotive Technology](#)
- [Behavioral Health/Human Services](#)
- [Biomedical Equipment Technology](#)
- [Business Leadership](#)
- [Computer Information Systems - Information Technology](#)
- [Construction Management](#)
- [Criminal Justice](#)
- [Culinary Arts](#)
- [Cybersecurity](#)
- [Dental Hygiene\\*](#)
- [Diagnostic Medical Imaging\\*](#)
- [Digital Video Production](#)
- [Facilities Management](#)
- [Fashion Merchandising & Marketing](#)
- [Fire Science](#)
- [Individualized Studies\\*](#)
- [Medical Laboratory Technician\\*](#)
- [Medium and Heavy Truck Technology](#)
- [Network Administration](#)
- [Nursing\\*](#)
- [Paralegal Studies\\*](#)
- [Photography](#)
- [Respiratory Care Technology\\*](#)
- [Sound Recording and Music Technology](#)
- [Toyota T-TEN\\*](#)
- [Web and Mobile Application Development](#)

# Academic Certificates

Academic certificates prepare students for a variety of opportunities, including workplace preparation. Academic Certificates require two semesters of college-level English and one semester of College-level math. All coursework transfers seamlessly into the College's associate's degree programs.

The College offers the following academic certificates:

- [Addiction and Recovery Studies Academic Certificate](#)
- [Creative Writing Academic Certificate](#)
- [Human Services Academic Certificate](#)

\*Select program: please refer to the curriculum description for program entrance requirements

# Proficiency Certificates

Proficiency certificates are short-term, focused course offerings that are primarily developed to prepare students for employment. Students may also continue their education, since all credits received through the proficiency certificates transfer seamlessly into an academic certificate or associate's degree program in a related field. Students may be eligible for financial aid for proficiency certificates consisting of 16 or more credits.

The College offers the following proficiency certificates:

- [Accounting Paraprofessional Proficiency Certificate](#)
- [Acting Proficiency Certificate](#)
- [Advanced Automotive Repair Professional Proficiency Certificate\\*](#)
- [Alternative Fuels - Carbon Based Fuels Proficiency Certificate\\*](#)
- [Alternative Fuels - Electric Vehicles and Hybrids Proficiency Certificate\\*](#)
- [Architectural Visualization Proficiency Certificate](#)
- [ASL/English Interpreting I Post-Baccalaureate Proficiency Certificate\\*](#)
- [ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate\\*](#)
- [Automotive Service I Proficiency Certificate](#)
- [Automotive Service II Proficiency Certificate\\*](#)
- [Biomedical Equipment Technology I Proficiency Certificate](#)
- [Biomedical Equipment Technology II Proficiency Certificate](#)
- [Business Leadership Proficiency Certificate](#)
- [Computer Programming I - Application, Web, and Database Development Proficiency Certificate](#)
- [Computer Programming II - Algorithms and Computation Proficiency Certificate](#)
- [Corporate Social Responsibility Proficiency Certificate](#)
- [Culinary Arts I Proficiency Certificate](#)
- [Culinary Arts II Proficiency Certificate\\*](#)
- [Cybersecurity I Proficiency Certificate](#)
- [Cybersecurity II Proficiency Certificate](#)
- [Data Science Proficiency Certificate](#)
- [Digital Investigations Proficiency Certificate](#)
- [Digital Video Production Proficiency Certificate](#)
- [Early Childhood Education Proficiency Certificate](#)
- [Electronic Discovery Proficiency Certificate](#)
- [Entrepreneurship and Innovation Proficiency Certificate](#)
- [Fashion Merchandising & Marketing Proficiency Certificate](#)
- [Fire Science and Public Safety Proficiency Certificate](#)
- [Geographic Information Systems Proficiency Certificate](#)
- [Human Services Leadership - Youth, Family, and Community Engagement Proficiency Certificate](#)
- [Insurance Proficiency Certificate](#)
- [Interdisciplinary Analysis and Critical Reasoning Proficiency Certificate](#)
- [Medical Assistant Proficiency Certificate](#)
- [Medical Insurance Billing Proficiency Certificate](#)
- [Medium and Heavy Truck Technology I - Inspection, Maintenance, and Minor Repair Proficiency Certificate](#)
- [Medium and Heavy Truck Technology II - Truck Service Technology Proficiency Certificate\\*](#)
- [Mobile Application Development Proficiency Certificate](#)
- [Music Production Proficiency Certificate](#)
- [Network and Systems Administration Proficiency Certificate](#)
- [Paralegal Studies Proficiency Certificate\\*](#)
- [Patient Service Representative Proficiency Certificate](#)
- [Personal Training Proficiency Certificate](#)
- [Photography Proficiency Certificate](#)
- [Piano Technician Proficiency Certificate\\*](#)
- [Post-Baccalaureate Accounting Proficiency Certificate\\*](#)
- [Project Management Proficiency Certificate](#)
- [Religious Studies Proficiency Certificate](#)
- [Technical Theater Proficiency Certificate](#)
- [Tourism and Hospitality Management Proficiency Certificate](#)
- [Web Development I Proficiency Certificate](#)
- [Web Development II - Cloud Computing\\*](#)

# Individualized Studies

## Description:

The Individualized Studies program recognizes valuable training and/or work experience by giving students the opportunity to receive college credits for their experiences and to apply that experience and knowledge to an associate's degree. It assists individuals in their preparation for career advancement or change. In the first semester, the student will develop a Personal Education Plan (PEP) directly related to career or educational goals. The PEP requires the approval of the department head.

This select program has three components:

1. Prior learning assessment: 12-30 credits in the Technical/Occupational core from industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies
2. 21 credits of General Education
3. 6-24 credits taken as part of a Personal Education Plan

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use oral, written, and non-verbal methods of communication to examine and discuss problems and issues.
- Analyze primary and secondary sources in different academic disciplines to discern and respect diverse perspectives and experiences.
- Use critical thinking to solve problems within and across disciplines.
- Demonstrate proficiency in a Technical/Occupational Core.

## Program Entry Requirements:

This is a select program. Prospective students must attend a program orientation prior to admission. All students need to take the College's placement at their time of entry into the College. Students who are identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of the program. Students are accepted into the program upon assessment of their prior learning and the application of credits to the Technical /Occupational Core.

## Program of Study and Graduation Requirements:

A minimum of 60 credits and a grade point average of 2.0 are required for graduation with an Associate in Applied Science (A.A.S.) degree in Individualized Studies.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<b>Technical/Occupational Core</b> Students submit industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies for consideration for prior learning assessment.		12-30 credits	
ENGL 101 - English Composition		3 credits	Writing, Research, and Info Lit 1
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
BIOL 123 - Principles of Biology I or CHEM 101 - Fundamentals of Chemistry I (Lab Based) or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or CHEM 105 - Inquiry into Chemistry or CHEM 110 - Introductory Chemistry or CHEM 121 - College Chemistry I or EASC 111 - Environmental Conservation or PHYS 105 - Survey of Physics or PHYS 108 - Descriptive Astronomy or PHYS 111 - General Physics I or PHYS 125 - Musical Acoustics or PHYS 140 - Mechanics, Heat and Sound or STS 101 - Introduction to Science, Technology and Society	For BIOL 123: CHEM 121 or CHEM 110 with a "C" or better and high school biology or permission of the department head. For CHEM 105: ENGL 101 ready. For CHEM 110: FNMT 118 or MATH 118 placement and ENGL 101 ready. For CHEM 121: CHEM 110 with a grade of "C" or better and FNMT 118 or MATH 118. For Phys 105: FNMT 118 (or higher) placement or a passing grade in FNMT 017 (or higher) are required. For PHYS 111: MATH 162 or Math 171 or MATH 171 placement. For Phys 140: MATH 171. For STS 101: MATH 118 or higher placement	3 or 4 credits	Scientific Reasoning



Notes

The sequence shown is for illustration purposes. The length of time it takes for a student to complete the Program will vary depending on many factors including how many credits he or she transfers into the Program.

**Semester 2**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	<a href="#">ENGL 101</a> with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	<a href="#">ENGL 101</a> , which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or SOC 101 - Introduction to Sociology or any Cultural Analysis & Interpretation Elective		3 credits	Cultural Analysis & Interpretation
General Elective		3 or 4 credits	

**Semester 3**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<b>Personal Education Plan (PEP)</b> To make sure the student takes a coherent and thoughtful series of courses, the student and department chair will develop the Personal Education Plan, which focuses on the student's anticipated career path. The PEP will be approved by the department head within the student's first semester.		3 to 12 credits	

**Semester 4**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<b>Personal Education Plan (PEP)</b> To make sure the student takes a coherent and thoughtful series of courses, the student and department chair will develop the Personal Education Plan, which focuses on the student's anticipated career path. The PEP will be approved by the department head within the student's first semester.		3 to 12 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose Request For Course Substitution Of Graduation Requirement link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010

# Business Leadership

## Description:

The Business Leadership A.A.S degree is intended for students who are looking for an applied degree in Business Leadership that they can put to immediate use in business and industry. Business Leadership serves students:

- who already work in business and industry and are limited from advancement because they do not have a degree or leadership skills.
- who find opportunities in business and industry are limited because they have a degree in a discipline other than business.
- who wish to complete a two-year degree and immediately enter the business workforce, providing the option to work for an employer that provides tuition-reimbursement benefits if transfer to four-year program is desired at a later date.
- who own or wish to own small businesses who would like to learn important business leadership skills that can be put to use immediately.

## Program Learning Outcomes:

Upon completion of the A.A.S. Business Leadership degree program, students will be able to:

- Demonstrate leadership through planning and decision-making that incorporates diversity, equity, and inclusion with personal and organizational vision, mission, and values.
- Communicate effectively, using various methods, strategies, and techniques, with internal and external stakeholders.
- Make operational business decisions, utilizing critical thinking and business analytical skills to evaluate and solve business problems.
- Support a diverse and inclusive workforce through team-building and management strategies.
- Demonstrate leadership through ethical decision making that positively impacts internal and external stakeholders.
- Demonstrate proficiency in a complementary discipline area.

## Program Entry Requirements:

The Business Leadership A.A.S. degree program is open to all interested students. Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

Students are required to earn a minimum of 61 credits and maintain a GPA of 2.0 in order to graduate from the Business Leadership A.A.S degree program.

## Complementary Proficiency Certificates:

Students in the Business Leadership program may also earn credits toward the Business Leadership proficiency certificate. Students should be enrolled in the Entrepreneurship proficiency certificate, the Corporate Social Responsibility proficiency certificate, another proficiency certificate in a complementary discipline, or the equivalent (with department head approval) to complete the minimum 15 credits in a complementary discipline area.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BUSL 101 - Navigating Leadership and Business Professions		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
BUSL 125 - Customer Service Leadership	BUSL 101, which may be taken concurrently	3 credits	
Complementary Discipline Course Sequence*		3 or 4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 121 - Introduction to Business		3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" grade or higher	3 credits	Writing/Research/Info Lit 2
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ECON 120 - Introduction to Business Analytics		3 credits	
Complementary Discipline Course Sequence*		3 or 4 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BUSL 180 - Building Teams & Managing People	BUSL 101	3 credits	
ACCT 111 - Business Accounting		4 credits	
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
Complementary Discipline Course Sequence*		3 or 4 credits	
Complementary Discipline Course Sequence*		3 or 4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology or PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis and Interpretation
BUSL 240 - Ethics and Diversity, Equity, and Inclusion in Business	BUSL 180 and ENGL 102	3 credits	
EASC 111 - Environmental Conservation ** or CHEM 101 - Fundamentals of Chemistry I (Lab Based) or BIOL 106 - General Biology I or PHYS 111 - General Physics I or higher		3 or 4 credits	Scientific Reasoning
BUSL 215 - Organizational Leadership	BUSL 125 or PJMT 110 and PJMT 130	3 credits	
Complementary Discipline Course Sequence* (If a 5th course is needed to complete the minimum 15 credit hour complementary discipline course sequence.)		3 or 4 credits	

Minimum Credits Needed to Graduate:

61

\* Students should be enrolled in the Entrepreneurship proficiency certificate, the Corporate Social Responsibility proficiency certificate, another proficiency certificate in a complementary discipline, or the equivalent (with department head approval) to complete the minimum 15 credits in a complementary discipline area.

\*\* Students in the Corporate Social Responsibility proficiency certificate should choose EASC 111.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Architecture

## Description:

This program leads to the Associate of Arts degree in Architecture. It prepares students for transfer to professional schools of architecture. The primary goals of the program are to provide students with the fundamental professional knowledge and technical skills needed to compete in the challenging and rewarding career of architecture, and to foster the development of each student's creative capacities, reflecting an integrated understanding of the multi-faceted factors influencing design decisions.

The curriculum and faculty are dedicated to providing each student with strong design skills and technical experiences early in his or her education. In the Architecture program, the design studio is the focus. It is here that design fundamentals are acquired, and technical, historical and theoretical concepts are synthesized and applied. Students increase their spatial visualization capabilities and are guided in developing a design process and a personal creative vision. At the same time, they learn to work as part of a design team. The design projects are organized to build aesthetic understanding, technical abilities, sensitivity to human needs and awareness of the social consequences of design decisions.

At the College, the study of architecture reflects the diverse and evolving roles and responsibilities of the design professional. The program provides a broad liberal arts education, drawing upon art, science, humanities, social science, and the history of architecture and interior design. This is the vital foundation that leads to the ability to design buildings that are functional, lasting and beautiful.

## Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Creatively solve specific design problems related to the fundamentals of architectural design in the built environment with the use of critical thinking, analysis, research, 2-D and 3-D formal ordering systems, and visual perception throughout the design process.
- Communicate effectively individually or as a member of a team:
  1. Orally
  2. Written
  3. In design drawings utilizing freehand drawing, manual and computer drafting
  4. By producing three-dimensional analog models and computer modeling.
- Describe the fundamentals of common construction materials and methods, their use in building components and assemblies, and their environmental impact.
- Explain the complex interaction of people, place, historical / cultural / environmental / technological contexts in architecture.

## Program Entry Requirements:

Interested high school students should complete a year of geometry, two years of algebra and two years in art-related areas (drawing, sculpture, photography or related areas). Mechanical drafting or Computer Assisted Design is also advantageous.

Students are required to satisfy placement at the time of admission. Students identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses prior to enrolling in courses required by the degree program.

## Program of Study and Graduation Requirements:

To qualify for the A. A. degree in Architecture, a student must complete a minimum of 64 credits as prescribed, attain a minimum grade point average of 2.0 ("C" average) and earn a "C" or higher in all ADC and ART courses.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 101 - Introduction to Design and Construction		3 credits	Tech Comp*
ADC 103 - CAD Basics		3 credits	Tech Comp*
ADC 109 - Design Studio I		4 credits	
MATH 161 - Precalculus I (or above as per placement) **	FNMT 118 or MATH 118 with a grade of "C" or better	3 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 159 - Design Studio II	ADC 103, ADC 109	4 credits	
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 160 - Presentation Techniques	ADC 103	3 credits	
ART 105 - Drawing I		3 credits	Oral Communication/Creative Expression

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
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### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 209 - Design Studio III	ADC 159, ADC 160	4 credits	
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3 credits	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3 credits	
ADC 260 - Advanced Presentation Techniques	ADC 160; and ADC 209 which may be taken concurrently, or ADC 163 which may be taken concurrently	3 credits	
PHYS 111 - General Physics I** or Scientific Reasoning Elective	For PHYS 111: MATH 162 or MATH 171	3 or 4 credits	Scientific Reasoning

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 222 - History of Architecture and Interiors II	ADC 221 and ENGL 102 which may be taken concurrently	3 credits	
ADC 253 - Environmental Systems I or ADC 254 - Environmental Systems II	ADC 253: ADC 103 or ADC 109 ADC 254: ADC 101 and ADC 103 or ADC 109	3 credits	
ADC 259 - Design Studio IV	ADC 209	4 credits	
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning		3 credits	Cultural Analysis & Interpretation
Directive Elective (choose one): ADC 163 - Architectural Visualization with Autodesk Revit or ADC 226 - Introduction to Building Structures or SOC 101 - Introduction to Sociology	For ADC 163: ADC 103 For ADC 226: MATH 137 or higher	3 credits	

### Notes

\* Students must complete ADC 101 and ADC 103 to meet the Technological Competency requirement.

\*\* MATH 162 or MATH 171 and PHYS 111 recommended for transfer students

Minimum Credits Needed to Graduate:

64

### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Art and Design

## Description:

The Art and Design curriculum leads to the Associate in Arts (A.A.) degree for students planning to transfer to baccalaureate programs or accredited art schools after study at Community College of Philadelphia. This curriculum prepares students for either a B.F.A. (Bachelor of Fine Arts) or a B.A. (Bachelor of Arts) program.

The curriculum has been designed to be consistent with the foundation program of art schools and art programs at four-year colleges. Because transferability is most important, students will develop skills accordingly and also prepare a comprehensive transfer portfolio.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate proficiency in basic foundation level 2D and 3D design concepts, including perceptual drawing.
- Utilize learned technical studio and/or computer-based skills to realize and test visual ideas and concepts.
- Use a wide range of materials and means of expression to communicate visual ideas.
- Critically interpret and analyze visual concepts.
- Identify associated terminology, historical practices and contemporary developments in order to demonstrate knowledge of the arts.
- Create a comprehensive portfolio of original art work to demonstrate ability, talent and originality

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

Students in the Art and Design curriculum must complete a series of General Education requirements that include English 101 and 102, a quantitative reasoning course, a cultural analysis and interpretation course, and a scientific reasoning course in addition to the program specific courses. English 101 is expected to be completed within the first 30 credits. To qualify for the Associate in Arts (A.A.) degree in Art and Design, a student must complete a minimum of 63 credit hours as prescribed and attain a grade point average of 2.0 or better and no grade below "C" in any program core and directed elective course.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
ART 105 - Drawing I		3 credits	Oral Communication/Creative Expression
ART 125 - Design I		3 credits	
ART 111 - Three-Dimensional Design I		3 credits	
ART 150 - Introduction to Computer Art/Graphics		3 credits	Technological Competency

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ART 106 - Drawing II	ART 105	3 credits	
ART 126 - Design II	ART 125	3 credits	
ART 112 - Three-Dimensional Design II	ART 111	3 credits	
ART 103 - History of Art: Ancient to Renaissance		3 credits	Cultural Analysis & Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or MATH 137 - Geometry for Design or higher Math*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

ART 290 - Portfolio Preparation	ART 106, ART 111, ART 125	3 credits	Technological Competency
ART 207 - Drawing III	ART 106	3 credits	
ART 104 - History of Art II: Renaissance to Modern		3 credits	
Directed Elective - choose ONE from list below: ART 109 - Ceramics I or ART 115 - Painting I or ART 151 - Graphic Design I or PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 151 - Techniques in Photo Editing (Photoshop I) or Combine 3 credits worth of ART 180 or ART 170 Special Topics courses		3 or 4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ART 208 - Drawing IV	ART 207	3 credits	
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	
BIOL 106 - General Biology I or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or CHEM 105 - Inquiry into Chemistry or PHYS 101 - Revolutionary Concepts in Physics or EASC 111 - Environmental Conservation or PHYS 107 - Matter and Energy or PHYS 108 - Descriptive Astronomy		3 or 4 credits	Scientific Reasoning
ART 205 - Modern and Contemporary Art	ART 103 and ART 104	3 credits	
Directed Electives - choose TWO from list below: ART 109 - Ceramics I or ART 115 - Painting I or ART 151 - Graphic Design I or ART 209 - Ceramics II or ART 215 - Painting II or ART 251 - Graphic Design II or PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 105 - Introduction to Digital Photography or PHOT 151 - Techniques in Photo Editing (Photoshop I) or Combine 3 credits worth of ART 180 or ART 170 Special Topics courses	For ART 151: ART 150 For ART 205: ART 103 or ART 104 For ART 209: ART 109 For ART 215: ART 115 For ART 251: ART 151	6 to 7 credits	

Minimum Credits Needed to Graduate:

# 63

\* Some colleges and universities require a mathematics course above FNMT 118. In that case, students who are FNMT 118 ready should take MATH 137 instead of FNMT 101. Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161. Please visit the [transfer agreements](#) web page for more information and consult with an advisor when selecting a quantitative reasoning course.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Biological Sciences

## Description:

The Associate in Arts Degree in Biological Sciences is a non-select two-year program in the Science and Technology academic pathway primarily intended to prepare students for transfer to four-year programs in science and technology related fields, including but not limited to pharmaceuticals, biotechnology, elementary and middle school education. Students in this program include those interested in non-allied health STEM-related fields, those who wish to build prerequisites for select programs in the Science and Technology academic pathway, and those who wish to obtain a two-year Science and Technology degree with the intention of transfer into a related field.

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Demonstrate an understating of the Scientific Method and utilize it for the development of hypotheses, the collection and analysis of data, and the presentation of results.
- Effectively communicate, in a classroom setting, scientific information via written and graphical methods.
- Summarize the major biological and chemical concepts and processes essential to the living organism.
- Explain the hierarchy of organization in living things, from the chemical level to the biosphere.

## Program Entry Requirements:

This program is open to all interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

Students in the Biological Sciences program are required to enroll in BIOL 100: Introduction to Life Sciences within the first 18 credits. To qualify for the Associate in Arts (AA) degree in Biological Sciences, a student must complete a minimum of 61 credits as prescribed and attain a minimum grade point average of 2.0 (average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
BIOL 106 - General Biology I		4 credits	Scientific Reasoning
ENGL 101 - English Composition	ENGL 101 Placement	3 credits	Writing, Research, Info Lit 1
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
SOC 101 - Introduction to Sociology* or ANTH 101 - Introduction to Anthropology or ECON 181 - Principles of Economics (Macroeconomics) or POLS 111 - American Government		3 credits	Cultural Analysis & Interpretation
BIOL 100 - Introduction to Life Sciences	FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher	4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
BIOL 107 - General Biology II	BIOL 106 with a "C" or better.	4 credits	
CHEM 110 - Introductory Chemistry	FNMT 118 or MATH 118 placement and ENGL 101 ready.	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 102 - The Research Paper		3 credits	Writing, Research, Info Lit 2
FREN 101 - Elementary French or HUM 101 - Cultural Traditions Ancient to the 13th Century or SPAN 101 - Elementary Spanish		3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
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BIOL 108 - Essentials of Human Anatomy and Physiology		4 credits	
MATH 161 - Precalculus I	FNMT 118 with a grade of "C" or better	3 credits	
<b>Directed Elective (Choose two):</b> ART 103 - History of Art: Ancient to Renaissance or ECON 182 - 182 Principles of Economics (Microeconomics) or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The 19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or ENGL 190 - Introduction to Literature or MUS 103 - Introduction to Music or PHIL 101 - Introduction to Philosophy* or PHIL 211 - Ethical Problems or PSYC 101 - Introduction to Psychology or PSYC 201 - Child Psychology or SOC 231 - Social Problems	For ENGL 190: ENGL 101, which may be taken concurrently For PSYC 201: PSYC 101 For SOC 231: SOC 101 or ANTH 112	6 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
BIOL 104 - Forensic Biology or BIOL 123 - Principles of Biology I or BIOL 211 - Genetics or BIOL 225 - Ecology and Field Biology or BIOL 241 - Principles of Microbiology or STS 101 - Introduction to Science, Technology and Society	For BIOL 104 and STS 101: FNMT 118 or higher placement For BIOL 123: CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the department head For BIOL 211: BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123 with a grade of "C" or better or permission of the department head For BIOL 225: BIOL 107 or BIOL 124 with a grade of "C" or better in either For BIOL 241: BIOL 106 or BIOL 107 or BIOL 109 or BIOL 123 with a "C" or better or permission of the department head	4 credits	
CHEM 118 - Introduction to Biochemistry	CHEM 101, CHEM 110 or CHEM 121 with a grade of "C" or better.	4 credits	
MATH 162 - Precalculus II	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher.	3 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

Minimum Credits Needed to Graduate:

# 61

\* Students who wish to transfer to the Associate of Science in Biology degree program should take SOC 101, PSYC 101 and PHIL 101. Students should consult an advisor and the requirements of their chosen transfer institution before choosing their directed electives.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

# Black Studies

## Description:

The Black Studies Program provides a coherent set of courses for the development of the academic knowledge and skills appropriate to the scholarly study of global African and African American communities. The program includes Afrocentric courses, a critical race theory framework, a focus on social justice, and a capstone course that may include service learning or an African destination study abroad option. Students will engage topics such as African intellectual genealogies, historical patterns of resistance movements, and relevant theoretical frameworks.

The Black Studies curriculum is for students planning to transfer to baccalaureate programs after study at Community College of Philadelphia. Students are expected to consult with an academic advisor, counselor and/or program coordinators upon entry to the program and in subsequent semesters.

Transfer planning should begin early so that the student can gain the most benefit from the curriculum. Students who follow the Black Studies curriculum and plan to attend a specific four-year college after graduation should choose elective courses that duplicate as closely as possible those in the first two years of the program of that college.

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Create and refine a personal leadership vision that develops pathways to transfer, internship, or future employment within local and global Black communities
- Evaluate and interpret primary and secondary texts using global Black Studies theories and concepts.
- Apply relevant critical race and social justice theories as they pertain to local-global Black communities.
- Produce independent research and apply research and other relevant theoretical frameworks to resolve local and global concerns within Black communities.
- Evaluate the intersections of historical, socio-political, economic, and environmental discourses and its impact on local global Black communities.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

Students in the Black Studies curriculum are recommended to enroll in FYE 101: First Year Experience within the first 12 credits and complete recommended courses ENGL 101, ENGL 102, college-level math, CIS 103, SOC 101, BLAS 101, and BLAS 102 within the first 24 credits. To qualify for the Associate in Arts (A.A.) degree in Black Studies, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or higher*	<a href="#">FNMT 017</a> or <a href="#">FNMT 019</a> completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BLAS 101 - Introduction to Black Studies		3 credits	Cultural Analysis & Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
Language Cluster Options: ARAB 101 - Elementary Arabic or FREN 101 - Elementary French or SWAH 101 - Elementary Swahili or SPAN 101 - Elementary Spanish **		3 credits	
SOC 101 - Introduction to Sociology		3 credits	
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present	ENGL 101 with a grade of "C" or better	3 credits	
BLAS 102 - Global Black Theory and Social Change	BLAS 101	3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
HIST 220 - African American History to 1877 or HIST 221 - African American History After 1865		3 credits	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	Oral Communication/Creative Expression
ENGL 219 - Black Rhetoric or LEAD 120 - Introduction to Conflict Resolution Theory and Practice or ENGL 116 - Interpersonal Communication or BHHS 103 - Human Development and Behavior in the Social Environment	For ENGL 219 and BHHS 103: ENGL 101 For ENGL 116: ENGL 101, which may be taken concurrently For BHHS 103: ENGL 101	3 credits	
Language Cluster Options:*** ARAB 102 - Elementary Arabic or FREN 102 - Elementary French or SWAH 102 - Elementary Swahili or SPAN 102 - Elementary Spanish	ARAB 101 or FREN 101 or SWAH 101 or SPAN 101	3 credits	
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Scientific Reasoning

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
HUM 180 - Introduction to African Cultures and Civilizations	ENGL 101, which may be taken concurrently	3 credits	
ENGL 256 - African Literature	ENGL 101 with a grade of "C" or better	3 credits	
BLAS 250 - Special Topics in Black Studies	ENGL 101, which may be taken concurrently	3 credits	
JUS 122 - Race and Justice		3 credits	
BLAS 290 - Black Studies Capstone Course: Community Engagement and Civic Leadership	BLAS 101 and ENGL 102	3 credits	

Minimum Credits Needed to Graduate:

# 61

\* Some colleges and universities require a mathematics course above FNMT 118. Here are the options:

- Students who are FNMT 118 ready may take MATH 137 or MATH 150 instead of FNMT 101.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Please visit the transfer agreements web page for more information and consult with an advisor when selecting a quantitative reasoning course

\*\*Students may take a higher level of a world language if placed there.

\*\*\*Students should take two sequential semesters of their chosen world language.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

# Business - Accelerated

## Description:

The Business - Accelerated program is a select enrollment program that allows motivated students to learn what it takes to be an effective member of the business community and to be prepared to transfer to a four-year business school in fewer than eighteen months. Students start and complete the program as a cohort, moving through the accelerated courses together, taking seven-week online courses. The major courses include a weekly synchronous component to maintain the sense of community that is consistent with a cohort learning environment. The program is designed to not only allow students to accelerate their degree as it relates to time, but to also provide them with the skills that will accelerate their professional development and entry into the field of business. To remain in the program, students are required to enroll in the specific program courses, both when and in what sequence they are offered, to remain within the students' cohort.

Students in the Business-Accelerated program are required to engage in workshops and to attend guest speakers and community events that allow them to accelerate their business career, providing them with the tools that will be beneficial as they develop professionally within their career path. These events will be offered every other Saturday throughout the duration of the program. Students are required to earn, through attendance at the program's Saturday sessions, the equivalent of one credit hour of experiential learning. Students can expect to spend between two and three hours on campus per each Saturday event.

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Prepare, analyze, interpret and discuss an entity's basic financial statements verbally and in writing.
- Analyze the legal, economic and social impact of business decisions.
- Quantitatively evaluate the impact of business decisions, activities and events.
- Explain the role business has historically taken in different societal and economic systems.

## Program Entry Requirements:

Demonstration of readiness for ENGL 101 and FNMT 118, as determined by the College's placement or by successfully completing developmental coursework.

## Admissions Process:

- Attend an information session facilitated by the Business Administration department.
- Complete and submit a Business - Accelerated Application Package (application, essay, letter of commitment).
- For candidates meeting admissions criteria, interview with the Program Advisor.

**Note:** Meeting minimum requirements does not guarantee admission.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Business - Accelerated, a student must complete a minimum of 63 credit hours as prescribed, earning a "C" or better grade in all courses and earning at least a 2.0 GPA. Most receiving institutions require a higher grade point average. To learn more about requirements of specific four-year schools, students should contact an advisor within the Business - Accelerated program, the Career and Transfer Center at Community College of Philadelphia, or the four-year college to which they intend to transfer.

## Course Sequence:

### Semester 1

Fall Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 102 - First Year Experience for Business - Accelerated		2 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or MATH 162 - Precalculus II	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 162: MATH 161 with a grade of "C" or better	3 credits	Quantitative Reasoning
ENGL 101 - English Composition		3 credits	Writing, Research, Info Lit 1
ECON 112 - Statistics I	FNMT 118 or MATH 118, or higher than FNMT 118 placement on placement test	4 credits	

Notes

**Note:** All courses are offered in the seven-week format with the major courses including a weekly online synchronous component.

## Semester 2

Spring Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis and Interpretation
ECON 182 - Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
MATH 161 - Precalculus I or MATH 171 - Calculus I*	For MATH 161: FNMT 118 with a grade of "C" or better. For MATH 171: MATH 162 with a grade of "C" or better.	3 or 4 credits	
MNGT 121 - Introduction to Business		3 credits	
ANTH 112 - Cultural Anthropology		3 credits	

Notes

**Note:** All courses are offered in either the four-week or seven-week format with the major courses including a weekly online synchronous component.

## Summer 1

Early Summer Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ACCT 101 - Financial Accounting		4 credits	
MNGT 141 - Principles of Management	MNGT 121, which may be taken concurrently	3 credits	

Notes

**Note:** All courses are offered in the seven-week format with the major courses including a weekly online synchronous component.

## Summer 2

Late Summer Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	
MKTG 131 - Principles of Marketing	MNGT 121, may be taken concurrently	3 credits	

Notes

**Note:** All courses are offered in the seven-week format with the major courses including a weekly online synchronous component.

## Semester 3

Fall Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BIOL 106 - General Biology I		4 credits	Scientific Reasoning
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently.	3 credits	Oral Communication/Creative Expression
HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past		3 credits	

MNGT 142 - Management Information Systems	MNGT 121	3 credits	
MNGT 262 - Business Law		3 credits	
BUSL 190 - Experiential Learning in Business		1 credit	

Notes

**Note:** All courses are offered in either the four-week or seven-week format and either online or in the hybrid format, with on-campus sessions held on Saturdays.

Minimum Credits Needed to Graduate:

63

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Business - General

## Description:

The Business - General program is specifically designed to prepare students to transfer to a four-year business school. The program allows students to transfer to a variety of business programs, including Accounting, Finance, Marketing, Management, or other business areas. It provides the fundamental knowledge necessary to be a successful business student with the ultimate goal of graduation from a business transfer institution and finding employment in the business field. Students are required to enroll in BUSL 101 within the first twelve credits.

The student's chosen transfer institution determines the mathematics courses to complete in order to be a successful transfer candidate. Students completing MATH 162 and MATH 171 will be best prepared to transfer to baccalaureate programs accredited by the Association to Advance Collegiate Schools of Business (AACSB). Students who graduate with FNMT 118 and MATH 161 can still transfer to an AACSB-accredited program but will need to take higher level Math at their transfer institution in order to graduate, or they can transfer to a number of non-AACSB programs and continue in those programs without taking additional math courses. Students should consult with an advisor or their intended transfer institution for additional guidance.

## Program Learning Outcomes:

Upon completion of this program, students will be able to:

- Prepare, analyze, interpret and discuss an entity's basic financial statements verbally and in writing.
- Analyze the legal, economic and social impact of business decisions.
- Quantitatively evaluate the impact of business decisions, activities and events.
- Explain the role business has historically taken in different societal and economic systems.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Business - General, a student must complete a minimum of 63 credit hours as prescribed, earning a "C" or better grade in all courses and earning at least a 2.0 GPA. Most receiving institutions require a higher grade point average. To learn more about requirements of specific four-year schools, students should contact an advisor within the Business - General program, the Career and Transfer Center here at Community College of Philadelphia or the four-year college to which they intend to transfer.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BUSL 101 - Navigating Leadership and Business Professions		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or <a href="#">MATH 162 - Precalculus II</a> *	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 162: MATH 161 with a grade of "C" or better	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ACCT 101 - Financial Accounting		4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis and Interpretation
MATH 161 - Precalculus I or MATH 171 - Calculus I*	For MATH 161: FNMT 118 with a grade of "C" or better For MATH 171: MATH 162 with a grade of "C" or better	3 or 4 credits	
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

MNGT 121 - Introduction to Business	3 credits
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### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 141 - Principles of Management	MNGT 121, may be taken concurrently	3 credits	
ECON 182 - Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	
MKTG 131 - Principles of Marketing	MNGT 121, may be taken concurrently	3 credits	
ECON 112 - Statistics I	FNMT 118 or MATH 118, or higher than FNMT 118 placement on placement test	4 credits	
ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or GLS 101 - Introduction to Global Studies		3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 114 - Statistics II or FIN 151 - Risk Management and Insurance or MNGT 142 - Management Information Systems	For ECON 114: ECON 112 and CIS 103 For MNGT 142: MNGT 121	3 credits	
CHEM 101 - Fundamentals of Chemistry I (Lab Based) or BIOL 106 - General Biology I or PHYS 111 - General Physics I	For PHYS 111: MATH 162 or MATH 171 or placement	4 credits	Scientific Reasoning
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HIST 151: History of Capitalism		3 credits	
MNGT 262 - Business Law		3 credits	

Minimum Credits Needed to Graduate:

# 63

\*Students completing MATH 162 and MATH 171 will be best prepared to transfer to baccalaureate programs accredited by the Association to Advance Collegiate Schools of Business (AACSB). Students who graduate with FNMT 118 and MATH 161 can still transfer to AACSB-accredited programs but will need to take higher level Math at their transfer institution in order to graduate, or they can transfer to a number of non-AACSB programs and continue in those programs without taking additional math courses. Students should consult with an advisor or their intended transfer institution for additional guidance.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.



# Communication Studies

## Description:

The Communication Studies program leads to the Associate in Arts (A.A.) degree. The program gives students a concentration in the field of communication studies with a liberal arts foundation. The program is primarily intended for students seeking transfer to a four-year institution, although some graduates may plan on immediately entering the work force as communications professionals.

Surveys of employers conducted by the National Association of Colleges and Employers (NACE) and the federal report, *21st Century Skills for 21st Century Jobs*, both stress the importance of interpersonal and professional communication competence as critical to success in virtually all fields.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate critical thinking and communication competence by recognizing multiple choices in a given communication situation and making choices that lead to achieving specific goals.
- Apply the basic theories and principles of communication to one's lived experience in various contexts.
- Utilize proficient oral communication skills of multiple forms, including one-on-one conversation, small group communication, and public speaking.
- Demonstrate an understanding of ethical communication, with an ability to communicate in ways that promote dialogue within a context of diversity.

## Program Entry Requirements:

The program is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must complete satisfactorily the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

A minimum of 61 credits and a grade point average of 2.0 ("C" average) are required for graduation.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
ENGL 116 - Interpersonal Communication	ENGL 101, may be taken concurrently	3 credits	Oral Communication/Creative Expression
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I or other MATH course *	For FNMT 101, FNMT 118, and MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FYE 101 - First Year Experience or other General Elective**		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry or CHEM 110 - Introductory Chemistry or other Lab Science	For BIOL 108: FNMT 118 (or higher) placement	4 credits	Scientific Reasoning
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3 credits	

ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	
SOC 101 - Introduction to Sociology or <a href="#">PSYC 101 - Introduction to Psychology</a> or ANTH 112 - Cultural Anthropology		3 credits	Cultural Analysis & Interpretation

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 117 - Group and Team Communication	ENGL 101 which may be taken concurrently	3 credits	
ENGL 118 - Intercultural Communication	ENGL 101 which may be taken concurrently	3 credits	
ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War or ENGL 222 - Survey of American Literature: From the Civil War to the Present or ENGL 245 - World Literature: From Antiquity to 1500 or ENGL 246 - World Literature: From 1500 to the Present or ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present or ENGL 260 - Women in Literature	ENGL 101, with a grade of "C" or better	3 credits	
MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I or ECON 112 - Statistics I or Other General Elective**	For MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better, or placement in MATH 161 or higher For ECON 112: FNMT 118 or placement in MATH 161 or higher	3 or 4 credits	
ENGL 119 - Rhetoric & The Public Sphere	ENGL 101 which may be taken concurrently	3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 214 - Communication Theory	ENGL 115 with a grade of "C" or better and ENGL 107 or ENGL 116 with a grade of "C" or better	3 credits	
Directed Elective (choose two)**: ENGL 114 - Introduction to Speech Communication or ENGL 120 - Voice and Articulation or ENGL 122 - Writing for Mass Media or ENGL 131 - Acting I or ENGL 132 - Acting II or ENGL 137 - Introduction to Theater or ENGL 205 - Creative Writing or ENGL 219 - Black Rhetoric or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism**	For ENGL 114: ENGL 101, which may be taken concurrently For ENGL 122, ENGL 219, ENGL 271, and ENGL 272: ENGL 101 For ENGL 132: ENGL 131, or permission of the department head For ENGL 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	6 credits	
General Elective**		3 credits	
General Elective**		3 credits	

Minimum Credits Needed to Graduate:

61

\* For appropriate transfer credit, math courses should be chosen in consultation with an advisor. Second math course recommended for transfer. Students who are FNMT 118-ready who wish to transfer to Temple University should take FNMT 118 in the first semester and MATH 161 in the third semester.

\*\* General electives and directed electives should be chosen in consultation with an advisor based on student's academic and career goals, as well as specific requirements of transfer institutions. Students planning to transfer should strongly consider taking a Math class above FNMT 118 as a general elective.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the

general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Education - Early Childhood (Birth to 4th Grade)

## Description:

The Education: Early Childhood (Birth to 4th Grade) Program develops the knowledge and competence of students interested in teaching or working in related careers with children birth through fourth grade. The Program provides a sound theoretical foundation in principles of child growth and development from the prenatal period through the primary years, as well as a functional understanding of programs and curricula appropriate for young children. Skills emphasized include child observation, curriculum planning for diverse learners, advocacy, and interpersonal and communication abilities.

Upon completion of the Program students receive an Associate in Arts degree and may either enter the workforce or transfer to a baccalaureate program in Education.

Because the curriculum supports the needs of those wishing to pursue a variety of options including transfer, it is highly recommended that students consult Program advisors, catalogs, and transfer worksheets available in the Career and Transfer Center in order to make appropriate course selections.

Graduates of the Program will be prepared to work as childcare practitioners and directors, parent educators, children's recreation staff, teacher assistants and instructional aides. Graduates who wish to become certified teachers will need to transfer to and complete a Pennsylvania Department of Education approved teacher certification program at a four year college or university.

## Program Learning Outcomes:

Upon successful completion of the Education: Early Childhood degree program graduates will be able to:

- Identify key theories of child development
- Responsibly apply systemic observation, documentation, and other assessment techniques, in partnership with families and other professionals
- Design, implement, and assess differentiated curricula and experiences to positively influence the development of every child
- Demonstrate ethical and professional standards and make decisions as part of continuous collaborative learning, informed reflective practice, and diverse field experiences
- Demonstrate effective oral and written communication skills in the discourse of the discipline.

## Program Effectiveness Data

### The Number of Program Completers

Academic Year	Number of program completers	% of program completers who were attending full-time (at the time of completion)	% of program completers who were attending part-time <sup>1</sup> (at the time of completion)
18-19	80	22.5%	77.5%
19-20	69	4.4%	95.6%
20-21	71	9.9%	90.1%

### The Program Completion Rate

Academic year in which a Fall cohort of full-time candidates enrolled in the program	Percentage of those candidates who completed the program within 150% of the published timeframe	Percentage of those candidates who completed the program within 200% (twice) of the published timeframe
2016 (Fall 2015 cohort)	22.4%	27.9%
2017 (Fall 2016 cohort)	28.3%	34.3%
2018 (Fall 2017 cohort)	32.7%	37.6%

## Institutional Selected Data

1. The fall-to-fall retention rate in the program for each of the three most recently completed academic years

Academic Year	% of Part-Time Candidates Enrolled in the Program (% of Total Enrollment)	Retention Rate among Part-Time Candidates	% of Full-Time Candidates Enrolled in the Program (% of Total Enrollment)	Retention Rate among Full-Time Candidates
2019 (Fall 2018)	77.4% (all students)	56.7% (new students)	22.6% (all students)	63.3% (new students)
2020 (Fall 2019)	75.5% (all students)	43.3% (new students)	24.5% (all students)	60.7% (new students)
2021 (Fall 2020)	77.2% (of all students)	42.6% (of new students)	22.8% (of all students)	59.3% (of new students)

2. The number and percentage of program graduates employed in the early childhood profession or pursuing further education in the profession<sup>2</sup> within one year<sup>2</sup> of graduation for each of the three most recent academic years for which information is available.

Academic Year	Number of Graduates	Percentage of Graduates employed in the early childhood profession within one year of graduation	Percentage of Graduates pursuing further education in the early childhood profession within one year of graduation
2019	80	60% (based on 5 2019 grad survey respondents who reported being available for employment)	41% (44% total 1-year transfer, source: NSC)
2020	69	80% (based on 20 2020 grad survey respondents who reported being available for employment)	20% (29% total transfer, source: NSC)
2021	71	90% (based on 11 2021 grad survey respondents who reported being available for employment)	37% (42% total transfer, source: NSC)

3. Institutionally designed measure that speaks to candidate outcomes in the program (list the measure and the data for the measure).

Academic Year	Outcome Measure	Performance Data
2019	Average GPA of graduating class	3.2
2020	Average GPA of graduating class	3.1
2021	Average GPA of graduating class	3.1

#### Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental work must satisfactorily complete the appropriate developmental English and mathematics courses as part of the program.

Because students will be required to observe and work with young children the Program requires students to meet the requirements of the Child Protective Services Law, 23 Pa. C.S.A., section 6344 (relating to prospective child care personnel). Students must therefore present up-to-date Pennsylvania criminal history reports, Federal Bureau of Investigation criminal history reports, Department of Public Welfare (child abuse) reports, and health clearances, clearly stating that they are eligible to work with children. (Up-to-date clearance is defined as being no more than 12 months old on the first day of working with children.) Failure to produce up-to-date clearances or a change of clearance status may result in a student's removal from the program. A student who believes that an error of fact has been made in his/her removal may appeal that decision. Information regarding the appeal procedure will be provided with the letter of removal.

#### Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in Education: Early Childhood (Birth-4th grade) program, a student must complete a minimum of 62 credit hours as described in the course listing below. Students enrolled this program who are also enrolled in the Early Childhood Education Proficiency Certificate must complete an additional course, ED 151: Health, Safety and Nutrition of Young Children, resulting in 65 credits. In addition, the student must have a cumulative grade point average of 2.0, and a minimum grade of "C" in all Education courses. During their matriculation in the Education: Early Childhood (Birth-4th grade), it is strongly recommended that students meet with a designated Education academic advisor to choose their courses. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending a departmental hearing.

#### Prior Learning Assessment:

Students may be eligible to apply for credits for prior learning. Interested students should contact the program coordinator for further information regarding the criteria and an application.

#### Course Sequence:

##### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ED 105 - Foundations of Early Childhood Education *		3 credits	
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation
MATH 151 - Linear Mathematics or MATH 152 - Probability or MATH 123 - Mathematical Principles I **	For MATH 151 or MATH 152: FNMT 118 with a grade of "C" or better or placement in MATH 161 or higher For MATH 123: FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher	3 credits	Quantitative Reasoning

##### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2

ED 135 - Family and Community Relationships *		3 credits	
MATH 133 - Mathematical Principles II or MATH 161 - Precalculus I **	For MATH 133: MATH 123 For MATH 161: FNMT 118 with a C or better or MATH 161(or higher) placement	3 credits	
PSYC 201 - Child Psychology	PSYC 101	3 credits	
ED 204 - Curriculum and Instruction: Engaging Young Children in the Learning Process or ED 214 - Cognition and Learning in the Classroom *	For ED 204: ED 105 with a grade of "C" or better, ENGL 101, and PSYC 101 For ED 214: (ED 105 or ED 201, either with a grade of "C" or better) and ENGL 101 and PSYC 101	3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ED 222 - Language and Literacy Development in Early Childhood *	PSYC 201 and (ED 204 or ED 214, either with a grade of "C" or better) and ENGL 102	3 credits	
ED 230 - Integrating the Arts into Early Childhood Education *	ED 105 with a grade of "C" or better	3 credits	
ED 245 - Assessment of Young Children *	(ED 204 or ED 214, either with a grade of "C" or better) and PSYC 201	3 credits	
BIOL 106 - General Biology I		4 credits	Scientific Reasoning
ED 250 - Infant and Toddler Development and Curriculum *	(ED 204 or ED 214, either with a grade of "C" or better) and PSYC 201	3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ED 255 - Teaching English Language Learners *	(ED 105 or ED 201, either with a grade of "C" or better) and (ED 204 or ED 214, either with a grade of "C" or better) and (ED 222 with a grade of "C" or better or PSYC 209) and ENGL 102	3 credits	
ED 265 - Introduction to Special Education and Inclusive Practices *	(ED 105 or ED 201, either with a grade of "C" or better) and (ED 204 or ED 214, either with a grade of "C" or better) and (PSYC 201 or PSYC 209 or PSYC 215)	3 credits	
HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond ***		3 credits	
ED 290 - Early Childhood Education Practicum *	ED 222, ED 245, and ED 250, all with a grade of "C" or better	3 credits	
ENGL 115 - Public Speaking		3 credits	Oral Communication/Creative Expression

Minimum Credits Needed to Graduate:

62

\*Students must earn a grade of "C" or better in all ED courses.

\*\* Students who are planning to transfer to Temple University should enroll in MATH 151 or MATH 152 and MATH 161. Students who enter the College at the MATH 161 level or higher can complete this program in 62 credits. Students who enter the College at a lower level on the Math placement exam will need to take FNMT 118 - Intermediate Algebra and thus will need 65 credits to graduate.

\*\*\* Directed Electives should be selected in consultation with an advisor based on career goals and requirements of the institution to which the student plans to transfer. Note that many baccalaureate programs in education require two semesters of college level math and two semesters of lab science.

â€ Students enrolled in the Early Childhood Education Proficiency Certificate should also complete ED 151 - Health, Safety and Nutrition of Young Children

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:



# Education - Middle and Secondary Level

## Description:

Education: Middle and Secondary Level provides two opportunities for students. It offers a pathway for students to earn an Associate in Arts degree in education, which is now required for many entry-level jobs in Pennsylvania K-12 schools. It also serves as a first step for those students who wish to transfer to four-year schools so that they may earn their baccalaureate degrees in education. The program offers two levels (Middle and Secondary) with two areas of concentration for each level (Math/Science and Humanities).

The Education: Middle and Secondary Level program prepares students for transfer to baccalaureate-degree granting institutions by introducing them to the field of education while guiding them through a coherent and well-rounded sequence of courses. Within each concentration, there are several possible subject areas in which to specialize; therefore, students choose from a list of content electives in those subjects.

After successful completion of this curriculum, students receive an Associate in Arts (A.A.) degree. Most graduates then transfer to a four-year institution where they earn a Bachelor of Science or Bachelor of Arts in Education and are eligible for certification to teach at the middle or secondary levels, in areas related to their concentration.

Because transfer institutions require specific courses, it is highly recommended that students consult catalogues of schools to which they might transfer along with transfer information available in the Counseling Center, as well as their advisor, to make appropriate course selections.

According to Pennsylvania mandates, under Chapter 354, students need a 3.0 GPA for entry into upper-level education courses and teacher certification programs at four-year schools. In addition, they must pass the Pre-Professional Academic Performance Assessment (PAPA) before being admitted into these upper-level courses at four-year schools.

**Note for Students in Middle Level:** The Pennsylvania Department of Education (PDE) requires candidates for 4th-8th grade teacher certification to earn 66 credits across four content areas: mathematics, science, English/language arts/reading and social studies. Students will not earn all the necessary content electives in this A.A. program. Depending on their transfer institution, students may apply the credits earned in their content electives towards those 66 content area credits. General education courses required by the program may also apply. *Students must take additional content area courses at their transfer institution to fulfill that institution's requirements for content courses.*

## Program Learning Outcomes:

Upon successful completion of the Education: Middle and Secondary Level degree program, graduates will be able to:

- Identify career options open to an individual with a background in education and describe the path required to Pennsylvania Teacher Certification
- Apply theories of adolescent development and cognitive processes to enhance student learning
- Explain the education models in the United States and the impact they have on teaching and learning
- Demonstrate the use of effective assessments that align with the professional teaching standards of the Pennsylvania Department of Education (PDE)
- Demonstrate effective teaching practices for diverse learners
- Demonstrate effective oral and written communication skills

## Program Entry Requirements:

New students are normally required to complete the College's placement test prior to their enrollment. Students identified as needing developmental work must satisfactorily complete the appropriate developmental English and mathematics courses as part of the program.

All students are required to take two mathematics courses. Students in the Humanities concentration are required to take MATH 161: Pre-Calculus I and MATH 162: Pre-Calculus II. Students in the Math/Science concentration begin their mathematics sequence with MATH 171: Calculus I and MATH 172: Calculus II. Students who have not tested into this level of mathematics must either take the prerequisite math courses (FNMT 118 or equivalent for MATH 161 and MATH 162 with a grade of C or better for MATH 171) or have taken their equivalents at another college either before enrolling or while enrolled in the program.

Because students will be required to observe and work with children the Program requires students to meet the requirements of the Child Protective Services Law, 23 Pa. C.S.A., section 6344 (relating to prospective childcare personnel). Students must therefore present up-to-date Pennsylvania criminal history reports, Federal Bureau of Investigation criminal history reports, Department of Public Welfare (child abuse) reports, and health clearances, clearly stating that they are eligible to work with children. (Up-to-date clearance is defined as being no more than 12 months old on the first day of working with children.) Failure to produce up-to-date clearances or a change of clearance status may result in a student's removal from the program. A student who believes that an error of fact has been made in his/her removal may appeal that decision. Information regarding the appeal procedure will be provided with the letter of removal.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in Education: Middle and Secondary Level, a student must complete a minimum of 61 credit hours as described in the following course sequence. Depending on the courses taken, students in the Math/Science concentration may earn additional credits. In addition, the student must have a cumulative grade point average of 2.0, and a minimum grade of "C" in all Education courses. During their matriculation in the program, it is strongly recommended that students meet with a designated Education academic advisor to choose their courses.

Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending a departmental hearing.

## Course Sequence:

### Semester 1



Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - College Composition		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation
<b>Middle Level (any concentration) or Secondary Level, Humanities Concentration:</b> MATH 161 - Pre-Calculus I* <b>Secondary Level, Math/Science Concentration:</b> MATH 171 - Calculus I	MATH 161: FNMT 118 with a grade of "C" or better or placement in MATH 161 or higher  MATH 171: MATH 162 with a grade of "C" or better, or placement in MATH 171 or higher	3 or 4 credits	Quantitative Reasoning
ED 201 - Foundations of Education for Middle and Secondary Years****	ENGL 101 with a grade of "C" or better, which may be taken concurrently	3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
PSYC 209 - Adolescent Psychology	PSYC 101	3 credits	
ED 214 - Cognition and Learning in the Classroom****	(ED 105 or ED 201, either with a grade of "C" or better) and PSYC 101	3 credits	
<b>Middle Level (any concentration) or Secondary Level, Humanities Concentration:</b> MATH 162 - Precalculus II* <b>Secondary Level, Math/Science Concentration:</b> MATH 172 - Calculus II	MATH 162: MATH 161 with a grade of C or better, or placement in MATH 162 or higher MATH 172: MATH 171 with a grade of "C" or better, or placement in MATH 172 or higher	3 or 4 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ED 265 - Introduction to Special Education and Inclusive Practices****	(ED 105 or ED 201, either with a grade of "C" or better) and (ED 204 or ED 214, either with a grade of "C" or better) and (PSYC 201 or PSYC 209 or PSYC 215)	3 credits	
<b>Middle Level or Secondary Level, Humanities Concentration:</b> BIOL 106 - General Biology I <b>Middle Level and Secondary Level, Math/Science Concentration:</b> CHEM 110 - Introductory Chemistry or PHYS 111 - General Physics I or PHYS 140 - Mechanics, Heat and Sound or BIOL 123 - Principles of Biology I	PHYS 111: MATH 162 or MATH 171 or MATH 171 placement PHYS 140: MATH 171 BIOL 123: CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the department head	4 or 5 credits	Scientific Reasoning
<b>History Course (choose one):</b> HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond**		3 credits	
<b>Content Elective</b> (see chart below for choice of content electives) ***		3 to 5 credits	
<b>Content Elective</b> (see chart below for choice of content electives) ***		3 to 5 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ED 255 - Teaching English Language Learners****	(ED 105 or ED 201, either with a grade of "C" or better) and (ED 204 or ED 214, either with a grade of "C" or better) and (ED 222 with a grade of "C" or better or PSYC 209) and ENGL 102	3 credits	
<b>Middle Level (any concentration) or Secondary Level, Humanities Concentration:</b> BIOL 107 - General Biology II or EASC 111 - Environmental Conservation <b>Secondary Level, Math/Science Concentration:</b> ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art II: Renaissance to Modern or MUS 103 - Introduction to Music or PHIL 101 - Introduction to Philosophy or Any <a href="#">100 or 200-level World Language course</a> or Any Religious Studies course (RS)		3 or 4 credits	
<b>Content Elective</b> (see chart below for choice of content electives) ***		3 to 5 credits	
<b>Content Elective</b> (see chart below for choice of content electives) ***		3 to 5 credits	
<b>Content Elective</b> (see chart below for choice of content electives) ***		3 to 5 credits	

#### Notes

\* Students should choose math courses according to transfer institution. It is recommended that students consult with their program coordinator regarding optimal math course selection.

\*\* Students planning to transfer to Temple University should take HIST 101 or HIST 103, not HIST 102.

\*\*\* Students selecting their content electives must receive approval from their education faculty advisor before they can register for their content electives. Banner will prevent students from registering without their advisor's approval.

\*\*\*\* Students must earn a grade of "C" or better in all ED courses.

The Pennsylvania Department of Education (PDE) only certifies baccalaureate programs in education; PDE does not certify Associate programs. Therefore, the College cannot guarantee that the content electives listed below will count towards the PDE requirement. Acceptance will be determined by the four-year college to which the student transfers, and courses accepted vary by institution.

#### Middle Level (4th-8th) Content Electives

In consultation with an advisor, students should choose FIVE content electives from the chart below based on 1) their concentration (Math/Science or Humanities) and 2) the subject they plan to teach.

##### CONCENTRATION: MATH/SCIENCE

- SUBJECT: Mathematics
  - MATH 162, MATH 171, MATH 172, MATH 251, MATH 270 and/or MATH 271
- SUBJECT: Science
  - BIOL 106 and BIOL 107 or BIOL 123 and BIOL 124
  - CHEM 105, CHEM 110, CHEM 121, and/or CHEM 122
  - EASC 111
  - PHYS 111 and 112 or PHYS 141 and PHYS 240

##### CONCENTRATION: HUMANITIES

- SUBJECT: English/Language Arts/Reading
  - Any 200-level ENGL course, except 214 (includes Creative Writing courses)
- SUBJECT: Social Studies
  - ANTH 112, POLS 111, SOC 101, SOC 233, RS 101, RS 151<sup>1</sup>
  - ECON 181 or ECON 182
  - GEOG 101, GEOG 103, GEOG 180, and/or GEOG 222

- HIST 121, HIST 122, HIST 220, and/or HIST 221

## Secondary Level Content Electives

In consultation with an advisor, students should choose FIVE courses from the chart below based on 1) their concentration (Math/Science or Humanities) and 2) the subject they plan to teach.

### CONCENTRATION: MATH/SCIENCE

- SUBJECT: Math or Physics
  - MATH 270 and MATH 271
  - PHYS 111 and PHYS 112 or PHYS 140 and PHYS 241
- SUBJECT: Chemistry
  - CHEM 121, CHEM 122, CHEM 221, and CHEM 222
- SUBJECT: Biology or General Science
  - CHEM 121 and CHEM 122
  - BIOL 123 and BIOL 124

### CONCENTRATION: HUMANITIES

- SUBJECT: Art <sup>2</sup>
  - ART 103
  - ART 104
  - ART 105
  - ART 109
  - ART 115
- SUBJECT: English
  - Any 200-level ENGL course, except ENGL 214 (includes Creative Writing courses)
- SUBJECT: Music <sup>3</sup>
  - MUS 105
  - MUS 106
  - MUS 116
  - MUS 118
  - MUS 120
  - MUS 121
- SUBJECT: Social Studies
  - ANTH 112
  - POLS 111
  - SOC 101
  - SOC 233
  - ECON 181 ECON 182
  - GEOG 101 GEOG 103 GEOG 180 GEOG 222
  - HIST 121
  - HIST 122
  - HIST 220
  - HIST 221
  - RS 101
  - RS 151
- SUBJECT: World Languages <sup>4</sup>
  - Students should take a minimum of two courses in the language they plan to teach and three additional courses in the Secondary Humanities content elective list.

<sup>1</sup> Students who plan to attend a religiously-affiliated college or university should take Religious Studies (RS) courses.

<sup>2</sup> Students who intend to teach art at the secondary level should also prepare a portfolio.

<sup>3</sup> Most baccalaureate programs in music education require testing and/or auditions for incoming transfer students. CCP students who intend to teach music should contact their intended transfer institutions for details.

<sup>4</sup> Students who are already fluent in the language they intend to teach should take five of the other courses in the Secondary Humanities concentration content electives list instead.

Minimum Credits Needed to Graduate:

# 61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A [more detailed explanation](#) of the College's

general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

# English

## Description:

The English degree program is for Community College of Philadelphia students planning to transfer to baccalaureate programs in English and for students interested in literature and writing. The A.A. degree in English is appropriate for students who wish to focus on literature and writing, including critical approaches to literary study, considering how elements typical of a literary genre help to create a work's theme or artistic impact; analyzing how race, class, gender, citizenship, and sexuality intersect in literature; and writing effectively in the discipline of literature. Because transfer institutions require students to take specific courses, it is highly recommended that students consult catalogs of schools to which they might transfer and transfer worksheets available in the Career and Transfer Center (or from the English Department), as well as their advisors and mentors, in order to make appropriate selections for their elective courses. The A.A. degree in English is appropriate for students who wish to focus on literature and writing, while improving their ability to read, analyze, interpret, research and persuade.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Identify elements typical of a literary genre and communicate how those elements work together to create a work's theme or artistic impact.
- Employ relevant terminology associated with literary analysis.
- Analyze how race, class, gender, citizenship, and sexuality intersect in literature across regions, cultures, and time periods.
- Engage in effective academic writing within the discipline of literature.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and Mathematics courses as a part of their degree program. Students must place into ENGL 098/ENGL 099 or ENGL 084/ENGL 094 or higher to enter the program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in English, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average)

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
ENGL 190 - Introduction to Literature	ENGL 101 which may be taken concurrently	3 credits	Cultural Analysis & Interpretation
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I*	For FNMT 101, FNMT 118 and MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts **		3 credits	Technological Competency
HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HIST 220 - African American History to 1877 or HIST 221 - African American History After 1865		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry or STS 101 - Introduction to Science, Technology, and Society or other 4-credit lab science, selected in consultation with an		4 credits	Scientific Reasoning

advisor			
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MATH 150 - Introductory Data Analysis or MATH 161 - Pre-Calculus I or ENGL 205 - Creative Writing *** or other general elective selected in consultation with an advisor	For MATH 150 or MATH 161: FNMT 118 with a grade of "C" or better, or placement in MATH 161 or higher	3 credits	
ENGL 211 - Survey of British Literature: From Beginnings to 1750 or ENGL 212 - Survey of British Literature: From 1750 to the Modern Era or ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War or ENGL 222 - Survey of American Literature: From the Civil War to the Present	ENGL 101 with a grade of "C" or better	3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
World Language 101 (Arabic, Chinese, French, Italian, Japanese, or Spanish) or other general elective selected in consultation with an advisor â€		3 credits	
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present or ENGL 256 - African Literature	ENGL 101 with a grade of "C" or better	3 credits	
Any 200-level English course (with the exception of ENGL 214) or ENGL 106 - Grammar or ENGL 137 - Introduction to Theater or ENGL 122 - Writing for Mass Media	For ENGL 122: ENGL 101 with a grade of "C" or better For ENGL 211 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
ENGL 245 - World Literature: From Antiquity to 1500 or ENGL 246 - World Literature: From 1500 to the Present	ENGL 101 with a grade of "C" or better	3 credits	
BHHS 103 - Human Development and Behavior in the Social Environment or ENGL 107 - Society and Mass Communication or JUS 101 - Survey of Criminal Justice or SOC 101 - Introduction to Sociology		3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
General Elective		3 or 4 credits	
Any 200-level English course (with the exception of ENGL 214) or ENGL 106 - Grammar or ENGL 122 - Writing for Mass Media or ENGL 137 - Introduction to Theater	For ENGL 122: ENGL 101 with a grade of "C" or better For ENGL 211 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
World Language 102 (Arabic, Chinese, French, Italian, Japanese, Spanish) or other general elective selected in consultation with an advisor â€	For ENGL 122: ENGL 101 with a grade of "C" or better	3 credits	
ANTH 112 - Cultural Anthropology or HUM 130 - Introduction to Japanese Culture and Civilization or HUM 150 - Introduction to Latin American Cultures and Civilizations or HUM 180 - Introduction to African Cultures and Civilizations or RS 151 - World Religions	For HUM 130, 150, and 180: ENGL 101, which may be taken concurrently	3 credits	
ENGL 285 - Portfolio Development or other general elective in consultation with an advisor â€		3 credits	

### Notes

\* Some colleges and universities require a mathematics course above FNMT 118. In that case:

- Students who are FNMT 118 ready should take MATH 150 instead of FNMT 101.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Students with a math placement score above FNMT 118 should take MATH 161 or a higher-level math course.
- Please visit the [transfer agreements](#) web page for more information and consult with an advisor when selecting a quantitative reasoning course.

\*\*Students with computer skills may apply for credit by exam through the Computer Technologies Department.

\*\*\*Students in the Creative Writing Academic Certificate should take ENGL 205 in the second semester, ENGL 280, 281, 282, or 283 in the third semester, and ENGL 280, 281, 282, or 283 concurrently with ENGL 285 in the fourth semester.

â€ Students who wish to study a world language or who plan to transfer to an institution that requires a world language are advised to take at least two semesters of a world language as electives.

â€ Students enrolled in Creative Writing Certificate must take ENGL 285: Portfolio Development. ENGL 285 is only open to students enrolled in the Creative Writing Certificate. Other students choose a General Elective based on area of interest and transfer institution, selected in consultation with an advisor.

Minimum Credits Needed to Graduate:

# 61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Health Care Studies

## Description:

The Health Care Studies program is designed for students interested in entering the health care profession. The program provides students with the foundational courses necessary to either enter one of the College's other health care programs, or, for interested students, transfer to bachelor's or master's degree programs in the health sciences fields such as nursing, health information management, occupational therapy and speech therapy. The program also enables students to graduate with an A.A. degree in Health Care Studies. While in the program, students may also opt to obtain a proficiency certificate to enhance their knowledge and skills of a particular area in health care and to increase their employment opportunities upon graduation from the College.

## Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Communicate effectively with others orally and in writing.
- Demonstrate quantitative reasoning skills, particularly as they apply to the health care setting.
- Explain the factors that influence health and disease.
- Explain social and psychological factors that influence human behavior.
- Define a career goal and outline the academic process required to reach that goal.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of the degree program.

## Program of Study and Graduation Requirements:

Allied Health 101, Introduction to the Health Care Professions, must be taken before 12 college credits have been earned. This course is a cornerstone of the Health Care Studies program, requiring students to define a career goal and outline the academic process required to reach that goal.

To qualify for the A.A. Degree in Health Care Studies, students must complete a minimum of 60 credit hours as prescribed and attain a 2.0 cumulative grade point average and complete all course and credit requirements with no grade below a "C" in any course. It is recommended that students who transfer into the program with earned credits take AH 101 during their first semester in the Health Care Studies Program.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 101 - Introduction to the Health Care Professions		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or higher	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BIOL 106 - General Biology I or BIOL 109 Anatomy and Physiology I *		4 credits	Scientific Reasoning

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
MATH 150 - Introductory Data Analysis or MATH 251 - Statistics for Science	For MATH 150: FNMT 118 ready For MATH 251: FNMT 118 with a grade of "C" or better, or MATH 150 with a grade of "C" or better	3 or 4 credits	
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 109 - Anatomy and Physiology I or BIOL 110 - Anatomy and Physiology II *	For BIOL 110: BIOL 109 with a grade of "C" or better	4 credits	
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation



AH 116 - Therapeutic Communication **		3 credits	Oral Communication/ Creative Expression
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### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NUTR 106 - Nutrition for Healthy Lifestyle or NUTR 111 - Introduction to Nutrition	For NUTR 111; ENGL 101 and BIOL 109	3 credits	
General Elective ***		3 or 4 credits	
General Elective ***		3 or 4 credits	
PSYC 101 - Introduction to Psychology or PSYC 215 - Developmental Psychology or Health Elective â€	For PSYC 215; PSYC 101 101 or BIOL 109	3 or 4 credits	
Healthâ€ or Science Elective â€i		3 or 4 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 101 - Introduction to Psychology or PSYC 215 - Developmental Psychology or Health Elective â€	For PSYC 215; PSYC 101 or BIOL 109	3 or 4 credits	
Healthâ€ or Science Electiveâ€i		3 or 4 credits	
General Elective ***		3 or 4 credits	
General Elective ***		3 or 4 credits	
General Elective ***		3 or 4 credits	

Minimum Credits Needed to Graduate:

60

\*Students should select Biology courses according to academic goal. Required science courses vary per program or certificate.

\*\*Students planning to apply for admission to the Dental Hygiene program should see an advisor about substituting ENGL 115: Public Speaking for AH 116.

\*\*\*All students must have a minimum of 60 credits in order to graduate. Depending on courses selected above, the number of general electives required will vary. Students must earn at least a 2.0 cumulative grade point average and complete all course and credit requirements with no grade below a "C" in any course.

â€ Health Elective - includes any Allied Health, Dental Hygiene, Diagnostic Medical Imaging, Medical Laboratory Technology, Nursing, Ophthalmic Technician, Physical Education, Public Health, or Respiratory Technology course.

â€ Science Elective - includes any Biology, Chemistry, Physics or STS course

#### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

#### For More Information, Contact:

Contact The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010

# Health Services Management

## Description:

The Health Services Management program teaches students the foundational knowledge and skills needed to become health care managers for advancement in health care disciplines. It prepares students to transfer to a baccalaureate degree program in Health Services Management/Administration, where upon graduation they can hold the position of medical office manager, health care administrator, practice administrator, regional operations director, manager of operations, associate administrator for strategic planning and director of patient access.

Understanding the social, political, economic and financial issues affecting health care will provide students with the knowledge to transfer to a baccalaureate program and become effective health care managers. The components of finance, technology, health care policy and economics that comprise the U.S. health care system and how each element interrelates with one another are emphasized in this curriculum.

Students interested in working in health care but in non-direct patient care environments are encouraged to apply to this program.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate effective communication, both orally and in writing.
- Demonstrate critical thinking and problem-solving skills in preparation for a career in health care.
- Identify current issues and trends affecting the U.S. health care delivery system and strategies to address them.
- Analyze health care policies and critique their effectiveness in serving the needs of the intended stakeholders.

## Program Entry Requirements:

This is a select program. Students may apply for admission into the program after they have demonstrated readiness for ENGL 101 and FNMT 118 as determined by the College's placement or by successfully completing identified developmental course work. The program requires students to have completed the FNMT 118 course by the time they have earned 12 credits in order to remain in the program. They will also need to complete either MATH 150 or MATH 251; ENGL 102 and CIS 103 by the time they have earned 24 credits.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Health Services Management, a student must complete 60 credit hours as prescribed, attain a grade point average of 2.0 in all program core courses and no grade below a "C" in any course.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 103 - Medical Terminology		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit. 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BIOL 109 - Anatomy and Physiology I		4 credits	Scientific Reasoning

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with grade of "C" or better	3 credits	Writing, Research, Info Lit. 2
MATH 150 - Introductory Data Analysis or MATH 251 - Statistics for Science	For MATH 150: FNMT 118 ready For MATH 251: FNMT 118 with a grade of "C" or better, or MATH 150 with a grade of "C" or better	3 or 4 credits	
BIOL 110 - Anatomy and Physiology II	BIOL 109 with grade of "C" or better	4 credits	
AH 112 - Medical Administrative Procedures		3 credits	
AH 116 - Therapeutic Communication		3 credits	Oral Communication / Creative Expression

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 120 - Reimbursement Methodologies in Health Care		3 credits	
AH 204 - Medical Law and Ethics	ENGL 101 with grade of "C" or better	3 credits	
ACCT 101 - Financial Accounting or ACCT 111 - Business Accounting		4 credits	
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography		3 credits	Cultural Analysis & Interpretation
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or HIST 150 - History of American Health Care or HUM 101 - Cultural Traditions: Ancient to the 13th Century or PHIL 111 - Critical Thinking or PHIL 211 - Ethical Problems or SPAN 111 - Elementary Spanish for Healthcare I	For ENGL 115, ENGL 117, and HUM 101: ENGL 101, which may be taken concurrently	3 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PH 222 - Health Care Policy and Administration	AH 204 with grade of "C" or better	3 credits	
AH 224 - Current Issues and Trends in Health Care	MATH 150 or MATH 251 with grade of "C" or better	3 credits	
AH 260 - Supervisory Management in Health Care	AH 204 with grade of "C" or better	3 credits	
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or HIST 150 - History of American Health Care or HUM 101 - Cultural Traditions: Ancient to the 13th Century or PHIL 111 - Critical Thinking or SPAN 111 - Elementary Spanish for Healthcare I	For ENGL 115, ENGL 117, and HUM 101: ENGL 101, which may be taken concurrently	3 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

# Interior Design

## Description:

This program leads to the Associate in Arts degree in Interior Design, with graduates prepared to transfer to baccalaureate institutions. However, after graduation from the Community College of Philadelphia, students may choose to enter the work force as junior or assistant designers, or as materials librarians.

The primary goal of the program is to teach students to be imaginative, responsible and knowledgeable interior designers. Within the context of the multi-disciplinary learning environment of the Architecture, Design and Construction Department, students develop, explore and apply the broad intellectual, visual and graphic capacities required to compete successfully in the challenging and rewarding field of interior design.

The curriculum and faculty are dedicated to providing each student strong design and technical experiences early in his or her education. The Interior Design program is built upon a sequence of design studios. It is here that design fundamentals are acquired, and technical, historical and theoretical concepts are synthesized and applied. Students increase their spatial visualization capabilities and are guided in developing a design process and a personal creative vision. At the same time, they learn to work as part of a design team. The design projects are organized to build aesthetic understanding, technical abilities, sensitivity to human needs and awareness of the social consequences of design decisions.

At the College, the study of interior design reflects the diverse, evolving roles and responsibilities of the design professional. The program provides a broad liberal arts education, drawing upon art, science, humanities, social science and the history of architecture and interior design. This is the vital foundation that leads to the ability to produce lasting, beautiful and functional design work.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use critical thinking and/or analytical skills to solve specific space planning and interior spaces design problems that synthesize human, ergonomic, technical, historical, cultural and theoretical concepts in two and three-dimensional form and space and that integrate lighting, color, textiles and furniture arrangements into interior design projects.
- Communicate design intent effectively:
  1. Orally,
  2. In writing,
  3. By producing design drawings utilizing freehand drawing, manual and computer drafting
  4. By producing three-dimensional analog and computer models that convey design intentions.
- Identify common finish materials, related interior products, and furniture employed in the interior environment.
- Create and analyze design solutions that take people, built context, human culture, and history into consideration, addressing design as a complicated interaction of these conditions.

## Program Entry Requirements:

Interested high school students should complete a year of geometry, two years of algebra and two years in art-related areas (drawing, sculpture, photography or related areas). Mechanical drafting or Computer Assisted Design is also advantageous.

Students are required to satisfy placement at the time of admission. Students identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses prior to enrolling in courses required by the degree program.

## Program of Study and Graduation Requirements:

To qualify for the A.A. degree in Interior Design, a student must complete a minimum of 64 credits as prescribed, and attain a minimum grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MATH 137 - Geometry for Design (or above as per placement) **	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ADC 101 - Introduction to Design and Construction		3 credits	Technological Competency*
ADC 103 - CAD Basics		3 credits	Technological Competency*
ADC 109 - Design Studio I		4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
SOC 101 - Introduction to Sociology or HIST 101 - United States History: Colonial America through the Revolutionary Era or			Cultural Analysis & Interpretation

HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond		3 credits	
ADC 159 - Design Studio II	ADC 103, ADC 109	4 credits	
ADC 160 - Presentation Techniques	ADC 103	3 credits	
ART 105 - Drawing I		3 credits	Oral Communication/Creative Expression

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
EASC 111 - Environmental Conservation or other Scientific Reasoning course**		3 or 4 credits	Scientific Reasoning
ADC 112 - Construction Materials and Detailing: Properties or ADC 212 - Construction Materials and Detailing: Methods or ADC 163 - Architectural Visualization with Autodesk Revit or ART 106 - Drawing II or ART 111 - 3-D Design I or ART 125 - Design I or ART 126 - Design II	For ADC 112: ADC 103 or ADC 109 For ADC 212: ADC 103 or ADC 109 For ADC 163: ADC 103 For ART 106: ART 105 For ART 126: ART 125	3 credits	
ADC 209 - Design Studio III	ADC 159, ADC 160	4 credits	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3 credits	
ADC 260 - Advanced Presentation Techniques	ADC 160 and ADC 209 which may be taken concurrently; or ADC 163 which may be taken concurrently	3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning		3 credits	
ADC 222 - History of Architecture and Interiors II	ADC 221 and ENGL 102 which may be taken concurrently	3 credits	
ADC 192 - Color and Lighting	ADC 160, which may be taken concurrently	3 credits	
ADC 112 - Construction Materials and Detailing: Properties or ADC 212 - Construction Materials and Detailing: Methods or ADC 163 - Architectural Visualization with Autodesk Revit or ART 106 - Drawing II or ART 111 - 3-D Design I or ART 125 - Design I or ART 126 - Design II	For ADC 112: ADC 103 or ADC 109 For ADC 212: ADC 103 or ADC 109 For ADC 163: ADC 103 For ART 106: ART 105 For ART 126: ART 125	3 credits	
ADC 259 - Design Studio IV	ADC 209	4 credits	

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Minimum Credits Needed to Graduate:

64

\* Students must complete ADC 101 and ADC 103 to meet the Technological Competency requirement.

\*\* Students should select Quantitative Reasoning and Scientific Reasoning courses at CCP that correspond with the requirements of the institution to which they intend to transfer.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

\* Students must complete [ADC 101](#) and [ADC 103](#) to meet the Technological Competency requirement.

\*\* Students should select Mathematics and Science courses at CCP that correspond with the requirements of the institution to which they intend to transfer.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# International Studies

## Description:

The International Studies curriculum provides a strong foundation in global and international studies. The curriculum is designed for students planning to transfer to baccalaureate programs with an international or global focus in such subjects as world language or literature, area studies, international relations and international studies. The courses required in the International Studies curriculum are designed to be transferable to other colleges and universities.

Students are expected to consult with a counselor or an academic advisor upon entry into the program and in subsequent semesters. Transfer planning should begin early so that the student can gain the most benefit from the program. Students who follow the International Studies curriculum and plan to attend a specific four-year college after graduation should choose elective courses that duplicate as closely as possible those in the first two years of the program at that college.

**Note:** Some international programs at transfer institutions require world language proficiency at least through the intermediate level. It is recommended that students complete, if possible, a world language through the intermediate level. Students should consult with the Career and Transfer Center about world language requirements at transfer institutions.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Analyze, explain, and evaluate a wide range of topics, such as conflict, pandemics, scientific advances, banking, and political systems, from a variety of global perspectives.
- Communicate effectively in another language in all four language skills: listening, speaking, reading, and writing, to develop intercultural competence and distinction in the labor market.
- Write in the standard academic English used in the field of international studies.
- Use scientific and quantitative research methods to investigate and solve problems from a global perspective.

## Program Entry Requirements:

The program is open to all interested students. Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in International Studies, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

## Graduation with Distinction

Graduating with "Distinction" sets students apart from their peers and may give them the edge they need for successful transfer to a four-year college or employment in a desired field. Motivated students may graduate with "Distinction" either in International Studies in general, or with a concentration in Latin America, Africa/Middle East, or Asia Studies. "Distinction" plans can include a study abroad experience and intensive language study. They provide flexible, individualized coursework to meet students' particular needs and goals.

Requirements to receive "Distinction" on transcripts and diploma:

1. Students must have a GPA of at least 3.2 after completion of 35 credits in major
2. Students must complete at least three Humanities or Social Sciences courses with Global Diversity with a GPA of at least 3.2, excluding world language courses
3. A) Students must successfully complete a CCP study abroad program or B) complete a third semester for world language study.
4. A summative impact paper of at least two typed pages summarizing how 3A or B broadened their perspectives will be submitted during the semester preceding graduation. This paper should describe examples of personal growth and should connect language study and/or study abroad experiences to global diversity courses, readings, and/or future plans.
5. Students may not use time amnesty or academic amnesty to meet minimum GPA requirements.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/ Info Lit 1
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or higher*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
World Language **		3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning (Non-Lab Science)



## Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present	ENGL 101, which may be taken concurrently	3 credits	Cultural Analysis and Interpretation
ENGL 118 - Intercultural Communication or ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
World Language **		3 credits	
GLS 101 - Introduction to Global Studies		3 credits	

## Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
GEOG 103 - Introduction to Human Geography or PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology		3 credits	
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Lab Science
World Language** or ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art II: Renaissance to Modern or MUS 105 - Music of the Baroque and Classical Eras or MUS 106 - Great Romantic Music or MUS 120 - Music of African-Americans or MUS 121 - Modern American Music		3 credits	
ANTH 112 - Cultural Anthropology		3 credits	
HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past		3 credits	

## Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
World Language** or RS 151 - World Religions		3 credits	
GLS 102 - Political and Economic Foundations in Global Studies	GLS 101	3 credits	
HUM 120 - Introduction to Chinese Culture and Civilization or HUM 130 - Introduction to Japanese Culture and Civilization or HUM 150 - Introduction to Latin American Cultures and Civilizations or HUM 170 - Middle East Cultures and Civilizations or HUM 180 - Introduction to African Cultures and Civilizations	ENGL 101, which may be taken concurrently	3 credits	
POLS 112 - Introduction to International Relations		3 credits	
ECON 181 - Principles of Economics- Macroeconomics	FNMT 118 or higher	3 credits	

### Notes

\* Some colleges and universities require a mathematics course above FNMT 118. Here are the options:

- Students who are FNMT 118 ready may take MATH 137 or MATH 150 instead of FNMT 101.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Please visit the transfer agreements web page for more information and consult with an advisor when selecting a quantitative reasoning course.

\*\* Two semesters of world language study are required. Students may do so at the elementary or intermediate level. It is recommended that students study a world language through the intermediate level. Both courses should be in the same language.

Minimum Credits Needed to Graduate:

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

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# Liberal Arts

## Description:

In the liberal arts, students use critical thinking and draw from a number of disciplines to analyze complex social and cultural issues and become life-long learners prepared to meet personal, societal, and global challenges. The Liberal Arts degree program provides a clear educational path for many students at Community College of Philadelphia that also offers the opportunity to clarify their interests and career goals. It is designed for students planning to transfer to baccalaureate programs after study at the College.

Students in the Liberal Arts curriculum are required to enroll in FYE 101: First Year Experience within the first 12 credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, the first in the Social Science pair, the first in the Humanities pair, and the Communication course within the first 24 credits so that they are free to choose the courses that best fit their long-term educational goals for the remainder of the program.

Alternate pathways exist so that students may take the following certificates while completing the Liberal Arts degree: Religious Studies Proficiency Certificate, Acting Proficiency Certificate, Technical Theater Proficiency Certificate, and Creative Writing Academic Certificate.

Students are expected to consult with an academic advisor or counselor upon entry to the program and in subsequent semesters. Transfer planning should begin early so that the student can make the most informed choices. The Liberal Arts curriculum contains a number of electives and allows students and advisors to shape the selection of courses to meet individual goals. Students who follow the Liberal Arts curriculum and plan to attend a specific four-year college after graduation should choose electives that duplicate as closely as possible those in the first two years of the program of that college.

**Note:** Many, but not all, transfer institutions require some knowledge of a world language (from one semester to two years of study at the college level or the equivalent). Students planning to transfer should be aware of world language requirements that may affect their acceptance into certain colleges and programs.

## Program Learning Outcomes:

Upon completion of this program graduates 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.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

Students in the Liberal Arts curriculum are required to enroll in FYE 101: First Year Experience within the first 12 credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, the first in the Social Science pair, the first in the Humanities pair, and the Communication course within the first 24 credits. To qualify for the Associate in Arts (A.A.) degree in Liberal Arts, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
CIS 103 - Computer Applications & Concepts *		3 credits	Technological Competency
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or MATH 161 - Precalculus I or higher **	For FNMT 101 or FNMT 118: <a href="#">FNMT 017</a> or <a href="#">FNMT 019</a> completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better, or placement in <a href="#">MATH 161</a> or higher	3 credits	Quantitative Reasoning
HIST 101 - United States History: Colonial America through the Revolutionary Period or PSYC 101 - Introduction to Psychology or SOC 101- Introduction to Sociology or ANTH 101- Introduction to Anthropology ***		3 credits	Cultural Analysis & Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2d
BLAS 101 - Introduction to Black Studies or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HUM 101 - Cultural Traditions or HUM 102 - Cultural Traditions II or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish or ENGL 190 - Introduction to Literature or any 200-level English course (with the exception of ENGL 214) or ***	For BLAS 102: BLAS 101 For ENGL 190, ENGL 137, and ENGL 205 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117- Group/Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Scientific Reasoning
General Elective**		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ANTH 112 - Cultural Anthropology or or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or PSYC 205 - Psychopathology/Abnormal Psychology or PSYC 215 - Developmental Psychology or SOC/POLS 230 - Political Activism and Social Movements or SOC 231- Social Problems or SOC 233 - Race, Ethnicity and Social Inequalities ***	PSYC 205: PSYC 101 PSYC 215: PSYC 101 or BIOL 109 SOC/POLS 230: SOC 101 or POLS 101; ENGL 101 SOC 231 and SOC 233: SOC 101 or ANTH 112	3 credits	
General Elective**		3 or 4 credits	
BLAS 102 - Global Black Theory and Social Change or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish or ENGL 190 - Introduction to Literature or any 200-level English course (with the exception of ENGL 214) or ***	For ENGL 190, ENGL 137, and ENGL 205 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present or ENGL 251 - African-American Literature or HIST 146 - Latino-American History or HIST 220 - African-American History to 1877 or HIST 221 - African-American History after 1865 or MUS 120 - Music of African- Americans or RS 170 - Religion in American History â€	For ENGL 221, 222, 250 and 251: ENGL 101 with a grade of "C" or better	3 credits	
ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art II: Renaissance to Modern or ART 105 - Drawing I or ART 109 - Ceramics I or ENGL 131 - Acting I or ENGL 137 - Introduction to Theater or ENGL 205 - Creative Writing or MUS 103 - Introduction to Music or PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 105 - Introduction to Digital Photographyâ€	For ENGL 205: ENGL 101 with a grade of "C" or better	3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
GEOG 180 - Urban Geography or JUS 101 - Survey of Criminal Justice or PHIL 101 - Introduction to Philosophy or POLS 111 - American Government or POLS 117 - City and State Government and Politics, with Cases from Philadelphia and Pennsylvania or PSYC 221 - Social Psychology or SOC 215 - Criminology	PSYC 221: PSYC 101 SOC 212, SOC 215: SOC 101 or ANTH 112	3 credits	
ENGL 260 -Women in Literature or GS 101 - Introduction to Gender Studies or GS 110 - Global Perspectives in Gender Studies or PHIL 202 - Philosophy of Love or PSYC 202 - Human Sexuality or SOC 115 - Gender and Society	For ANTH 202:ENGL 101andANTH 101,ANTH 112orSOC 101. For PSYC 202:PSYC 101 For ENGL 260: ENGL 101 with a grade of "C" or better	3 credits	
ANTH 211 - African Peoples and Cultures or ANTH 215 - Peoples and Cultures of Asia or GLS 101 - Introduction to Global Studies or GEOG 103 - Introduction to Human Geography or GS 110 - Global Perspectives in Gender Studies or HUM 130 - Introduction to Japanese Culture and Civilization or HUM 150 - Introduction to Latin American Cultures and Civilizations or HUM 170 - Middle East Cultures and Civilizations or HUM 180 - Introduction to African Cultures and Civilization or RS 151/PHIL 151 - World Religions <sup>â€</sup>	For ANTH 211 or ANTH 215: Any social or behavioral Science course. For HUM 130, 150, 170, 180, 190: ENGL 101, which may be taken concurrently	3 credits	
General Elective **		3 or 4 credits	
CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or EASC 111 - Environmental Conservation or PHYS 108 - Descriptive Astronomy		3 credits	

Minimum Credits Needed to Graduate:

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\* Students with computer skills may apply for credit by exam through the Computer Technologies Department.

\*\* Some colleges and universities require a mathematics course above FNMT 118. Here are the options:

- Students who are FNMT 118 ready may take MATH 137 or MATH 150 instead of FNMT 101 or FNMT 118.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Students with a math placement score above FNMT 118 should take MATH 161 or a higher-level math course.
- Please visit the [transfer agreements](#) web page for more information and consult with an advisor when selecting a quantitative reasoning course. Students in the Religious Studies, Acting, or Technical Theater proficiency certificates or the Creative Writing Academic Certificate should consult those requirements before selecting a quantitative reasoning course or general electives.

\*\*\* Pair 1 and Pair 2 subjects must match. Students in the Creative Writing Academic Certificate should take two literature courses as their Humanities pair.

<sup>â€</sup> Students in the Religious Studies Proficiency Certificate should not take ENGL 117. Students in the Religious Studies Proficiency Certificate should take RS 170 and RS 151. Students in the Acting Proficiency Certificate and Technical Theater Proficiency Certificate should take ENGL 131. Students in the Creative Writing Academic Certificate should take ENGL 205. Other courses are available with Coordinator approval.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

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# Liberal Arts - Honors

## Description:

The Honors curriculum is designed to serve students who plan to advance into professional life through demanding undergraduate and graduate programs in competitive colleges and universities. Honors prepares its graduates to be exemplary students at their transfer institutions by training them to excel in their mastery of the subtleties of intertextual interpretation, and to understand the role of theory in academics, including knowledge of a range of standard theoretical orientations in the Liberal Arts. Courses in the Honors curriculum stress practice in formal academic presentation in both speaking and writing, and practice in the conventions of academic discourse and behavior.

The Honors curriculum is designed to encourage students to be self-reflective about their own intellectual processes and to become more aware of the requirements of different academic discourses in the humanities and social sciences. The courses required in the Honors curriculum are designed to be transferable to other colleges and universities.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Apply academic modes of reading and writing to the interpretation of texts.
- Apply professional speaking and listening skills to participation in verbal academic discourse.
- Demonstrate comprehensive analysis and critical thinking skills in relation to various academic modes and across disciplines.
- Describe and utilize various academic approaches with particular attention to diverse issues related to race, gender, class, sexuality, culture, and time period.
- Work constructively to shape discourse and build knowledge in a cohort model

## Program Entry Requirements:

This program is open to all interested students at the time of entry to the College. Students are required to take the College's placement tests at their time of entry. Those students identified as needing developmental course work will be provided with a faculty and/or current Honors student mentor. These students must satisfactorily complete the appropriate Developmental English courses before taking Honors courses. All Honors students must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program. Before registering for Honors classes for the first time, students must attend an informational session with the Honors faculty.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Liberal Arts-Honors, a student must complete a minimum of 61 credit hours as prescribed (27 credits of which must be in Honors designated courses, including 2 Honors writing courses) and maintain a 3.0 GPA.

Typically, students in this program complete two full time semesters (15 credits each) as indicated below. Alternatively, students may select one-15 credit block and 12 additional Honors designated credits to equal the required 27 credits in Honors designated courses. Students will work with Honors faculty advisors to select coursework.

## Interdisciplinary Analysis and Critical Reasoning Proficiency Certificate:

In addition to the Associate in Arts degree, students may also elect to earn a credential called the Interdisciplinary Analysis and Critical Reasoning Proficiency Certificate. By earning 18 credits of designated honors courses, students will earn the proficiency certificate. Aimed at students who might not be on track to graduate with the LAHP degree due to chosen major or pathway or completed credits, this certificate aims to recognize the skills that students have gained by engaging in Honors-specific pedagogical teaching and learning. Students do NOT need to graduate with the LAHP degree to earn the proficiency certificate.

## Honors Designated Courses:

Honors Courses are typically offered together in blocks and cannot be taken individually.

Some Honors courses are only offered in 15-credit course blocks: ART 103H, ART 104H, ENGL 297H, ENGL 298H, HIST 297H, HIST 298H, IDS 297H, IDS 298H, PHIL 297H, PHIL 298H

Some Honors courses are only offered in 9-credit and 6-credit course blocks: ART 101H, EASC 111H, HIST 103H, HUM 101H, IDS 299H, PHIL 101H, POLS 111H, PSYC 101H, PSYC 215H, SOC 101H

Honors writing courses are offered in 15-credit, 9-credit, and 6-credit course blocks.

ENGL 101H, ENGL 102H, ENGL 195H, ENGL 196H

## Sample Program Sequence:

The following grid represents a student taking general education courses in the first and fourth semesters and 15 Honors credits in each of their second and third semesters. However, students interested in a part time schedule can enroll in six credit blocks of Honors designated courses for 12 of their Honors credits, but must take one 15 credit block in order to graduate

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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IDS 298H - Seminar in the Humanities and Social Sciences - Modern (Honors)		3 credits	
ENGL 101H - English Composition I (Honors)		3 credits	Writing, Research, Info Lit 1
ART 104H - History of Art: Renaissance to Modern (Honors)		3 credits	Cultural Analysis and Interpretation
PHIL 298H - Philosophy in the Context of Intellectual History: Modern (Honors)	ENGL 101 or ENGL 101H with a grade of "C" or better	3 credits	
ENGL 298H - Literature in the Context of Intellectual History: Modern (Honors) or HIST 298H - Intell Hist: Modern Honors	ENGL 101 or ENGL 101H with a grade of "C" or better	3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
IDS 297H - Seminar in the Humanities and Social Sciences: Ancient and Medieval (Honors)		3 credits	
ENGL 102H - Th Research Paper (Honors)	ENGL 101 or ENGL 101H with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
Directed Electives (Choose 3): ART 103H - History of Art: Ancient to Renaissance (Honors) or PHIL 297H - Philosophy in the Context of Intellectual History: Ancient and Medieval (Honors) or HIST 297H - Intellectual History: Modern (Honors) or ENGL 297H - Literature in the Context of Intellectual History: Ancient and Medieval (Honors)	For ENGL 297H, HIST 297H, and PHIL 297H: ENGL 101 or ENGL 101H with a grade of "C" or better	9 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ART 101H - Visual Communication (Honors) or HIST 103H - United States and Pennsylvania History: The 20th Century (Honors) or HUM 101H - Cultural Traditions: Ancient to the 13th Century (Honors) or HUM 102H - Cultural Traditions: 14th century to the Present (Honors) or PHIL 101H - Introduction to Philosophy (Honors) or POLS 111H - American Government (Honors) or PSYC 101H - Introduction to Psychology (Honors) or SOC 101H - Introduction to Sociology (Honors)	For ART 101H, PHIL 101H, and POLS 101H: ENGL 101 or ENGL 101H, which may be taken concurrently	3 credits	
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra (or higher) or MATH 150 - Introductory Data Analysis *	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ENGL 195H - Writing in the Humanities and Social Sciences I (Honors)	ENGL 101 or ENGL 101H with a grade of "C" or better	3 credits	
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry or PHYS 101 - Revolutionary Concepts in Physics or PHYS 105 - Survey of Physics	For PHYS 105: FNMT (or higher) placement or a passing grade in FNMT 017 (or higher)	4 credits	Scientific Reasoning
ENGL 115 - Public Speaking or ENGL 205 - Creative Writing		3 credits	Oral Communication/Creative Expression

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
EASC 111H - Environmental Conservation (Honors) or PHYS 108 - Descriptive Astronomy		3 credits	
World Language 101 or General Elective**		3 credits	
PSYC 215H - Developmental Psychology (Honors) or IDS 299H - Interdisciplinary Seminar: Comprehensive Timeline or Thematic Approach (Honors)	For PSYC 215H: PSYC 101 or BIOL 109 or PSYC 101H and Corequisites: One Honors Writing course (ENGL 101H, ENGL 102H, ENGL 195H, ENGL 196H) For IDS 299H: Grade of "B" or higher in at least one Honors course and/or Approval of Honors Coordinator	3 credits	
		3	Technological

CIS 103 - Computer Applications & Concepts		credits	Competency
ENGL 196H - Writing in the Humanities and Social Sciences II (Honors)	ENGL 195H	3 credits	

Minimum Credits Needed to Graduate:

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\* Some colleges and universities require a mathematics course above FNMT 118. In that case:

- Students who are FNMT 118 ready should take MATH 150 instead of FNMT 101 or FNMT 118.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Students with a math placement score above FNMT 118 should take MATH 161 or a higher-level math course.
- Please visit the [transfer agreements](#) web page for more information and consult with an advisor when selecting a quantitative reasoning course.

\*\* Depending on the student's major, many, but not all, transfer institutions require some knowledge of a world language (from one semester to two years of study at the college level or equivalent). Students should consult with their advisors about appropriate courses to meet specific transfer needs. Depending on the combination of Honors courses they choose, students will take a minimum of three and a maximum of seven general electives.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

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# Liberal Arts - Social/Behavioral Science

## Description:

The Liberal Arts - Social/Behavioral Science degree program provides a structured and coherent path for students at Community College of Philadelphia who want broad exposure to social sciences in areas such as social work, sociology, urban studies, political science, geography, anthropology, economics, history, or related fields. This major is especially recommended for those who plan to transfer to baccalaureate programs in social work.

Liberal Arts-Social/Behavioral Science students are required to enroll in FYE 101: First Year Experience within the first twelve credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, PSYC 101, SOC 101, the first in the Humanities pair, and the Communication course within the first 24 credits so that they are free to choose the courses that best fit their long-term educational goals for the remainder of the program.

Students are expected to consult with an academic advisor or counselor upon entry to the program and in subsequent semesters. Transfer planning should begin early so that the student can make the most informed choices. The Liberal Arts - Social/Behavioral Science curriculum contains a number of electives and allows students and advisors to shape the selection of courses to meet individual goals. Students who follow the Liberal Arts - Social/Behavioral Science curriculum and plan to attend a specific four-year college after graduation should choose electives that duplicate as closely as possible those in the first two years of the program of that college.

**Note:** Many, but not all, transfer institutions require some knowledge of a world language (from one semester to two years of study at the college level or the equivalent). Students planning to transfer should be aware of world language requirements that may affect their acceptance into certain colleges and programs.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate critical analysis of arguments and evaluation of an argument's major assertions, its background assumptions and the evidence used to support its assertions.
- Communicate effectively through written and oral means including essays, research papers and classroom presentations.
- Identify principles of human behavior and social structures.
- Explain how the scientific method is used to study human behavior and social structures.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in the first 24 credits as a part of their degree program.

## Program of Study and Graduation Requirements:

Liberal Arts-Social/Behavioral Science students are required to enroll in FYE 101: First Year Experience within the first twelve credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, PSYC 101, SOC 101, the first in the Humanities pair, and the Communication course within the first 24 credits. To qualify for the Associate in Arts (A.A.) degree in Liberal Arts-Social/Behavioral Science, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
CIS 103 - Computer Applications & Concepts*		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis or MATH 251 - Statistics for Science**	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 251: FNMT 118 with a grade of "C" or better, or MATH 150 with a grade of "C" or better	3 or 4 credits	Quantitative Reasoning
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
BLAS 101 - Introduction to Black Studies or HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish ***		3 credits	

ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
SOC 101 - Introduction to Sociology		3 credits	
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Scientific Reasoning

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
General Elective		3 or 4 credits	
POLS 111 - American Government <sup>â€</sup>		3 credits	
BLAS 102 - Global Black Theory and Social Change or HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish <sup>***</sup> <sup>â€</sup>	For BLAS 102: BLAS 101	3 credits	
PSYC 202 - Human Sexuality or PSYC 205 - Psychopathology/Abnormal Psychology PSYC 215 - Developmental Psychology or PSYC 221 - Social Psychology <sup>â€</sup>	For PSYC 202, PSYC 205, PSYC 221: PSYC 101 For PSYC 215: PSYC 101 or BIOL 109.	3 credits	
ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art: Renaissance to Modern or ART 105 - Drawing I or ENGL 131 - Acting I ENGL 205 - Creative Writing or MUS 103 - Introduction to Music <sup>â€</sup>	For ENGL 205: ENGL 101 with a grade of "C" or better	3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics: Macroeconomics or ECON 182 - Principles of Economics: Microeconomics <sup>â€</sup>	FNMT 118 or higher	3 credits	
SOC 212 - Sociology of Families or SOC 215 - Criminology or SOC 231- Social Problems or SOC 233 - Race, Ethnicity and Social Inequalities or SOC 230/POLS 230 - Activism & Movements <sup>â€</sup>	SOC 212, SOC 215, SOC 231 and SOC 233: SOC 101 or ANTH 112.	3 credits	
HIST 146 - Latino-American History or HIST 220 - African-American History to 1877 or HIST 221 - African-American History after 1865 or MUS 120 - Music of African- Americans or SOC 115 - Gender and Society	For SOC 115: ENGL 101 with a grade of "C" or better	3 credits	
CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or EASC 111 - Environmental Conservation or PHYS 108 - Descriptive Astronomy		3 credits	
ANTH 112 - Cultural Anthropology or BHHS 101 - Introduction to Behavioral Health and Human Services or BHHS 191 - Introduction to Trauma and Trauma-Informed Care or GEOG 103 - Introduction to Human Geography or GEOG 180 - Urban Geography or GS 101- Introduction to Gender Studies or GS 110 - Global Perspectives in Gender Studies or GLS 101 - Introduction to Global Studies or JUS 101 - Survey of Criminal Justice or POLS 117 - Local/State Government and Politics or RS 160 - Death and Dying or PHIL 211 - Ethical Problems	For ANTH 202: ENGL 101 and ANTH 101, ANTH 112 or SOC 101	3 credits	

Minimum Credits Needed to Graduate:

\* Students with computer skills may apply for credit by exam through the Computer Technologies Department.

\*\*Students planning to attend baccalaureate programs should choose math courses that transfer.

\*\*\*Pair 1 and Pair 2 subjects must match.

â€ Other social science, humanities, and arts options are available with Coordinator approval.

#### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

#### For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Mass Media

## Description:

Mass Media leads to the Associate in Arts (A.A.) degree. This program offers students the opportunity to study the form, content, history and issues related to mass media while learning the skills necessary to produce basic content for mass media outlets, including print, online, and broadcast. The study of mass media will also develop students' critical thinking skills as they learn how to effectively discuss and analyze how society interacts with mass media.

This program is primarily designed for students seeking transfer to four-year institutions to study Mass Media, Journalism, Advertising, Public Relations and Communication. Additionally, the skills learned here could be used to gain entry-level positions as creators and distributors of mass media content in smaller media organizations.

## Program Learning Outcomes:

Upon completion of the program graduates will be able to:

- Discuss the history, theories, and practical applications of mass media
- Explain theories and principles of communication in various contexts
- Apply writing skills appropriate to several different mass media formats
- Create mass media products involving print, photography, audio, and video
- Explain legal and ethical issues of creating and distributing information through mass media

## Program Entry Requirements:

The Program is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

A minimum of 61 credits and a grade point average of 2.0 (C average) are required for graduation.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research & Info Lit. 1
ENGL 114 - Introduction to Communication		3 credits	
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or MATH 137 - Geometry for Design or MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I * or other MATH course	For FNMT 101, FNMT 118, MATH 137 and MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better	3 or 4 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FYE 101 - First Year Experience** or other General Elective		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, & Info Lit. 2
CHEM 105 - Inquiry into Chemistry or BIOL 106 - General Biology I or other Lab Science course		4 credits	Scientific Reasoning
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3 credits	

ANTH 112 - Cultural Anthropology or HIST 103 - United States History: The 20th Century and Beyond or SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
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### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 122 - Writing for Mass Media	ENGL 101 with a grade of "C" or better	3 credits	
PHOT 151 - Techniques in Photo Editing (Photoshop I)		3 credits	
ENGL 205 - Creative Writing or ART 101 - Visual Communication or PHIL 111 - Critical Thinking		3 credits	
ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 104 - Introduction to Video Production	ENGL 101 with a grade "C" or better	3 credits	
ART 150 - Introduction to Computer Art/Graphics or ART 151 - Graphic Design I or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or ENGL 119 - Rhetoric & The Public Sphere or ENGL 120 - Voice and Articulation or ENGL 131 - Acting I ENGL 132 - Acting II ENGL 214 - Communication Theory or ENGL 219 - Black Rhetoric or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 104 - Introduction to Video Production or CIS 130 - Web Page Design I	For ENGL 117, ENGL 118 and ENGL 119: ENGL 101, which may be taken concurrently For ENGL 214: ENGL 115 with a grade of "C" or better and ENGL 107 or ENGL 116 with a grade of "C" or better For ENGL 219: ENGL 101 For CIS 130: CIS 103	3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 124 - Intro to Mass Media Design	ENGL 107 must be taken prior and PHOT 151 may be taken concurrently	3 credits	
Directive Elective (choose two): ART 150 - Introduction to Computer Art/Graphics or ART 151 - Graphic Design I or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or ENGL 119 - Rhetoric & The Public Sphere or ENGL 120 - Voice and Articulation or ENGL 131 - Acting I ENGL 132 - Acting II ENGL 214 - Communication Theory or ENGL 219 - Black Rhetoric or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 104 - Introduction to Video Production or CIS 130 - Web Page Design I	For ENGL 117, ENGL 118 and ENGL 119: ENGL 101, which may be taken concurrently For ENGL 214: ENGL 115 with a grade of "C" or better and ENGL 107 or ENGL 116 with a grade of "C" or better For ENGL 219: ENGL 101 For CIS 130: CIS 103	6 credits	
General Elective**		3 credits	
ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism or other General Elective	For ENGL 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	3 credits	

Minimum Credits Needed to Graduate:

\* Some colleges and universities require a mathematics course above FNMT 118. In that case:

- Students who are FNMT 118 ready should take MATH 137, MATH 150, or MATH 161 instead of FNMT 101 or FNMT 118.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Students with a math placement score above FNMT 118 should take MATH 161 or a higher-level math course.
- Please visit the [transfer agreements](#) web page for more information and consult with an advisor when selecting a quantitative reasoning course.
- MATH 161 is also recommended for students pursuing STEM interests.

\*\*Directed electives and general electives should be chosen in consultation with an advisor based on student's academic and career goals, as well as specific requirements of transfer institutions.

#### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

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# Music Performance

## Description:

The Music Performance curriculum gives students a thorough academic and applied preparation in music combined with a liberal arts background. The curriculum is a transfer program structured to be compatible with the first two years of music curricula leading to the Bachelor of Music Performance degree offered at most undergraduate colleges. Additionally, an A.A.S. degree in [Sound Recording and Music Technology](#) is offered.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate sufficient command of their major performing medium and secondary areas (see below) to successfully prepare for an audition for a four-year music baccalaureate program.
- Demonstrate basic musicianship and knowledge of the theoretical, historical and technological backgrounds needed to understand how music is created, understood and performed.
- Apply background in the areas listed above so as to intelligently focus their musical work in additional areas beyond performance such as: historical research, composition/arranging, education and production.

## Program Entry Requirements:

Students should meet with the department head to schedule an audition. The audition requires evidence of proficiency as a performer or composer: preparation, technical facility, expressiveness in performance or compositional arranging, musical sensitivity and familiarity with a variety of repertoire. All students must also complete a music theory placement exam. Students who do not pass the theory placement exam are required to take MUS 100: Music Reading, and pass the course with a "C" or better, before enrolling in MUS 116: Theory I.

**Note:** Students studying piano as their primary instrument are not required to complete MUS 101 & 102. Students studying voice as their primary instrument must complete at least two of the four required ensembles in vocal ensemble.

## Program of Study and Graduation Requirements:

To qualify for the A.A. degree, a student must complete 62-64 credits, depending upon their concentration, and attain a minimum grade point average of 2.0 ("C" average) and a minimum of "C" in all Music courses.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 101 - Piano I ***		1 credit	Oral Communication/ Creative Expression <sup>â€</sup>
MUS 141 - Applied Music I or <a href="#">MUS 141PT - Applied Music I</a> **		2 credits	
MUS 142 - Applied Music II or <a href="#">MUS 142PT - Applied Music II</a> **	<a href="#">MUS 141</a>	2 credits	
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MUS 196B - Brass Ensemble I or MUS 196C - Chamber Music Ensemble I or <a href="#">MUS 196E - Electronic Ensemble I</a> or MUS 196G - Jazz Guitar Ensemble I or MUS 196H - Hip Hop Ensemble I or MUS 196J - Jazz Ensemble I or MUS 196P - Pop & Rock Ensemble I or MUS 196SA - Soprano/Alto Ensemble I* or MUS 196SV - Studio Voice Ensemble I or MUS 196TB - Tenor/Bass Ensemble I*		1 credit	Oral Communication/ Creative Expression <sup>â€</sup>
MUS 105 - Music of the Baroque and Classical Eras or MUS 106 - Great Romantic Music or MUS 120 - Music of African-Americans or MUS 121 - Modern American Music		3 credits	Cultural Analysis and Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 116 - Theory I	MUS 100 or placement <sup>â€</sup>	4 credits	
MUS 102 - Piano II <sup>*</sup>	MUS 101	1 credit	Oral Communication/Creative Expression <sup>â€i</sup>
MUS 180 - Music Business		3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MUS 143 - Applied Music III or MUS 143PT - Applied Music III <sup>**</sup>		2 credits	
MUS 144 - Applied Music IV or <a href="#">MUS 144PT - Applied Music IV<sup>**</sup></a>		2 credits	
MUS 197B - Brass Ensemble II or MUS 197C - Chamber Music Ensemble II or MUS 197E - Electronic Ensemble II or MUS 197G - Jazz Guitar Ensemble II or MUS 197H - Hip Hop Ensemble II or MUS 197J - Jazz Ensemble II or MUS 197P - Pop & Rock Ensemble II or MUS 197SA - Soprano/Alto Ensemble II <sup>*</sup> or MUS 197SV - Studio Voice Ensemble II or MUS 197TB - Tenor/Bass Ensemble II <sup>*</sup>		1 credit	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 115 - Introduction to Music Technology		3 credits	Oral Communication/Creative Expression <sup>â€i</sup>
HIST 176/ADC 176 - Philadelphia History: Architecture and Planning or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The 19th Century or HIST 103 - United States History: The 20th Century or HIST 121 - Global History I or HIST 122 - Global History II or HIST 142 - Food History or HIST 146 - Latino American History or HIST 150 - History of American Health Care or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	
MUS 280 - Music Entrepreneurship, Licensing and Marketing	MUS 180	3 credits	Technological Competency
MUS 118 - Theory II		4 credits	
MUS 241 - Applied Music V or MUS 241PT - Applied Music V <sup>**</sup>	MUS 144	2 credits	
MUS 242 - Applied Music VI or MUS 242PT - Applied Music VI <sup>**</sup>	MUS 241	2 credits	
MUS 296B - Brass Ensemble III or MUS 296C - Chamber Music Ensemble III or MUS 296E - Electronic Ensemble III or MUS 296G - Jazz Guitar Ensemble III or MUS 296H - Hip Hop Ensemble III or MUS 296J - Jazz Ensemble III or MUS 296P - Pop & Rock Ensemble III or MUS 296SA - Soprano/Alto Ensemble III <sup>*</sup> or <a href="#">MUS 296SV - Studio Voice Ensemble III</a> or MUS 296TB - Tenor/Bass Ensemble III <sup>*</sup>		1 credit	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<a href="#">MUS 105 - Music of the Baroque and Classical Eras</a> or <a href="#">MUS 106 - Great Romantic Music</a> or			



<a href="#">MUS 120 - Music of African-Americans</a> or <a href="#">MUS 121 - Modern American Music</a>		3 credits	
<a href="#">PHYS 125 - Musical Acoustics</a>		3 credits	Scientific Reasoning
MUS 216 - Theory III	MUS 118	4 credits	
MUS 243 - Applied Music VII or MUS 243PT - Applied Music VII	MUS 242	2 credits	
MUS 244 - Applied Music VIII or MUS 244PT - Applied Music VIII	MUS 243	2 credits	
MUS 297B - Brass Ensemble IV or MUS 297C - Chamber Music Ensemble IV or MUS 297E - Electronic Ensemble IV or MUS 297G - Jazz Guitar Ensemble IV or MUS 297H - Hip Hop Ensemble IV or MUS 297J - Jazz Ensemble IV or MUS 297P - Pop & Rock Ensemble IV or MUS 297SA - Soprano/Alto Ensemble IV* or MUS 297SV - Studio Voice Ensemble IV MUS 297TB - Tenor/Bass Ensemble IV***		1 credit	

Minimum Credits Needed to Graduate:

62

\* Students studying piano as their primary instrument are not required to complete MUS 101 & 102.

\*\* MUS 141PT, 142PT, 143PT, etc., are Applied Music courses specific to the Piano Technician proficiency certificate.

\*\*\*Students studying voice as their primary instrument must complete at least two of the four required ensembles in Soprano/Alto or Tenor/Bass. This can be at the MUS 196, 197, 296 and/or 297 course levels.

â€ All students must complete a music theory placement exam upon admittance to the program. Students who do not pass the theory placement exam are required to take MUS 100: Music Reading, and pass the course with a "C" or better, before enrolling in MUS 116: Theory I.

â€ Students must take three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education. The requirement may also be met by MUS 115.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

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# Psychology

## Description:

Psychology is an excellent liberal arts major that allows you to explore and better understand the mind, how it functions and how it is influenced by biological, cultural and economic factors. Yet, there is also a practical advantage to studying psychology. Our students often report that they better understand themselves, and their relationships and other life experiences. Psychology is at play in practically every experience of our lives. It has been studied by individuals who have made their mark in a variety of fields within and beyond psychology including law, medicine and the arts.

For students who plan to pursue careers in psychology, earning an associates' degree in Psychology from Community College of Philadelphia will allow you to establish and continue your necessary academic preparation beyond the associate's degree. In order to practice psychology, you will need to have earned at least a Master's degree and, in many cases, a Ph.D. or Psy.D.

## Program Learning Outcomes:

Upon successful completion of this program students will be able to:

- Describe psychology's major concepts and theoretical perspectives
- Effectively apply good research design principles
- Use critical thinking skills in evaluating psychological research, theory and practice
- Describe the ethical issues to be considered in psychological research and practice
- Distinguish the multiple influences on human diversity as reflected in psychological functioning, behavior and developmental outcomes
- Effectively communicate concepts and theories related to psychology in different modalities
- Demonstrate psychology-related skills that contribute to effective functioning in personal and professional settings

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Psychology, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis and Interpretation
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
MATH 150 - Introductory Data Analysis (or higher)	FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher	3 credits	Quantitative Reasoning
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
PSYC 205 - Psychopathology/Abnormal Psychology	PSYC 101	3 credits	
BIOL 106 - General Biology I or Lab Science Elective		4 credits	Scientific Reasoning
PSYC 110 - Descriptive Research Methods in Psychology		3 credits	
PSYC 201 - Child Psychology or PSYC 209 - Adolescent Psychology or PSYC 211 - Personality Theory	PSYC 101	3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 167 - Foundations of Statistical Methods for Social and Behavioral Sciences	MATH 150	3 credits	
PSYC 215 - Developmental Psychology	PSYC 101 or BIOL 109	3 credits	
AH 116 - Therapeutic Communication or any course that meets the Oral Communication/Creative Expression requirement.*		3 credits	Oral Communication/Creative Expression
General Elective**		3 credits	
BIOL 107 - General Biology II or Science Elective	For BIOL 107: BIOL 106 with a grade of "C" or better	3 or 4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 220 - Cross-Cultural Psychology or PSYC 221 - Social Psychology or PSYC 222 - Forensic Psychology	For PSYC 220: PSYC 101 and ENGL 101, with a grade of "C" or better For PSYC 221: PSYC 101 For PSYC 222: PSYC 101 or JUS 101 and ENGL 101	3 credits	
PSYC 202 - Human Sexuality or PSYC 230 - Cognitive Psychology or PSYC 232 - Biological Foundation of Behavior	For PSYC 230: ENGL 101 with a grade of "C" or better and PSYC 101. For PSYC 232: ENGL 101 and PSYC 101	3 credits	
PSYC 210 - Experimental Research Methods in Psychology	ENGL 101, PSYC 101, PSYC 110, PSYC 167	3 credits	
General Elective		3 credits	
PHIL/RS 151 - World Religions or Humanities Elective***		3 credits	

Minimum Credits Needed to Graduate:

# 61

\* Three credits in Oral Communication/Creative Expression (OCCE) are required. Students may take one three-credit OCCE course, or may elect to take three one-credit OCCE courses.

\*\* For students uncertain about what general elective to choose, we recommend taking at least two world language courses. Temple University, a common transfer institution for CCP students, requires students to earn a C or better in a first and a second-level world language course. Any language course in Arabic, Chinese, French, Italian, Hebrew, Japanese, or Spanish may be chosen.

\*\*\* For students uncertain about what Humanities elective to take, we recommend HUM 120, HUM 130, HUM 150, HUM 180. These are courses that explore diverse cultures and provide an expanded view of the human experience.

#### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

#### For More Information, Contact:

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# Public Health

## Description:

Public health focuses on vulnerable populations and uses a proactive, preventive, and group approach to address the health needs of communities (regions, countries, or even the world) that are experiencing health disparities. Public health methods coordinate the work of individuals, organizations, as well as private, government, and public entities. These public health methods are unique from those of other health professions that focus on individuals.

Responding to public health crises is always a concern for large urban centers such as Philadelphia. These public health crises, such as the COVID-19 pandemic and the opioid crisis, affect other areas related to public health, such as the homicide rate and homelessness, and increase the need for public health professionals to focus on the specific needs of city residents.

The AA in Public Health is multi-disciplinary program designed for transfer, with an emphasis on communication (oral and written) and sociology in the context of health and health care. Students will develop a theoretical understanding of group dynamics, learn population-based approaches to health, and analyze the historical and structural factors that create health and health care disparities and impact health. The AA in Public Health also prepares students to advocate for issues they care about within their own communities.

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Examine the philosophy of public health in order to implement its core functions of assessment, communication, program planning, and policy development.
- Recognize surveillance and other research methods used to identify diseases and health problems in affected populations, i.e., communities, regions, countries and or the world.
- Distinguish among the disciplines that comprise public health: epidemiology, biostatistics, policy development/health management, social and behavioral science, and environmental health.
- Analyze the structural and systemic factors (such as racism, classism, and sexism) that cause health care inequalities in affected communities in the United States.
- Advocate for resources and communicate with various stakeholders in public health about public health initiatives within communities, nationally, and globally.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of the degree program.

## Program of Study and Graduation Requirements:

To qualify for the AA Degree in Public Health, students must complete a minimum of 62 credit hours as prescribed and attain a 2.0 cumulative grade point average and complete all course and credit requirements with no grade below a C- in any course.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
PH 101 - Introduction to Public Health		3 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
AH 101 - Introduction to the Health Care Professions		3 credits	
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
ENGL 102 - The Research Paper	ENGL 101	3 credits	Writing/Research/Info Lit 2
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
BIOL 109 Anatomy and Physiology I		4 credits	Scientific Reasoning
PH 102 - Community Health Education and Promotion	PH 101	3 credits	
SOC 105 - Health and Society		3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
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MATH 251 - Statistics for Science	FNMT 118 with a grade of "C" or better or MATH 150 with a grade of "C" or better	3 credits	
BIOL 110 - Anatomy and Physiology II	BIOL 109	4 credits	
SOC 231 - Social Problems or SOC 233 - Race, Ethnicity and Social Inequalities	SOC 101 or ANTH 112	3 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
AH 204 - Medical Law and Ethics	ENGL 101	3 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
PH 222 - Health Care Policy and Administration	AH 204 with a grade of "C" or better	3 credits	
AH 224 - Current Issues and Trends in Health Care	MATH 150 or MATH 251 with a grade of "C" or better	3 credits	
AH 116 - Interpersonal and Professional Skills in the Health Care Setting		3 credits	
ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	
PH 226 - Foundations in Public Health Research	PH 102, SOC 231 or SOC 233, and FNMT 118 or MATH 251	3 credits	

#### Notes

\*Students should consult an advisor or program faculty before choosing their Quantitative Reasoning course.

Minimum Credits Needed to Graduate:

62

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

# Theater

## Description:

The Theater curriculum leads to the Associate in Arts (A.A.) degree, giving students a concentration in Theater arts with a liberal arts foundation. The program is primarily suited for students seeking transfer to a four-year institution, although some graduates may plan on immediately entering the work force as communications professionals.

For students seeking transfer, the curriculum closely parallels the foundation program of virtually any four-year college, most specifically those institutions in the Philadelphia area.

The Theater Program offers two proficiency certificates in [Acting \(ATPC\)](#) and [Technical Theater \(TTPC\)](#). Each requires the completion of four courses.

Studies within the Theater program will enhance a student's ability to work effectively in fields such as acting, directing, technical theater or any career related to the performing arts.

## Program Learning Outcomes:

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

- Communicate and write about performance and theater using the vocabulary of the field.
- Develop characters, perform scenes and monologues, and improvise in performance.
- Use the body and voice as performance instruments and understand and perform the basic principles, techniques and styles of body movement, dance, and voice.
- Design, build, paint and light stage scenery.
- Analyze and write about significant dramatic literature and critical approaches, with particular emphasis on literary and performance techniques.
- Participate in every aspect of the rehearsal process and the presentation of a theatrical production.
- Apply communication strategies to work effectively as part of a team.

## Program Entry Requirements:

The program is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

A minimum of 62 credits and a grade point average of 2.0 ("C" average) are required for graduation.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
ENGL 131 - Acting I		3 credits	Oral Communication/Creative Expression
FNMT 118 - Intermediate Algebra or MATH 137 (or higher)	For FNMT 118 and MATH 137: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or SOC 101 - Introduction to Sociology or PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 132 - Acting II	ENGL 131	3 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
ENGL 137 - Introduction to Theater		3 credits	
ENGL 135 - Movement and Dance for Actors		3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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ENGL 141 - Introduction to Technical Theater		4 credits	
ENGL 232 - Introduction to Drama	ENGL 101 with a grade of "C" or better	3 credits	
ART 101 - Visual Communication or ART 103 - History of Art: Ancient to Renaissance or BLAS 101 - Introduction to Black Studies or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 221 - African American History After 1865 or HUM 101 - Cultural Traditions: Ancient to 13th Century or MUS 103 - Introduction to Music or MUS 121 - Modern American Music or World Language	For HUM 101: ENGL 101 which may be taken concurrently	3 credits	
EASC 111 - Environmental Conservation or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry	For BIOL 108: FNMT 118, or placement in MATH 161 or higher For CHEM 105: ENGL 101 ready	3 or 4 credits	Scientific Reasoning
DVP 150 - Producing and Directing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 120 - Voice and Articulation or ENGL 136 - Movement and Dance II or ENGL 146 - Advanced Technical Theater or ENGL 205 - Creative Writing or ENGL 271 - The Language of Film or ENGL 282 - Scriptwriting or PHOT 104 - Introduction to Video Production	For DVP 150: PHOT 104 with a grade of "B" or better For ENGL 107: ENGL 101 which may be taken concurrently For ENGL 136: ENGL 135 or permission of Department Head For ENGL 205 and ENGL 271: ENGL 101 with a grade of "C" or better For ENGL 282: ENGL 205	3 or 4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 142 - Rehearsal and Performance or ENGL 146 - Advanced Technical Theater	For ENGL 142: ENGL 132	4 credits	
ENGL 241 - Introduction to Shakespeare (recommended) or ENGL 190 - Introduction to Literature or any other 200-level literature course	ENGL 101 with a grade of "C" or better	3 credits	
ART 101 - Visual Communication or ART 103 - History of Art: Ancient to Renaissance or BLAS 101 - Introduction to Black Studies or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 221 - African American History After 1865 or HUM 101 - Cultural Traditions: Ancient to 13th Century or MUS 103 - Introduction to Music or MUS 121 - Modern American Music or World Language	For HUM 101: ENGL 101 which may be taken concurrently	3 credits	
DVP 150 - Producing and Directing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 120 - Voice and Articulation or ENGL 136 - Movement and Dance II or ENGL 146 - Advanced Technical Theater or ENGL 205 - Creative Writing or ENGL 271 - The Language of Film or ENGL 282 - Scriptwriting or PHOT 104 - Introduction to Video Production *	For DVP 150: PHOT 104 with a grade of "B" or better For ENGL 107: ENGL 102, which may be taken concurrently For ENGL 136: ENGL 135 or permission of Department Head For ENGL 205 and ENGL 271: ENGL 101 with a grade of "C" or better For ENGL 282: ENGL 205	3 credits	
General Elective		3 credits	

Minimum Credits Needed to Graduate:

62

\*ENGL 120 and 136 are performance based; ENGL 107, 205, 282 are of interest for writers, ENGL 271 and PHOT 151 for an interest in directing.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.



# Tourism and Hospitality Management

## Description:

The Tourism and Hospitality Management AA degree prepares students to either enter the workforce at a supervisor level or transfer to a Hospitality program at a four-year university. Students will gain an understanding of the management principles and theories that put them on the path towards a rewarding career in various segments of the hospitality industry, such as cruises, sales, events, gaming and casinos, hotels, restaurants, and tourism. Students gain hands-on experience through various course assignments and requirements. The Tourism and Hospitality Management program offers courses in human resources management, event management, marketing, food service operations management, casinos and gaming, lodging, and tourism. Upon completion of the degree, students will be ServSafe certified and TIPS training certified, providing a competitive and financial advantage in the job market. Graduates of the program are prepared for positions such as front desk assistant manager, banquet captain, beverage operations supervisor, concierge supervisor, customer service manager, and event coordinator.

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Create favorable guest experiences by using professional service management techniques in a tourism and hospitality business environment.
- Organize, analyze, and interpret perspectives or alternatives to problems in tourism and hospitality operations.
- Contribute to positive team performance in a hospitality business environment by appraising and managing one's own team-related competencies, in particular, the knowledge, skills, and attitudes considered transportable from one team to another.
- Integrate human, financial, and physical resources management into tourism and hospitality operations and model the behaviors of effective, ethical leaders by demonstrating the fundamental principles of leadership.
- Use professional written and oral communication skills and technology to successfully communicate.
- Practice professional ethics, provide leadership, demonstrate personal and global responsibility, and work effectively as a team member.

## Program Entry Requirements:

This program is open to all interested students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

60-62 credit hours required with a minimum 2.0 ("C") grade point average.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or higher*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
THM 110 - Introduction to the Hospitality Industry		3 credits	
THM 112 - Introduction to Tourism	THM 110, which may be taken concurrently	3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics (Macroeconomics)		3 credits	
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
THM 130 - Hotel Management	THM 110, which may be taken concurrently	3 credits	
THM 276 - Food and Beverage Management	THM 110	3 credits	
ENGL 117 - Group and Team Communication		3 credits	Oral Comm/Creative Expression

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
THM 180 - Human Resource Management	THM 110	3 credits	
THM 285 - Dining Room Management	THM 110, THM 276 or CULA 171	3 credits	

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
THM 266 - Introduction to Hospitality Law	THM 110, ENGL 101	3 credits	
ACCT 101 - Financial Accounting or (advisor approved elective)		3 or 4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
THM 278 - Hospitality Marketing		3 credits	
THM 140 - Gaming & Casino Management	THM 110	3 credits	
THM 240 - Introduction to Event Management	THM 110, CIS 103, ENGL 101 with a grade of "C" or better	3 credits	
THM 290 - Tourism and Hospitality Management Work Experience	THM 180, THM 285	3 credits	
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 101 - Fundamentals of Chemistry (Lab Based) or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or CHEM 105 - Inquiry into Chemistry or CHEM 110 - Introductory Chemistry or PHYS 101 - Revolutionary Concepts in Physics or PHYS 105 - Survey of Physics	For BIOL 108, CHEM 110, and PHYS 105: placement in FNMT 118 or placement in MATH 161 or higher For CHEM 105: placement in ENGL 101	3 or 4 credits	Scientific Reasoning

Minimum Credits Needed to Graduate:

# 60

\* Students who plan to transfer should contact their transfer institution for more information about required math courses.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

# Biology

## Description:

The Associate of Science (A.S.) in Biology degree program is for students who wish to pursue baccalaureate studies in the biological sciences or plan to fulfill prerequisite courses for pre-pharmacy school or for programs such as pre-veterinary, pre-medical, and pre-dental. To enable seamless transfer, this curriculum is designed to parallel the first two years of study offered in biology programs at other colleges and universities.

## Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Summarize the major physical and chemical concepts and processes essential to living things including the maintenance of homeostasis, the energy transformations occurring within and between organisms, and the interactions among living organisms and their environment.
- Describe the mechanisms of reproduction and heredity, from both classical (Mendelian) and molecular perspectives, and link genetic influences to evolutionary processes and adaptation.
- Appropriately use current scientific terminology and evaluate the merit of scientific data using critical thought.
- Explain the levels of organization in biology, including the chemical, cellular, histological, and organismal levels, and explain the dynamics of populations, ecosystems and the biosphere.
- Utilize the Scientific Method for the development of hypotheses, the proper design of experiments, the competent use of equipment, the collection and analysis of data, and the integration of scientific literature.
- Compare and contrast the major groups of microbes, protists, plants, and animals.

## Program Entry Requirements:

This is a select program. In order to enter the program, students must be at the ENGL 101 and MATH 162 placement levels. It is highly recommended that students who enter the program should have completed one year of high school biology and chemistry within the last ten years and received a grade of C or better. In the absence of these requirements, to better prepare themselves for the program, students can take BIOL 106 and/or CHEM 110. Additional science and mathematics courses are desirable.

## Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Biology, students must successfully complete a minimum of 65 credit hours as prescribed and attain a grade point average of 2.0 (a "C" average). Students must pass all biology courses with a grade of "C" or better.

To ensure appropriate course selections, students should consult an academic advisor. Students wishing to transfer this A.S. degree to a particular college or university should, with the help of an advisor, review that institution's requirements and/or existing articulation agreements with the College so that program courses may be chosen appropriately. The recommended course sequence follows.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 121 - College Chemistry I	CHEM 110 or Department Head approval and FNMT 118 or MATH 118	4 credits	Scientific Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
MATH 162 - Precalculus II	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher	3 credits	Quantitative Reasoning
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BIOL 123 - Principles of Biology I	CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the dept. head	4 credits	
CHEM 122 - College Chemistry II	CHEM 121 with a grade of "C" or better	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
FREN 101 - Elementary French or HUM 101 - Ancient to the 13th Century or SPAN 101 - Elementary Spanish		3 credits	

PSYC 101 - Introduction to Psychology	3 credits
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### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BIOL 124 - Principles of Biology II	BIOL 123 with a grade of "C" or better	4 credits	
CHEM 221 - Organic Chemistry I	CHEM 122 with a grade of "C" or better	5 credits	
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better, or placement in MATH 171 or higher	4 credits	
BIOL 211 - Genetics or BIOL 225 - Ecology and Field Biology or BIOL 241 - Principles of Microbiology or BIOL 255 - Biotechnology I: Basic Laboratory Techniques in Biotechnology or BIOL 256 - Fermentation, Bioprocessing and Biomanufacturing or BIOL 281 - Biochemistry I or BTT 101 - Biomedical Technician Training Practicum	For BIOL 241: BIOL 106, BIOL 107, BIOL 109, or BIOL 123 with a grade of "C" or better. For BIOL 255: FNMT 118 or higher with a "C" or better, or MATH 161 placement; CHEM 110 or CHEM 121; BIOL 123 or BIOL 241 with a "C" or better For BIOL 256: BIOL 255 with a grade of "C" or better For BIOL 281: BIOL 123 with a grade of "C" or better and CHEM 221 which may be taken concurrently. For BIOL 225: BIOL 107 or BIOL 124 with a grade of "C" or better For BTT 101: Permission of the Biomedical Technician Training Academic Coordinator and completion of the Orientation to Biomedical Technology	4 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 222 - Organic Chemistry II	CHEM 221 with a grade of "C" or better	5 credits	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	Oral Communication/Creative Expression
<a href="#">BIOL 211 - Genetics</a> or <a href="#">BIOL 225 - Ecology and Field Biology</a> or <a href="#">BIOL 241 - Principles of Microbiology</a> or <a href="#">BIOL 255 - Biotechnology I: Basic Laboratory Techniques in Biotechnology</a> or <a href="#">BIOL 256 - Fermentation, Bioprocessing and Biomanufacturing</a> or <a href="#">BIOL 281 - Biochemistry I</a> or <a href="#">BTT 101 - Biomedical Technician Training Practicum</a>	For BIOL 241: <a href="#">BIOL 106</a> , <a href="#">BIOL 107</a> , <a href="#">BIOL 109</a> , or <a href="#">BIOL 123</a> with a grade of "C" or better. For BIOL 255: FNMT 118 or higher with a "C" or better, or MATH 161 placement; <a href="#">CHEM 110</a> or <a href="#">CHEM 121</a> ; <a href="#">BIOL 123</a> or <a href="#">BIOL 241</a> with a "C" or better. For BIOL 256: <a href="#">BIOL 255</a> with a grade of "C" or better. For BIOL 281: <a href="#">BIOL 123</a> with a grade of "C" or better and <a href="#">CHEM 221</a> which may be taken concurrently. For BIOL 225: <a href="#">BIOL 107</a> or <a href="#">BIOL 124</a> with a grade of "C" or better. For BTT 101: Permission of the Biomedical Technician Training Academic Coordinator and completion of the Orientation to Biomedical Technology	4 credits	
<a href="#">PHIL 101 - Introduction to Philosophy</a>		3 credits	

Minimum Credits Needed to Graduate:

65

#### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

#### For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

# Chemistry

## Description:

The Associate of Science (A.S.) in Chemistry degree program is for students who wish to pursue baccalaureate studies in the chemical or physical sciences or who plan to continue with professional studies, such as pre-pharmacy, pre-medical or pre-dental programs. This curriculum parallels the first two years of study offered in the chemistry programs of other colleges and universities.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate preparedness to successfully transfer into a chemistry program at a four-year institution.
- Demonstrate a foundational knowledge of general inorganic and organic chemistry principles and concepts by applying this knowledge to the solution of problems and performance of experiments.
- While adhering to all safety rules, competently perform routine laboratory tasks in the chemistry laboratory using the instrumentation for measurement and analysis that is commonly available.
- Effectively collect, interpret, evaluate and communicate scientific data in multiple formats using computer technology as needed.

## Program Entry Requirements:

This is a select program. In order to enter the program, students must have placement at ENGL 101 and MATH 162 (or MATH 161 completed with a grade of "C" or better) levels.

## Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Chemistry, students must successfully complete a minimum of 60 credit hours as prescribed and attain a grade point average of 2.0 ("C" average). Students must pass all Science and Mathematics courses with a grade of "C" or better.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 121 - College Chemistry I *	CHEM 110 with a grade of "C" or better and FNMT 118 or MATH 118.	4 credits	Scientific Reasoning
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better or placement in MATH 171 or higher	4 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 122 - College Chemistry II	CHEM 121 with a grade of "C" or better	4 credits	
MATH 172 - Calculus II or Natural Science with Lab Elective <sup>1</sup>	MATH 171 or higher with grade of "C" or better, or placement in MATH 172 or higher	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
SOC 101 - Introduction to Sociology or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HUM 101 - Cultural Traditions: Ancient to the 13th Century		3 credits	Cultural Analysis and Interpretation

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 221 - Organic Chemistry I	CHEM 122 with a grade of "C" or better	5 credits	
CHEM 214 - Chemical Analysis	CHEM 122 with a grade of "C" or better	5 credits	

	MATH 162 with a grade of "C" or better		
PHYS 140 - Mechanics, Heat and Sound	MATH 171 or higher	5 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 222 - Organic Chemistry II	CHEM 221 with a grade of "C" or better	5 credits	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172 or dept. head approval	5 credits	
BIOL 123 - Principles of Biology I or BIOL 281 - Biochemistry I or BTT 101 - Biomedical Technician Training Practicum CIS 106 - Introduction to Computer Programming or	BIOL 123: CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the department head BIOL 281: CHEM 221, which may be taken concurrently, and BIOL 123 with a grade of "C" or better BTT 101: Permission of the Biomedical Technician Training Academic Coordinator and completion of the Orientation to Biomedical Technology	4 credits	
ENGL 115 - Public Speaking	For ENGL 115: ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Minimum Credits Needed to Graduate:

60

\* It is suggested that students who have never had a physics course take PHYS 111 before PHYS 140.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

# Computer Science

## Description:

The Computer Science curriculum leads to an Associate in Science (A.S.) degree in Computer Science. The primary goal of the program is to prepare students for transfer to a baccalaureate program in Computer Science. The curricular focus is a set of courses concentrating on the skills necessary for the analysis of mathematically-oriented problems and the development of algorithms and data structures to solve those problems using computers.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Communicate, analyze, and present information related to computer programming, algorithms, software development, and ethical principles in professional contexts.
- Collaborate with others as a member or leader of a team to design, implement, and test computer software.
- Analyze a complex computing problem and apply principles of computing theory and mathematics to produce correct and efficient solutions.
- Design, implement, and test computing-based solutions given a set of requirements.

## Program Entry Requirements:

This program is open to interested students. However, students are required to satisfy placement at the time of admission. Students' test results must show readiness for English 101 and at least a grade of "C" in MATH 161 or its equivalent or placement in MATH 162 for admission to the program.

Depending on the time of entry to the program, students entering at the MATH 162 level are advised to complete either Calculus I or Calculus II during a Summer Session.

Entering prior to the Fall semester	Entering prior to the Spring semester
Fall Semester: MATH 162	Spring Semester: MATH 162
Spring Semester: MATH 171	Summer Semester: MATH 171
Summer Semester: MATH 172	Fall Semester: MATH 172

## Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Computer Science, students must complete a minimum of 65 credit hours as prescribed and attain a grade point average of 2.0 ("C" average). A grade of "C" or better is required for all courses applied towards the degree.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 111 - Computer Science I *	FNMT 118 or higher (or MATH 161 placement)	4 credits	Technological Competency
MATH 163 - Discrete Mathematics	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher	4 credits	Quantitative Reasoning
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better, or placement in MATH 171 or higher	4 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 112 - Computer Science II *	CSCI 111 with a grade of "C" or better	4 credits	Technological Competency
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103 or CSCI 118	4 credits	
MATH 172 - Calculus II	MATH 171 or higher with a grade of "C" or better, or placement in MATH 172 or higher	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 211 - Data Structures and Algorithms	CSCI 112 with a grade of "C" or better	4 credits	

PHYS 140 - Mechanics, Heat and Sound	MATH 171 or higher	5 credits	Scientific Reasoning
CSCI 218 - Statistics for Computing and Data Science	MATH 161 with a grade of "C" or better (or higher placement) and either CSCI 111 with a grade of "C" or better or <a href="#">CSCI 118</a> with a grade of "C" or better	4 credits	
HUM 101 - Cultural Traditions: Ancient to the 13th Century or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or World Language **		3 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 213 - Computer Organization	CSCI 111 with a grade of "C" or better and MATH 163 which may be taken concurrently	4 credits	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172	5 credits	
SOC 101 - Introduction to Sociology HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past		3 credits	Cultural Analysis and Interpretation
Directed Elective (see list below) ***		4 credits	

Minimum Credits Needed to Graduate:

# 65

\*Students must complete [CSCI 111](#) and [CSCI 112](#) to meet the Technological Competency requirement.

\*\* Any language course in Arabic, Chinese, French, Italian, Hebrew, Japanese, or Spanish may be chosen.

\*\*\* The following courses will fulfill the directed elective requirement, provided the student has met the course prerequisites:

Directed Elective (choose one):	Prerequisites and Corequisites
CIS 200 - Apple App Development I	CIS 106 or CIS 114 or CSCI 111
CIS 211 - Android App Development I	
CSCI 221 - Machine Learning	CSCI 118 with a grade of "C" or better, or CSCI 218 with a grade of "C" or better
MATH 263 - Discrete Mathematics II	MATH 163 with a grade of "C" or better
MATH 270 - Linear Algebra	MATH 171 with a grade of "C" or better and MATH 172 with a grade of "C" or better (MATH 172 may be taken concurrently)

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.



# Engineering Science

## Description:

The Engineering Science curriculum provides a foundation for further study toward the bachelor's degree in engineering. As such, it parallels the first two years of engineering programs offered by major universities and is applicable to any engineering discipline. Students planning to pursue baccalaureate degrees in aerospace, biomedical, chemical, civil, electrical, industrial, mechanical, nuclear or petroleum engineering select this program. Students with other technical interests may consider other technological curricula.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Solve problems in algebra, trigonometry and calculus.
- Solve basic problems in science and engineering.
- Work in teams to implement projects.
- Use computers for data acquisition and instrumentation control.
- Communicate technical information using written, verbal and graphical presentations.
- Transfer as engineering majors to bachelor's degree-granting institutions.

## Program Entry Requirements:

Engineering Science is a demanding curriculum. Interested high school students are urged to complete a year of advanced high school mathematics that includes trigonometry and elementary functions. They should also complete a year each of high school chemistry and physics.

Students can be admitted to the program by successfully completing MATH 161 - Precalculus I with a grade of at least a "C". Students can also be admitted if they have at least MATH 162 - Precalculus II placement. Students who have not taken high school physics should take PHYS 105 - Survey of Physics or PHYS 111 - General Physics I.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Science (A.S.) degree in Engineering Science, a minimum of 71 credits and a grade point average of 2.0 are required.

The College has established articulation and dual admission agreements with area colleges and universities including Drexel and Temple universities. In the Career and Transfer Resource Center, room W2-3, and the Counseling Center, room BG-7, students may obtain information and guidance in selecting elective courses required by their transfer institutions.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGR 102 - Engineering Design and Laboratory I	MATH 162	4 credits	
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better, or placement in MATH 171 or higher	4 credits	Quantitative Reasoning
CHEM 121 - College Chemistry I	CHEM 110 with a grade of "C" or better and FNMT 118 or higher	4 credits	Scientific Reasoning
ENGL 101 - English Composition I		3 credits	Writing, Research & Info Lit. 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGR 202 - Engineering Design and Laboratory II	ENGR 102	4 credits	
PHYS 140 - Mechanics, Heat and Sound	MATH 171	5 credits	
MATH 172 - Calculus II	MATH 171 or higher with a grade of "C" or better, or placement in MATH 172 or higher	4 credits	
MATH 270 - Linear Algebra	MATH 171 with a grade of "C" or better and MATH 172 with a grade of "C" or better. (MATH 172 may be taken concurrently.)	4 credits	

### Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research & Info Lit. 2
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
CHEM 122 - College Chemistry II	CHEM 121 with grade of "C" or better	4 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 271 - Calculus III	MATH 172, MATH 270 both with a grade "C" or better	4 credits	
ENGR 221 - Vector Mechanics I (Statics) or CHEM 221 - Organic Chemistry I1	For ENGR 221: PHYS 140 and MATH 172, both with a grade of "C" or better For CHEM 221: CHEM 122 with a grade of "C" or better	3 or 5 credits	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172	5 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
MATH 272 - Differential Equations	MATH 172 and MATH 270, both with a grade of "C" or better	4 credits	
ENGR 222 - Dynamics* or CHEM 222 - Organic Chemistry II*	For ENGR 222: ENGR 221 and MATH 271, both with a grade of "C" or better For CHEM 222: CHEM 221 with grade of "C" or better	3 or 5 credits	
CSCI 111 - Computer Science I or ENGR 205 - Materials Engineering	For CSCI 111: FNMT 118 prerequisite or placement in MATH 161 or higher For ENGR 205: PHYS 241, MATH 172	4 credits	

Minimum Credits Needed to Graduate:

# 71

\* A student planning to major in Chemical Engineering at a transfer institution may substitute [CHEM 221](#) - [CHEM 222](#) for [ENGR 221](#) and [ENGR 222](#).

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

# Mathematics

## Description:

This program leads to an A.S. degree in Mathematics. The primary goal of the program is to prepare students for transfer to a baccalaureate program in mathematics. This curriculum provides freshman- and sophomore-level courses in both continuous and discrete mathematics.

## Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Prove mathematical statements.
- Solve mathematical problems.
- Execute mathematical algorithms.

## Program Entry Requirements:

This program is open to interested students who have demonstrated readiness for English 101 and Math 171, either by passing the appropriate placement or by meeting the prerequisites for the course. Selected math and English courses are available for those not meeting entrance requirements. An educational plan leading to acceptance into the program will be developed for each applicant who does not meet the entrance requirements.

## Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Mathematics, students must complete a minimum of 60 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Since science requirements vary at transfer institutions, students are advised to check requirements at transfer institutions before choosing science electives.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
Lab Science Elective (BIOL, CHEM, or PHYS)	ENGL 101 Ready	4 or 5 credits	Scientific Reasoning
MATH 171 - Calculus I	MATH 162 with a grade of "C" or better	4 credits	Quantitative Reasoning
MATH 163 - Discrete Math I	MATH 161 with a grade of "C" or better	4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MATH 172 - Calculus II	MATH 171 with a grade of "C" or better	4 credits	
MATH 263 - Discrete Mathematics II	MATH 163 with a grade of "C" or better	3 credits	
Lab Science Elective (BIOL, CHEM, or PHYS)	ENGL 101 Ready	4 or 5 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 270 - Linear Algebra	MATH 171 with a grade of "C" or better and MATH 172 with a grade of "C" or better	4 credits	
ANTH 112 - Cultural Anthropology or GEOG 103 - Intro to Human Geography or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIS 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HIST 142 - Food History or HIST 150 - History of American Health Care or	For SOC 115: ENGL 101 For SOC 233: SOC 101 or ANTH 112	3 credits	Cultural Analysis and Interpretation

SOC 101 - Intro to Sociology or SOC 115 - Gender and Society			
CSCI 111 - Computer Science I	FNMT 118 prerequisite or placement in MATH 161 or higher	4 credits	Technological Competency
Lab Science Elective (BIOL, CHEM, or PHYS)	ENGL 101 Ready	4 or 5 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 271 - Calculus III	MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better	4 credits	
MATH 272 - Differential Equations	MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better	4 credits	
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or any course that meets the Oral Communication/Creative Expression requirement	ENGL 115 and ENGL 117: ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
CSCI 112 - Computer Science II	CSCI 111 with a grade of "C" or better	4 credits	Technological Competency

Minimum Credits Needed to Graduate:

# 60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

# Accounting

## Description:

The Accounting curriculum leads to an Associate in Applied Science (A.A.S.) degree. Students receive training in accounting theory and generally accepted accounting techniques, as well as in basic management and related fields. Students are prepared for a variety of careers in both industry and government, including positions such as junior accountant, accounting trainee, accounts receivable or accounts payable technician, or tax examiner.

## Program Learning Outcomes:

Upon completion of the Accounting curriculum, the student will be able to:

- Demonstrate an understanding of financial statements prepared according to Generally Accepted Accounting Principles (GAAP), prepare journal entries and complete the accounting cycle using computerized general ledger software.
- Demonstrate an understanding of managerial and cost accounting concepts.
- Analyze and interpret financial statements for economic decision-making.
- Effectively communicate with users of financial information orally and in writing.

## Program Entry Requirements:

This program is open to interested students. Students who have not yet demonstrated readiness for MATH 151 or higher, either by placing at the MATH 161 level or above or by passing FNMT 118: Intermediate Algebra with a grade of "C" or better, will need to pass FNMT 118 with a grade of "C" or better before taking MATH 151. Students who take FNMT 118: Intermediate Algebra will need 65 credits to graduate.

## Program of Study and Graduation Requirements:

A minimum of 62 credits and a grade point average of 2.0 ("C" average) are required for graduation.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MATH 151 - Linear Mathematics or higher*	FNMT 118 with a grade of "C" or better or placement in MATH 161 or higher	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ACCT 101 - Financial Accounting		4 credits	
BUSL 101 - Navigating Leadership and Business Professions		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	
ACCT 103 - Microcomputers in Accounting	ACCT 101 with a grade of "C" or better	3 credits	
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis and Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MNGT 121 - Introduction to Business		3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3 credits	
ACCT 201 - Intermediate Accounting I	ACCT 101	3 credits	
ECON 182 - 182 Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	
ECON 112 - Statistics I	FNMT 118 or higher than FNMT 118 on placement test	4 credits	
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

## Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ACCT 202 - Intermediate Accounting II	ACCT 201	3 credits	
EASC 111 - Environmental Conservation or CHEM 101 - Fundamentals of Chemistry I (Lab Based) or BIOL 106 - General Biology I or PHYS 111 - General Physics I		3 or 4 credits	Scientific Reasoning
ACCT 215 - Nonprofit Accounting or Accounting Elective (choose one of the following): ACCT 203 - Cost Accounting or ACCT 208 - Tax Accounting or ACCT 206 - Auditing or ACCT 250 - Advanced Accounting	For ACCT 215: ACCT 102 or ACCT 101 and department approval For ACCT 203: ACCT 102 For ACCT 206: ACCT 201 For ACCT 250: ACCT 202	3 credits	
ECON 114 - Statistics II	ECON 112	3 credits	
MNGT 262 - Business Law		3 credits	

Minimum Credits Needed to Graduate:

# 62

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

\* Students who enter the College at the [MATH 161](#) level or higher can complete this program in 62 credits. Students who enter the College at a lower level on the Math placement exam will need to take [FNMT 118](#) - Intermediate Algebra and thus will need 65 credits to graduate.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# American Sign Language/English Interpreting (INT)

## Description:

The ASL/English Interpreting (INT) curriculum prepares students to work as professional interpreters with Deaf and non-deaf (hearing) people. The goal of the ASL/English interpreter is to make communication as complete and equal as possible for both Deaf and non-deaf participants by accurately conveying the thoughts, feelings, words, attitudes and meanings of the message, whether it is expressed in spoken English, American Sign Language (ASL) or other forms of signed communication. Thus, interpreters must be bilingual, skilled in both English and ASL, and bicultural, knowledgeable about the cultures of both Deaf and non-deaf people.

A skilled interpreter must also be versatile, mature and flexible in order to successfully work with people from a variety of backgrounds with diverse communication needs. The field encompasses a multitude of situations and settings, including medical, legal and psychological, that frequently contain sensitive and personal issues. In responding to these situations it is the interpreter's professional responsibility to thoroughly understand, and adhere to, the Registry of Interpreters for the Deaf, Inc. Code of Professional Conduct. It is therefore imperative that interpreters also be of high moral character, nonjudgmental and well-informed in order to be able to meet the challenges which arise in these sensitive, diverse and ever-changing situations.

The INT curriculum covers a variety of subject areas, including Deaf culture, structure of ASL, comparative English and ASL, professional practices and ethics, interpreting processes in theory and application, and guided skill development in ASL and interpreting with diagnostic feedback. The INT lab offers practice opportunities in both video and digital formats in a small group, supportive environment.

In addition to traditional classroom lectures and laboratory activities, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and internships. Cooperative relationships with professional and community agencies and organizations are maintained to provide opportunities for networking and interaction with the Deaf community, as well as the professional interpreting community.

The INT program prepares students for entry-level work as interpreters. It also prepares students for the national certification evaluation given by the Registry of Interpreters for the Deaf, Inc. (RID). For the majority of students, however, several years of professional work experience after graduation are needed before certification can be attained. Students completing the curriculum receive an Associate in Applied Science (A.A.S.) degree. Beginning July 1st, 2012 RID will require a Bachelor's degree in any major in order to take the national certification exam. In order to meet that requirement, CCP has developed collaborations with baccalaureate institutions to provide suitable options to students graduating with the A.A.S.

## Program Learning Outcomes:

Upon completion of this curriculum, the student will be able to:

- Demonstrate advanced ASL proficiency and Deaf culture awareness as it applies to a wide variety of deaf-hearing interaction settings and participants
- Practice ethical standards of interpreting as they apply to the role and function of interpreters described within the RID Code of Professional Conduct.
- Work effectively with other members of their profession in collegial ways to support their Deaf and non-deaf clients.
- Demonstrate the ability to assess and analyze one's own competencies in order to identify areas of need for continuing education and professional development
- Demonstrate interpreting and transliterating competence necessary for effective facilitation of communication in a variety of settings.

## Program Entry Requirements:

ASL/English Interpreting program students must be English 101 ready. Developmental coursework must be completed before admittance into the program. To be accepted into the ASL/English Interpreting program students must earn a minimum grade of "C" in ASL 101 and a minimum grade of "B" in ASL 102 (both program prerequisites). Applicants to the ASL/English Interpreting program who have not taken ASL 101 and/or ASL 102, and who have prior experience with the language of ASL, may request a proficiency screening for acceptance and placement in the program.

Applicants requesting transfer of ASL courses from another college must have earned a minimum grade of "C" in ASL 101 and a minimum grade of "B" in ASL 201 and 202 equivalents at their former college(s) for these courses to be transferable.

## Program Retention Criteria:

A student who demonstrates attitudes and behavior viewed as inconsistent with professional ASL/English interpreting standards may be dropped from the curriculum pending a departmental hearing.

ASL skills can diminish over time if not used regularly. Therefore, it is recommended that students who leave the program for more than one year and wish to return be evaluated by a faculty member for the need to retake coursework previously taken.

## Program of Study and Graduation Requirements:

To qualify for an Associate in Applied Science (A.A.S.) degree in ASL/English Interpreting, a student must complete 67 credits as prescribed, have an overall grade point average (GPA) of 2.0, and a "C" or better in all ASL, ENGL and INT courses.

## Course Sequence:

### Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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ASL 201 - Intermediate American Sign Language I	ASL 102 with a grade "C" or better (or Program placement)	3 credits	
ENGL 101 - English Composition		3 credits	Writing, Research, and Info Lit 1

**Summer 2**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 202 - Intermediate American Sign Language II	ASL 201 with a grade of "C" or better	3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

**Semester 1**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 230 - Structure of American Sign Language	ASL 202 with a grade of "B" or better, ENGL 101 which may be taken concurrently	3 credits	
ASL 231 - Advanced American Sign Language I	ASL 202 with a grade of "B" or better	3 credits	
INT 105 - Introduction to the American Deaf Community		3 credits	
INT 240 - Introduction to the Field of ASL/English Interpreting	ASL 230, ASL 231 & INT 105 with a grade of "C" or better Co-requisite: ENGL 101 with a grade of "C" or better	3 credits	

**Semester 2**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 232 - Advanced American Sign Language II	ASL 231 with a grade of "C" or better	3 credits	
INT 106 - American Deaf Culture	INT 105 with a grade of "C" or better	3 credits	
INT 242 - Introduction to Interpreting Processes	ASL 230 and ASL 231 all with a grade of "C" or better Pre- or coreq: INT 240	3 credits	
INT 260 - Interpreting in Specialized Settings	INT 240 with a grade of "C" or better	3 credits	

**Summer 1**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 215 - American Sign Language Fingerspelling	ASL 202 with a grade of "B" or better	3 credits	
INT 251 - ASL/English Interpreting I	ASL 232, INT 240, INT 242 all with a grade of "C" or better. INT 106 with a grade of "C" or better, which may be taken concurrently	3 credits	

**Summer 2**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 Public Speaking or ENGL 116 - Interpersonal Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
FNMT 101 - Quantitative Reasoning or FNMT 118 or higher*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

**Semester 3**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
INT 252 - ASL/English Interpreting II	INT 251 with a grade of "C" or better	3 credits	
INT 255 - Transliterating	INT 251 with a grade of "C" or better	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
SOC 101 - Intro to Sociology or ANTH 112 - Cultural Anthropology		3 credits	Cultural Analysis & Interpretation

**Semester 4**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
INT 297 - Internship in Interpreting	INT 252, INT 255 both with a grade of "C" or better	4 credits	



BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or AET 102 - Science, Technology and Public Policy		3 or 4 credits	Scientific Reasoning
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## Notes

\* Some colleges and universities require a mathematics course above FNMT 118. Here are the options:

- Students who are FNMT 118 ready may take MATH 137 or MATH 150 instead of FNMT 101.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Please visit the [transfer agreements](#) web page for more information and consult with an advisor when selecting a quantitative reasoning course.

Minimum Credits Needed to Graduate:

67

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Applied Engineering Technology

## Description:

The Applied Engineering Technology program curriculum leads to an Associate in Applied Science (A.A.S.) degree and prepares students for employment in a range of scientific technology occupations, and also provides a foundation for transfer to four-year technology programs. The flexible design of the program allows students to choose from a range of scientific technology fields, including engineering technology, among others that are developed as industry trends demand. Students will be prepared to demonstrate scientific observation skills, to operate equipment and/or relevant software, and to promote safety and quality in the workplace.

Students in the Applied Engineering Technology program may choose courses from two pathways: engineering technology or transfer.

The engineering technology pathway is geared toward the student who wishes to complete the A.A.S. degree and seek employment upon graduation in an electrical and/or technical field where knowledge of basic electronics is essential. This pathway includes core electronics courses and AET electives. The electives include in-context principles and concepts relative to the workplace environments that students may be employed in.

The transfer pathway is designed to allow a student to transfer into a bachelor's degree engineering technology program. Locally, both Temple and Drexel offer engineering technology degree programs at the bachelor's degree level. College-level chemistry and physics are components of these curricula along with precalculus math courses.

Engineering technology programs emphasize problem solving and having lab and technical based skills, and they prepare individuals for application-oriented careers like manufacturing, field-service, marketing, technical sales or as technical members of an engineering team.

## Program Learning Outcomes:

Upon completion of the Applied Science and Engineering Technology curriculum, the student will be able to:

- Demonstrate laboratory skills in basic science and technology areas.
- Explain the interplay between scientific information and public policy and standards.
- Present technical information in oral, written or graphic format.
- Work effectively as part of a team.

In addition, students will be prepared to work in a range of industries at the technician level. Below is a list of some of the positions a graduate of the program could fill (depending on which certificate or certificates are completed).

- Process technician or operator in industries such as oil refining, food processing and water purification.
- Biotechnology technician in the bio-pharmaceutical industry.
- Biomedical research technician.

## Program Entry Requirements:

This program is open to all interested students. All Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

Depending on the students' pathway, a minimum of 60-61 credits as prescribed must be completed with a minimum grade point average of 2.0. A minimum grade of "C" must be achieved in all required program courses.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AET 101 - Introduction to Robotics		4 credits	Scientific Reasoning
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
<b>For Engineering Technology Pathway:</b> FNMT 118 - Intermediate Algebra  <b>For Transfer Pathway:</b> MATH 161 - Precalculus I	For MATH 161: FNMT 118 with a grade of "C" or better	3 credits	Quantitative Reasoning

<b>For Engineering Technology Pathway:</b> CHEM 110 - Introductory Chemistry or higher level chemistry  <b>For Transfer Pathway:</b> General Elective	FNMT 118 ready and ENGL 101 ready	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

## Semester 2

### Engineering Technology Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher.	4 credits	
Any AET course above AET 101 or Prior Learning Experience	Please see the catalog for prerequisites	3 or 4 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

### Transfer Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher.	4 credits	
MATH 162 - Precalculus II	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher	3 credits	
CHEM 110 - Introductory Chemistry	FNMT 118 ready and ENGL 101 ready	4 credits	
CSCI 111 - Computer Science I	FNMT 118 prerequisite or placement in MATH 161 or higher	4 credits	

## Semester 3

### Engineering Technology Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 124 - Semiconductor Devices	ELEC 120 with a grade of "C" or better	4 credits	
Any TWO AET courses above AET 101 or Prior Learning Experience	Please see the catalog for prerequisites	6 to 8 credits	
PHYS 105 - Survey of Physics		4 credits	
ANTH 112 - Cultural Anthropology or HIST 142 - Food History or HIST 150 - History of American Health Care or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	Cultural Analysis and Interpretation

### Transfer Pathway Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits	
CHEM 121 - College Chemistry I or General Elective*	CHEM 110 with a grade of "C" or better and FNMT 118 or MATH 118.	3 or 4 credits	
PHYS 111 - General Physics I	MATH 162 or Math 171 or MATH 171 placement.	4 credits	
<b>Technical Elective (choose one):</b> Any AET course above AET 101 or ELEC 124 - Semiconductor Devices	For ELEC 124: ELEC 120 with a grade of "C" or better	3 or 4 credits	

## Notes

\* Students planning to transfer to Temple University should take CHEM 121

## Semester 4

### Engineering Technology Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits	
Any TWO AET courses above AET 101 or Prior Learning Experience	Please see the catalog for prerequisites	6 to 8 credits	
General Elective		3 or 4 credits	

### Transfer Pathway Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Technical Elective (choose one): Any AET course above AET 101 or ELEC 124 - Semiconductor Devices	For ELEC 124: ELEC 120 with a grade of "C" or better	3 or 4 credits	
PHYS 112 - General Physics II	PHYS 111 or permission of the department head.	4 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis & Interpretation

Note: Students may have more than 62 credits to qualify for graduation depending upon courses chosen.

Minimum Credits Needed to Graduate:

# 60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

# Automotive Technology

## Description:

The Automotive Technology program leads to an Associate in Applied Science (A.A.S.) degree. As the automotive industry has undergone a parts and service revolution, the increased complexity of the modern automobile has created a demand for highly skilled, technologically advanced automotive professionals.

The Automotive Technology program prepares students to work as mechanics, safety inspectors and shop supervisors. The skills courses provide experience with the most modern diagnostic and repair equipment. The general education courses are transferable to some baccalaureate degree programs in engineering and vocational education. This program is certified by the Automotive Service Excellence (ASE) Education Foundation.

The Automotive Technology program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Apply a basic foundation in theory, maintenance, diagnosis and repair of automotive systems.
- Integrate and analyze online service data, written repair material and technical service bulletins to repair and service a vehicle.
- Demonstrate proficiency in the use of specialized automotive service tools, electronic diagnostic equipment and basic hand tools.
- Demonstrate ethical behavior, professionalism and the ability to work as a team.

## Program Entry Requirements:

Students interested in automotive fields may enroll in this curriculum. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Automotive Technology, a student must complete a minimum of 62 credits as prescribed and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 100 - Introduction to Automotive Technology		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
AT 121 - Principles of Automotive Electricity and Electronics	AT 100, which may be taken concurrently	3 credits	
SOC 101 - Introduction to Sociology or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 176/ADC 176 - Philadelphia History: Architecture and Planning		3 credits	Cultural Analysis & Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 181 - Auto Engine Mechanical Repair	AT 100, which may be taken concurrently	4 credits	
AT 131 - Automotive Manual Transmissions and Drivelines	AT 100, which may be taken concurrently	4 credits	
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
AT 150 - Automotive Braking Systems	AT 100, which may be taken concurrently	2 credits	

### Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 221 - Advanced Automotive Electrical Systems	AT 121, FNMT 118 or higher MATH, which may be taken concurrently	4 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 261 - Engine Performance & Diagnosis	AT 221, which may be taken concurrently	4 credits	
AT 271 - Air Conditioning and Heating Systems	AT 221	3 credits	
CHEM 101 - Fundamentals of Chemistry I (Lab Based) or PHYS 105 - Survey of Physics or STS 101 - Introduction to Science, Technology and Society or EASC 111 - Environmental Conservation	For PHYS 105 and STS 101: FNMT 017 or placement in FNMT 118 or higher	3 or 4 credits	Scientific Reasoning
AT 250 - Advanced Braking Systems & Controls	AT 121, AT 150	2 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 241 - Auto Transmissions and Transaxles	AT 221, AT 131	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or ART 111 - Three-Dimensional Design I	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
AT 111 - Automotive Suspension and Steering Systems	AT 100, which may be taken concurrently	4 credits	

#### Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 281 - Advanced Automotive Engine Performance	AT 221, AT 261	4 credits	

Minimum Credits Needed to Graduate:

62

AT 210 and AT 289 are highly recommended but not required for graduation.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room P2-13, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6126; or the College Information Center (215) 751-8010.

# Behavioral Health/Human Services

## Description:

The Behavioral Health/Human Services degree program is designed for students interested in working in the field of Human Services. Students will have the opportunity to study human behavior and human development within the context of the psychological, social and biophysical environments in which people live. They will develop skills needed to work with individuals, groups, and communities. They will develop the value base from which they will practice and learn the ethical standards of the helping professions. They will learn to appreciate and work in a multicultural environment.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Apply evidence-informed models, theories and practices that impact and transform individuals, families, groups, and community systems.
- Demonstrate self-awareness, cultural sensitivity, human services values, ethical practices, and behaviors consistent with the foundations of professional identity.
- Implement critical thinking, interpersonal communication, and effective helping skills.
- Utilize self-awareness, knowledge, and skills to advocate for underserved populations and groups within human services systems.
- Distinguish relevant client information and behavioral data used in assessment, documentation, and evaluation.
- Apply the skills and knowledge required of entry-level positions within the field of Behavioral Health and Human Services.

## Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Behavioral Health/Human Services, students must complete the appropriate 63 credit hours with a minimum cumulative grade point average of 2.0 ("C" average). All BHHS students must earn a "C" or better in all required BHHS courses. While enrolled in the curriculum, students are to be guided by the values and ethical standards of the helping professions. They are also challenged to participate in a process of self-discovery and growth. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing.

It is recommended that students in the Behavioral Health/Human Services curriculum complete required courses ENGL 101, BHHS 101, BHHS 111 and math in the first semester to ensure time to complete either developmental math courses or successfully complete FNMT 118. It is also recommended that students take ENGL 102, BHHS 103, BHHS 105 and BHHS 194, CIS 103, and at least one of two required social sciences (PSYC 101 or SOC 101) within the first 30 credits. To qualify for the Associate in Applied Science (A.A.S.) degree in Behavioral Health/Human Services, students must complete the appropriate 63 credit hours with a minimum cumulative grade point average of 2.0 ("C" average). All BHHS students must earn a "C" or better in all required BHHS courses. While enrolled in the curriculum, students are to be guided by the values and ethical standards of the helping professions. They are also challenged to participate in a process of self-discovery and growth. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 101 - Introduction to Behavioral Health & Human Services		3 credits	
BHHS 102 - Social Determinants of Behavioral Health		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts*		3 credits	Tech Comp
FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 103 - Human Development and Behavior in the Social Environment	ENGL 101	3 credits	Cultural Analysis & Interpretation
BHHS 111 - Introduction to Helping Skills	BHHS 101 which may be taken concurrently	3 credits	
BHHS 191 - Introduction to Trauma and Trauma-Informed Care		3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
BIOL 106 - General Biology I or EASC 111 - Environmental Conservation		3 or 4 credits	Scientific Reasoning

You must earn a grade of "C" or better grade in all courses and earn at least a 2.0 GPA

**Summer 1**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation
ENGL 115 - Public Speaking	ENGL 101, which can be taken concurrently	3 credits	Oral Communication/Creative Expression

**Semester 3**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 105 - Introduction to Group Dynamics		3 credits	
BHHS 121 - Foundations of Addiction Studies		3 credits	
BHHS 194 - Case Management Practice	BHHS 111 with a grade of "C" or better	3 credits	
<b>BHHS Elective (Choose one):</b> BHHS 110 - Principles and Practice of Positive Youth Development: Community, Family and Youth Engagement or BHHS 161 - Introduction to Disability Studies or BHHS 171 - Introduction to Aging Studies**		3 credits	

**Semester 4**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 151 - Family Violence, Abuse and Trauma		3 credits	
BHHS 212 - Resolution-Focused Helping Skills	BHHS 111 with a grade of "C" or better	3 credits	
BHHS 293 - Family and Relationship Counseling	BHHS 111 with a grade of "C" or better	3 credits	
<b>BHHS Elective (Choose one):</b> BHHS 110 - Principles and Practice of Positive Youth Development: Community, Family and Youth Engagement or BHHS 131 - Faith and Spirituality in Human Services or BHHS 161 - Introduction to Disability Studies or BHHS 171 - Introduction to Aging Studies or LEAD 120 - Introduction to Conflict Resolution Theory and Practice or BHHS 106 - Analysis of Group Participation or BHHS 222 - Assessment and Service Planning in Recovery or BHHS 241 - Crisis Intervention**	BHHS 106: BHHS 105 with a grade of "C" or better BHHS 222: BHHS 121	3 credits	
BHHS 299 - Capstone Field Experience	BHHS 194 and BHHS 212, which may be taken concurrently	3 credits	

Minimum Credits Needed to Graduate:

63

\* Students with computer skills may apply for credit by exam through the Computer Technologies Dept.

\*\*Students should choose BHHS electives in consultation with an advisor. Students who wish to earn the Human Services Leadership: Youth, Family, Community Proficiency Certificate should take BHHS 131 and BHHS 110. Students who wish to earn the Addiction and Recovery Studies Academic Certificate should take BHHS 131 and BHHS 222. Students who wish to earn the Human Services Academic Certificate should take BHHS 110 or BHHS 171 or BHHS 161 in one semester and BHHS 241 in another semester. Students not enrolled in certificates may take any BHHS elective course of interest.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:





# Biomedical Equipment Technology

## Description:

The Biomedical Equipment Technology Program prepares students to repair and maintain medical equipment utilized in hospitals and other healthcare environments. The program will be of particular interest to students who want to work in the healthcare arena but are more interested in working with medical technology and supporting the healthcare providers who utilize the equipment than in providing direct patient care. The program is intended to provide students with direct entry to the work environment, and students are expected to find employment in hospitals, with third-party organizations that hospitals may contract with for healthcare technology management services, and with medical device manufacturers who need to provide technical support to their customers. Additional employment opportunities may be found at dialysis centers, medical equipment rental companies, etc.

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Apply knowledge of medical devices, electronics, computer networks and anatomy and physiology to resolving medical equipment repair problems.
- Demonstrate professional behavior in the workplace such as teamwork, communication, etc.
- Work in accordance with applicable safety procedures to ensure their own safety, as well as that of patients and other employees.
- Follow applicable department, hospital and legal guidelines in relation to record keeping, patient privacy, etc.

## Program Entry Requirements:

This program is open to interested students. However, students are required to satisfy placement at the time of admission. Students' placement test results must show readiness for ENGL 101 and FNMT 118 or higher for admission to the program. Internship is required for completion of the program and adds significantly to student learning and preparation to enter the workforce. The hospitals where students perform their internships require various clearances, such as medical clearances, criminal and child abuse background checks and drug screening.

## Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Biomedical Equipment Technology, students must complete a minimum of 70 credit hours as prescribed and attain a grade point average of 2.0 ("C" average). A grade of "C" or better is required for all courses applied towards the degree. Students who follow the course sequence below may complete the degree in two years.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FNMT 118 - Intermediate Algebra or a higher level math course	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 110 - Anatomy and Physiology II*	For BIOL 108: FNMT 118 (or higher) placement For BIOL 110: BIOL 109	4 credits	Scientific Reasoning
BMET 101 - Biomedical Equipment Technology I	BIOL 108 or BIOL 110, which may be taken concurrently	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher	4 credits	
BMET 102 - Biomedical Equipment Technology II	BMET 101 with a grade of "C" or better and ELEC 120, which may be taken concurrently	4 credits	
CIS 105 - Computer Systems Maintenance		4 credits	
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BMET 103 - Biomedical Equipment Technology Internship I	BMET 102 with a "C" or better and FNMT 118 or higher. Department Head approval is required to ensure that students have completed the necessary clearances.	1 credit	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 124 - Semiconductor Devices	ELEC 120 with a grade of "C" or better	4 credits	
CHEM 110 - Introductory Chemistry or higher level chemistry	FNMT 118 ready and ENGL 101 ready	4 credits	
BMET 201 - Medical Devices	BMET 103 with a grade "C" or better	4 credits	
CIS 150 - Network Technology		4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHYS 105 - Survey of Physics or higher physics course (except PHYS 108 -Astronomy)		4 credits	
BMET 202 - Medical Devices in a Networked Environment	BMET 201; ELEC 130, which may be taken concurrently; CIS 105; and CIS 150 with a grade of "C" or better in all courses	4 credits	
ANTH 112 - Cultural Anthropology or HIST 150 - History of American Health Care or PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or SOC 105 - Health and Society or SOC 115 - Gender and Society		3 credits	
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BMET 203 - Biomedical Equipment Technology Internship II	BMET 202 (with a grade of "C" or better) Department Head approval is required to ensure that students have completed the necessary clearances.	3 credits	

Minimum Credits Needed to Graduate:

70

\* Students who choose to take BIOL 109-110: Anatomy and Physiology I & II will earn an additional four credits.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

# Computer Information Systems - Information Technology

## Description:

The Computer Information Systems-Information Technology degree program provides a solid foundation in computing areas most important in today's workplace - including PC operating systems, common applications software, data communications and networking, database management systems, computer programming, and systems analysis and design. In addition to required courses all students take in the program, elective courses may be chosen to develop specialization in a selected area of computing or to obtain a broader understanding of computer technologies and how they fit together. (Many of our students use their elective courses to earn related Proficiency Certificates in addition to their degree, such as the Computer Programming, Network and Systems Administration, Web Development, or Cybersecurity Proficiency Certificates.)

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use technology effectively to communicate and analyze information related to computer information systems.
- Work as a part of a professional team to analyze, design and implement computer information systems.
- Install, configure and maintain computer information systems, including the system's operating system and common computer hardware and software.
- Demonstrate a broad knowledge of computer information systems terminology and practices, including those related to networking and data communications technology.
- Effectively use word processing, spreadsheet, presentation graphics and database management software in a professional office environment.
- Design and implement a relational database.
- Develop solutions to common programming problems using the structured sequential logic of computer programming languages.

## Program Entry Requirements:

This program is open to interested students. However, students are required to satisfy placement at the time of admission.

Students who have had prior computer-related experience may be placed in more advanced courses after consultation with and approval of the department chairperson.

Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

A total of 60 credit hours as prescribed must be satisfactorily completed with a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CIS 105 - Computer Systems Maintenance		4 credits	
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 121 - Computer Mathematics and Logic or MATH 163 - Discrete Mathematics * or ELEC 130 - Digital Electronics	For MATH 121: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 163: MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher For ELEC 130: FNMT 118 completed or higher math placement	3 credits or 4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ENGL 115 - Public Speaking (preferred) or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
CIS 150 - Network Technology		4 credits	
CIS 106 - Introduction to Computer Programming		4 credits	

### Semester 3



Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or ANTH 112 - Cultural Anthropology or SOC 115 - Gender and Society	For SOC 115: ENGL 101 with a grade of "C" or better	3 credits	Cultural Analysis and Interpretation
CIS 205 - Database Management Systems	CSCI 112 which may be taken concurrently) or CIS 103 or CSCI 118	4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 270 - Systems Analysis and Design	CIS 205	4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
PHYS 111 - General Physics I (preferred) or PHYS 105 - Survey of Physics	For PHYS 111: MATH 162 or MATH 171 For PHYS 105: FNMT 017 or placement in FNMT 118 or higher placement	4 credits	Scientific Reasoning

Minimum Credits Needed to Graduate:

60

\*Students who are pursuing the programming concentration courses should take MATH 163

\*\* Concentration Courses:

#### Cybersecurity Concentration Courses

- CIS 152 - Introduction to Cybersecurity
- CIS 155 - Principles of Operating Systems
- CIS 114 - JavaScript I
- CIS 204 - Fundamentals of Linux and Unix
- CIS 252 - Windows Server Configuration
- CIS 259 - Computing & Network Security
- CIS 261 - Cyber Investigation
- CIS 274 - Ethical Hacking & Penetration Testing

#### Web Design Concentration Courses

- CIS 114 - JavaScript I
- CIS 130 - Web Page Design I
- CIS 228 - JavaScript II
- CIS 230 - Web Page Design II
- CIS 244 - Server-Side Web Development
- CIS 288 - Cloud Computing

#### Programming Concentration Courses

- CSCI 111 - Computer Science I
- CSCI 112 - Computer Science II
- CSCI 118 - Foundations of Data Science
- CSCI 125 - Introduction to Video Game and Simulation Development
- CSCI 211 - Data Structures and Algorithms
- CSCI 213 - Computer Organization
- CSCI 218 - Statistics for Computing and Data Science
- CSCI 221 - Machine Learning
- CIS 200 - Apple App Development I
- CIS 201 - Apple App Development II
- CIS 204 - Fundamentals of Linux and Unix
- CIS 211 - Android App Development I

- CIS 212 - Android App Development II

### Networking Concentration Courses

- CIS 252 - Managing Network Servers
- CIS 256 - Network Routing and Switching
- CIS 259 - Computing and Network Security
- CIS 271 - IT Project Management

### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

### For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

# Construction Management

## Description:

This program prepares students for a variety of careers in the construction industry and related fields, such as estimators, project managers and schedulers, surveyors, specifiers, quality control supervisors, materials testers, construction materials and equipment salespersons, owners' representatives and site inspectors. Individuals interested in developing small independent construction contracting businesses will also find this program useful toward achieving that goal. Although designed for career preparation, it also can serve students interested in continuing their studies leading to a bachelor's degree. Courses within this program utilize the latest industry-standard computer software for project scheduling, construction cost estimating, and contract and specification writing.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Interpret and produce architectural and structural drawings and documents, demonstrating knowledge of various building materials and related building technologies.
- Describe building methods, construction planning, scheduling and management.
- Explain how to provide leadership and create & maintain a safe working environment.
- Utilize computer systems for project planning and management and to produce estimates of probable construction cost, including analysis of costs and benefits.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their program.

## Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Construction Management, a student must complete a minimum of 63 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 101 - Introduction to Design and Construction		3 credits	Tech Comp
ADC 103 - CAD Basics		3 credits	Tech Comp
ADC 123 - Construction Print Reading and Specifications		3 credits	
ADC 133 - Project Management in Construction		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 146 - Construction Contracts and Business Practices		3 credits	
ADC 163 - Architectural Visualization with Autodesk Revit	ADC 103	3 credits	Oral Communication/ Creative Expression
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

### Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 186 - Surveying		3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

MATH 137 - Geometry for Design or higher MATH*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ADC 136 - Construction Safety and Building Codes		3 credits	
ADC 236 - Construction Cost Estimating I	ADC 112 and ADC 133, which may be taken concurrently	3 credits	
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3 credits	
ADC 286 - Building Rehabilitation and Energy Retrofit		3 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 261 - Construction Management and Scheduling	ADC 133	3 credits	
ADC 226 - Structures I - Analysis	MATH 137 or higher math	3 credits	
ADC 237 - Construction Cost Estimating II - Computer Methods & Cost-Benefit Analysis	ADC 236 and ADC 212, which may be taken concurrently	3 credits	
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
ENGL 115 - Public Speaking or HUM 101 - Cultural Traditions: Ancient to the 13th Century or ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning	For ENGL 115 and HUM 101: ENGL 101, which may be taken concurrently	3 credits	

Minimum Credits Needed to Graduate:

63

\* Students intending to transfer to baccalaureate programs in Construction Management are advised to consult that institution's requirements before selecting a course to fulfill Quantitative Reasoning.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.



# Criminal Justice

## Description:

The Criminal Justice program provides the education, knowledge, and skills needed to protect the public and work within the law enforcement and criminal justice systems. A sequence of courses is offered to help students 1) establish a knowledge base about Justice, 2) develop a set of professional values and 3) improve skills related to professional activity.

Upon completion of the program, persons already working in a justice setting will substantially enhance their knowledge, values and skills. Students will also be prepared to transfer to a four-year institution or to enter a justice setting at an entry level.

Students completing the Criminal Justice program will be prepared to work as state or municipal police officers/troopers, state or municipal corrections officers, parole and probation officers, private security managers, private investigators, homeland security investigators/screeners and youth detention counselors.

## Digital Investigation Proficiency Certificate:

Please note that by selecting specific classes in the Criminal Justice program, students are able to earn a proficiency certificate in digital investigation that will provide them with an understanding of digital investigation, including fundamentals of crime scene investigation, chain of custody, and constitutional concerns relating to admissibility of evidence at trial. Through completion of this certificate, students will learn how to recover digital evidence in a legally defensible manner in criminal investigations.

## Philadelphia Police Officers and Correctional Officers:

Persons who have graduated from the Philadelphia Police Academy may be eligible to receive academic credit for Justice 101, Justice 151, Justice 221, Justice 241 and Justice 261. Graduates of the Philadelphia Correctional Training Center may be eligible to receive credit for Justice 235 and BHHS 241.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Identify the foundation, structure and components of the contemporary criminal justice system.
- Identify and analyze the core principles, practices and skills required for a successful career in criminal justice.
- Describe and evaluate the role of the criminal justice concepts of reasonable suspicion, probable cause and proof beyond a reasonable doubt from interrogation, arrest, prosecution and conviction.
- Describe the legal concept of juvenile delinquency including the traits and social characteristics that are the common correlates of delinquent behavior, explaining the difference between the juvenile process and procedures and the adult processes and procedures.
- Analyze the role of ethical principles and behavior that permeate multiple aspects of the criminal justice system.

## Program Entry Requirements:

All students interested in the Criminal Justice field may enroll in this curriculum. Those identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Criminal Justice, the student must complete a minimum of 60 prescribed credit hours and attain a minimum grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
JUS 101 - Survey of Criminal Justice		3 credits	Cultural Analysis & Interpretation
SOC 101 - Introduction to Sociology		3 credits	
JUS 131: Technology in Criminal Justice		3 credits	Technological Competency

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
PSYC 101 - Introduction to Psychology or PSYC 222 - Forensic Psychology	For PSYC 222: <a href="#">JUS 101</a> or <a href="#">PSYC 101</a> and ENGL 101	3 credits	

JUS 122 - Race and Justice	JUS 101 or PLS 101	3 credits	
MATH 150 - Introductory Data Analysis	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
JUS 171 - Juvenile Justice		3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
JUS 241 - Criminal Law	JUS 101 or PLS 101	3 credits	
JUS 191 - Victimology and Trauma	JUS 101, which may be taken concurrently	3 credits	
<b>Criminal Justice Elective (choose one):</b> any <a href="#">Criminal Justice course</a> (JUS) and/or DF 101 - Introduction to Digital Forensics	For JUS courses: <a href="#">JUS 101</a> For DF 101: <a href="#">JUS 101</a> or <a href="#">PLS 101</a>	3 credits	
BIOL 104 - Forensic Biology or EASC 111 - Environmental Conservation	FNMT 118 or MATH 118 (or higher) placement	3 or 4 credits	Scientific Reasoning
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
JUS 291 - Contemporary Issues in Justice	JUS 101, JUS 171, JUS 241	3 credits	
POLS 111 - American Government or BHHS 121 - Addiction Studies or DF 201 - Digital Forensics II** or BLAS 101 - Introduction to Black Studies or World Language	For DF 201: DF 101	3 credits	
<b>Criminal Justice Elective (choose two):</b> JUS 298 - Criminal Justice Internship or any <a href="#">Criminal Justice course</a> (JUS) and/or DF 101 - Introduction to Digital Forensics*	For JUS courses: JUS 101 For JUS 298: JUS 241 and permission of department head For DF 101: JUS 101 or PLS 101	6 credits	
SOC 215 - Criminology	SOC 101 or ANTH 112	3 credits	

#### Notes

\* Students enrolled in the Digital Investigation Proficiency Certificate should select DF 101, DF 201, JUS 261 and JUS 221 as their electives.

\*\* Students enrolled in the Digital Investigation Proficiency Certificate should select DF 201.

Minimum Credits Needed to Graduate:

60

Criminal Justice Course Electives:

JUS 105 - Introduction to Corporate and Homeland Security  
 JUS 121 - Legal Issues in Justice and Human Services  
 JUS 151 - Police Operations  
 JUS 181 - Community Relations  
 JUS 201 - Introduction to Terrorism  
 JUS 221 - Criminal Investigation  
 JUS 235 - American Correctional Institutions  
 JUS 237 - Community-Based Corrections  
 JUS 251 - Comparative Police Systems  
 JUS 261 - Criminal Evidence and Procedure  
 JUS 281 - Organized Crime  
 JUS 298 - Criminal Justice Internship

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Culinary Arts

## Description:

The Culinary Arts program leads to an Associate in Applied Science (A.A.S.) degree and provides students with a culinary education that has depth and breadth as well as crucial work experience. The Culinary Arts program is designed to expose students to a broad range of career options to which they can add depth and specificity through their work experience during and after completing the curriculum.

Graduates of the program are prepared for positions as chefs, cooks and kitchen workers in restaurants, schools, health care and university food operations, and other institutions. If Culinary Arts students are interested in pursuing Apprenticeship status, an American Culinary Federation (ACF) qualified Culinary Arts faculty chef will assist students with securing and supervising the required employment.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use professional written and oral communication skills to communicate effectively in food service operations.
- Identify organizational structures and basic functions of departments within hospitality and food service environments.
- Develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products.
- Operate and care for equipment safely and correctly.
- Apply the basic principles of sanitation and safety in food service operations.
- Use critical thinking skills to assess and correct problems within food preparation, production, presentation, and service.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Culinary Arts, students must complete a minimum of 64 credit hours as described and attain a grade point average of 2.0 or better. Some students may wish to take additional courses beyond program requirements.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
THM 110 - Introduction to the Hospitality Industry		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CULA 170 - Elementary Food Preparation, Principles, and Practices		4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CULA 171 - Quantity Food Preparation	CULA 170	4 credits	
CULA 151 - Elementary Baking and Pastry		4 credits	
THM 285 - Dining Room Management	THM 110, THM 276 or CULA 170	3 credits	

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit
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### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 117 - Group and Team Communication		3 credits	Oral Communication/Creative Exp
CULA 210 - American Cuisine	CULA 151, CULA 171	4 credits	
CULA 211 - International Cuisine		4 credits	Cultural Analysis & Interpretation
CULA 220 - Culinary Arts Work Experience I	CULA 171	4 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CULA 270 - Advanced Food Production, Nutrition and Finishing	CULA 210 and CULA 211	4 credits	
CULA 288 - Culinary Arts Work Experience II	CULA 220 and ENGL 101	3 credits	
CULA 271 - Food & Beverage Revenue Management	CULA 210 & CULA 220	3 credits	
CULA 161 - Food Service Safety and Sanitation		2 credits	
CULA 240 - Modern Foods & Techniques	CULA 210 and CULA 211 and ENGL 101	4 credits	

Minimum Credits Needed to Graduate:

# 64

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

\* Students who plan to transfer to four-year institutions should choose their science elective based on the science requirements of their intended transfer institution.

For More Information, Contact:



# Facilities Management

## Description:

The Facilities Management program leads to an Associate of Applied Science (A.A.S.) degree in Facilities Management. Facilities Managers are the people who plan and manage the buildings, grounds and systems of large businesses and institutions. Often working behind the scenes, as a group they are involved in a broad array of activities: planning, management, finance and real estate, design, and building operations issues, including security and communications. The field is rapidly professionalizing, and opportunities abound in this highly-regarded industry. This program provides students with a foundational education addressing the multi-disciplinary character of the field, thereby allowing for diverse job opportunities. The core of the Facilities Management curriculum addresses gaining the basic technical knowledge of construction materials, processes and systems, as well as the business management and real estate areas.

Within Facilities Management, there are two broad specializations, Construction and Design. The program has a set of core courses that are common to both degrees, and then two sets of concentration electives that emphasize either Construction or Design.

There is significant overlap in courses due to the common core courses, but students who are unsure as to which concentration they would like to pursue should consult with a program advisor.

For Construction, the degree is designed to prepare students for an entry-level position as a facility manager or construction manager. Their construction knowledge may be applied in overseeing the building of new or renovated facilities, the installation of updated systems, or determining the construction issues related to expansion or new uses. The Construction Concentration focuses on construction and management issues specific to the building and renovating process, such as the installation of updated systems and finishes, building codes, cost estimating, and scheduling and contracting. This concentration gives the student an opportunity to understand the fundamentals of building construction, such as interpreting construction documents and specifications, understanding construction contracts, creating construction cost estimates, scheduling and managing building projects, and being familiar with the technical aspects of building materials and systems.

The Design Concentration is intended to prepare a student for an entry-level position as a facility manager, space programmer, space planner or move coordinator. The design skills acquired apply toward new and renovated buildings, as well as evaluating and planning development sites. Experience with working in teams, as well as communicating design concepts is emphasized. The design studio, the core learning environment in design education, offers the opportunity to develop design skills and understand the conceptual framework of the design process.

Graduates of both concentrations would work closely with each other in the field, and will be prepared to interact with the senior management of their employer, dealing with multiple real estate issues.

The Design Concentration satisfies the transfer requirements for the Bachelor's degree in Facilities Management at Temple University. A few additional courses are needed for full transfer.

Students who are interested in the program are encouraged to consult an advisor within the program for a more detailed explanation of the degree and the two concentrations.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Interpret architectural and construction drawings and documents, and utilize computer and manual systems for communication in drafting and documentation.
- Describe various relevant building materials and methods and related building technologies and products.
- Apply basic principles of planning, management and real estate practice.
- Communicate effectively and work as part of a team, using graphic, oral and written modes.

## For Construction Concentration Only:

- Describe the process of project planning, estimating and management

## For Design Concentration only:

- Solve specific design problems by synthesizing and applying technical, historical, cultural and theoretical concepts as well as knowledge of finish materials and methods, furnishings and related interior products.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Facilities Management, a student must complete a minimum of 60 credits (Construction Concentration) or 62 credits (Design Concentration) as prescribed and attain a minimum grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 101 - Introduction to Design and Construction		3 credits	Technological Competency*
ADC 103 - CAD Basics		3 credits	Technological Competency*
ADC 133 - Project Management in Construction (Construction Concentration) or ADC 109 - Design Studio I (Design Concentration)		3 or 4 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MATH 137 - Geometry for Design (or higher MATH*)	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

## Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 146 - Construction Contracts and Business Practices		3 credits	
ADC 253 - Environmental Systems I	ADC 103 or ADC 109	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/ Info Lit 2
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning		3 credits	Cultural Analysis & Interpretation

## Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 121 - Introduction to Business		3 credits	

## Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 136 - Construction Safety and Building Codes		3 credits	
ADC 163 - Architectural Visualization with Autodesk Revit (Construction Concentration) or ADC 160 - Presentation Techniques (Design Concentration)	For ADC 163: ADC 103 For ADC 160: ADC 103, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
ADC 159 - Design Studio II (Design Concentration) or ADC 246 - Contracts and Specifications (Construction Concentration)	For ADC 159: ADC 103 and ADC 109 For ADC 236: ADC 101	3/4 credits	
ECON 182 - Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	

## Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 261 - Construction Management and Scheduling (Construction Concentration) or ADC 192 - Color and Lighting (Design Concentration)	For ADC 261: ADC 133 For ADC 192: ADC 160, which may be taken concurrently	3 credits	
MNGT 141 - Principles of Management or MNGT 142 - Management Information Systems or MNGT 262 - Business Law	For MNGT 141 and MNGT 142: MNGT 121	3 credits	
ADC 254 - Environmental Systems II	ADC 101 and (ADC 103 or ADC 109)	3 credits	
RE 101 - Real Estate Fundamentals		3 credits	
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning

Minimum Credits Needed to Graduate:

60

General Education Requirements:



All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Fashion Merchandising & Marketing

## Description:

The Associate of Applied Science (A.A.S) program in Fashion Merchandising and Marketing features an integrated, career-focused curriculum that explores the retail industry, functionality, customer needs and preferences, demographics, convenience, quality and performance through categories such as fashion apparel, accessories, home, gifts and various subcategories of retail trade. Through professional courses and a focused approach these themes of industry foundations, the customer and customer experience, product and promotion, digital and ecommerce strategies and future industry innovations are embedded in the program and allow students to gain the knowledge and skills to pursue career opportunities in merchandising and marketing.

Students will have the opportunity to gain professional experience through micro-internships and externships with participating community partnerships and projects in various shopping zones. Students will graduate with the equivalent of 1-2 years of retail experience.

This program will also consist of courses that help prepare students for three National Retail Federation certifications:

- Customer Service and Sales
- Advanced Customer Service and Sales
- Retail Industry Fundamentals

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Articulate and discuss the foundation of the integrated fashion industry.
- Apply fashion industry knowledge to solve problems and justify decisions.
- Demonstrate proficiency or mastery in soft skills necessary for success in any fashion career.
- Demonstrate proficiency or mastery in Marketing as it relates to the fashion industry.
- Demonstrate proficiency or mastery in Merchandising as it relates to the fashion industry.
- Apply fashion merchandising and fashion marketing concepts through hands-on experiences, including a retail lab, shopping zone field experiences, and in-class professional projects.

## Program Entry Requirements:

The program is open to interested students. However, students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate of Applied Science (A.A.S) in Fashion Merchandising & Marketing, students must complete a minimum of 65 credits as prescribed and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition		3 credits	Writing, Research, & Info Lit. 1
BUSL 101 - Navigating Leadership and Business Professions		3 credits	
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
FMM 101 - Survey of the Fashion Industry		3 credits	
FMM 105 - Textiles		3 credits	Cultural Analysis & Interpretation
FMM 110 - Merchandising and Marketing Professional Tools	FMM 101, which may be taken concurrently	2 credit	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or FNMT 121 - Retail Mathematics & Merchandising	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
FMM 115 - Understanding the Customer	FMM 101	3 credits	
FMM 120 - Professional Personal Selling	FMM 101	3 credits	

FMM 125 - Experiential Retail	FMM 101	3 credits	
FMM 112 - Industry Explorations	FMM 110	2 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101, with a grade of "C" or better	3 credits	Writing, Research, & Info Lit. 2
ART 150 - Introduction to Computer Art/Graphics		3 credits	Oral Communication/ Creative Expression
FMM 135 - Fashion Product Promotion	FMM 105, FMM 115	3 credits	
FMM 140 - Buying & Private Label Development	FMM 105, FMM 115, FMM 125, FNMT 121 or FNMT 118 or higher, CIS 103	3 credits	
FMM 130 - Work Experience I	FMM 110	3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	
PHOT 105 - Introduction to Digital Photography		4 credits	
FMM 150 - Material Directions	FMM 105	3 credits	
FMM 155 - Digital Commerce	FMM 135, FMM 140, ECON 181, which may be taken concurrently, PHOT 105, which may be taken concurrently	3 credits	
FMM 145 - Work Experience II	FMM 110 and FMM 130	3 credits	

Minimum Credits Needed to Graduate:

65

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

# Fire Science

## Description:

The Fire Science degree program is designed to serve the needs of Philadelphia firefighters and volunteer firefighters desiring to progress in expertise, skill and rank. Philadelphia firefighters who earn the A.A.S. Degree in Fire Science receive an additional half point on all Philadelphia Fire Department promotional examinations. The Fire Science program also serves students interested in becoming fire service professionals in fire prevention, fire safety and pre-fire planning, meeting increased demands for skilled fire service personnel. They may work in pre-fire planning or as fire code enforcement officers, building inspectors, fire protection technicians and designers, fire prevention equipment sales representatives or technical experts, and fire safety officials or risk managers for businesses, school districts and government agencies.

Program course offerings accommodate diverse schedules. The program has a dual admissions agreement with Holy Family University that allows our students desiring to continue their studies in fire science to transfer all of their credits there with guaranteed junior standing.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate skills needed for leadership in the fire service or a position in a related field, such as code enforcement, pre-fire planning, building inspection, risk management, or emergency planning.
- Explain the various requirements for fire detection and suppression systems in differing types of occupancies and structures.
- Prepare a pre-fire plan for a building using computer-assisted design software to draw floor and site plans.
- Explain fireground strategy and tactics and identify the occupational risks firefighters face and the health and safety management strategies available to reduce injuries.
- Apply the principles of the scientific approach to fire investigation and explain the important role that fire investigation and fire prevention programs play in reducing a community's risk of fire.
- Conclusively determine the type of building construction and explain how this interfaces with hazardous materials and their impact on operations at emergency scenes.

## Program Entry Requirements:

This program is open to all interested students. Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Fire Science, a student must complete a minimum of 62 credits as prescribed and attain a minimum grade point average of 2.0 (a "C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FSCI 104 - Fire Prevention and Building Codes		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
FSCI 111 - Emergency Scene Management		3 credits	
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
FSCI 142 - Introduction to Occupational Health and Safety for Firefighters		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
FSCI 181 - Building Construction for the Fire Service		3 credits	
CHEM 110 - Introductory Chemistry	FNMT 118 or MATH 118 placement and ENGL 101 ready	4 credits	Scientific Reasoning
FSCI 271 - Hazardous Materials		3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
FSCI 172 - Fire Detection and Suppression Systems		3 credits	
FSCI 221 - Fire Prevention and Protection		3 credits	
World Language		3 credits	
PHYS 105 - Survey of Physics	FNMT 118 (or higher) placement or a passing grade in FNMT 017 (or higher) are required	4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 101 - Introduction to Psychology or SOC 105 - Health and Society		3 credits	
FSCI 281 - Fire Investigation		3 credits	
FSCI 241 - Fire Administration		3 credits	
FSCI 291 - Computer Assisted Pre-Fire Planning		3 credits	
ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Minimum Credits Needed to Graduate:

62

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Medical Laboratory Technician

## Description:

The Medical Laboratory Technician curriculum prepares students for positions as technicians in hospital laboratories, physician offices, pharmaceutical companies, private laboratories or other types of clinical laboratory facilities.

Technicians perform clinical laboratory procedures in chemistry, blood banking, microbiology, immunology, hematology, coagulation and other areas of the clinical laboratory, developing data used by a physician to determine the presence and extent of disease, as well as monitoring the patient's treatment.

The student will spend time in clinical laboratories during their course of study to become familiar with the instrumentation, workload and day-to-day operations of the clinical laboratory.

## Accreditation:

The Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).<sup>\*</sup> Graduates of the MLT curriculum are eligible to take the "MLT" ASCP Board of Certification Exam.

\* 5600 N. River Road  
Suite 720  
Rosemont, IL 60018  
773-741-8880  
[www.naacls.org](http://www.naacls.org)

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Collect biological samples safely and according to standard operating procedures
- Analyze biological samples safely and according to standard operating procedures
- Demonstrate a broad knowledge of basic laboratory tests for all lab departments in preparation for a certification exam
- Apply professional and ethical behaviors in the clinical laboratory setting
- Use problem solving skills to integrate laboratory data for patient diagnosis.

## Program Entry Requirements:

Admission is selective and requires that potential students fulfill all College admission requirements. Applicants for the program must have:

1. High school diploma or general education diploma (GED).
2. A minimum of one year of high school biology and chemistry or their applicable equivalents within the last 10 years with a grade of C or better.
3. Applicants must demonstrate readiness for ENGL101 and FMNT 118 as determined by the College's placement or by successfully completing identified developmental course work.
4. Minimum grade point average of 2.25

Applicants must be 18 years of age on or before the first day of the semester in which they begin the program.

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, via e-mail, concerning the scheduling of an admissions interview with the Program Director (or designee). A scheduled interview does not guarantee admission. Upon completion of the admissions interview, the Program Director (or designee) will review and score all applicants with particular attention to:

1. Cumulative grade point average
2. Strength of secondary/post-secondary academic curriculum
3. Allied Health pre-entrance examination score
4. Personal interview

## Conditions for Acceptance:

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

- Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis: <https://www.mycap.online/medical-laboratory-technician-program>
- Clinical education requires the following:
  - Activity Tolerance: Move quickly and/or tolerate long periods of standing and/or sitting. Perform tasks accurately under time constraints.
  - Mobility: Ability to ambulate without assistive devices in confined areas, reach laboratory bench tops and equipment.
  - Motor Skills: Reach, manipulate, and operate equipment, instruments, and supplies to include VP needles and micropipettes.
  - Students who are registered with the [Center on Disability](#) must inform the Program Director if accommodations are required.
- Completion of criminal background check, child abuse clearance, and drug screening:
  - **Criminal Background Checks:**
    - Any felony conviction within the past 10 years will result in denial of admission to the MLT program.
    - Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory

letters/materials submitted by the applicant or student.

- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)
- **Drug Screening Clearance:**
  - The MLT program requires participation in clinical education. Clinical affiliates of the MLT program require evidence of a negative drug screening test in order for a student to participate in the clinical education part of the MLT program at their facility. Therefore, any student with a positive drug screening test cannot be admitted into the MLT program. The College, in its admissions process, will consider information regarding criminal convictions and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a Pennsylvania State Police and F.B.I. criminal background check, child abuse check and drug screening test.
- **Additional conditions for acceptance into the program include:**
  - Documentation of a complete physical examination (health form), including required laboratory tests (TB test, proof of immunity). All health information is kept confidential.
  - Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) and antibody titers may be necessary.
  - Documentation of current health insurance coverage, which must be maintained throughout the Program.
  - Attendance at scheduled Program orientation prior to entry.
  - Purchase of MLT student uniform

For more information about program entry requirements, please visit the [Medical Laboratory Technician program overview](#).

### **Additional Expenses**

Additional expenses for students in the program include travel to clinical facilities, purchase of uniforms, shoes, laboratory coats, required textbooks, a physical examination and inoculations.

### **Reconsideration:**

An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within ten days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success, whose decision is final. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the MLT curriculum coordinator.

### **Disciplinary Action:**

Involvement in any incident which resulted in a disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The MLT program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

### **Dismissal from the Program:**

The MLT Program reserves the right to dismiss any student:

- who fails to observe the regulations of College and its clinical affiliates,
- whose skills, attitude and behavior are viewed as inconsistent with professional standards,
- whose general conduct is detrimental to the College and its clinical affiliates,
- who does not meet the scholastic requirements of the MLT Program. A student who earns a grade of "D" or lower in any MLT course will be dismissed from the program.
- who fails to complete all general science prerequisites prior to entering the second year of the program.

### **Readmission Policy:**

- The MLT program is intended to be completed in 18 months beginning in September of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.25 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation.
- Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program.
- Eligible students may apply for readmission only once. Students must submit a letter to the Program Director requesting a temporary leave from the Program

## Students Eligible for Readmission:

- Students who withdraw from the MLT program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.25 or higher)
- Students who are dismissed from the MLT program due to a grade "D" or lower in any MLT academic course, with a GPA at time of readmission request of 2.25 or higher

## Students Ineligible for Readmission:

- Students who are dismissed from the MLT program due to a grade "D" or lower in any clinical MLT course (MLT 102 and MLT 295)
- Students who are dismissed from the MLT program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards or performance standards.

# Process for Readmission Consideration:

In order to be considered for Program readmission, the applicant must:

- Successfully complete all MLT Program prerequisite requirements.
- Submit a letter to the Program Director requesting a readmission to the Program.
- Have a minimum grade point average (GPA) of 2.25 for all college classes
- Successfully complete a comprehensive written exam. The exam content will include current material from courses which the student previously completed.
- Repeat previously completed courses as recommended by Program faculty. Curriculum analysis is conducted annually, and course content may change to ensure Program alignment with the ASCP exam Content.

The results of the written exam, as well as the student's prior academic progress, will be evaluated by faculty to determine the student's potential for success in the program and semester placement. MLT courses are offered chronologically and only once a year, therefore a readmission date will be based on the semester in which the courses are being offered. The program must be completed within three (3) academic years after a student's initial enrollment. Readmission is not guaranteed and is dependent upon available space.

Students seeking readmission into the MLT Program must contact the Program Director in writing at least 6-12 months prior to start of the requested entering semester.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree as a medical laboratory technician, a student must complete 63 credit hours as prescribed, attain a grade point average of 2.0 or better, and earn no grade below "C" in each MLT course and in each science course.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MLT 102 - Phlebotomy		4 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 109 and BIOL 110 Anatomy and Physiology*	For BIOL 109, BIOL 106 or high school biology and chemistry within 10 years For BIOL 110, BIOL 109 with a "C" or better	4 credits	Scientific Reasoning
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CHEM 110 - Introductory Chemistry or CHEM 121 - College Chemistry I	For CHEM 121, CHEM 110 with a "C" or better and FNMT 118	4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
MLT 155 - Clinical Hematology	BIOL 108 or BIOL 110 which may be concurrently* and MLT 102, which may be taken concurrently	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
CHEM 118 - Introduction to Biochemistry or CHEM 122 - College Chemistry II	For CHEM 118: CHEM 101, CHEM 110 or CHEM 121 with a grade "C" or better. For CHEM 122: CHEM 121 with a grade "C" or better	4 credits	
BIOL 241 - Principles of Microbiology	BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123 with a grade "C" or better	4 credits	

### Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MLT 205 - Immunohematology and Immunology	BIOL 108 or BIOL 109 and BIOL 110 and <a href="#">MLT 155</a>	4 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MLT 225 - Clinical Chemistry	BIOL 108 or BIOL 109 + BIOL 110, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122, MLT 205 + FNMT 118 (all with a grade "C" or better)	4 credits	
MLT 245 - Clinical Microbiology	BIOL 241, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122 MLT 205 (all with a grade "C" or better)	4 credits	
SOC 101 - Introduction to Sociology or GEOG 103 - Introduction to Human		3	Cultural Analysis and



Geography		credits	Interpretation
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#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or AH 116 - Therapeutic Communication	ENGL 101, which may be taken concurrently	3 credits	
MLT 265 - Current Topics in Medical Laboratory Sciences	MLT 225 and MLT 245 (both with grade "C" or better)	3 credits	
MLT 295 - Clinical Practice	MLT 225 and MLT 245 and MLT 265, which may be taken concurrently	6 credits	

Minimum Credits Needed to Graduate:

63

\*Students in this program must take either BIOL 108 or both BIOL 109 & BIOL 110. Students who choose the two-semester 109 & 110 sequence should take BIOL 241 in the summer between the second and third semester.

#### Phlebotomy Certificate Program

The Phlebotomy Certificate consists of one course: MLT 102 - Phlebotomy. MLT 102 is a one-semester course that includes two hours of lecture, three hours of student lab and eight hours of clinical rotation per week in a hospital laboratory or outpatient facility. The Phlebotomy Certificate is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). \* Students who successfully complete the Phlebotomy Certificate are eligible to take the PBT (ASCP) Certification exam.

#### Admission requirements are:

1. High school diploma or general education diploma (GED).
2. ENGL 101 and FNMT 017 placement.
3. Results of a physical examination, immunizations, including Hepatitis B and a current Quantiferon TB test.
4. Verification of medical insurance is mandatory.
5. The student must present a negative criminal record check, child abuse clearance and drug screening prior to entering the program.
6. Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.

Applicants must be 18 years of age on or before the first day of the semester in which they begin the Phlebotomy Certificate.

#### Application process:

Applications along with the health form and instructions will be given via email from the Select Program representative; email it to Tanika Teagle at [thembrooks@ccp.edu](mailto:thembrooks@ccp.edu) starting on:

- First Monday in April-for the **Fall semester (only for students in MLT and MA majors)**
- Third Monday in September-for the **Spring semester**
- Third Monday in January-for the **Summer semester, sections I and II (only for students in MLT and MA majors)**

To be considered for the initial admission, students will need to email scanned their documents package to Tanika Teagle at [thembrooks@ccp.edu](mailto:thembrooks@ccp.edu).

The document package should include:

- A completed application
- A health form (to include test results and vaccination records)
- A copy of the insurance card

Students will be notified via email about acceptance into the course. Only accepted students will receive further instructions on obtaining the remaining paperwork via [CastleBranch.com](http://CastleBranch.com). Do not start obtaining clearances until you get accepted into the program.

**Seats are limited and fill quickly, and it is in the best interest of a student to apply early. The final admission will be granted to the students who will submit all the**

**mandatory paperwork via CastleBranch.com before the due date on the application (on a first-come, first-registered basis).** Students will need to obtain a paper registration form from the program coordinator after admission into the program.

The seats are limited to 24 students for the fall and spring semesters and 12 students for the Summer I semester. **Students in the AAS MLT program and Medical Assistant certificate receive reserved seats in the class because this class is required for their graduation.**

\* 5600 N. River Road  
Suite 720  
Rosemont, IL 60018  
773-741-8880  
[www.naacls.org](http://www.naacls.org)

Students are not required to take the certification exam to receive the Phlebotomy Certificate.

### Dismissal from the Phlebotomy Certificate

The Curriculum coordinator reserves the right to dismiss any student:

- who fails to observe the regulations of College and its clinical affiliates,
- whose skills, attitude and behavior are viewed as inconsistent with professional standards,
- whose general conduct is detrimental to the College and its clinical affiliates,
- whose attendance at the clinical site is unacceptable,
- who does not meet the competency requirements of the Phlebotomy Certificate.

### Readmission Policy:

Students who withdraw from the Phlebotomy Certificate in good standing may apply for readmission only once. Students dismissed from the Phlebotomy Certificate due one of the reasons stated above may not reapply to the course/program.

### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

<sup>1</sup> Students in this program must take either [BIOL 108](#) or both [BIOL 109](#) & [BIOL 110](#). Students who choose the two-semester 109 & 110 sequence should take [BIOL 241](#) in the summer between the second and third semester.

### For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

# Medium and Heavy Truck Technology

## Description:

Medium and Heavy Truck Technology (MHTT) is an A.A.S degree program that enables students to gain hands-on, practical knowledge and service of medium and heavy vehicle and equipment platforms, including trucks, buses, tractor-trailer systems, and off-road equipment. Courses are designed to prepare students to take the industry-recognized Automotive Service Excellence (ASE) Medium/Heavy Truck Service certifications (T1-T8) exams. The courses are both aligned and in compliance with the Automotive Service Excellence Education Foundation (ASEEF) to provide industry-certified quality of instruction and accreditation. MHTT courses are also part of two professional certificates offered at the College which provide a practical skillset and allow a student to gain quick entry into the industry.

The Medium and Heavy Truck Technology program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Demonstrate appropriate techniques to create a safe working environment with medium and heavy transportation vehicles, utilizing currently accepted industry standards.
- Diagnose a variety of medium and heavy vehicle system functionality issues in accordance with currently accepted industry standards.
- Articulate, describe and communicate knowledge of basic components as well as diagnose and service medium and heavy vehicles.
- Communicate and interact effectively when working collaboratively to solve problems in a medium and heavy vehicle service environment.
- Demonstrate proper and effective use of current technology and tools commonly used in the industry to service and repair medium and heavy vehicles.

## Program Entry Requirements:

Students interested in medium and heavy truck fields may enroll in this curriculum. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Medium Heavy Truck Technology, a student must complete a minimum of 61 credits as prescribed and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites	Credits	Gen Ed Requirements
MHT 101 - Medium and Heavy Truck Maintenance Fundamentals/Intro to Medium and Heavy Truck Service	ENGL 098/099 or ENGL 084/094 placement	3 credits	
MHT 112 - Medium and Heavy Truck Electricity	MHT 101, which may be taken concurrently	3 credits	
ENGL 101 - English Composition		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
SOC 101 - Introduction to Sociology or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning		3 credits	Cultural Analysis and Interpretation

### Semester 2

Course Number and Name	Prerequisites	Credits	Gen Ed Requirements
MHT 114 - Medium and Heavy Truck Steering and Suspension	MHT 112, which may be taken concurrently	4 credits	
MHT 120 - Medium and Heavy Truck Brake Systems	MHT 112, which may be taken concurrently	4 credits	
MHT 180 - Medium and Heavy Truck Engine Service	FNMT 118 ready, MHT 101 and MHT 112, which may be taken concurrently	4 credits	

ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or ART 111 - Three-Dimensional Design I	ENGL 115, ENGL 117, and ENGL 118: ENGL 101, which may be taken concurrently	3 credits	
MHT 125 - Medium and Heavy Truck Hydraulic Systems		3 credits	Oral Communication / Creative Expression

### Semester 3

Course Number and Name	Prerequisites	Credits	Gen Ed Requirements
CHEM 101 - Fundamentals of Chemistry I (Lab Based) or EASC 111 - Environmental Conservation or PHYS 105 - Survey of Physics or STS 101 - Introduction to Science, Technology and Society		3 or 4 credits	Scientific Reasoning
MHT 212 - Medium and Heavy Truck Advanced Electricity		4 credits	
MHT 241 - Medium and Heavy Truck Drive Trains		4 credits	
FNMT 118 - Intermediate Algebra		3 credits	Quantitative Reasoning

### Semester 4

Course Number and Name	Prerequisites	Credits	Gen Ed Requirements
MHT 271 - Medium and Heavy Truck HVAC Cooling Systems	MHT 112	3 credits	
MHT 280 - Medium and Heavy Truck Fuel Emissions Systems	FNMT 118, MHT 112 and MHT 180	4 credits	
MHT 281 - Medium and Heavy Truck Hybrid and EV Systems	FNMT 118, MHT 212, and MHT 241	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or higher	3 credits	Writing, Research, Info Lit 2

Minimum Credits Needed to Graduate:

# 61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

**For More Information, Contact:** The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (267) 299-5874.

# Network Administration

## Description:

The Associate of Applied Science (AAS) in Network Administration prepares students for entry-level employment as network and computer systems administrators, who are responsible for the day-to-day operation of computer networks. They organize, install, and support an organization's computer systems, including local area networks (LANs), wide area networks (WANs), network segments, intranets, and other data communication systems. Courses in the program are closely aligned with entry-level professional certifications in computer systems and network administration.

## Industry Certification Preparation:

- CompTIA A+ Certification,
- CompTIA Network+ Certification,
- CompTIA Server+ Certification
- CompTIA Security+ Certification
- Cisco CCNA Certification

## Program Learning Outcomes:

Upon completion of the Network Administration degree program, students will be able to:

- Analyze and discuss business concepts, structures, and project management techniques relevant to today's workplace
- Identify theories of group dynamics and hone skills specific to working in and managing groups and teams
- Identify the basic knowledge and practical skills needed to install and support computer operating systems
- Install, configure and manage major network server types, i.e. VoIP (Voice over IP), streaming video, web, database and remote access servers
- Determine the hardware and software needs for enterprise-level networks, including network setup and the costs involved for equipment, staff, and construction
- Configure enterprise-level network devices such as routers, switches and wireless access points
- Install server operating systems to perform various functions (i.e., user accounts, internet access, security gateways and email servers)

## Program Entry Requirements:

The Network Administration degree program will be open to all interested full-time, part-time, continuing education and professional development students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

The minimum number of credits required for graduation is 61. A grade point average of 2.0 is necessary for graduation. It is highly recommended that the degree be completed within a three-year period to ensure up-to-date knowledge and skill acquisition.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CIS 150 - Network Technology		4 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
CIS 105 - Computer Systems Maintenance		4 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
FNMT 118 - Intermediate Algebra or higher MATH	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
MNGT 121 - Introduction to Business		3 credits	
CIS 204 - Fundamentals of Linux and Unix	CIS 105 or CIS 155	3 credits	
CIS 252 - Managing Network Servers	CIS 150	4 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society or ANTH 112 - Cultural Anthropology	For SOC 115: ENGL 101	3 credits	Cultural Analysis and Interpretation
CIS 106 - Introduction to Computer Programming		4 credits	
CIS 256 - Network Routing and Switching	CIS 150	4 credits	
CIS 259 - Computing and Network Security	CIS 150	4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AET 102 - Science Technology and Public Policy or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or PHYS 108 - Descriptive Astronomy or PHYS 125 - Musical Acoustics or EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
ENGL 117 - Group and Team Communication or ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
CIS 205 - Database Management Systems	CIS 103 or CSCI 112 or CSCI 118	4 credits	
MNGT 142 - Management Information Systems	MNGT 121	3 credits	
CIS 271 - Information Technology Project Management	CIS 103	3 credits	

Minimum Credits Needed to Graduate:

# 61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

# Nursing

## Description:

The Department of Nursing offers three options for students applying to the nursing program.

**Traditional Admission:** Students are admitted once a year in September. This option offers the four nursing courses over two academic years - Fall/Spring, Fall/Spring. There are no nursing courses in the summer in this option. Students may be first-time college students or have had previous college experience.

**Post Baccalaureate Accelerated Associate Degree Option:** Students are admitted once a year in May (summer session). The four nursing courses are offered in Summer/Fall/Spring/Summer spanning a 14 month time period. This option is limited to only those students who have a bachelor's degree or higher in a non-nursing major and have met additional prerequisites.

**Advanced Placement Option:** Students are admitted once a year beginning with a noncredit transition course in the fall semester. The course focuses on bridging the information between the role of the Licensed Practical Nursing and the Registered Nurse. Students then join the Nursing 132 course in the spring semester and complete the sequence of three courses as stated in the Traditional option. Priority is given to LPN's and military medics for admission. Upon successful completion, students receive credit for Prior Learning for Nursing 101.

The Nursing curriculum prepares students for beginning staff nurse positions in acute, long-term care and community-based facilities. Staff nurses plan, provide and evaluate nursing care for individual health maintenance or health promotion needs. Upon successful completion of the curriculum, students receive an Associate in Applied Science (A.A.S.) degree and are eligible to sit for the state licensure examination to become a registered nurse (R.N.).

Nursing students attend classes at the College. Selected clinical laboratory learning experiences under the guidance of nursing faculty are provided at a variety of health care agencies in Philadelphia. These experiences provide students with the opportunity to apply classroom learning in client care situations. The availability of learning experiences may necessitate evening or weekend clinical laboratory assignments for students.

The Nursing curriculum is accredited by the Accreditation Commission for Education in Nursing, 3390 Peachtree Road, Suite 1400, Atlanta, GA 30326, 404-975-5000, [www.acenursing.org](http://www.acenursing.org) and is approved by the Pennsylvania State Board of Nursing.

The Department of Nursing is recognized by the National League for Nursing as a Center of Excellence in Nursing Education in the category of Enhancing the Professional Development of Students. This fourth designation is from 2016-2021.

The Accreditation Commission for Education in Nursing requires the disclosure of licensure pass rates for a 3 year period of time.

National Council of State Boards of Nursing Licensure Examination Pass Rates for CCP First Time Test Takers

Year	Pass Rate
2018	95.65%
2019	91.76%
2020	81.7%

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Integrate theories and concepts from science and liberal arts in the practice of nursing.
- Collaborate with nurses and other members of the health care team to provide safe, culturally sensitive, effective nursing care to clients in a variety of settings.
- Practice within the legal and ethical framework of nursing.

## Program Entry Requirements:

### Prerequisites:

- High school diploma or GED
- Biology 106 (or one year of high school biology)\*
- Chemistry 110 (or one year of high school chemistry)\*
- Two years of college preparatory math with a C or better
- Placement in FNMT 118
- Placement in ENGL 101
- GPA of 2.75 or higher

\*Science courses must be less than 10 years old. For applicants holding a high school diploma, the 10-year requirement is calculated from the date of graduation. For all other applicants, the date is calculated from the semester and year the course was successfully completed.

[STS 101](#) (there is only one course) may be substituted for [BIOL 106](#) and [CHEM 110](#).

Applicants must be 18 years of age on or before the first day of the semester in which they begin the Nursing designated courses.

#### Admission Process:

- Access program information via website and download application
- Submit application by January 31
- All prerequisite courses must be completed and posted by January 31.
- All transfer credits must be posted to the students Community College of Philadelphia record by January 31.
- Take the Kaplan Pre Nursing test.
- Meeting minimum requirements does not guarantee admission.

#### Requirements Upon Admission:

Admission is considered conditional until all health and background information is received and reviewed.

#### Nursing Health Requirement:

A record of complete physical examination including required laboratory test results and immunizations must be uploaded into CastleBranch and approved prior to beginning the Nursing program. A physical examination is also required of students prior to the beginning of the second year of the program. Immunizations may be supplemented with additional immunizations as clinical agencies require, such as but not limited to seasonal flu vaccinations. Health requirements must be documented in English by a U.S. health care provider.

During College nursing skills laboratory and clinical agency experiences, physical activity is required. Standing and walking are required during the entire workday (6 to 12 hours). Students should be able to have full range of motion, push, pull, twist, lift and bend. Health problems that could interfere with the applicant's ability to meet program objectives will be considered individually. Students will be asked to complete the Essential Functions document.

Students who are registered with the Center on Disability must inform the instructor by the end of the first week of class if special accommodations are required. An accommodation is an adjustment in how a task is achieved, without compromising the objective, integrity, or essential nature of the course of the program. Students who require accommodations beyond extended time and quiet environment must inform the Department Head for Nursing at least one month prior to the beginning of classes.

#### Background Checks:

Clinical experience in the Nursing program includes contact with children and older adults. This experience could be in hospitals, schools or other community agencies. In order to participate in these experiences, students must obtain a criminal record check and child abuse history clearance prior to entrance into the Nursing program. This Nursing program requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the head of the Nursing program.

The Professional Nursing law permits the Nursing Board to consider the "moral character of any nursing candidate." The Pennsylvania State Board of Nursing makes the final determination concerning an applicant's eligibility for R.N. licensure. The Pennsylvania State Board of Nursing considers any and all prior convictions, including guilty plea, plea of nolo contendere, receiving probation without verdict, accelerated rehabilitative disposition (ARD), or any other disposition (excluding acquittal or dismissal) of any criminal charges, felony or misdemeanor, including DUI/DWI, drug law violations, pending and/or unresolved charges and expunged and juvenile records, when determining whether to allow an applicant to apply for R.N. licensure.

The Pennsylvania State Board of Nursing reserves the right to deny a license to any candidate who has been convicted of any felonious act. Conviction includes a judgment, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete ARD. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act; or
2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
  - a. at least 10 years have elapsed from the date of the conviction;
  - b. the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
  - c. the applicant otherwise satisfies the qualifications contained in this act.

The College, in its admissions process, will consider information regarding criminal convictions and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a Pennsylvania State Police and F.B.I. criminal background check, child abuse check and drug screening test. A positive result in any of these areas may bar the student from being admitted into the Nursing program.

The following guidelines are used for making decisions about an applicant's criminal and child abuse background:

#### Child Abuse Clearance:

- Any record results in denial of admission into the Nursing program.

#### Criminal Background Checks:

- Any felony conviction within the past ten years results in denial of admission to the Nursing program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense, and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

#### Drug Screening Clearance:



- The Nursing program requires participation in clinical education. Clinical affiliates of the Nursing program require evidence of a negative drug screening test in order for a student to participate in the clinical education part of the nursing program at their facility. Therefore any student with a positive drug screening test cannot be admitted into the Nursing program.

#### **Additional Requirements:**

- CPR Certification - health care provider
- Health Insurance
- Professional Liability insurance
- Transportation to clinical facilities
- Purchase of uniforms and supplies
- Meet essential functions requirements
- Acknowledgment of the Nursing Education Verification documentation requirements. In order for graduates to sit for the nursing licensure examination, the nursing program administrator

#### **Reconsideration:**

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the vice president for Academic and Student Success, whose decision is final.

#### **Disciplinary Action:**

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any postsecondary institution is considered in the admissions process. The Nursing program reserves the right to deny admission to any applicant who has a documented history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

#### **Progression:**

To remain in the Nursing curriculum, students must maintain a grade of C or better in all nursing and required pre- and corequisite courses. During all clinical laboratory experiences, students must maintain client safety. Violation of safety may result in an immediate clinical failure, an administrative withdrawal and a grade of "F" for the course. Students whose attitudes and behavior are viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing. A nursing student must inform the Head of the Department of Nursing immediately if there is a change in the student's criminal background or child abuse clearance while the student is enrolled in the nursing program. If changes occur in the student's criminal background or child abuse clearance during enrollment in the nursing program, the student's situation will be reevaluated and this may lead to termination from the Nursing program.

#### **Readmission:**

Students requesting readmission to the Nursing program must meet program entry requirements and conditions for acceptance. Students requesting readmission are selected on a competitive basis as space permits. The program must be completed within four years of initial enrollment. Students who were dropped from the program for unprofessional conduct or violation of patient safety issues may not be considered for readmission.

Students applying for readmission must have a college GPA of 2.75 by July 1 for September enrollment or by September 1 for January enrollment. Additional requirements apply. Applicants for readmission are encouraged to speak with the Department Head for Nursing. Applications are available on the website or in W1-1.

#### **Post Baccalaureate Associate Degree Nursing Option**

Post Baccalaureate Associate Degree in Nursing offers qualified applicants an opportunity to finish their degree in Nursing in less than two calendar years. The four nursing courses are offered in Summer/Fall/Spring/Summer spanning a 14 month time period. Students who successfully complete the Nursing option's four-course cycle will be eligible to take the NCLEX licensing exam for their R.N.

Applicants for the Post Baccalaureate Associate Degree Option must meet all of the requirements for the traditional program. All policies and procedures related to the traditional option apply to students in the accelerated option.

[Exceptions are noted below.](#)

To be eligible for this option, students must have completed all co-requisite courses (BIOL 109, BIOL 110, BIOL 241 and NUTR 111) prior to the beginning of the Summer term, All transfer courses must appear on data sheet by end of Spring semester prior to admission to the program. Applicants must also meet the requirements for admission to the traditional program including a GPA of at least 2.75.

#### **Advanced Placement Option**

Licensed practical nurses, corpsmen, and candidates who have had one year of successful previous nursing school experience in the U.S. may apply for advanced placement through Credit by Prior Learning Assessment for Nursing 101. Advanced placement candidates must complete all admission requirements for consideration by the department. Successful completion of Health B9026, the noncredit transition course, is required before advanced placement is granted. Students who meet these criteria are admitted on a space-available basis. Applications are due by May 15. Application does not ensure admission. Preference is given to licensed practical nurses seeking this career ladder option.

All Advanced Placement Option applicants must complete the following courses, with a "C" or better, by May 31 prior to the anticipated September transition course and January enrollment. Transfer credits must be posted on the student record by May 31.

- GPA of 2.75 or higher
- CHEM 110 (or high school equivalent less than 10 years old)
- [FNMT 118](#)
- [BIOL 109](#)
- NUTR 111
- [ENGL 101](#)

Documentation of Prior Learning is required. LPNs must submit a current, active LPN license in good standing in the Commonwealth of Pennsylvania and a transcript from the LPN school. Medics/corpsmen must submit evidence of honorable discharge from a branch of the U.S. military indicating training and service as a medic/corpsman.

Students who plan to transfer from another school of nursing in the United States must provide a transcript showing a GPA of 2.75 or higher, at least one year of clinical courses with satisfactory performance (provide course descriptions) and a letter of reference from the school.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Nursing, students must complete 64 credit hours as prescribed, attain a grade point average of 2.0 or better and no grade below "C" in any course. All students must complete the nursing course sequence within four academic years of the date of admission to the first nursing course.

Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 101 - Nursing I	BIOL 109, NUTR 111, ENGL 101 (must be taken prior to or concurrently)	7 credits	Oral Communication/ Creative Expression
BIOL 109 - Anatomy and Physiology		4 credits	Scientific Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
NUTR 111 - Introduction to Nutrition	ENGL 101 and BIOL 109 with a grade of "C" or better	3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 132 - Nursing II	NURS 101 must be taken prior; BIOL 110, ENGL 102, FNMT 118 or above (must be taken prior to or concurrently)	7 credits	
BIOL 110 - Anatomy and Physiology II	BIOL 109 with a grade of "C" or better	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
FNMT 118 - Intermediate Algebra or higher	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 231 - Nursing III	NURS 132 must be taken prior; BIOL 241, SOC 101, CIS 103 (must be taken prior to or concurrently)	7 credits	
BIOL 241 - Principles of Microbiology	BIOL 106, BIOL 107, BIOL 109 or BIOL 123 (any with a grade of "C" or better)	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 232 - Nursing IV	NURS 231	7 credits	
PHIL 101 - Introduction to Philosophy or PHIL 111 - Critical Thinking or PHIL 211 - Ethical Problems or ENGL 115 - Public Speaking or other Humanities course****	For ENGL 115: ENGL 101, which may be taken concurrently	3 credits	

Minimum Credits Needed to Graduate:

64

\* MATH 251: Statistics for Science fulfills the General Elective requirement. It is recommended because it is required for all RN-BSN programs. Students may substitute another course for the General Elective requirement.

\*\* PHIL 101: Introduction to Philosophy, PHIL 111: Critical Thinking, PHIL 211: Ethical Problems and ENGL 115: Public Speaking are suggested Humanities electives that are generally required by RN-BSN programs. Students may substitute another Humanities course for the Humanities requirement.

## Post Baccalaureate Accelerated Associate Degree Nursing Option

### Additional Prerequisites:

- A Bachelor's or Master's Degree
- Completion of all co-requisite courses (BIOL 109, BIOL 110, BIOL 241 and NUTR 111)

### Admission Process:

- Attend an information session.
- All prerequisite courses must be completed with a grade of C or better and posted by the end of the spring semester.
- All transfer credits must be posted to the students Community College of Philadelphia record by the end of the fall semester.
- Kaplan Pre Nursing test must be completed prior to admission.
- Meeting minimum requirements does not guarantee admission.

### Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Nursing, students must complete 64 credit hours as prescribed, of which 30 credits must be taken at Community College of Philadelphia, attain a grade point average of 2.0 or better and no grade below C in any course. All students in the Post Baccalaureate option must complete the nursing course sequence within three academic years of the date of admission to the first nursing course.

### Course Sequence

#### Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 101 - Nursing I	BIOL 109, NUTR 111, ENGL 101 (must be taken prior to or concurrently)	7 credits	

#### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 132 - Nursing II	NURS 101 must be taken prior; BIOL 110, ENGL 102, FNMT 118 or above (must be taken prior to or concurrently)	7 credits	

#### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 231 - Nursing III	NURS 132 must be taken prior; BIOL 241, SOC 101, CIS 103 (must be taken prior to or concurrently)	7 credits	

#### Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<a href="#">NURS 232 - Nursing IV</a>	<a href="#">NURS 231</a>	7 credits	

**Minimum Credits Needed to Graduate:** 64 (30 credits must be taken at CCP)

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

# Paralegal Studies

## Description:

The Paralegal Studies curriculum leads to the Associate in Applied Science (A.A.S.) degree, which is approved by the American Bar Association. This curriculum provides students with a varied and general grounding in the practical skills necessary to be a paralegal along with a strong liberal arts background. The program is suitable for students seeking either to transfer to a four-year institution in a law-related program or to enter the work force as a paralegal, particularly in small to mid-sized law firms, businesses, government, and public and private agencies.

Community College of Philadelphia trains paralegals who must operate under the supervision of a licensed attorney and are prohibited from practicing law. This program has been approved by the American Bar Association.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Work successfully as entry-level paralegals.
- Apply ethical concepts to hypothetical examples and real-life situations.
- Draft legal documents and conduct legal research both manually and through computer-assisted research.
- Demonstrate legal analytical skills and legal writing skills.
- Cultivate a supportive professional network and learn how to remain current in the legal profession.
- Define and explain legal terminology.
- Explain the role of technology in the modern law office and utilize legal technology programs.

## Program Entry Requirements:

New students are required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Students transferring into the Paralegal Studies Program may transfer in up to thirty credits (one half of the credits required for an A.A.S. in Paralegal Studies) from other accredited institutions in accordance with the College's general transfer policies. Of those thirty credits, the Paralegal Studies Program at Community College of Philadelphia will accept up to fifteen credits of Paralegal Studies courses in transfer from an ABA approved institution with the following conditions:

1. PLS 111 and PLS 211 will not be accepted in transfer.
2. Upon request, students who seek transfer credit for Paralegal courses must provide evidence indicating whether the Paralegal courses to be transferred were taken in a distance, hybrid or traditional classroom format in order to ensure that the ABA policy regarding limits on distance courses is met by all graduates.

## Program of Study and Graduation Requirements:

A minimum of 60 credits, a grade of "C" or better in all Paralegal Studies courses and a grade point average of 2.0 are required for graduation. Certain courses required for graduation may be substituted with the approval of the program coordinator and the dean of Liberal Studies. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing. All students are required to sign an integrity statement in all Paralegal Studies courses agreeing to abide by standards of ethics and integrity in all assignments and undertakings.

All students seeking the A.A.S degree are advised that they must complete 9 credit hours of legal specialty classes in a traditional classroom format. Courses in traditional format include those meeting entirely in the classroom and classroom hours of hybrid sections. Legal specialty classes are those designed by PLS. Students are urged to meet with a paralegal advisor prior to registering for courses and are cautioned that a degree will not be awarded until this requirement is met.

Students in the Paralegal Studies Program are advised that it is important to have current knowledge in order to successfully compete in today's legal environment and are urged to complete all Paralegal Studies courses within five years of graduation. To ensure that graduates possess current knowledge and skills, the following requirements apply:

- Because of the need to possess current knowledge of technology, PLS 115 (Legal Technology) must be taken within five years of graduation.
- Any student who has taken Introduction to Paralegal Studies, (PLS 101), Civil Litigation, (PLS 121), Legal Research and Writing I, (PLS 111) and / or Legal Research and Writing II, (PLS 211) more than five academic years before his / her proposed graduation date must demonstrate current knowledge. The student should meet with the Program Coordinator and develop a plan to demonstrate current knowledge and skills.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or MATH 121 - Computer Mathematics and Logic or	FNMT 017 or FNMT 019 completed or FNMT 118 (or	3	

MATH 137 - Geometry for Design or MATH 150 - Introductory Data Analysis	higher) placement	credits	Quantitative Reasoning
PLS 101 - Introduction to Paralegal Studies		3 credits	
DF 101 - Introduction to Digital Forensics (for students interested in e-discovery proficiency certificate); or PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology	DF 101: JUS 101 or PLS 101	3 credits	
JUS 122 - Race and Justice or GS 101 - Introduction to Gender Studies or SOC 115 - Gender and Society	SOC 115: <a href="#">ENGL 101</a> with a grade of "C" or better	3 credits	Cultural Analysis and Interpretation

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
PLS 111 - Legal Research and Writing I	PLS 101, which may be taken concurrently	3 credits	
PLS 115 - Legal Technology	PLS 101, which may be taken concurrently	3 credits	Technological Competency
EASC 111 - Environmental Conservation or BIOL 106 - General Biology I or BIOL 104 - Forensic Biology		3 or 4 credits	Scientific Reasoning
PLS 121 - Civil Litigation I	PLS 101, which may be taken concurrently	3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
JUS 171 - Juvenile Justice or POLS 111 - American Government or World Language		3 credits	
ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
PLS 211 - Legal Research and Writing II	PLS 111, ENGL 102	3 credits	
Concentration Course - Select one from the list below **		3 credits	
Concentration Course - Select one from the list below **		3 credits	

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 215 - Criminology or SOC 233 - Race/Ethnicity and Social Inequality or MNGT 262 - Business Law or POLS 101 - Introduction to Political Science or PSYC 222 - Forensic Psychology	For SOC 215 and SOC 233: SOC 101 or ANTH 112 For PSYC 222: PSYC 101 or JUS 101 and ENGL 101	3 credits	
General Elective*		3 or 4 credits	
Concentration Elective - Select one from the list below **		3 credits	
Concentration Elective - Select one from the list below **		3 credits	
Concentration Elective - Select one from the list below **		3 credits	

Minimum Credits Needed to Graduate:

60

\* Students are encouraged to take an additional PLS course.

\*\* The curriculum has been designed so that any five of the following 13 courses will provide a coherent course of study in preparation for employment as a paralegal.

## Concentration Courses

Course Number and Name	Prerequisites and Corequisites
PLS 215 - Electronic Discovery	PLS 121
PLS 221 - Civil Litigation II	PLS 121
PLS 231 - Family Law	PLS 111, PLS 121
PLS 241 - Tort Law	PLS 121
PLS 251 - Real Estate Law for Paralegals	PLS 111
PLS 255 - Business Organizations for Paralegals	PLS 111, ENGL 101
PLS 261 - Wills, Trusts and Estate Administration	PLS 111
PLS 265 - Intellectual Property	PLS 111
PLS 271 - Bankruptcy Law	PLS 121
PLS 275 - Employment Law	PLS 111
PLS 281 - Environmental Law	PLS 111
PLS 285 - Immigration Law	PLS 121
PLS 295 - Legal Internship	Completion of PLS 101, PLS 111 and PLS 121 and a grade point average of 2.5 or better
JUS 241 - Criminal Law	JUS 101 or PLS 101

### Accelerated Program/ Post Degree Program

For students who have all or most of their general education requirements, the Paralegal Studies Program offers courses in evening, accelerated, weekend and online formats.

### Internship

A legal internship is offered to students enrolled in the program who have completed at least 36 credits toward the degree and who have attained a grade point average of at least 2.5 at that time. The internship is a 3-credit course requiring the student to perform without pay at least 96 hours of paralegal tasks in a legal employment setting approved by the Program Coordinator. Students who receive a grade of less than "C" are ineligible to retake this course. Those students who are ineligible for or who do not select the internship will be required to take another course from the concentration courses selections.

### Law Library And Computers

The College Library maintains a complete law library which exceeds American Bar Association guidelines. Students are also exposed in class to computer-assisted legal research sources, such as online databases, the Internet and legal materials available on CD-ROM and are introduced to discipline-specific legal software in all advanced courses.

### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

### For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Photography

## Description:

**Learning to Photograph the Living World:** Capture the world through a camera. As a Photography student, you will learn how to use sophisticated cameras, to work with editing technology, and to deploy lighting techniques. You will also learn to work with professional software, including Adobe Photoshop; cultivate creative expression through photography; and develop a portfolio. As a student in the College's Photography program, you will receive training on the same equipment and software used by industry professionals, get an introduction to developing a photography business, and gain experience working on a video crew.

The Photography curriculum provides special emphasis in several professional areas. Classroom lecture and laboratory assignments lead to the development of technical and aesthetic skills and knowledge preparing students to qualify for jobs in photography and related occupations. Students completing the Photography program will be prepared to work as photographers, studio assistants and imaging lab technicians.

Professional practices and production are emphasized, and students are encouraged to develop creativity and a personal aesthetic. Upper-level courses emphasize working with advanced techniques and portfolio preparation and allow students to focus on their specific fields of interest within the medium.

## Policy Regarding Student Work:

The Department reserves the right to retain all student work submitted for grading for educational use or exhibition, or to select an example or samples for its permanent collection.

## Costs:

Students are required to supply all digital storage media while the department will provide cameras and video production equipment when available. The department also provides access to computers and professional photo editing software. Students in 200-level courses will be advised regarding the purchase of professional equipment. Approximate supply costs appear after each course description.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Create photographs, videos and/or digital slide shows to satisfy commercial clients' specifications.
- Demonstrate proficiency with camera operation, lighting, digital image processing, portfolio presentation, audio and video production.
- Evaluate their photographs in the context of historical and contemporary trends.
- Employ current business practices as applied to photography.

## Program Entry Requirements:

This program is open to interested students, assuming space is available. However, new students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Photography, a student must complete at least 61 credits and attain a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 105 - Introduction to Digital Photography		4 credits	Oral Communication/Creative Expression
PHOT 104 - Introduction to Video Production		3 credits	
PHOT 151 - PHOT 151 - Techniques in Photo Editing (Photoshop I)		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 201 - Basic Lighting for Photography	PHOT 101 or PHOT 105 PHOT 151, which may be taken concurrently. PHOT 152, which may be taken concurrently	4 credits	
PHOT 111 - History of Photography or		3 credits	Cultural Analysis & Interpretation



PHOT 113 - Digital Technology, Art, and Culture			
PHOT 152 - Introduction to Color Photography and Digital Printing	PHOT 151, which may be taken concurrently	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MATH 137 - Geometry for Design	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<a href="#">PHOT 297 - Community Photography Projects</a>	PHOT 101 or PHOT 105 and PHOT 104	4 credits	
<a href="#">PHOT 251 - Advanced Techniques in Photo Editing (Photoshop II)</a>	PHOT 151	3 credits	
<a href="#">PHOT 103 - Architectural and Landscape Photography</a> or <a href="#">PHOT 202 - Commercial Photography Portraiture</a> or <a href="#">PHOT 217 - Photojournalism</a> or <a href="#">PHOT 250 - Fashion and Entertainment Photography</a> or <a href="#">PHOT 205 - Commercial Photography Advanced Studio</a>	<b>PHOT 103:</b> PHOT 101 or PHOT 105 with a grade of "C" or better or permission of department head <b>PHOT 202:</b> PHOT 152, which may be taken concurrently <b>PHOT 217:</b> PHOT 104, PHOT 151, PHOT 152, which may be taken concurrently <b>PHOT 250:</b> PHOT 101 or PHOT 105 and PHOT 201 <b>PHOT 205:</b> PHOT 152 and PHOT 201	4 credits	
EASC 111 - Environmental Conservation or STS 101 - Introduction to Science, Technology and Society		3 or 4 credits	Scientific Reasoning

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<b>Photography Elective (choose two):</b> <a href="#">PHOT 103 - Architectural and Landscape Photography</a> or <a href="#">PHOT 202 - Commercial Photography Portraiture</a> or <a href="#">PHOT 217 - Photojournalism</a> or <a href="#">PHOT 250 - Fashion and Entertainment Photography</a> or <a href="#">PHOT 205 - Commercial Photography Advanced Studio</a>	<b>PHOT 103:</b> PHOT 101 or PHOT 105 with a grade of "C" or better or permission of department head <b>PHOT 202:</b> PHOT 152, which may be taken concurrently <b>PHOT 217:</b> PHOT 104, PHOT 151, PHOT 152, which may be taken concurrently <b>PHOT 250:</b> PHOT 101 or PHOT 105 and PHOT 201 <b>PHOT 205:</b> PHOT 152 and PHOT 201	8 credits	
PHOT 298 - Photography Portfolio	PHOT 104 and PHOT 201	4 credits	
<a href="#">PHOT 299 - Professional Practices in Photography and Digital Video Production</a>	PHOT 201 (Photography students) or DVP 120, DVP 130, DVP 140, DVP 150 must be taken prior to this course. DVP 210 and DVP 240 may be taken concurrently with this course (DVP students)	3 credits	

Minimum Credits Needed to Graduate:

61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Respiratory Care Technology

## Description:

This curriculum prepares students as advanced practitioners in respiratory care technology. Students learn diagnostic and therapeutic procedures applicable to pulmonary care. Therapeutic procedures include use and administration of oxygen and other medical gases, aerosolization of drugs for inhalation, set up and maintenance of mechanical ventilators (to assist or control ventilation), performance of chest physical therapy maneuvers and certification in cardiopulmonary resuscitation. Respiratory care personnel perform diagnostic procedures such as pulmonary function studies and arterial blood gas analysis, and are involved in rehabilitation of the patient with cardiopulmonary abnormalities. The Respiratory Care Technology program is a 22-consecutive-month associate's degree program that is fully accredited by the [Commission on Accreditation for Respiratory Care](#). The Commission on Accreditation for Respiratory Care accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an "outcomes based" process. [Programmatic outcomes](#) are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Community College of Philadelphia's Commission on Accreditation for Respiratory Care program number is 200168.

The program's graduates are eligible to sit for all credentialing examinations administered by the [National Board for Respiratory Care](#), including the entry-level examination, the written registry and clinical simulation examinations and specialty exams in pulmonary function technology and neonatal/pediatric respiratory care. In addition, graduates are eligible for Pennsylvania state licensure, a requirement for practicing in the state, and licensure in all states. Students will also become student members of the [American Association for Respiratory Care](#).

In addition to classroom and laboratory program components, clinical experience at selected area hospitals and health care facilities is required. The clinical phase requires the student to be in the hospital approximately eight hours per day, up to five days per week, starting as early as 7 a.m. As a prerequisite to the clinical phase of the program, students must provide evidence of personal medical insurance, certification in all CPR techniques and the results of complete physical examination. Laboratory test results will include a complete blood count, serology and urinalysis. A QuantiFERON-TB Gold or T-SPOT TB test is also required, and, if indicated, a chest X-ray may be necessary. Students must also get an annual flu shot. In addition, proof of immunization from measles, mumps, rubella, polio, and varicella is required. The T-dap and Hepatitis B shots are required for students who cannot demonstrate immunity. A second complete physical exam is required prior to beginning the second year of the program. Health problems that might interfere with the ability to meet stated program objectives will be considered on an individual basis.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate knowledge and skills needed to successfully pass the NBRC licensing exam for CRT.
- Provide age-specific treatment, management, and care of patients with any type of cardiopulmonary problem.
- Assess and modify the treatment of patients to give quality care in the Respiratory medical setting.
- Demonstrate competent and safe use of all equipment used in the Respiratory medical setting.

## Program Entry Requirements:

To apply to the program, applicants must have a diploma from an accredited high school or a state equivalency diploma.

## Applicants must also fulfill the following requirements:

- Required knowledge and competency in anatomy and physiology as demonstrated by having taken and passed a four-credit, college-level Anatomy and Physiology I course (such as BIOL 109) with a grade of C or better. The course must have been taken within the past 5 years.
- Placement in FNMT 118: Intermediate Algebra or higher placement
- Placement in ENGL 101: English Composition I
- GPA of 3.0 or higher
- Attainment of sufficient skills in reading, writing and mathematics as demonstrated by performance on the Kaplan Health Care Test.

Applicants are strongly encouraged to complete all required biology and chemistry courses, BIOL 110, CHEM 110 or CHEM 101, and BIOL 241, before entering the program. If students complete the required biology and chemistry courses prior to program entry, the courses must be completed within the last ten years in order to count toward graduation.

Admission is considered conditional until all health and background information is received and reviewed. This is a select program, upon completion of the above documentation, the Admission Committee will review and score all applicants with particular attention to:

- Cumulative grade point average
- Strength of secondary/post-secondary academic curriculum
- Allied Health pre-entrance examination score
- Extracurricular activities, community service, and work experience

View the complete [Respiratory Care Technology intake process](#).

## Readmission:

Students petitioning for a second admission to the program must have a 2.75 grade point average and will be readmitted only upon favorable recommendation of the entire faculty.

## Clinical Experience Requirements:

Clinical experience in the program includes contact with children. Acceptance to the program is conditional pending receipt and evaluation of a criminal background check and child abuse

clearance check. Completed checks must be received by the program director by August 15, prior to the fall semester of the first year of the program.

The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

**Child Abuse Clearance:**

Any record results in denial of admission into the Respiratory Care program.

**Criminal Background Checks:**

- Any felony conviction within the past 10 years results in denial of admission to the Respiratory Care program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Note: The State has the final decision when granting a license.

**Reconsideration:**

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

**Progression:**

To remain in the Respiratory Care program students must maintain a grade of "C" or better in all Respiratory Care and required pre- and co-requisite courses. During all clinical laboratory experiences, the student must maintain client safety and receive a passing grade for any clinical component of a course. Failure to do so will result in either a failure in the course or administrative or student-initiated withdrawal.

Students whose attitudes and behaviors appear inconsistent with professional standards may not be admitted or may be dropped from the program at any time, pending the results of a departmental hearing.

**Program of Study and Graduation Requirements:**

To qualify for the Associate in Applied Science (A.A.S.) degree as a respiratory care practitioner, a student must complete 70 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

**For Reference:**

The Pennsylvania State Board of Medicine and the Pennsylvania State Board of Osteopathic Medicine reserves the right to deny certification to any candidate who has been convicted of a felonious act. Conviction includes a judgment, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete ARD. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act; or
2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
  - at least 10 years have elapsed from the date of the conviction;
  - the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
  - the applicant otherwise satisfies the qualifications contained in this act.

Involvement in any incident which resulted in disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process.

The Respiratory Care Technology program reserves the right to deny admission to any applicant who has a documented history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

**Course Sequence:**

**Semester 1**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 100 - Introduction to Respiratory Care Technologies	<a href="#">RESP 101</a> with a grade of "C" or better, which must be taken concurrently	4 credits	
RESP 101 - Respiratory Care Techniques	<a href="#">RESP 100</a> with a grade of "C" or better, must be taken concurrently	4 credits	

ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
BIOL 110 - Anatomy and Physiology II	BIOL 109 with a grade of "C" or better	4 credits	Scientific Reasoning
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

## Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 102 - Respiratory Pharmacology, Modalities, and Airway Management	RESP 100 and RESP 101 with a grade of "C" or better	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2

## Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 103 - Introduction to Cardiopulmonary Pathophysiology	RESP 102 with a grade of "C" or better	3 credits	
CHEM 110 - Introductory Chemistry or CHEM 101 - Fundamentals of Chemistry I (Lab Based)		4 credits	

## Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 104 - Clinical Practicum I	RESP 103 with a grade of "C" or better	3 credits	

## Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 210 - Cardiopulmonary Pathophysiology I	BIOL 110 with a grade of "C" or better; CHEM 110 or CHEM 101, with a grade of "C" or better; CIS 103, ENGL 102, or RESP 104 with a grade of "C" or better; and RESP 220, which must be taken concurrently	4 credits	
RESP 220 - Advanced Respiratory Care Procedures	RESP 104 with a grade of "C" or better, RESP 210 must be taken concurrently	5 credits	
BIOL 241 - Principles of Microbiology	BIOL 106 or BIOL 108, and BIOL 109 or BIOL 123, both with a grade "C" or better	4 credits	

## Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
RESP 211 - Cardiopulmonary Pathophysiology II	BIOL 241 with a grade of "C" or better, RESP 210 with a grade of "C" or better, RESP 211 which must be taken concurrently	4 credits	
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
RESP 221 - Adult Critical Care	RESP 220 with a grade of "C" or better, RESP 211 which must be taken concurrently	6 credits	

## Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 299 - Clinical Practicum II	RESP 211 and RESP 221 with a grade of "C" or better	3 credits	

Minimum Credits Needed to Graduate:

70

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

# Cybersecurity

## Description:

As the number of computers being used to store sensitive information for personal, business, and government purposes increases, the need for securing computers and other systems that store this information becomes more obvious. Information security professionals are needed to provide security for these infrastructures. The Associate of Applied Science (A.A.S) program in Cybersecurity is designed for students who are interested in pursuing careers in cybersecurity, network/systems administration, and system programmers. This program also consists of courses that help to prepare students for these industry certification exams:

- CompTIA Security+ (CIS 152, CIS 259)
- Certified Ethical Hacker (CEH) (CIS 274)
- Certified Hacking Forensic Investigator (CHFI) (CIS 261, CIS 274)

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Use technology and critical thinking skills effectively to analyze and communicate matters of information security
- Detect, analyze, identify and resolve security vulnerabilities, threats & breaches using appropriate tools
- Install, configure and monitor information systems security devices/software, as well as apply software patches and service packs
- Identify the implications of information systems configuration weaknesses
- Identify the implications of information systems policy/procedure weaknesses as well as human errors
- Determine the necessity for cyber investigation and retrieve/seize cyber evidence from computer systems without contamination
- Utilize basic security features to configure and harden operating systems

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students who have had prior computer-related experience may be placed in more advanced courses after consultation with and the approval of the department chairperson. Also, students who possess business computer application skills may test out of CIS 103: Computer Applications & Concepts. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

A total of 61 credit hours as prescribed must be satisfactorily completed with a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CIS 150 - Network Technology		4 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or Higher Math	FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
General Elective		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 152 - Introduction to Cybersecurity	CIS 150 which may be taken concurrently	3 credits	
CIS 155 - Principles of Operating Systems		3 credits	
MATH 121 - Computer Mathematics and Logic	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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CIS 106 - Introduction to Computer Programming or CIS 114 - JavaScript 1		4 credits	
CIS 204 - Fundamentals of Linux and Unix	CIS 105 or CIS 155	3 credits	
CIS 252 - Managing Network Servers	CIS 150	4 credits	
CIS 259 - Computing and Network Security	CIS 150 with a grade of "C" or better	4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society or ANTH 112 - Cultural Anthropology	For SOC 115: ENGL 101, with a grade of "C" or better	3 credits	Cultural Analysis and Interpretation
PHYS 105 - Survey of Physics (preferred) or AET 102 - Science, Technology and Public Policy	For PHYS 105: FNMT 017 or FNMT 118 or higher placement  For AET 102: ENGL 098, ENGL 098 ESL, ENGL 098/108, ENGL 101/109 (CLC) or higher placement. Open to students at FNMT 017 level or higher, however, if students are at FNMT 017 level they must take FNMT 017 concurrently.	3 or 4 credits	Scientific Reasoning
CIS 261 - Cyber Investigation	CIS 155	4 credits	
CIS 274 - Ethical Hacking & Penetration Testing	CIS 152 and CIS 259	4 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Dental Hygiene

## Description:

The Dental Hygiene program prepares graduates to be competent oral health clinicians and educators with the ability to develop effective oral health programs that can be utilized in private practice sites, schools and alternative practice settings in the community.

The clinical training is conducted on campus in a 16-chair, free dental hygiene clinic. Students have the opportunity to treat diverse patient populations, many with advanced periodontal disease.

The Dental Hygiene program is designed so that students, upon matriculation, can complete the program in 24 consecutive months.

Graduating Dental Hygiene students are eligible to take the Northeast Regional Board Examination and the National Board Dental Hygiene Examination.

## Accreditation:

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeals for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Qualify for all national and regional examinations required to obtain licensure as a Registered Dental Hygienist (RDH) in the Commonwealth of Pennsylvania.
- Work effectively as a team member and make decisions regarding dental hygiene services that reflect critical thinking and problem solving.
- Demonstrate quality patient care and disease prevention for patients with a variety of oral health needs while using the phases of assessment, planning, implementation and evaluation in a safe and service-oriented environment.
- Review contemporary scientific literature in the dental hygiene field which will enable the graduate to remain mindful of current trends.
- Formulate informed decisions using evidenced-based patient-centered dental hygiene care for all.
- Manage patient treatment and information, ensuring confidentiality and compliance with relevant legislation and ethical responsibilities.

## Program Entry Requirements:

Admission is selective and requires that potential students fulfill all admission requirements of the College. The requirements for admission to the Dental Hygiene program are:

1. High school diploma or general education diploma (GED).
2. A minimum of one year of high school biology, chemistry and college preparatory math, all with "C" or better grades, within the past 10 years. In the absence of these requirements, placement in MATH 118 and a grade of "C" or better in BIOL 106 and CHEM 110 satisfies these requirements.
3. Applicants must demonstrate readiness for ENGL 101 and MATH 118 as determined by the College's placement or by successfully completing identified developmental course work.
4. Applicants with previous college experience must have a minimum of a 2.50 grade point average.
5. Applicants are required to participate in the pre-entrance Allied Health testing program.

Students are admitted to the program on a competitive basis as space allows.

Applicants must be 18 years of age on or before the first day of the semester in which they begin the Dental Hygiene designated courses.

## Conditions For Acceptance:

1. Results of complete physical and dental examinations, including laboratory test results of a complete blood count, serology, urinalysis, tuberculin PPD test and immunizations must be on file in the program office before the start of any dental course (September of starting year).
2. Verification of medical insurance is mandatory.
3. Applicants must attend a scheduled program orientation prior to entry.
4. Students must purchase uniforms and a Dental Hygiene supply kit prior to the start of the program (August of starting year).
5. Students must attend a fall and spring Study Skills Workshop.
6. Students must obtain a criminal record check, FBI (federal) clearance and a child abuse clearance prior to entrance into the program. This Dental Hygiene requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law.

The College, in its admission process, will consider information regarding criminal conviction and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a criminal background check, FBI (federal) clearance and child abuse clearance to determine whether there is any conviction which may bar the student from the Dental Hygiene program and/or state licensure. The following guidelines are used in making decisions about an applicant's criminal and child abuse background:



**Child Abuse Clearance:**

Any record results in denial of admission into the DH program.

**Criminal Background Check:**

Any felony conviction within the past 10 years results in denial of admission to the DH program. Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student. Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

**Reconsideration:**

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the vice president for Academic Affairs whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the DH curriculum supervisor.

Involvement in any incident which resulted in a disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The DH program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

**Readmission:**

1. One-time readmission into the Dental Hygiene program is permitted.
2. Students requesting a readmission must meet program entry requirements, conditions for acceptance, and are selected on a competitive basis as space permits.
3. Students may be required to retake dental and/or general education courses as determined by the program director.
4. A student seeking readmission to the Dental Hygiene program must demonstrate clinical and didactic proficiency at the acceptable course level stated in the appropriate clinical courses. this conditional acceptance for returning students will be determined by the Program Director.
5. Students who were dropped for unprofessional conduct or safety issues will not be considered for readmission.
6. The program must be completed within five years of initial enrollment.

**Program of Study and Graduation Requirements:**

- Students exhibiting unprofessional conduct or violation of safety policies may be dropped from the curriculum pending a program review.
- To continue in the Dental Hygiene curriculum, students must maintain an overall 2.50 GPA.
- Students will not be permitted to continue in a clinical course without a yearly medical and dental exam and proof of medical insurance on file.
- Dental Hygiene students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the program director.
- Dental Hygiene students must submit proof of two-year CPR certification prior to entering the first year's spring semester.

**Graduation Requirements:**

To qualify for the Associate in Applied Science (A.A.S.) degree in Dental Hygiene, students must complete 83 credit hours as prescribed and must maintain an overall 2.50 GPA and no grade below a "C" in any course.

NOTE: Students who become pregnant while in the Dental Hygiene program must submit appropriate documentation from their obstetrician to the program director. Since students may be exposed to radiation during the clinical practice of dental radiography, it may become necessary for the student to withdraw from the program.

The College cannot assume responsibility for any harm that might occur to a fetus as a result of exposure to ionizing radiation. A student who is required to withdraw from the Dental Hygiene program because of pregnancy can gain readmission to the program by following the established procedure.

**Course Sequence:****Summer 2**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1

**Semester 1**

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 115 - Oral, Head and Neck Anatomy	ENGL 101, CIS 103	3 credits	
DH 135 - Dental Radiology	ENGL 101, CIS 103	3 credits	

DH 150 - Dental Auxiliary Practices	ENGL 101, CIS 103	4 credits	
DH 191 - Clinical Dental Hygiene I	ENGL 101, CIS 103, CPR Certification	3 credits	
BIOL 109 - Anatomy and Physiology I		4 credits	Scientific Reasoning

## Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 165 - Nutrition and Biochemistry in Dentistry	BIOL 109, DH 115, DH 135, DH 150, DH 191	4 credits	
DH 192 - Clinical Dental Hygiene II	BIOL 109, ENGL 102, DH 115, DH 135, <a href="#">DH 150</a> , all with a grade of "C" or better; Coreq = ENGL 102 with a grade of "C" or better may be taken concurrently	3 credits	
DH 121 - Oral Histology and Embryology	BIOL 109, DH 115, DH 135, <a href="#">DH 150</a> , DH 191 all with a grade of "C" or better	2 credits	
BIOL 110 - Anat & Phys II	BIOL 109	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

## Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 210 - Local Anesthesia	DH 121, DH 165, DH 192, and BIOL 110	3 credits	
PSYC 101 - Introduction to Psychology		3 credits	Social Sciences

## Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation
BIOL 241 - Principles of Microbiology		4 credits	

## Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 241 - Oral Pathology	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	2 credits	
DH 245 - Dental Pharmacology and Pain Management	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	2 credits	
DH 247 - Periodontics	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	4 credits	
DH 293 - Clinical Dental Hygiene III	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	6 credits	

## Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
DH 271 - Community Dentistry	BIOL 241, DH 241, DH 245, DH 247, DH 293 all with a grade of "C" or better ENGL 115 which may be taken concurrently	3 credits	
DH 294 - Clinical Dental Hygiene IV	BIOL 241, DH 241, DH 245, DH 247, DH 293 all with a grade of "C" or better ENGL 115 which may be taken concurrently	6 credits	
FNMT 118 - Intermediate Algebra or Higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

## Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 295 - Clinical Dental Hygiene V	DH 271, DH 294, ENGL 115 all with a grade of "C" or better	2 credits	

Minimum Credits Needed to Graduate:

83

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

# Diagnostic Medical Imaging

## Description:

The Diagnostic Medical Imaging curriculum begins once a year in Late Summer Session (July). The curriculum consists of eight consecutive semesters (24 months, including summer sessions) combining classroom/laboratory components at the College with Clinical Education courses at an area affiliate hospital. During Clinical Education, the student is supervised by College faculty and clinical staff while interacting with patients in the Radiology Department.

## Accreditation

The Diagnostic Medical Imaging Program at the Community College of Philadelphia is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 N. Wacker Drive, Suite 2850, Chicago, IL 60606; phone: 312-704-5300; email: [mail@jrcert.org](mailto:mail@jrcert.org); website: [www.jrcert.org](http://www.jrcert.org)). The College seeks to provide a program in compliance with the JRCERT Standards, and encourages students to be cognizant of the [Standards for an Accredited Educational Program in Radiography](#).

Accreditation Status: Accredited

Current Length of Accreditation Award: 8 Years

## Mission Statement

The mission of the Diagnostic Medical Imaging Program is to prepare individuals in the judicious use of ionizing radiation in both diagnostic radiographic and fluoroscopic procedures. This is accomplished by the application of knowledge in anatomy, physiology, and osteology; in the skillful positioning of the client-patient; the selection of correct technical factors; the proper handling and manipulation of radiation producing equipment; the utilization of accepted radiation protection procedures; and the processing of the image in preparation for diagnostic interpretation.

## Program Learning Outcomes:

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

**a. Competently and safely perform radiographic and fluoroscopic procedures.**

Student Learning Outcomes:

- Perform routine radiographic procedures
- Demonstrate quality patient care
- Apply appropriate radiation protection of patients, themselves, and others

**b. Communicate effectively.**

Student Learning Outcomes:

- Demonstrate effective oral communication skills
- Demonstrate effective written communication skills

**c. Think critically and problem solve in various patient care situations.**

Student Learning Outcomes:

- Demonstrate the ability to perform non-routine procedures
- Demonstrate knowledge of C-arm equipment and OR procedures
- Identify diagnostic quality images and correct non-quality images accordingly

**d. Demonstrate professionalism.**

Student Learning Outcomes:

- Demonstrate professional behavior in delivering patient care
- Demonstrate professional characteristics in the clinical education setting

## Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. [Click here](#) to go directly to the JRCERT webpage.

## Credentialing Examination:

The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Exam Rate	Number passed on 1st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2017	21 of 21 - 100%
Year 2 - 2018	16 of 16 - 100%
Year 3 - 2019	14 of 14 - 100%

Year 4 - 2020	17 of 17 - 100%
Year 5 - 2021	20 of 20 - 100%
<b>Program 5-Year Average</b>	<b>88 of 88 - 100%</b>

## Job Placement:

The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	Number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2017	17 of 18 - 94.4%
Year 2 - 2018	15 of 15 - 100%
Year 3 - 2019	14 of 14 - 100%
Year 4 - 2020	16 of 16 - 100%
Year 5 - 2021	18 of 18 - 100%
<b>Program 5-Year Average</b>	<b>80 of 81 - 98.8%</b>

## Program Completion:

The number of students who complete the program within the stated program length. The annual benchmark established by the program is 80%.

Program Completion Rate	Number graduated divided by number started the program
Year	Results
Year 1 - 2021	20 of 22
<b>Annual Completion Rate</b>	<b>90.9%</b>

Additional information with regard to [Programmatic Effectiveness](#) can be obtained [here](#).

### Program Entry Requirements:

Admission into the Diagnostic Medical Imaging Program is selective, competitive, and requires potential students to fulfill all admission requirements of the College. Applications submitted from **October 1<sup>st</sup> until January 1<sup>st</sup>** will receive priority in the Allied Health pre-entrance testing and review process.

Students must meet the following minimum requirements before applying to the Diagnostic Medical Imaging Program:

- High School diploma or GED documentation
- High School Biology or its equivalent ([BIOL106](#)) with grade "C" or better in the past 10 years
- Demonstration of readiness for [ENGL101](#) and [FNMT118](#) as determined by the College's placement tests, or by successfully completing developmental coursework
- Minimum grade point average of 2.50

Applicants must be at least 18 years of age by the start of the Diagnostic Medical Imaging clinical experience.

Applicants who are new to the College must begin the application process by first applying to the College. A transcript evaluation (for students transferring credits in from another college) and/or completion of a placement test (or test waiver) is required. Students can apply to the College by visiting the [Admissions Process page](#).

- [College Admissions Information](#)
- [Transfer of Credits Information](#)

After applying to the Community College of Philadelphia, students will be placed into the Health Care Studies program until they have completed the requirements to be accepted into the program. Health Care Studies is designed for students interested in entering a health care profession.

### Transfer Students/Advanced Placement

The Diagnostic Medical Imaging Program does not grant advanced placement status to students who transfer from another Radiography program or are seeking advanced placement to regain eligibility for ARRT certification and registration. These students must apply to the program according to the program entry requirements for all students.

### Submitting a DMI Program Application

Current Community College of Philadelphia students can begin the Diagnostic Medical Imaging program application process by visiting the [Diagnostic Medical Imaging Program Intake](#)

## [Process page](#)

Applicants must:

- Complete and sign a DMI program application form
- Submit official copies of supporting documents (e.g., transcripts)
- Complete the pre-entrance Allied Health testing program with benchmark score or higher

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, in writing, concerning the scheduling of an admissions interview with the Program Director (or designee). **An admission interview is not guaranteed and will only be granted to highly qualified applicants. A scheduled interview also does not guarantee admission.** Applicants will be asked to submit the following if they are called for an interview:

- RÃ©sumÃ© with letter of intent
- Two recommendation forms

Upon completion of the admissions interview, the Program Director (or designee) will review and score all applicants with particular attention to:

1. Cumulative grade point average
2. Strength of secondary/post-secondary academic curriculum
3. Allied Health pre-entrance examination score
4. Extracurricular activities, community service, and work experience
5. Personal interview

## Conditions for Acceptance

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.
  - Clinical education requires a full range of motion, including pushing, pulling, twisting, lifting and bending. Standing and walking are required for the entire clinical day (8 hours). Students who are registered with the [Center on Disability](#) must inform the Program Director if special accommodations are required.
2. Completion of Criminal Background Check
  - a. Conviction of serious and/or violent crimes results in denial of admission into the DMI Program.
  - b. Upon completion of the DMI Program, students will be eligible to apply for the American Registry of Radiologic Technologists certification examination in Radiography. The ARRT reserves the right to deny or reject an application for certification as stated in the [ARRT Standards of Ethics](#) □. Prior to applying to the DMI Program, candidates are encouraged to complete an [Ethics Review Pre-Application](#) □ with the ARRT for the following circumstances:
    - Criminal proceedings including: Misdemeanor charges and convictions; Felony charges and convictions; Military courts-martials; and/or
    - Disciplinary actions taken by state or federal regulatory authority or certification board; and/or
    - Honor code (academic) violations.
3. Completion of Child Abuse Clearance
  - Any record results in denial of admission into the DMI Program.
4. Completion of Drug Screening
  - A positive screening results in denial of admission into the DMI Program.

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients, and have the responsibility to maintain very high standards of health practice.
- Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g. influenza) may be necessary.
- Documentation of current health insurance coverage, which must be maintained throughout the Program.
- Attendance at scheduled Program orientation prior to entry.
- Purchase of DMI student uniform.
- Adult, child, and infant [CPR certification](#) for Healthcare Providers (due prior to the commencement of Clinical Education I).

## Tuition, Fees, and Refunds

Continuation in the DMI Program requires all College financial obligations to be met. Tuition for the DMI Program varies based on student residency. Tuition and fees for College courses can be found by visiting the [Tuition and Fees page](#). Payment options can be found by visiting the [Payment Options page](#). Additional DMI Program expenses include textbooks, uniforms, pinning ceremony (pin and lab coat), radiographic lead markers, meals, transportation, and the ARRT Radiography examination application fee.

Download a copy of estimated [DMI Program Expenses](#)

## Disciplinary Action

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Diagnostic Medical Imaging Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction as a result of violating an academic honor code or suspended or dismissed by an educational program may not qualify for the ARRT certification examination.

## Reconsideration

An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be

errors of fact. Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the Program Director of DMI.

### Dismissal from the Program

The DMI program reserves the right to dismiss any student:

- who fails to observe the regulations of the College and its clinical affiliates,
- whose general conduct is detrimental to the College and its clinical affiliates, and/or
- who does not meet the scholastic requirements of the Diagnostic Medical Imaging Program. A student who receives a grade of "D" or lower in any course will be dismissed from the program.

### Readmission Policy

The DMI program is intended to be completed in twenty-four months beginning in July of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.5 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation. Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program. A student may only be readmitted to the program once.

## Eligible Students

- Students who withdraw from the DMI program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.5 or higher)
- Students who are dismissed from the DMI program due to a grade "D" or lower in any academic course, with a GPA at time of readmission request of 2.5 or higher

## Ineligible Students

- Students who are dismissed from the DMI program due to a grade "D" or lower in any clinical course
- Students who are dismissed from the DMI program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards, performance standards or accreditation standards

## Process for Readmission Consideration

In order to be considered for program readmission, the applicant must:

- Meet all current admission guidelines.
- Submit a written request to the DMI Curriculum Coordinator. Request must be received at least three (3) months prior to the expected date of enrollment.
- Successfully complete a comprehensive written exam as scheduled by the DMI Curriculum Coordinator. The exam content will include current material from courses which the student previously completed with a grade "C" or better.
- Successfully demonstrate clinical competence through simulation testing as scheduled by the DMI Curriculum Coordinator. Competency procedures will be selected based on the course(s) the student has successfully completed with a grade "C" or better.

The results of the written exam and competency testing, as well as the student's prior academic and clinical progress, will be evaluated by faculty to determine the student's potential for success in the Program and semester placement. DMI courses are offered chronologically and only once a year, therefore a readmission date will be based on the semester in which the courses are being offered.

Repeat previously completed courses as recommended by Program faculty. Curriculum analysis is conducted annually and course content may change to ensure Program alignment with the American Registry of Radiologic Technologists (ARRT) Content Specifications for the Examination in Radiography and the American Society of Radiologic Technologists (ASRT) Radiography Curriculum. Repeating of recommended courses ensures the student is appropriately prepared for Radiography certification and registration in accordance with the ARRT.

### Clinical Obligations

The DMI Program places a strong emphasis on clinical education with its competency-based curriculum. The clinical education component provides students with the opportunity to practice and apply the skills necessary to become competent entry-level Radiologic Technologists. Students accepted into the DMI Program should expect to spend a minimum of 16 hours/maximum of 32 hours in clinical each semester, except for the first late summer term. Students will follow a structured clinical rotation schedule throughout seven (7) clinical education courses. Clinical rotations are scheduled Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m.

Clinical Education Course	Semester	Clinical Days	Weekly Hours
DMI 196 - Clinical Education I	Fall Year 1	T, R	16
DMI 197 - Clinical Education II	Spring Year 1	T, R	16
DMI 198 - Clinical Education III	Early Summer Year 1	M, T, W, R	32
DMI 199 - Clinical Education IV	Late Summer Year 2	M, T, W, R	32

DMI 297 - Clinical Education V	Fall Year 2	M, W, F	24
DMI 298 - Clinical Education VI	Spring Year 2	M, W, F	24
DMI 299 - Clinical Education VII	Early Summer Year 2	M, T, W, R	32

Public transportation is available to all clinical affiliates:

- [The Children’s Hospital of Philadelphia](#)
- [Corporal Michael J. Crescenz VA Medical Center](#)
- [Jefferson Frankford Hospital](#)
- [Jefferson Torresdale Hospital](#)
- [Penn Medicine Rittenhouse](#)
- [Penn Presbyterian Medical Center](#)
- [Pennsylvania Hospital](#)

DMI students within the assigned hospital that is affiliated with the College are expected to conduct themselves accordingly. All required and published personnel policies, standards, and procedures of these agencies must be followed. Clinical assignments will not take place unless students are compliant with all clinical clearance requirements. This includes a criminal background check, child abuse clearance, drug screening, completed health form packet (physical examination and immunizations), proof of medical insurance, and CPR certification. Students are liable for their own medical and hospitalization insurance and are required to carry this insurance throughout the duration of the program. Students are covered by the malpractice/liability insurance carried by the College. Students must also attend three mandatory components of new student orientation:

**Program orientation (part I)** takes place prior to program commencement in June. It includes a comprehensive review of the program policy manual, DMI curriculum, College resources (e.g., Learning Lab, Counseling), uniform fitting and completion of multiple required forms.

**Clinical orientation (part II)** takes place immediately following the DMI 101 final exam (late August) and consists of a comprehensive review of clinical education expectations and evaluations, including ARRT competency requirements, E\*Value use and all clinically related policies and procedures (e.g., supervision, radiation safety, attendance, dress code).

**Hospital orientation (part III)** takes place the week prior to the first fall semester and Clinical Education I (DMI 196) commencement. Students spend 1 ½ days at their assigned primary clinical affiliate. Orientation at any alternate site will take place on the first day of the rotation with an assigned Clinical Preceptor.

Student Safety

### Radiation Safety

Exposure to ionizing radiation will occur during on campus lab and clinical education. Students are required to follow all program radiation safety policies.

### Magnetic Resonance Imaging Safety

Exposure to magnetic fields can occur during clinical education and students are required to follow all program MRI safety policies. Students are screened for magnetic field/radiofrequency hazards in accordance with the American College of Radiology MR safety guidelines. Certain factors such as tattoos, body piercings, permanent makeup, external insulin pumps, and ear and eye implants may preclude students from participating in some clinical experiences but will not affect program completion.

### Pregnancy Policy

If a student becomes pregnant while enrolled in the Diagnostic Medical Imaging Program, disclosure of the pregnancy is entirely voluntary. However, since radiation to the unborn child could be harmful, the student is strongly encouraged to notify the Program Director in writing once confirmation of the pregnancy has occurred. Upon notification, the student will be scheduled to meet with the Radiation Safety Officer or Radiology Department Physicist at the appointed clinical education setting. During the meeting, the student will be provided with potential risks and consequences of prenatal radiation exposure.

The student may then choose to do one of the following:

- Withdraw immediately from the Program in good standing. A student who withdraws from the Diagnostic Medical Imaging Program because of pregnancy can gain readmission to the Program by following the established readmission procedure.
- Remain in the Program without modification. If the student chooses to do so, the following will occur:
  - The student will provide documentation to the Program Director of conception date and expected delivery date.
  - The student will sign a “Pregnancy Declaration” as required by the clinical affiliate.
  - The student will be provided with ALARA training at the clinical education setting to ensure the monthly embryo-fetal dose does not exceed the NCRP recommendation of 0.5 mSv (5.0 mSv for the entire pregnancy). Neither the College nor the clinical affiliate can assume responsibility for any harm that might occur to an embryo or fetus as a result of exposure to ionizing radiation.
  - Depending upon clinical affiliate policy, the student may be provided with a monthly fetal badge. The badge must be worn at waist level, under the lead apron.
- Withdraw the declaration of pregnancy. The declaration of pregnancy may be withdrawn at any time by contacting the Program Director in writing.

Program of Study and Graduation Requirements:

- DMI students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the Program Director.
- Students in the DMI curriculum may be dropped at any time if, in the opinion of the Faculty and Program Director, such students are not suited to be Radiologic Technologists.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the Faculty, Program Director and Advisory Committee.
- Students may not continue in the DMI curriculum with a grade of "D" or below in any DMI or general education course.
- Any breach of the ARRT Standards of Ethics will result in immediate dismissal from the Program.

View the [College Academic Calendar](#)



Download a current copy of the [DMI Program Policy Manual](#).

Download a current copy of the [DMI Clinical Expectations and Evaluations Manual](#).

## Graduation Requirements

To qualify for the Associate in Applied Science (A.A.S.) degree in Diagnostic Medical Imaging, students must complete 73 credit hours as prescribed, attain a grade point average of 2.0 in all Program core courses, and attain no grade below a "C" in any course. Upon successful completion of the Program, graduates are eligible for certification and registration in *Radiography* by the American Registry of Radiologic Technologists (ARRT).

View the [College Grading System](#)

## Grievance Policy/Student Appeals Procedures

Students may appeal decisions regarding academic and disciplinary matters as per College policy. Information can be found by visiting the [Student Rights and Responsibilities](#) page.

Course Sequence:

### Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 101 - Introduction to Diagnostic Medical Imaging		2 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Notes

Note: All courses need to complete with a grade of "C" or better

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 105 - Image Production and Evaluation I	Prereq: FNMT 118 and DMI 101 both with a grade of "C" or better Coreq: DMI 119, DMI 131, DMI 181, DMI 196	4 credits	
DMI 119 - Radiation Safety I	Coreq: DMI 105, DMI 131, DMI 181, DMI 196	2 credits	
DMI 131 - Patient Care and Procedures I	Prereq: ENGL 101 with a grade of "C" or better Coreq: DMI 105, DMI 119, DMI 181, DMI 196	4 credits	
DMI 181 - Radiographic Osteology and Pathology I	Coreq: DMI 105, DMI 119, DMI 131, DMI 196	2 credits	
DMI 196 - Clinical Education I	Coreq: DMI 105, DMI 119, DMI 131, DMI 181	1 credit	
BIOL 109 - Anatomy and Physiology I		4 credits	Scientific Reasoning

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 106 - Image Production and Evaluation II	Prereq: DMI 105, DMI 119, DMI 131, DMI 181, DMI 196 all with a grade of "C" or better Coreq: DMI 120, DMI 132, DMI 182, DMI 197	2 credits	
DMI 120 - Radiation Safety II	Coreq: DMI 106, DMI 132, DMI 182, and DMI 197	2 credits	
DMI 132 - Patient Care and Procedures II	Prereq: BIOL 109 with a grade of "C" or better Coreq: DMI 106, DMI 120, DMI 182, DMI 197	4 credits	
DMI 182 - Radiographic Osteology and Pathology II	Coreq: DMI 106, DMI 120, DMI 132, DMI 197	2 credits	
DMI 197 - Clinical Education II	Coreq: DMI 106, DMI 120, DMI 132, DMI 182	1 credit	
BIOL 110 - Anat & Phys II	BIOL 109 with a grade of "C" or better	4 credits	

### Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 198 - Clinical Education III	DMI 106, DMI 120, DMI 132, DMI 182, DMI 197 all with a grade of "C" or better	1 credit	

## Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 199 - Clinical Education IV	DMI 198 with a grade of "C" or better	1 credit	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

## Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 221 - Advanced Imaging I	Prereq: CIS 103, DMI 199 both with a grade of "C" or better Coreq: DMI 231, DMI 261, DMI 297	4 credits	
DMI 231 - Patient Care & Procedures III	Prereq: BIOL 110, ENGL 102 both with a grade of "C" or better Coreq: DMI 221, DMI 261, DMI 297	3 credits	
DMI 261 - Radiation Safety III	Coreq: DMI 221, DMI 231, DMI 297	2 credits	
DMI 297 - Clinical Education V	Coreq: DMI 221, DMI 231, DMI 261	2 credits	
SOC 101 - Introduction to Sociology or GEOG 103 - Introduction to Human Geography or ANTH 112 - Cultural Anthropology		3 credits	Cultural Analysis and Interpretation

## Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 222 - Advanced Imaging II	Prereq: DMI 221, DMI 231, DMI 261, DMI 297 all with a grade of "C" or better Coreq: DMI 232, DMI 298	2 credits	
DMI 232 - Registry Review and Career Planning	Coreq: DMI 222, DMI 298	3 credits	
DMI 298 - Clinical Education VI	Coreq: DMI 222, DMI 232	2 credits	
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or AH 116 - Interpersonal and Professional Skills in the Health Care Setting	For ENGL 115, ENGL 116, ENGL 117, ENGL 118: ENGL 101 which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

## Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 299 - Clinical Education VII	Prereq: DMI 222, DMI 232, DMI 298 all with a grade of "C" or better	1 credit	

Minimum Credits Needed to Graduate:

# 73

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

All General Education courses may be completed before entering the DMI Program **or** along with DMI Program courses. Students are encouraged to complete General Education requirements prior to Program commencement to make their schedules more manageable.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

# Digital Video Production

## Description:

The Digital Video Production curriculum prepares students as entry-level professionals in the digital video production field. Classroom lecture and practical assignments in the use of state-of-the-art digital technology lead to the development of technical and aesthetic skills required for success in the digital video production field. Students gain practical experience by creating programs for the College's CCPTV educational broadcast channel as part of their course work. Students completing this program will be prepared to work as videographers, audio technicians, video editors, producers, directors and related occupational roles.

Extensive computer activities and location and studio production are required for some courses in this curriculum. Students are encouraged to develop artistic appreciation and imagination in their work. Upper-level courses emphasize advanced technical and creative skills and professional practices. Students exit this program with a digital portfolio of their work to aid in obtaining employment in the digital video field.

## Program Learning Outcomes:

Upon completion of this program, students will be able to:

- Demonstrate proficiency in the operation of digital video cameras, lighting equipment for location and studio production, audio for digital video production, and digital video editing hardware and software.
- Evaluate technical and aesthetic qualities of digital video productions in the context of historical and contemporary trends
- Employ current business practices as applied to the practice of digital video production

## Program Entry Requirements:

This program is open to interested students, assuming space is available. However, students are required to satisfy placement at the time of admission.. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program. Students must complete PHOT 104 with a grade of B or better to continue in the DVP curriculum.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Digital Video Production, a student must complete at least 60 credit hours and attain a grade point average of 2.0 (A "C" average.)

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 104 - Introduction to Video Production		3 credits	Oral Communication / Creative Expression
FNMT 118 - Intermediate Algebra or higher ( <a href="#">MATH 137</a> recommended)	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
PHOT 151 - Techniques in Photo Editing (Photoshop I)		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit.1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DVP 120 - Camera and Lighting Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits	
DVP 130 - Audio Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits	
DVP 140 - Video Editing Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit. 2

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

DVP 150 - Producing and Directing Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits	
HIST 103 - United States History: The 20th Century or GEOG 103 - Introduction to Human Geography		3 credits	Cultural Analysis & Interpretation
EASC 111 - Environmental Conservation or STS 101 - Introduction to Science, Technology and Society	For STS 101: <a href="#">FNMT 118</a> or higher placement	3 or 4 credits	Scientific Reasoning
PHOT 113 - Digital Technology, Art, and Culture		3 credits	
PHOT 105 - Introduction to Digital Photography or DVP 240 - Advanced Editing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 205 - Creative Writing or ENGL 282 - Scriptwriting or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 211 - Event and Corporate Videography	For DVP 240: DVP 140 For ENGL 107, ENGL 116 and ENGL 117: ENGL 101, which may be taken concurrently For ENGL 205, ENGL 271, and ENGL 272: <a href="#">ENGL 101</a> For ENGL 282: ENGL 205 For PHOT 211: PHOT 104	3 or 4 credits	

#### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DVP 210 - Advanced Techniques for Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150	4 credits	
DVP 220 - Advanced Studio Techniques for Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150	4 credits	
PHOT 299 - Professional Practices in Photography and Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150; DVP 210 and DVP 220 may be taken concurrently	3 credits	
PHOT 105 - Introduction to Digital Photography or DVP 240 - Advanced Editing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 205 - Creative Writing or ENGL 282 - Scriptwriting or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 211 - Event and Corporate Videography	For DVP 240: DVP 140 For ENGL 107, ENGL 116 and ENGL 117: ENGL 101, which may be taken concurrently For ENGL 205, ENGL 271, and ENGL 272: ENGL 101 For ENGL 282: ENGL 205 For PHOT 211: PHOT 104	3 or 4 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone 215-751-8450; or the College Information Center, 215-751-8010.

# Sound Recording and Music Technology

## Description:

The Sound Recording and Music Technology curriculum is designed for students interested in pursuing a career in the music industry. Jobs in this industry include those of music producers, sound recording engineers, music production staff, artist agents, concert managers and many others for which both musical and technological knowledge are essential. This curriculum gives students a thorough academic and applied preparation for entry-level positions in the music industry. Students are trained in the use of industry standard equipment and software to provide them with the necessary skills for employment.

## Program Learning Outcomes:

Upon completion of this program, graduates will:

- Demonstrate basic musicianship and knowledge of the theoretical, historical and technological backgrounds needed to understand how music is created, understood and performed.
- Demonstrate the ability to use industry-standard music technology hardware and software for pre- and postproduction of music and multimedia.
- Apply fundamentals of the music business to market a musical product-including live concerts and publications (print music/recordings/videos).

## Program Entry Requirements:

This program is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Students with a foundational music theory background should contact the Music Department Chair to complete the MUS 100: Music Reading course requirement as a credit by exam. MUS 100 covers key signatures, major scales, intervals, music language and rhythmic recognition.

## Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree, a student must complete 60 credits, including a music internship, and attain a minimum grade point average of 2.0 ("C" average) and a minimum of "C" in all Music courses.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 100 - Music Reading		3 credits	
MUS 101 - Piano I		1 credit	Oral Communication/ Creative Expression**
MUS 115 - Introduction to Music Technology		3 credits	Oral Communication/ Creative Expression**
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MUS 196B - Brass Ensemble I or MUS 196C - Chamber Music Ensemble I or <a href="#">MUS 196E - Electronic Ensemble I</a> or MUS 196G - Jazz Guitar Ensemble I or MUS 196H - Hip Hop Ensemble I or MUS 196j - Jazz Ensemble I or MUS 196P - Pop & Rock Ensemble I or MUS 196SA - Soprano/Alto Ensemble I* or MUS 196SV - Studio Voice Ensemble I or MUS 196TB - Tenor/Bass Ensemble I*		1 credit	Oral Communication/ Creative Expression**

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 180 - Music Business		3 credits	
MUS 116 - Theory I	MUS 100	4 credits	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3 credits	
MUS 102 - Piano II	MUS 101 with a grade of "C" or better	1 credit	

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MUS 197B - Brass Ensemble II or MUS 197C - Chamber Music Ensemble II or MUS 197E - Electronic Ensemble II or MUS 197G - Jazz Guitar Ensemble II or MUS 197H - Hip Hop Ensemble II or MUS 197J - Jazz Ensemble II or MUS 197P - Pop & Rock Ensemble II or MUS 197SA - Soprano/Alto Ensemble II* or MUS 197SV - Studio Voice Ensemble II or MUS 197TB - Tenor/Bass Ensemble II*		1 credit	Oral Communication/ Creative Expression**

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 118 - Theory II	MUS 116	4 credits	
<a href="#">MUS 220 - ProTools - Digital Audio Editing</a>	<a href="#">MUS 215</a>	3 credits	
<a href="#">MUS 103 - Introduction to Music</a>		3 credits	Cultural Analysis and Interpretation
MUS 280 - Music Entrepreneurship, Licensing and Marketing	<a href="#">MUS 180</a>	3 credits	Technological Competency
MUS 296B - Brass Ensemble III or MUS 296C - Chamber Music Ensemble III or MUS 296E - Electronic Ensemble III or MUS 296G - Jazz Guitar Ensemble III or MUS 296H - Hip Hop Ensemble III or MUS 296J - Jazz Ensemble III or MUS 296P - Pop & Rock Ensemble III or MUS 296SA - Soprano/Alto Ensemble III* or MUS 296SV - Studio Voice Ensemble III or MUS 296TB - Tenor/Bass Ensemble III*		1 credit	Oral Communication/ Creative Expression**

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 260 - Sound Reinforcement and Recording Session	MUS 215	4 credits	
MUS 290 - Music Internship	MUS 180, MUS 260 which may be taken concurrently	2 credits	
PHYS 125 - Musical Acoustics		3 credits	Scientific Reasoning
ACCT 101 - Financial Accounting		4 credits	
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The 19th Century or HIST 103 - United States History: The 20th Century or HIST 103H - United States and Pennsylvania History: The 20th Century (Honors) or HIST 121 - Global History I HIST 122 - Global History II or HIST 142 - Food History or HIST 146 - Latino American History or HIST 150 - History of American Health Care or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	
MUS 297B - Brass Ensemble IV or MUS 297C - Chamber Music Ensemble IV or MUS 297E - Electronic Ensemble IV or MUS 297G - Jazz Guitar Ensemble IV or MUS 297H - Hip Hop Ensemble IV or MUS 297J - Jazz Ensemble IV or MUS 297P - Pop & Rock Ensemble IV or MUS 297SA - Soprano/Alto Ensemble IV* or MUS 297SV - Studio Voice Ensemble IV or MUS 297TB - Tenor/Bass Ensemble IV*		1 credit	Oral Communication/ Creative Expression**

Minimum Credits Needed to Graduate:

\*All students must complete at least one semester of Soprano/Alto or Tenor/Bass Vocal Ensemble as part of the curriculum. This can be at the MUS 196, 197, 296 or 297 course level.

\*\* Students must take three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education. The requirement may also be met by MUS 115.

#### General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

#### For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.



# Toyota T-TEN

## Description:

The transportation industry is in need of qualified well-trained individuals to meet the automotive technology needs of residents in the Greater Philadelphia region. The Toyota T-TEN program prepares students for a career in the transportation technology field repairing Toyota and Lexus vehicles. T-TEN stands for Technician Training and Education Network.

The program incorporates substantial work-based learning opportunities, as students are employed by Greater Philadelphia-area Toyota and Lexus dealerships as a requirement of completing the T-TEN program. This puts the student in an excellent position to complete the program with little to no debt while placed in a dealership that could lead to a permanent position after program completion.

The T-TEN program is open to students in the region who live outside of Philadelphia County. All students admitted into the T-TEN program will pay in-county tuition rates. However, the T-TEN program is select and enrollment in the program is limited. The program is restricted to full time students who are college ready, have a valid driver's license, pass a drug screening, have or can acquire an approved tool kit (financial assistance may be available) and interview with the Program Coordinator.

Work-based learning is an essential component of the Toyota T-TEN program, with student class and work schedules alternating in a coordinated manner. Prior to acceptance into the Toyota T-TEN program, student applicants will be connected to participating dealerships seeking to hire paid interns from the program. Students must receive an internship offer from a participating dealership prior to acceptance into the program.

The Toyota T-TEN program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Demonstrate proficiency in the use of specialized automotive service tools and electronic diagnostic equipment on Toyota vehicles
- Analyze service information (technical bulletins, repair data and vehicle recalls) to diagnose and repair Toyota vehicles.
- Demonstrate ethical and safe industry practices as a transportation professional for Toyota.
- Apply basic foundational concepts to maintain, diagnose and repair Toyota vehicles

## Program Entry Requirements:

Admission into the T-TEN program is selective and requires potential students to fulfill all admission requirements of the College. Enrollment in the program is limited.

Students must meet the following minimum requirements before applying to the T-TEN Program:

- High school diploma or GED documentation
- Demonstration of readiness for [ENGL 101](#) and [FNMT 118](#) as determined by the College's placement tests, or by successfully completing developmental coursework
- Minimum high school grade point average of 2.50\*
- Have valid state driver's license
- Applicants must be at least 18 years of age by the start of the Toyota Internship experience.

\*Current Community College of Philadelphia students can also apply with a cumulative grade point average of 2.50.

Applicants who are new to the College must begin the application process by first applying to the College. Transcript evaluation and completion of a placement test (or test waiver) is required. Apply to the College [here](#).

Current Community College of Philadelphia students can begin the T-TEN program application process [here](#). (link to the application)

Applicants who complete and meet the requirements above will be eligible to continue in the admissions process and will be contacted, in writing, concerning the scheduling of an admissions interview with the Program Coordinator (or designee). A scheduled interview does not guarantee admission. Upon completion of the admissions interview, the Program Coordinator (or designee) will review all applications with particular attention to:

1. Cumulative grade point average
2. Strength of secondary/post-secondary academic curriculum
3. Mechanical aptitude test
4. Extracurricular activities, community service, and work experience
5. Personal interview

## Conditions for Acceptance

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. Acknowledgement of Core Performance Standards for Automotive Programs and physical demand analysis.
  - Technical applied education requires a full range of motion, including pushing, pulling, twisting, lifting and bending. Standing and walking are required for the entire day (eight hours).
  - Students who are registered with the [Center on Disability](#) must inform the Program Coordinator if accommodations are required.

2. Completion of Drug Screening
  - A positive screening results in denial of admission into the T-TEN Program.
3. Acknowledgement of full time attendance requirement, including internship work schedule and prior dealership employment agreement, signed.

Additional conditions for Program commencement include:

- Attendance at scheduled Program orientation prior to entry.
- Purchase of approved tool kit.

The T-TEN program reserves the right to dismiss any student:

- Who fails to meet the standards set by their internship employer and the student is dismissed by the employer.
- Whose general conduct is determined detrimental to the College and its affiliates, including loss of driver's license and /or
- Who does not meet the scholastic requirements of the T-Ten program. A student who earns a grade of "D" or lower in any course will be dismissed from the program.

Program of Study and Graduation Requirements:

To qualify for the AAS degree in Toyota T-TEN, the student must complete 70 credit hours as prescribed in the course sequence, and fulfill the requirements below.

- T-TEN students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the Program Coordinator.
- Students in the T-TEN curriculum may be dropped at any time if, in the opinion of the Faculty and Program Coordinator, such students are not suited to be Toyota Technicians. These students will be moved into the Automotive Technology program.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the Faculty, Program Coordinator and Advisory Committee. These students may be moved to the Automotive Technology program.
- Students may not continue in the T-TEN curriculum with a grade of "D" or below in any T-TEN or general education course. These students may be moved to the AST program
- Pass all Toyota Certification Program final exams with a score of 80% or better
- Complete 640 hours of internship as a technician trainee in a Toyota or Lexus dealership
- Complete the T-PORT manual and supporting journals
- Pass 2 ASE certifications, either A1-A8 or L1
- Complete the required E-learning modules in Toyota Certification Program
- Pass all instructor led Toyota course final exams

**Please Note:** It is possible for a student to pass all their automotive courses and graduate from the College without receiving T-TEN certification. This will happen when students may be lacking the internship hours, ASE certifications, or E-learnings require to graduate T-TEN. In this scenario, the student may be moved to the AAS Automotive Technology program or delay T-TEN program completion up to 2 years to acquire the necessary items to graduate T-TEN.

Course Sequence:

#### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ATEN 101 - Introduction to Toyota Automotive Service		3 credits	
ENGL 101 - English Composition		3 credits	Writing, Research, Info Lit I
ATEN 294 - Toyota Internship I	ATEN 101, which may be taken concurrently	1 credit	
ATEN 121 - Toyota Electrical System I	ATEN 101, which may be taken concurrently	4 credits	
FNMT 118 - Intermediate Algebra		3 credits	Quantitative Reasoning

#### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ATEN 221 - Toyota Electrical System II	ATEN 121, FNMT 118	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit
ATEN 295 - Toyota Internship II	ATEN 121	1 credit	
ATEN 111 - Toyota Steering and Suspension		4 credits	
ANTH 112 - Cultural Anthropology or HIST 101 - US History: Colonial America through the Revolutionary Era or HIST 102 - US History: The Civil War and the 19th Century or HIST 103 - US History: The 20th Century and Beyond or HIST 151 - History of Capitalism or SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation

#### Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

ATEN 150 - Toyota Automotive Brake Systems	ATEN 111	4 credits	
ATEN 296 - Toyota Internship III		1 credit	
ATEN 271 - Toyota Heating and Air Conditioning	ATEN 221	3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ATEN 131 - Toyota Manual Transmission and Drivetrains	ATEN 150	3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ATEN 297 - Toyota Internship IV		1 credit	
ATEN 181 - Toyota Engine Repair		4 credits	
ART 105 - Drawing I or ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or PJMT 130 - Project Management Communications	ENGL 115, 116, 117, 118: ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

### Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ATEN 261 - Toyota Engine Performance		4 credits	
AET 101 - Introduction to Robotics or AET 102 - Scientific Technology and Public Policy or AET 140 - 3D Printing - Additive Manufacturing or BIOL 106 - General Biology I or CHEM 101 - Fundamentals of Chemistry I (Lab Based) or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or CHEM 105 - Inquiry into Chemistry or EASC 111 - Environmental Conservation or PHYS 105 - Survey of Physics or PHYS 111 - General Physics I or	PHYS 105: FNMT 118 (or higher) placement or a passing grade in FNMT 017 (or higher) PHYS 111: MATH 162 or Math 171 or MATH 171 placement	3 or 4 credits	Scientific Reasoning
ATEN 298 - Toyota Internship V		1 credit	
ATEN 281 - Advanced Toyota Engine Performance	ATEN 261	4 credits	

### Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ATEN 241 - Toyota Automatic Transmission and Transaxle Repair	ATEN 131	3 credits	
ATEN 299 - Toyota Internship VI		1 credit	
ATEN 282 - Toyota Hybrid Technology	ATEN 281	3 credits	

Minimum Credits Needed to Graduate:

70

General Education Requirements:

General Education Requirements: All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student tab**, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A more detailed explanation of the [College's general education requirements](#) is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

# Web and Mobile Application Development

## Description:

The Web and Mobile Application Development degree prepares students to become professional software developers working in web and mobile environments. Students will progress from fundamental to advanced programming concepts and apply them to design and build web and mobile applications. Emphasis is also placed on the infrastructure of the web and the ability to plan, launch, and manage applications in the real world.

## Program Learning Outcomes:

Upon successful completion of this program, students will be able to:

- Evaluate, design, implement, test, and launch web and mobile applications individually and as part of a group.
- Identify concepts related to remote data APIs (Application Programming Interfaces) and apply them within the context of application development.
- Design, develop, and manage databases in support of web and mobile applications.
- Produce user interfaces for web and mobile applications.
- Identify components of web and mobile applications.
- Recognize and describe ethical, legal, and security issues related to web and mobile development.

## Program Entry Requirements:

New students are normally required to take the College's placement test at their time of entry. Also, students who possess business computer application skills may test out of CIS 103: Computer Applications & Concepts. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Web and Mobile Application Development, a total of 65 credit hours as prescribed must be satisfactorily completed with a grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CIS 155 - Principles of Operating Systems		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 114 - JavaScript I		4 credits	
CIS 130 - Web Page Design I	CIS 103	4 credits	
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ENGL 102 - The Research Paper	ENGL 101 with a "C" grade or higher	3 credits	Writing/Research/Info Lit 2
CIS 204 - Fundamentals of Linux and Unix	CIS 105 or CIS 155	3 credits	

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103 or CSCI 118	4 credits	
CIS 244 - Server-Side Web Development	CIS 114 and CIS 205, which may be taken concurrently	4 credits	
CIS 228 - JavaScript II	CIS 114	4 credits	
CIS 230 - Web Page Design II	CIS 130	3 credits	
CIS 200: Apple App Development I or CIS 211 - Android App Development I	CIS 106 or CIS 114 or CSCI 111	4 credits	

## Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	
PHYS 111 - General Physics I or PHYS 105 - Survey of Physics	For PHYS 111: MATH 162 or MATH 171 or MATH 171 placement For PHYS 105: FNMT 118 (or higher) placement or a passing grade in FNMT 017 (or higher) are required	4 credits	
CIS 271 - Information Technology Project Management	CIS 103	3 credits	
CIS 201 - Apple App Development II or CIS 212 - Android App Development II	For CIS 201: CIS 200 For CIS 212: CIS 211	4 credits	
CIS 288 - Cloud Computing	CIS 244	4 credits	

Minimum Credits Needed to Graduate:

# 65

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

[The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone \(215\) 751-8414 or the College Information Center \(215\) 751-8010.](#)

# Addiction and Recovery Studies Academic Certificate

## Description:

The Addiction and Recovery Studies Academic Certificate aligns with the [Behavioral Health/Human Services \(BHHS\) curriculum](#) which offers a certification process to further develop appropriate and effective professional education and training for jobs as addiction counselors, rehabilitation specialists and case management specialists in the fields of chemical dependency and other addictions such as nicotine and gambling. Students must meet both regular College admission requirements and those of the Behavioral Health/Human Services curriculum. The Addiction and Recovery Studies Academic Certificate may be taken in conjunction with the degree program in BHHS. Individuals working in the addictions field require diverse backgrounds, training and experience. Students come to the program degreed, non-degreed and from various academic disciplines, bringing with them varied levels of understanding and expertise in the assessment and treatment of mental health and substance abuse.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate a basic set of helping skills (warmth, empathy, reflective listening) needed for entry employment in the addictions field.
- Work as a culturally sensitive, ethical, and trauma-informed practitioner.
- Demonstrate a stronger sense of self resulting from personal growth experiences.
- Use critical thinking and skills related to the assessment and treatment process needed for working with clients.

## Program Entry Requirements:

The program is open to interested students. New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English courses prior to program entry. Students requiring developmental mathematics courses must complete them in addition to the requirements of their certificate program. Admission to the program also requires that the student attend an orientation session before a decision of acceptance is made. Permission of the BHHS curriculum coordinator is required for admission.

## Program of Study and Graduation Requirements:

To qualify for the academic certificate in Addiction and Recovery Studies, a student must complete 33 credit hours as prescribed and attain a grade point average of 2.0 (a C average).

## Certified Addiction Counselor (Cac) Status:

The Pennsylvania Certification Board requires 300 clock-hours of training with appropriate paid experience and a bachelor's degree in a human service field to achieve the credential of Certified Addictions Counselor (CAC). However, persons can become eligible for addiction counselor positions while working on their CAC credential. Pennsylvania Bulletin, v. 26, n. 5 for February 3, 1996 states the following: A person with an associate's degree in human services from an accredited college with a major in chemical dependency and two years of experience is eligible for the position of addictions counselor. Without experience, the community college graduate, with an associate's degree and a major in chemical dependency, is prepared for the position of assistant addiction counselor. Community College of Philadelphia will help all qualified students apply for AAC I (Associate Addictions Counselor) and AAC II status. Those students with a bachelor's degree will be advised of the procedure for applying for the CAC as well as the necessary educational credits needed to comply with the certification board. It should be noted that three college credit hours is equivalent to 45 clock-hours of training.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 121 - Foundations of Addiction Studies		3 credits	
BHHS 101 - Introduction to Behavioral Health & Human Services		3 credits	
BHHS 111 - Introduction to Helping Skills	BHHS 101, must be taken concurrently or prior; acceptance into the BHHS curriculum or related certificate program	3 credits	
ENGL 101 - English Composition		3 credits	Writing Research/Info Lit 1
CIS 103 - Computer Applications & Concepts *		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra (or higher)	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 105 - Introduction to Group Dynamics		3 credits	

BHHS 131 - Faith and Spirituality in Human Services or BHHS 102 - Social Determinants of Behavioral Health		3 credits	
BHHS 191 - Introduction to Trauma and Trauma-Informed Care		3 credits	Cultural Analysis and Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade "C" or better	3 credits	Writing Research/Info Lit 2
BHHS 222 - Assessment and Service Planning in Recovery	BHHS 121	3 credits	

Minimum Credits Needed to Graduate:

33

\*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.



# Creative Writing Academic Certificate

## Description:

The certificate program in Creative Writing is a 33-credit program designed to help students grow as writers and readers. Guided by our accomplished faculty, students will take a sequence of literature and creative writing courses, have opportunities to interact with visiting writers, and attend readings, workshops, festivals and other special events. The program culminates in a capstone course, Portfolio Development, designed to help students prepare to apply to four-year writing programs and develop manuscripts for publication. Students earning the certificate in Creative Writing may elect to continue their education at the College by earning the A.A. degree in Liberal Arts by completing 28 additional credits.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Examine literature as a model for their original work.
- Understand and use techniques necessary for the mastery of the craft of creative writing.
- Improve their creative writing skills through feedback and continued revision.
- Gain insight into local and national resources for writers and the publication process.
- Complete a portfolio of original work for publication or submission to other creative writing programs.

## Program Entry Requirements:

This program is open to all interested students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their certificate program.

## Program of Study and Graduation Requirements:

Receipt of the academic certificate is based on completion of a minimum of 33 credits of required courses, with a minimum cumulative grade point average of 2.0 ("C" average).

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits
ENGL 101 - English Composition		3 credits
CIS 103 - Computer Applications & Concepts		3 credits
Social Science Elective		3 credits
ENGL 205 - Creative Writing		3 credits

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits
Literature course	ENGL 101 must be completed prior to taking any literature courses except for ENGL 190 where ENGL 101 and ENGL 190 may be taken concurrently.	3 credits
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits
FNMT 101 - Quantitative Reasoning or FNMT 118 - Intermediate Algebra or higher*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits
Directed Elective - Select one of the following: Literature course or ENGL 137 - Introduction to Theater (ENGL 137 recommended for students taking ENGL 282)	ENGL 101	3 credits
Select one of the following: ENGL 280 - Poetry Writing or ENGL 281 - Fiction Writing or ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism	For ENGL 280, 281, 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	3 credits

### Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits
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Select one of the following: ENGL 280 - Poetry Writing or ENGL 281 - Fiction Writing or ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism	For ENGL 280, 281, 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	3 credits
ENGL 285 - Portfolio Development	Two of the following: ENGL 280, 281, 282, 283 one of which may be taken concurrently	3 credits

Minimum Credits Needed to Graduate:

# 33

\* Some colleges and universities require a mathematics course above FNMT 118. In that case:

- Students who are FNMT 118 ready may take MATH 137 or MATH 150 instead of FNMT 101 or FNMT 118.
- Students who are FNMT 118 ready who intend to transfer to Temple University should take FNMT 118, which is the prerequisite for MATH 161.
- Students with a math placement score above FNMT 118 should take MATH 161 or a higher-level math course.
- Please visit the [transfer agreements](#) web page for more information and consult with an advisor when selecting a quantitative reasoning course.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

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Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

# Human Services Academic Certificate

## Description:

The Human Services certificate program of study is primarily for persons in Human Service agencies who wish to expand their career options and for students expressing an interest in the field. Career options include social and human service assistants, community and social service specialists, personal and home care aides, counselor aides and mental health technicians. Students will be provided with courses that will help in their development of core academic skills in reading, writing, mathematics and computer literacy. They will also be provided with core helping skills by taking key courses in Behavioral Health and Human Services, in areas such as group dynamics and case management. Students will also do one practicum, which may be completed at their place of employment. Along with the core helping skills, students will be introduced to job-specific helping courses in fields of practice such as addictions, disabilities, gerontology or youth work. Students will also select either Child Abuse and Family Violence or Crisis Intervention to complete the certificate.

## Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate a basic set of helping skills (warmth, empathy, reflective listening) needed for entry-level employment in human service agencies.
- Work as a culturally sensitive ethical practitioner.
- Demonstrate a stronger sense of self resulting from personal growth experiences.
- Use critical thinking and writing skills needed for working with clients.

## Program Entry Requirements:

The program is open to interested students. New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English courses prior to program entry. Students requiring developmental mathematics courses must complete them in addition to the requirements of their certificate program.

## Program of Study and Graduation Requirements:

Graduation from this program is based on successful completion of the required 33 credits of course work with a grade of "C" or better in the core BHHS courses and a minimum cumulative grade point average of 2.0.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 101 - Introduction to Behavioral Health & Human Services		3 credits	
BHHS 111 - Introduction to Helping Skills	BHHS 101, which may be taken concurrently	3 credits	
BHHS 105 - Introduction to Group Dynamics		3 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
BHHS 110 - Principles and Practices of Positive Youth Development: Community, Family, and Youth Engagement or BHHS 121 - Foundations of Addiction Studies or BHHS 171 - Introduction to Aging Studies or BHHS 161 - Introduction to Disability Studies		3 credits	
CIS 103 - Applications & Concepts*		3 credits	

### Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 194 - Case Management Practice	BHHS 111 with a grade of "C" or better	3 credits	
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111 with a grade of "C" or better	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	
BHHS 151 - Family Violence, Abuse and Trauma or BHHS 241 - Crisis Intervention		3 credits	
FNMT 118 - Intermediate Algebra (or higher)		3 credits	Quantitative Reasoning

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Minimum Credits Needed to Graduate:

33

\*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

# Accounting Paraprofessional Proficiency Certificate

## Description:

The Accounting Paraprofessional proficiency certificate is a 16 credit-hour program designed for persons interested in pursuing careers as accounting paraprofessionals in business, government, and non-profit organizations. Students earning the Accounting Paraprofessional proficiency certificate may elect to continue their education at the College by earning the A.A.S. degree in Accounting.

## Program Learning Outcomes:

Upon successful completion of the courses in the Accounting Paraprofessional proficiency certificate the student will be able to:

- Explain the contents of the financial statements prepared according to Generally Accepted Accounting Principles (GAAP).
- Analyze and record transactions, and complete the accounting cycle using computerized general ledger software.
- Demonstrate the knowledge and skills necessary to obtain an entry-level position as an accounting clerk or tax preparer.
- Effectively communicate with users of financial information orally and in writing.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete exams, writing assignments and participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ACCT 101 - Financial Accounting		4 credits
ENGL 101 - English Composition		3 credits
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits
ACCT 103 - Microcomputers in Accounting	ACCT 101 with a grade of "C" or better	3 credits
ACCT 208 - Tax Accounting_or ACCT 215 - Nonprofit Accounting	For ACCT 215: <a href="#">ACCT 102</a> or <a href="#">ACCT 101</a> and departmental approval.	3 credits

## Minimum Credits Needed to Graduate:

16

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Acting Proficiency Certificate

## Description:

This proficiency certificate will provide the opportunity for students to develop basic acting and performance skills, preparing them for auditions and background work in the theater and film industries. Additional areas for employment include working as camp activities leaders and in marketing and promotions. When completed, the courses can be applied to the Associate Degree in Theater.

## Program Learning Outcomes:

Upon successful completion of the Acting Proficiency Certificate, students will be able to:

- Identify and utilize the foundations and principles of acting;
- Demonstrate their ability to create and develop characters;
- Recognize the collaborative nature of the craft of acting and collaborate effectively with others.

## Program Entry Requirements:

This proficiency certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English courses as part of the Certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" or better grade in each of the courses listed. In order to achieve a "C" or better and thus demonstrate competency, students must perform scripted material, complete writing assignments, and participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ENGL 131 - Acting I		3 credits
ENGL 132 - Acting II	ENGL 131	3 credits
ENGL 142 - Rehearsal and Performance	ENGL 132	4 credits
ENGL 120 - Voice and Articulation or ENGL 135 - Movement and Dance for Actors		3 credits

## Minimum Credits Needed to Graduate:

13

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA, 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010

# Advanced Automotive Repair Professional Proficiency Certificate

## Description:

The Advanced Automotive Repair Professional Proficiency Certificate is for automotive repair professionals who want to build their skills with specific tools or equipment, which will help students diagnose and repair more vehicles as well as improve their eligibility to move to a higher pay scale.

## Program Learning Outcomes:

Upon successful completion of the Advanced Automotive Repair Professional proficiency certificate, students will be able to:

- Use a scan tool to diagnose and repair vehicle fault codes
- Correct alignment angles on modern vehicles
- Diagnose and repair high-level vehicle concerns
- Troubleshoot electrical issues with digital multimeter and oscilloscope
- Use technical instruments to take readings and make repairs

## Program Entry Requirements:

Before enrolling in any course in the Advanced Automotive Repair Professional proficiency certificate, students must submit proof of current state vehicle safety or emissions license or ASE certification. New students are normally required to satisfy College placement at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
AT 101 - Battery/Charging Diagnosis		1.5 credits
AT 102 - Torque		1.5 credits
AT 103 - Scan Tool Use		1.5 credits
AT 104 - Precision Measurement		1.5 credits
AT 105 - Digital Multimeter		1.5 credits
AT 106 - On-Car Brake Lathe Use		1.5 credits
AT 107 - Alignments		1.5 credits
AT 108 - AC Refrigerant Diagnosis		1.5 credits
AT 109 - Digital Oscilloscope		1.5 credits
AT 110 - Vehicle Information		1.5 credits
AT 112 - Noise, Vibration and Harness		1.5 credits
AT 113 - Advance Drivers Assistance Systems		1.5 credits

## Minimum Credits Needed to Graduate:

18

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (267) 299-5874.

# Alternative Fuels - Carbon Based Fuels Proficiency Certificate

## Description:

Alternative Fuels - Carbon Based Fuels Proficiency Certificate provides valuable training and expertise and adds an additional path to our existing, successful automotive (AT) Program, which is accredited by the Institute for Automotive Service Excellence (IAASE). While the AT Program meets the current industry requirements for Automotive Technicians, it is not focused on future fuel needs, and this expertise is increasingly required and in demand. This micro proficiency certificate helps to meet that need, and we believe that our current and future AT students will be interested in completing it to enhance their marketability. This micro proficiency certificate is also intended to help experienced technicians prepare to work on alternative fueled vehicles that use carbon-based fuels.

Alternative fuels are increasingly being used in our immediate geographical area and require trained technicians, which this credential addresses. Many local organizations are investing in alternative fuels. For example, the City of Philadelphia has just completed a large infrastructure improvement project by building a multimillion dollar Compressed Natural Gas (CNG) fueling station for their fleet of waste removal vehicles, allowing them to slow-fill 70 CNG vehicles at one time. We will continue to see different fuels being used as the price of conventional gas continues to rise. Fuel replacement, the use of a new fuel in an existing platform, is a continual challenge because of the opportunity to reduce the everyday fuel cost associated with transportation. A small change can bring huge rewards for companies such as SEPTA when their entire profit margin rides of fuel costs.

The Alternative Fuels - Carbon Based Fuels Proficiency Certificate program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon successful completion of the Alternative Fuels - Carbon Based Fuels Proficiency Certificate, students will be able to:

- Demonstrate appropriate techniques to create a safe working environment with Alternative Fuels Technologies (ALTF) vehicles, utilizing currently accepted industry standards.
- Diagnose a variety of ALTF vehicle system functionality issues in accordance with currently accepted industry standards, including Compressed Natural Gas powered vehicles.
- Demonstrate proper and effective use of current technology and tools to service and repair ALTF vehicles, in accordance with currently accepted industry standards.

## Program Entry Requirements:

This certificate is open to interested students who have either completed an appropriate program (such as Automotive Technology, Medium/Heavy Truck, or Toyota T-TEN) and have submitted a transcript, or who can provide certifications indicating appropriate transportation industry work experience. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed in the program.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ALTF 110 - Compressed Natural Gas for Transportation	AT 261 or suitable documented industry experience	3 credits
ALTF 111 - Carbon-Based Fuel Alternatives	AT 261 or suitable documented industry experience	3 credits

Minimum Credits Needed to Graduate:

6

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.



# Alternative Fuels - Electric Vehicles and Hybrids Proficiency Certificate

## Description:

The Alternative Fuels - Carbon Based Fuels Proficiency Certificate provides valuable training and expertise and adds an additional path to our existing, successful automotive program. Our current automotive technologies (AT) program is accredited by the National Institute for Automotive Service Excellence (NIASE). While the AT program meets the current industry requirements for automotive technicians, it is not focused on future fuel needs, and this expertise is increasingly required and in demand. This micro proficiency certificate helps to meet that need, and we believe that our current and future AT students, as well as technicians already working in the field, will be interested in completing it to enhance their marketability.

Alternative fuels are increasingly being used in our immediate geographical area and require skilled technicians who may be trained at the College. Many organizations are investing in alternative fuels. For example, both the city of Philadelphia and SEPTA have made investments in this area. The city has started to replace some passenger vehicles with electric vehicles and is deploying and installing charging stations at various city departments. SEPTA has purchased 25 electric buses, which are currently in use on various city routes. During the latest climate meetings in November 2021, six major automakers including Ford, GM, Mercedes Benz, and Volvo pledged to phase out sales of new gasoline and diesel-powered vehicles by 2040 worldwide and by 2035 in leading markets. (NYTimes)

Alternative Fuels - Carbon Based Fuels Proficiency Certificate program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon successful completion of the Alternative Fuels - Carbon Based Fuels Proficiency Certificate, students will be able to:

- Use appropriate techniques and currently accepted industry standards to create a safe working environment with Alternative Fuels Technologies (ALFT) vehicles.
- Diagnose a variety of ALFT vehicle system functionality issues, in accordance with currently accepted industry standards.
- Demonstrate proper and effective use of current technology and tools to service and repair ALFT vehicles, in accordance with currently accepted industry standards.

## Program Entry Requirements:

This certificate is open to interested students who have either completed an appropriate program (such as Automotive Technology, Medium/Heavy Truck Technology, or Toyota T-TEN) and have submitted a transcript, or who can provide certifications indicating appropriate transportation industry work experience. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed in the program.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ALTF 101 - Electric Drive Vehicles	AT 121 or MHT 112 or suitable documented industry experience	3 credits
ALTF 102 - Hybrid Vehicles	AT 121 or MHT 112 or suitable documented industry experience	3 credits

Minimum Credits Needed to Graduate:

6

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

# Architectural Visualization Proficiency Certificate

## Description:

This certificate prepares students interested in the field of computer-assisted design technology, current workers desiring more training, and those with a background in related technical fields for careers as architectural visualization (AV) specialists. Entry-level AV specialists assist design professionals in the architecture, engineering and construction fields in translating ideas, sketches and technical information into complex three-dimensional digital models that often employ animation. Students taking this certificate will build both the technical competencies and the strong collaboration skills needed to work in today's professional AV environments.

## Program Learning Outcomes:

Upon successful completion of the Architectural Visualization Proficiency Certificate, students will be able to:

- Communicate effectively in written, oral, and graphic modes and work as part of a team
- Develop digital models utilizing computer drafting and rendering in both two and three dimensions
- Develop solutions for design and construction documentation by utilizing graphic techniques, including rendering and animation
- Interpret architectural and construction drawings and documents

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number	Prerequisites	Credits
ADC 103 - CAD Basics		3 credits
ADC 160 - Presentation Techniques	ADC 103	3 credits
ADC 163 - Architectural Visualization with Autodesk Revit	ADC 103	3 credits
ADC 260 - Advanced Presentation Techniques	ADC 160 and ADC 209 which may be taken concurrently, or ADC 163 which may be taken concurrently	3 credits
ADC 283 - Special Topics in Architectural Visualization	ADC 160	3 credits
ADC 273 - Advanced CAD Applications	ADC 163	3 credits

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164; or the College Information Center (215) 751-8010.

# ASL/English Interpreting I Post-Baccalaureate Proficiency Certificate

## Description:

The ASL/English Interpreting I Post-Bac Proficiency Certificate is designed for students who already possess a baccalaureate degree in any discipline and want to learn American Sign Language and the culture of the American Deaf community in order to pursue becoming an ASL/English interpreter.

The ASL/English Interpreting I Post-Bac Proficiency Certificate is the first of a two-part certificate and does not prepare one to work as an interpreter alone. Instead, the ASL/English Interpreting I certificate provides foundational language and cultural skills and prerequisite courses for the next-level ASL/English Interpreting II Post-Bac proficiency certificate. The completion of both proficiency certificates prepares students to work as professional interpreters with Deaf individuals by providing the necessary language and cultural skills needed to be interpreters. The goal of the ASL/English interpreter is to make communication as complete and equal as possible for both Deaf and non-deaf participants by accurately conveying the thoughts, feelings, words, attitudes and meanings of the message, whether it is expressed in spoken English, American Sign Language (ASL), or other forms of signed communication. Thus, interpreters must be bilingual, skilled in both English and ASL, and bicultural, knowledgeable about the cultures of both Deaf and non-deaf people.

For this reason, the ASL/English Interpreting I Post-Bac Proficiency Certificate lays a foundation for developing these communication skills by covering a variety of subject areas, including ASL courses, Deaf culture, structure of ASL, and comparative English and ASL, with an introduction to professional practices and ethics, the theory of interpreting processes, and guided skill development in ASL with diagnostic feedback. The ASL lab offers practice opportunities in both video and digital formats in a small group, supportive environment.

In addition to traditional classroom lectures and laboratory activities, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and internships. Cooperative relationships with professional and community agencies and organizations are maintained to provide opportunities for networking and interaction with the Deaf community.

## Program Learning Outcomes:

Upon successful completion of the ASL/English Interpreting I Post-Baccalaureate Proficiency Certificate, students will be able to:

- Demonstrate advanced ASL proficiency and Deaf culture awareness as it applies to a wide variety of deaf-hearing interaction settings and participants
- Assess and analyze one's own ASL competencies in order to identify areas of need for continuing education and professional development

## Program Entry Requirements:

This certificate is open to students who hold bachelor's degrees from a college or university accredited by a nationally recognized accrediting agency recognized by the United States Department of Education who wish to prepare to become certified interpreters.

Applicants to the ASL/English Interpreting I Post-Bac Proficiency Certificate who have not taken ASL 101 and/or ASL 102, and who have prior experience with the language of ASL, may request a proficiency screening for acceptance and placement in the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a C grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ASL 101 - Elementary American Sign Language I		3 credits
ASL 102 - Elementary American Sign Language II	ASL 101 with a grade of "C" or better	3 credits
ASL 201 - Intermediate American Sign Language I	ASL 102 with a grade "C" or better (or program placement)	3 credits
ASL 202 - Intermediate American Sign Language II	ASL 201 with a grade of "C" or better	3 credits
ASL 215 - American Sign Language Fingerspelling	ASL 202 with a grade of "B" or better	3 credits
ASL 230 - Structure of American Sign Language	ASL 202 with a grade of "B" or better, ENGL 101, which may be taken concurrently*	3 credits
ASL 231 - Advanced American Sign Language I	ASL 202 with a grade of "B" or better	3 credits
ASL 232 - Advanced American Sign Language II	ASL 231 with a grade of "C" or better	3 credits
INT 105 - Introduction to the American Deaf Community		3 credits

\* Students who hold a bachelor's degree will already meet this prerequisite requirement.

## Minimum Credits Needed to Graduate:

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate

## Description:

ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate is designed for students who already possess a baccalaureate degree in any discipline and want to pursue becoming an ASL/English interpreter. Students may be enrolled in the ASL/English Interpreting Post-Bac II certificate and the ASL/English Interpreting Post-Bac I certificate at the same time, as long as students have attained a level of ASL proficiency to be ready for ASL 231 to enroll in the higher-level ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate. Students with a background in ASL can request a screening of their skills to determine placement in ASL coursework.

The ASL/English Interpreting Post-Bac II Proficiency Certificate completes preparation of students to work as professional interpreters with Deaf and non-deaf (hearing) people. The goal of the ASL/English interpreter is to make communication as complete and equal as possible for both Deaf and non-deaf participants by accurately conveying the thoughts, feelings, words, attitudes and meanings of the message, whether it is expressed in spoken English, American Sign Language (ASL) or other forms of signed communication. Thus, interpreters must be bilingual, skilled in both English and ASL, and bicultural, knowledgeable about the cultures of both Deaf and non-deaf people.

A skilled interpreter must also be versatile, mature and flexible in order to work successfully with people from a variety of backgrounds with diverse communication needs. The field encompasses a multitude of situations and settings, including medical, legal and psychological, that frequently contain sensitive and personal issues. In responding to these situations, it is the interpreter's professional responsibility to understand thoroughly, and adhere to, the Registry of Interpreters for the Deaf, Inc. Code of Professional Conduct. It is therefore imperative that interpreters also be of high moral character, nonjudgmental, and well-informed in order to meet the challenges that arise in these sensitive, diverse, and ever-changing situations.

The certificate focuses on the application of advanced skills and theory, including interpreting in specialized settings, transliteration, and professional practices and ethics. The ASL/INT lab offers practice opportunities in both video and digital formats in a small group, supportive environment.

In addition to traditional classroom lectures and laboratory activities, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and internships. Cooperative relationships with professional and community agencies and organizations are maintained to provide opportunities for networking and interaction with the Deaf community, as well as the professional interpreting community.

The ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate prepares students for entry-level work as interpreters. It also prepares students for the national certification evaluation given by the Registry of Interpreters for the Deaf, Inc. (RID). For the majority of students, however, several years of professional work experience after graduation are needed before certification can be attained.

## Program Learning Outcomes:

Upon successful completion of the ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate, students will be able to:

- Practice ethical standards of interpreting as they apply to the role and function of interpreters described within the RID Code of Professional Conduct.
- Work effectively with other members of their profession in collegial ways to support their Deaf and non-deaf clients.
- Assess and analyze one's own competencies in order to identify areas of need for continuing education and professional development
- Demonstrate interpreting and transliterating competence necessary for effective facilitation of communication in a variety of settings.

## Program Entry Requirements:

This certificate is open to students who hold bachelor's degrees from a college or university accredited by a nationally recognized accrediting agency recognized by the United States Department of Education who wish to prepare to become certified interpreters. Students must be at least ASL 231 ready to enroll in this certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a C grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
INT 106 - American Deaf Culture	INT 105 with a grade of "C" or better	3 credits
INT 240 - Introduction to the Field of ASL/English Interpreting	ASL 230, ASL 231, INT 105 with a grade of "C" or better	3 credits
INT 242 - Introduction to Interpreting Processes	ASL 215, ASL 230, ASL 231 all with a grade of "C" or better Pre- or coreq: INT 240	3 credits
INT 251 - ASL/English Interpreting I	ASL 232, INT 240, INT 242 all with a grade of "C" or better.	3 credits
INT 252 - ASL/English Interpreting II	INT 251 with a grade of "C" or better	3 credits
INT 255 - Transliterating	INT 251 with a grade of "C" or better	3 credits
INT 260 - Interpreting in Specialized Settings	INT 240 with a grade of "C" or better	3 credits
INT 297 - Internship in Interpreting	INT 252 and INT 255 both with a grade of "C" or better	4 credits

\* Students who hold a bachelor's degree will already meet this prerequisite requirement.

Minimum Credits Needed to Graduate:

25

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Automotive Service I Proficiency Certificate

## Description:

The Automotive Service I Proficiency Certificate is designed for individuals who are interested in entering the field of automotive technology with a basic set of core skills. Students who complete the Proficiency Certificate will be prepared to obtain employment in a small shop, dealership, or franchise-based repair facility. When completed, the courses may be applied towards the Automotive Technology Associate in Applied Science Degree. The Automotive Technology program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon successful completion of the Automotive Service I proficiency certificate, students will be able to:

- Perform remedial mechanical engine repairs
- Diagnose and repair an automotive braking system, including anti-lock braking concerns
- Repair an automotive steering and suspension system and perform four-wheel alignment using alignment equipment
- Diagnose an electrical fault using a wiring schematic and repair the electrical system

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

## Industry Certification Preparation:

- ASE A1 Automotive Engine Repair
- ASE A6 Automotive Electrical Systems
- ASE A4 Steering and Suspension Systems
- ASE A5 Automotive Braking Systems
- PA Safety Inspector License
- PA Emission Inspector License

## Intended Audience:

The Automotive Service Proficiency Certificate is designed for individuals who are:

- Working in the industry as technicians and who are seeking to upgrade their skills and improve their employment opportunities.
- Seeking to acquire the technician skills to begin careers in the automotive industry in entry-level positions.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
AT 100 - Introduction to Automotive Technology		3 credits
AT 111 - Automotive Suspension and Steering Systems	AT 100, which may be taken concurrently	4 credits
AT 121 - Principles of Automotive Electricity and Electronics	AT 100, which may be taken concurrently	3 credits
AT 150 - Automotive Braking Systems	AT 100, which may be taken concurrently	2 credits
AT 181 - Auto Engine Mechanical Repair	AT 100, which may be taken concurrently	4 credits
AT 250 - Advanced Braking Systems & Controls	AT 121, AT 150	2 credits

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's

general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (267) 299-5874.



# Automotive Service II Proficiency Certificate

## Description:

The Automotive Service II Proficiency Certificate is designed for individuals who are interested in building upon their previously gained Automotive Service I Proficiency Certificate. Students who complete the Automotive Service II Proficiency Certificate will be prepared to obtain advanced technical employment in a small shop, dealership, or chain-based repair facility. When completed, the courses may be applied towards the Automotive Technology Associate in Applied Science Degree.

## Program Learning Outcomes:

Upon successful completion of the Automotive Service II Proficiency Certificate, students will be able to:

- Diagnose advanced electronic circuits used in many automotive systems.
- Repair engine performance related faults such as fuel injection and ignition system failures.
- Analyze, disassemble, diagnose and reassemble automatic transmissions and transaxles.
- Analyze, disassemble, diagnose and reassemble manual transmissions and transaxles.

## Program Entry Requirements:

Students must have completed the Automotive Service I Proficiency Certificate in order to enroll in the Automotive Service II Proficiency Certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
FNMT 118 - Intermediate Algebra		3 credits
AT 221 - Advanced Automotive Electrical Systems	AT 121 and FNMT 118 (may be taken concurrently)	4 credits
AT 261 - Engine Performance & Diagnosis	AT 221 (may be taken concurrently) and FNMT 118 (may be taken concurrently)	4 credits
AT 131 - Automotive Manual Transmissions and Drivelines	AT 100 (may be taken concurrently)	4 credits
AT 241 - Auto Transmissions and Transaxles	AT 121 and AT 131	4 credits

## Minimum Credits Needed to Graduate:

19

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (267) 299-5874.

# Biomedical Equipment Technology I Proficiency Certificate

## Description:

Biomedical Equipment Technicians (BMETs) are professionals that work in health care settings to test, maintain and repair medical equipment, such as ECG and blood pressure monitors, defibrillators, ventilators, infusion pumps, among others. BMETs typically work for hospitals, medical device manufacturers, or third party companies that provide service to hospitals. To be successful in this field, BMETs need to have an understanding of the operation and functions of a range of medical devices and their clinical applications and the ability to test medical device operation to a set of specifications.

Students who complete the proficiency certificate for Biomedical Equipment Technology I will be able to function as entry level BMETs. Students may continue their education by earning an additional Biomedical Technology Proficiency Certificate, which will increase qualifications and enhance the potential for advancement. All credits earned towards the BMET Proficiency Certificates can be applied to earning an Associate of Applied Science degree in Biomedical Equipment Technology.

## Program Learning Outcomes:

Upon completion of the Biomedical Technician Proficiency Certificate the student will be able to:

- Explain the role of biomedical equipment technicians in health care settings
- Solve basic circuit problems involving DC and AC circuits
- Explain the structure and function of major organ systems in the human body, such as the cardio-vascular, nervous, endocrine, and renal systems
- Describe the theory of operation, functioning and clinical application of medical devices such as heart monitors, blood pressure monitors, pulse oximeters, infusion pumps, suction devices, and centrifuges and carry out operational checks on such devices

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course(s) as part of the certificate.

Applicants must be at least 18 years of age at the start of the internship experience.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Pending departmental review, students may be terminated from the Program for behavior that is inconsistent with the professional standards of the field.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
BMET 101 - Biomedical Equipment Technology I	BIOL 108 or BIOL 110, which may be taken concurrently	4 credits
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 110 - Anatomy and Physiology II *	For BIOL 108: placement in FNMT 118 or higher For BIOL 110: BIOL 109 with a grade of "C" or better	4 credits
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher with a grade of "C" or placement in MATH 161 or higher	4 credits
BMET 102 - Biomedical Equipment Technology II	BMET 101 with a grade of "C" or better and ELEC 120, which may be taken concurrently	4 credits
CIS 105 - Computer Systems Maintenance		4 credits
BMET 103 - Biomedical Equipment Technology Internship I	BMET 102 with a "C" or better and FNMT 118 or higher	1 credit

Minimum Credits Needed to Graduate:

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\* Students who choose to take BIOL 109 and BIOL 110: Anatomy and Physiology I & II will earn 28 credits.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430

# Biomedical Equipment Technology II Proficiency Certificate

## Description:

Biomedical Equipment Technicians (BMETs) are professionals that work in health care settings to test, maintain and repair medical equipment, such as ECG and blood pressure monitors, defibrillators, ventilators and infusion pumps, among others. BMETs typically work for hospitals, medical device manufacturers or third party companies that provide service to hospitals. To be successful in this field, BMETs need to have an understanding of the operation and functions of a range of medical devices and their clinical applications, and the ability to test medical device operation to a set of specifications.

Students who complete the proficiency certificate for Biomedical Equipment Technology I will be able to function as entry-level BMETs. Students may continue their education by earning the Biomedical Technology II Proficiency Certificate, which will enable them to troubleshoot more complex equipment problems and address equipment problems that are network/wireless related. The increased qualifications will enhance the potential for advancement. All credits earned toward the BMET proficiency certificates can be applied to earning an Associate of Applied Science degree in Biomedical Equipment Technology.

## Program Learning Outcomes:

Upon completion of the Biomedical Technician Proficiency II Certificate, the student will be able to:

- Apply knowledge of medical devices, electronics, computer networks, and anatomy and physiology to resolving medical equipment repair problems.
- Demonstrate professional behavior in the workplace, such as teamwork, communication, etc.
- Work in accordance with applicable safety procedures to ensure their own safety, as well as that of patients and other employees.
- Follow applicable department, hospital and legal guidelines in relation to record keeping, patient privacy, etc.

## Program Entry Requirements:

This is a select program. This certificate is primarily intended for students who have completed the BMET I proficiency certificate, and completion of the BMET I proficiency certificate provides students with the course prerequisites needed for many of the courses in the level II certificate. The program may also be appropriate for individuals currently working in the profession who wish to increase their knowledge and skills. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Applicants must be at least 18 years of age at the start of the internship experience.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Pending departmental review, students may be terminated from the program for behavior that is inconsistent with the professional standards of the field.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
BMET 201 - Medical Devices	BMET 103 with a grade "C" or better	4 credits
ELEC 124 - Semiconductor Devices	ELEC 120 with a grade "C" or better	4 credits
CIS 150 - Network Technology		4 credits
BMET 202 - Medical Devices in a Networked Environment	BMET 201; ELEC 130, which may be taken concurrently; CIS 105; and CIS 150 with a grade of "C" or better in all courses	4 credits
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits
BMET 203 - Biomedical Equipment Technology Internship II	BMET 202 (with a "C" or better)	3 credits

Minimum Credits Needed to Graduate:

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## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic**

**Forms.** click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

# Business Leadership Proficiency Certificate

## Description:

The Proficiency Certificate in Business Leadership is intended for those who seek a business education that can advance their career through management roles. The certificate is specifically designed to develop the business skills that give graduates an advantage in their industry. The certificate prepares students for leadership roles by focusing on diversity, equity, and inclusion, organizational leadership, collaboration and relationship building, business analytics and informed decision-making. When completed, the courses may be applied to the Business Leadership Associate in Applied Science degree.

## Program Learning Outcomes:

Upon completion of the Business Leadership Certificate, students will be able to:

- Demonstrate leadership through planning and decision-making that incorporates diversity, equity, and inclusion with personal and organizational vision, mission, and values.
- Communicate effectively using various methods, strategies, and techniques with internal and external stakeholders.
- Support a diverse and inclusive workforce through team-building and management strategies.
- Evaluate and make operational business decisions utilizing critical thinking and business analytical skills to evaluate and solve business problems.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a C grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
BUSL 101 - Navigating Leadership and Business Professions		3 credits
BUSL 125 - Customer Service Leadership	BUSL 101, which may be taken concurrently	3 credits
ECON 120 - Introduction to Business Analytics		3 credits
ACCT 111 - Business Accounting		4 credits
BUSL 215 - Organizational Leadership	BUSL 125 or PJMT 110 and PJMT 130	3 credits
BUSL 180 - Building Teams & Managing People	BUSL 101	3 credits

## Minimum Credits Needed to Graduate:

19

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8413; or call the College Information Center (215) 751-8010.

# Computer Programming I - Application, Web, and Database Development Proficiency Certificate

## Description:

The Computer Programming I - Application, Web, and Database Development Proficiency Certificate offers students the opportunity to create professional PC and web applications. Students design, develop, document, test, and debug computer software created with the Python, Java, C++, and JavaScript programming languages. Students are also introduced to database management and administration. When completed, students are prepared to find employment as entry-level programmers or pursue the Computer Programming II - Algorithms and Computation Proficiency Certificate.

The courses in this certificate may also be applied towards the Computer Science Associate in Science Degree or towards the Computer Information Systems Associate in Applied Science Degree.

## Program Learning Outcomes:

Upon successful completion of the Computer Programming I - Application, Web, and Database Development Proficiency Certificate, students will be able to:

- Create desktop and web application software using high-level, object-oriented programming languages.
- Develop clear, concise, and correct specifications for computer software and test completed software to see if it meets given specifications.
- Collaborate with others as a member or leader of a team to design, implement, and test computer software.
- Design and develop databases to retrieve, store, and manage information using a DBMS and SQL.

## Program Entry Requirements:

Students should be ENGL 101 and MATH 161 ready. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
CSCI 111 - Computer Science I	FNMT 118 or higher; or MATH 161 or higher placement	4 credits
CIS 114 - JavaScript I		4 credits
CSCI 112 - Computer Science II	CSCI 111 with a grade of "C" or better,	4 credits
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103, or CSCI 118	4 credits

## Minimum Credits Needed to Graduate:

16

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

# Computer Programming II - Algorithms and Computation Proficiency Certificate

## Description:

The Computer Programming II - Algorithms and Computation Proficiency Certificate is a second-level certificate that introduces students to the mathematical and theoretical foundations of designing computer software and hardware. Students study advanced web application programming, traditional data structures, computer algorithms, the fundamental mathematics of computing, the microarchitecture of computer systems and some assembly language. The courses in this certificate may be applied to the Computer Science Associate in Science Degree or to the Computer Information Systems Associate in Applied Science Degree.

## Program Learning Outcomes:

Upon successful completion of the Computer Programming II - Algorithms and Computation Proficiency Certificate, students will be able to:

- Develop computer software using high-level and low-level programming languages.
- Create professional and computationally efficient desktop and web applications.
- Apply mathematical concepts and computer science theory to solve complex computing problems.
- Evaluate the design, complexity, and efficiency of computer algorithms and microarchitectures.

## Program Entry Requirements:

This is a select program. Students should be ENGL 101 and MATH 162 ready. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
MATH 163 - Discrete Mathematics	MATH 161 with a grade of "C" or better or placement in MATH 162 or higher	4 credits
CIS 228 - JavaScript II	CIS 114	4 credits
CSCI 211 - Data Structures and Algorithms	CSCI 112 with a grade of "C" or better	4 credits
CSCI 213 - Computer Organization	MATH 163, which may be taken concurrently, and CSCI 111 with a grade of "C" or better	4 credits

## Minimum Credits Needed to Graduate:

16

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.



# Corporate Social Responsibility Proficiency Certificate

## Description:

The Corporate Social Responsibility proficiency certificate is for students who wish to gain a business perspective on corporate social responsibility and who seek employment in businesses, non-profit organizations, or government agencies that have an increasing commitment to corporate social responsibility principles. Students gain a competitive advantage by learning about environmentally sustainable technology and responsible stakeholder relationships, in addition to gaining skills in systems and critical thinking, monitoring and evaluating programs, and conducting local research. When completed, the Corporate Social Responsibility proficiency certificate courses can be applied to the Business Leadership Associates Degree.

## Program Learning Outcomes:

Upon successful completion of the Corporate Social Responsibility proficiency certificate, students will be able to:

- Explain the concept of corporate social responsibility and the triple bottom line.
- Evaluate stakeholder corporate social responsibility initiatives.
- Critically assess and measure cutting edge sustainability technologies.
- Discuss financial trade-offs and opportunities related to implementing corporate social responsibility strategies.
- Describe natural systems, their relationship to man-made systems, and explain the role of sustainable systems in protecting the natural environment.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number	Prerequisites	Credits
CSR 110 - Introduction to Corporate Social Responsibility		3 credits
EASC 111 - Environmental Conservation		3 credits
CSR 120 - Business and Stakeholder Relationships	CSR 110, which may be taken concurrently	3 credits
CSR 130 - Current Developments in Sustainable Technologies	CSR 110, which may be taken concurrently	3 credits
ECON 120 - Introduction to Business Analytics		3 credits
BUSL 195 - Experiential Learning		3 credits

## Minimum Credits Needed to Graduate:

18

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8413 or call the College Information Center (215) 751-8010.

# Culinary Arts I Proficiency Certificate

## Description:

The growing hospitality industry in the city and the region is in need of qualified personnel. This set of courses is designed for the individual seeking to acquire culinary skills for possible employment within the food service industry at an entry-level position as a cook. This proficiency certificate includes courses in the hospitality industry, elementary and quantity food preparation, front-of-the house customer service, baking, menu planning, food production and food safety, and sanitation. When completed, the courses may be applied to the Culinary Arts Associate in Applied Science degree.

## Program Learning Outcomes:

Upon successful completion of the Culinary Arts Proficiency Certificate, students will be able to:

- Demonstrate their knowledge of basic culinary arts and basic food service management principles and related skills.
- Apply their acquired skills by preparing hot and cold appetizers, entrees, salads, and desserts in various quantities according to recipes.
- Apply their acquired skills by preparing basic quick breads, rolls, breakfast items, basic desserts, icings, cakes, cookies and pies.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

## Program of Study and Graduation Requirements:

Requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number	Prerequisites	Credits
THM 110 - Introduction to the Hospitality Industry		3 credits
CULA 170 - Elementary Food Preparation, Principles, and Practices		4 credits
CULA 151 - Elementary Baking and Pastry		4 credits
THM 285 - Dining Room Management	THM 110, THM 276 or CULA 170	3 credits
CULA 171 - Quantity Food Preparation	CULA 170	4 credits

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Business and Technology, Room P2-13, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6126; or the College Information Center (215) 751-8010.

# Culinary Arts II Proficiency Certificate

## Description:

The growing hospitality industry in the city and the region is in need of qualified culinarians. This set of five intermediate and advanced courses is designed for the individual seeking to acquire advanced culinary skills for possible employment within the food service industry as a front-line manager. When completed, the courses earn a Proficiency Certificate and may be applied as stackable credits to the Culinary Arts Associate in Applied Science Degree program.

## Program Learning Outcomes:

Upon successful completion of Culinary Arts II, students will be able to:

- Use professional written and oral communication skills to communicate effectively in food service operations.
- Identify organizational structures and basic functions of departments within hospitality and food service environments.
- Develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products.
- Operate and care for equipment safely and correctly.
- Apply the basic principles of sanitation and safety in food service operations.
- Use critical thinking skills to assess and correct problems within food preparation, production, presentation, and service.

## Program Entry Requirements:

Students need to have completed the Culinary Arts I Proficiency Certificate as a pre-requisite for entering the Culinary Arts II Proficiency Certificate program.

## Program of Study and Graduation Requirements:

Requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number	Prerequisites	Credits
CULA 210 - American Cuisine	CULA 151, CULA 171	4 credits
CULA 211 - International Cuisine		4 credits
CULA 161 - Food Service Safety & Sanitation		2 credits
CULA 220 - Culinary Arts Work Experience I	CULA 171	4 credits
CULA 271 - Food & Beverage Revenue Management	CULA 210 and CULA 211	3 credits

## Minimum Credits Needed to Graduate:

17

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Business and Technology, Room P2-13, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6126; or the College Information Center (215) 751-8010.

# Cybersecurity I Proficiency Certificate

## Description:

The Cybersecurity I Proficiency Certificate consists of courses that help to prepare students for the CompTIA Security+ (CIS 152, CIS 259) certification exam.

Students will develop the technical, analytical and problem-solving skills needed to protect both government and organizations' information technology assets. When completed, these courses may be applied to the Cybersecurity Associate in Applied Science Degree.

## Program Learning Outcomes:

Upon successful completion of the Cybersecurity certificate, students will be able to:

- Detect, analyze, identify and resolve security vulnerabilities, threats & breaches using appropriate tools.
- Install, configure and monitor information systems security devices/software, as well as apply software patches and service packs
- Identify the implications of information systems configuration weaknesses
- Identify the implications of information systems policy/procedure weaknesses as well as human errors
- Determine the necessity for cyber investigation and retrieve/seize cyber evidence from computer systems without contamination
- Utilize basic security features to configure and harden operating systems

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. Students need a basic understanding of computer hardware and software concepts. Students without this preparation are encouraged to take CIS 103 - Computer Applications & Concepts.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number & Name	Prerequisites	Credits
CIS 150 - Network Technology		4 credits
CIS 155 - Principles of Operating Systems		3 credits
CIS 152 - Introduction to Cybersecurity	<a href="#">CIS 150</a> , which may be taken concurrently	3 credits
CIS 252 - Windows Server Configuration	<a href="#">CIS 150</a>	4 credits
CIS 259 - Computing and Network Security	<a href="#">CIS 150</a> with a grade of "C" or better	4 credits

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

# Cybersecurity II Proficiency Certificate

## Description:

The Cybersecurity II Proficiency Certificate consists of courses that help to prepare students for these industry certification exams:

- Certified Ethical Hacker (CEH) (CIS 274)
- Certified Hacking Forensic Investigator (CHFI) (CIS 261, CIS 274)

Students will develop the technical, analytical and problem-solving skills needed to protect both government and organizations' information technology assets. When completed, these courses may be applied to the Cybersecurity Associate in Applied Science Degree.

## Program Learning Outcomes:

Upon successful completion of the Cybersecurity certificate, students will be able to:

- Detect, analyze, identify and resolve security vulnerabilities, threats & breaches using appropriate tools.
- Install, configure and monitor information systems security devices/software, as well as apply software patches and service packs
- Identify the implications of information systems configuration weaknesses
- Identify the implications of information systems policy/procedure weaknesses as well as human errors
- Determine the necessity for cyber investigation and retrieve/seize cyber evidence from computer systems without contamination
- Utilize basic security features to configure and harden operating systems

## Program Entry Requirements:

This is a select program. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. Students need a basic understanding of computer hardware and software concepts. Students without this preparation are encouraged to take CIS 103 - Computer Applications & Concepts.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number & Name	Prerequisites	Credits
CIS 114 - JavaScript I		4 credits
CIS 204 - Fundamentals of Linux and Unix	CIS 105 or CIS 155	3 credits
CIS 261 - Cyber Investigation	CIS 155	4 credits
CIS 274 - Ethical Hacking & Penetration Testing	CIS 152 and CIS 259	4 credits

## Minimum Credits Needed to Graduate:

15

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

# Data Science Proficiency Certificate

## Description:

Across diverse industries, data has increasingly become one of the most prized resources of any organization. Data Science and Big Data analytics have created a new frontier as organizations seek new opportunities and advantages from mountains of information. This proficiency certificate prepares graduates to function as members of a data analytics team, contribute to a data science project, and implement data analytics solutions using real-world data to solve real-world problems.

Students may apply various credits earned in this proficiency certificate towards the AAS in Computer Information Systems and AS in Computer Science degrees, as well as the [Computer Programming I Proficiency Certificate](#).

## Program Learning Outcomes:

Upon successful completion of the Data Science Proficiency Certificate, students will be able to:

- Perform data exploration, problem solving, and analysis with programming languages used in data science.
- Function as a member or leader of a team on a data science project and present results to different audiences.
- Produce the most suitable visualizations to describe data and communicate findings.
- Apply statistical methods and models relevant to data science.
- Demonstrate proper ethical practices for the storage, collection, and analysis of data.

## Program Entry Requirements:

Students should be ENGL 101 and MATH 161 ready. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate english and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
CSCI 111 - Computer Science I with Java and Python	FNMT 118 prerequisite or placement in MATH 161 or higher	4 credits
CSCI 118 - Foundations of Data Science	FNMT 118 completed with a grade of "C" or better (or placement in MATH 161 or higher) and either CSCI 111, which may be taken concurrently or CIS 106, which may be taken concurrently	3 credits
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103, or CSCI 118.	4 credits
CSCI 218 - Statistics for Computing and Data Science	Either CSCI 111 or CSCI 118 with a grade of "C" or better, and MATH 161 with a grade of "C" or better (or higher placement)	4 credits
CSCI 221 - Machine Learning	CSCI 118 with a grade of "C" or better, or CSCI 218 with a grade of "C" or better	4 credits

## Minimum Credits Needed to Graduate:

19

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

# Digital Investigations Proficiency Certificate

## Description:

Over the past few decades, technology has become an essential tool permeating all areas of criminal justice, including law enforcement, courts, probation, and parole. Technology enables criminal justice professionals to increase the accuracy of criminal trials, reduce the traditional prison population, as well as increase the safety of communities. The Digital Investigations Proficiency Certificate exposes students to relevant technologies that will enable them to succeed in entry-level criminal justice positions. The Digital Investigations Certificate can be completed by taking major courses and selecting electives that exist in the Criminal Justice program.

The Digital Investigations Proficiency Certificate provides students the opportunity to gain knowledge and develop skills in digital investigation, including fundamentals of crime scene investigation, chain of custody, and constitutional concerns relating to admissibility of evidence at trial. Students learn how to recover digital evidence in a legally defensible manner in criminal investigations. The hands-on work completed in these classes engages students and exposes them to criminal justice as practiced in the twenty-first century. Throughout these classes, students work with faculty experienced in the field and participate in hands-on problem solving activities related to real-life scenarios.

## Program Learning Outcomes:

Upon successful completion of the Digital Investigations proficiency certificate, students will be able to:

- Conduct the acquisition and processing of digital media
- Employ appropriate chain-of-custody protocols to ensure that evidence obtained will be admissible in court
- Demonstrate the ways in which social networking technology is used as a tool in the commission of crime, as well as in the apprehension of criminal offenders
- Evaluate the competing ethical issues of privacy and security in the criminal justice context.
- Utilize digital technology to collaborate within and outside of agencies and to investigate criminal activity.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number	Prerequisites	Credits
JUS 101 - Survey of Criminal Justice		3 credits
JUS 131 - Technology in Criminal Justice	JUS 101, which may be taken concurrently	3 credits
JUS 221 - Criminal Investigation	JUS 101	3 credits
JUS 261 - Criminal Evidence and Procedure	JUS 101	3 credits
DF 101 - Introduction to Digital Forensics	JUS 101 or PLS 101	3 credits
DF 201 - Digital Forensics II	DF 101	3 credits

## Minimum Credits Needed to Graduate:

18

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Digital Video Production Proficiency Certificate

## Description:

This certificate is designed to help students develop skills in basic digital video production and post-production. The fundamental skills students will acquire with this certificate will prepare them to work on digital video production crews and in post-production houses that specialize in digital video. Many corporate enterprises and mass media agencies have also begun to employ people with these skills to satisfy their video production needs in-house. Many employment opportunities exist for video production assistants with experience in digital camera operation, digital sound recording, lighting techniques, and digital video editing.

Students who complete this proficiency certificate may continue seamlessly in the Associate in Applied Science degree program in Digital Video Production.

## Program Learning Outcomes:

Upon successful completion of the Digital Video Production Proficiency Certificate, students will be able to:

- Demonstrate proficiency in the operation of digital video cameras, lighting equipment for location and studio production, audio for digital video production, and digital video editing hardware and software.
- Evaluate technical and aesthetic qualities of digital video productions in the context of historical and contemporary trends
- Demonstrate the ability to perform multiple roles in a professional digital video production crew and professional digital video post-production

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "B" grade or better in PHOT 104 and a C grade or better in the DVP courses listed. In order to achieve a "C" or better and thus demonstrate competency, students must complete exams, writing assignments, and participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
PHOT 104 - Introduction to Video Production		3 credits
DVP 120 - Camera and Lighting Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits
DVP 130 - Audio Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits
DVP 140 - Video Editing Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits
DVP 150 - Producing and Directing Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits

## Minimum Credits Needed to Graduate:

19

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

For More Information Contact: The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.



# Early Childhood Education Proficiency Certificate

## Description:

The Early Childhood Education Proficiency Certificate is primarily for persons in the early care and education field (birth through age five) who wish to expand their career options as well as meet the Pennsylvania Early Learning Keys to Quality Career Lattice Level III. Career options include child care practitioners, assistant group supervisors, and teacher aide para-professionals with young children birth through age five. Students who have completed coursework in ED 135: Family and Community Relationships, ED 151: Health, Safety, and Nutrition of Young Children, and ED 230: Integrating the Arts into Early Childhood Education will have met the competencies in the areas of child development, family, community communication skills, the health, safety, and nutrition of the young child for growth and development, and developmentally appropriate program planning with a focus on the integrated arts for children birth through age five.

## Program Learning Outcomes:

Upon successful completion of the Early Childhood Education proficiency certificate, students will be able to:

- Identify key theories of child development
- Responsibly apply systemic observation, documentation, and other assessment techniques, in partnership with families and other professionals
- Design, implement, and assess differentiated curricula and experiences to positively influence the development of every child
- Use critical thinking skills to support the health, safety, and nutrition of young children and their growth and development

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their certificate. Students earning an A.A. degree in the College's Education-Early Childhood (Birth-4th) program must take ED 105: Foundations of Early Childhood Education before enrolling in ED 230\*.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ED 135 - Family and Community Relationships		3 credits
ED 151 - Health, Safety and Nutrition of Young Children		3 credits
ED 230 - Integrating the Arts into Early Childhood Education	ED 105 with a grade of "C" or better	3 credits

## Minimum Credits Needed to Graduate:

9

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

# Electronic Discovery Proficiency Certificate

## Description:

The Electronic Discovery Proficiency Certificate is designed to enhance the skills of paralegals in the field of electronic discovery.

Due to an increased use in computers and digital devices, an estimated 80% of legal documents are kept entirely in digital form. Over the past decade, a body of case law has emerged to regulate electronic discovery ("ediscovery"), or the practice of exchanging electronically stored information, during litigation. This practice area deals specifically with the ediscovery process and the attendant identification, collection, processing and review of electronically stored information.

This certificate builds upon the [Paralegal Studies](#) and [Digital Forensics](#) programs offered at the College, since the emerging ediscovery field requires training in both of these areas in order for paralegals to have a complete understanding of the ediscovery lifecycle. Digital forensics provides insight on the early stages of the ediscovery lifecycle, while the Paralegal Studies Program provides instruction on the remaining stages.

Please note that this certificate is not a program approved by the American Bar Association (ABA) because it does not meet the ABA minimum of eighteen semester hours of legal specialty courses, among other requirements. If students are interested in a Community College of Philadelphia ABA-approved program, please refer to the Paralegal Studies Degree or the Paralegal Studies Post-Degree Proficiency Certificate.

## Program Learning Outcomes:

Upon successful completion of the Electronic Discovery proficiency certificate, students will be able to:

- Describe the civil litigation process and the law, and procedural rules underpinning discovery
- Describe how ediscovery relates to civil litigation
- Articulate the different stages of the Electronic Discovery Reference Model (EDRM)
- Demonstrate an understanding of ediscovery database software programs that includes the organization of data and the evaluation of electronically stored information for relevance and privilege
- Conduct the acquisition and processing of digital media

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a grade of "C" or better in each of the courses listed. PLS 215 and DF 101 must be taken within five years of beginning the certificate. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the certificate program pending the results of a departmental hearing. All students are required to sign an integrity statement agreeing to abide by standards of ethics and integrity in all assignments and undertakings.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
PLS 101 - Intro to Paralegal Studies		3 credits
PLS 111 - Legal Research and Writing I	PLS 101, which may be taken concurrently	3 credits
PLS 121 - Civil Litigation I	PLS 101, which may be taken concurrently	3 credits
PLS 115 - Legal Technology	PLS 101, which may be taken concurrently	3 credits
DF 101 - Introduction to Digital Forensics	JUS 101 or PLS 101	3 credits
PLS 215 - Electronic Discovery	PLS 121	3 credits

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

# Entrepreneurship and Innovation Proficiency Certificate

## Description:

The Entrepreneurship & Innovation Proficiency Certificate is an 18 credit-hour program for students who are interested in launching or working in a start-up entrepreneurship venture. The program will connect students' entrepreneurial passion with the skills, knowledge, connections, critical thinking abilities, and practical experiences needed to foster their entrepreneurial spirit.

## Program Learning Outcomes:

Upon successful completion of the Entrepreneurship & Innovation Proficiency Certificate, the students will be able to:

- Apply the key skillsets of innovative entrepreneurs.
- Assess the viability of a start-up and project its potential market growth.
- Identify potential sources for funding an entrepreneurial venture.
- Communicate effectively with investors, employees, and outside stakeholders.
- Develop components needed for ideation, launch, and growth of an entrepreneurial venture.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

## Intended Audience:

The Entrepreneurship & Innovation Proficiency Certificate is designed to attract students who aspire to be entrepreneurs or to work within a start-up venture.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments and exams as well as participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ENTR 101: Entrepreneurial Thinking		3 credits
ENTR 170 - Diversity in Entrepreneurship		3 credits
ENTR 180 - Entrepreneurship & Human Resources	ENTR 101, which may be taken concurrently	3 credits
ENTR 210 - Entrepreneurial Failures & Risk	ENTR 101 and ENTR 170	3 credits
ENTR 250 - Launch a Business	ENTR 210, which may be taken concurrently	3 credits
BUSL 125 - Customer Service Leadership	BUSL 101, which may be taken concurrently, or ENTR 101	3 credits

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Fashion Merchandising & Marketing Proficiency Certificate

## Description:

This certificate features an integrated, career-focused curriculum. Through a number of professional courses, students gain the knowledge and skills necessary to pursue career opportunities in merchandising and marketing across various product categories. Students will have the opportunity to gain professional experience through experiential course projects in various shopping zones. It is recommended that students sit for the National Retail Federation Certifications in Customer Service. Students will also be prepared to transfer into the AAS Fashion Merchandising and Marketing program.

## Program Learning Outcomes:

Upon successful completion of the Fashion Merchandising and Marketing proficiency certificate, students will be able to:

- Articulate and discuss the foundation of the integrated fashion industry.
- Apply fashion industry knowledge to solve problems and justify decisions.
- Develop operational merchandising and marketing skills.
- Demonstrate proficiency in customer shopping behavior and shopper profiling.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
FMM 101 - Survey of the Fashion Industry		3 credits
FMM 105 - Textiles		3 credits
FMM 110 - Merchandising and Marketing Professional Tools	FMM 101, which may be taken concurrently	2 credit
FMM 115 - Understanding the Customer	FMM 101	3 credits
FMM 120 - Professional Personal Selling	FMM 101	3 credits
FMM 125 - Experiential Retail	FMM 101	3 credits

## Minimum Credits Needed to Graduate:

17

## For More Information, Contact:

The Division of Business & Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8414; or call the College Information Center (215) 751-8010.

# Fire Science and Public Safety Proficiency Certificate

## Description:

The Fire Science and Public Safety Certificate Program offers continued technical progress and expanded emphasis on fire prevention, fire safety, and pre-fire planning to satisfy the increased demands for skilled fire service personnel. The Fire Science and Public Safety Certificate is designed to serve the needs of Philadelphia firefighters/paramedics and volunteer firefighters/paramedics desiring to progress in expertise, skill and rank in areas of leadership, management, decision making, planning, organizing and evaluating.

The Fire Science and Public Safety Certificate is also valuable to students interested in becoming fire safety professionals who work in pre-fire planning or as fire code enforcement officers, building inspectors, fire protection technicians and designers, fire prevention equipment sales representatives or technical experts, and fire safety officials or risk managers for businesses, school districts and government agencies.

The Fire Science and Public Safety Proficiency Certificate offers:

- Increased knowledge, skills, and leadership techniques to manage fire safety situations.
- Education in six areas of fire safety prevention, protection, mitigation, and recovery.
- Credits towards the Associate of Applied Science Degree in Fire Science.

## Program Learning Outcomes:

Upon successful completion of the Fire Science and Public Safety Proficiency Certificate, students will be able to:

- Demonstrate skills needed for leadership in the fire service or a position in a related field, such as code enforcement, building inspection, risk management, or emergency management they relate to planning, organizing, leading, and evaluating.
- Explain the various requirements for fire detection, hazardous materials, and suppression systems in different types of building codes and occupant structures.
- Explain fire-ground strategy and tactics and the various components of the incident management system: finance, logistics, operations, planning, overall incident commander
- Apply the principles of the scientific approach to fire investigation and explain the important role that fire investigation and fire prevention programs play in reducing a community's risk of fire.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a C grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
FSCI 104 - Fire Prevention and Building Codes		3 credits
FSCI 111 - Emergency Scene Management		3 credits
FSCI 172 - Fire Detection and Suppression Systems		3 credits
FSCI 241 - Fire Administration		3 credits
FSCI 271 - Hazardous Materials		3 credits
FSCI 281 - Fire Investigation		3 credits

Minimum Credits Needed to Graduate:

# 18

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

# Geographic Information Systems Proficiency Certificate

## Description:

GIS is a computerized database management system for capture, storage, retrieval analysis and display of geographic information. The new and fast growing field enables organizations to be more efficient in planning and distribution of resources. GIS has a wide range of applications for corporate, nonprofit and government settings.

The GIS proficiency certificate is designed for individuals who have an interest in a career in GIS, enhancing their skills, learning to use GIS applications in their current profession, or to earn an additional credential. Students will develop basic proficiency with industry standard software.

## Program Learning Outcomes:

Upon completion of this GIS proficiency certificate students will be able to:

- Demonstrate the skills necessary to perform entry-level GIS tasks in an employment setting.
- Demonstrate basic proficiency in industry standard software.
- Understand the general nature of spatial analysis and application used in GIS software applications.
- Develop a network of professional resources in GIS.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

## Courses:

Students will be guided to select three of the courses listed below based on skill level, prior experience and interest.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" or better in each of the courses listed. In order to achieve a "C" or better and thus demonstrate competency students must complete exams, writing assignments, and participation in class activities.

## Course Sequence:

### Select 3 of the following courses

Course Number and Name	Prerequisites	Credits
GIS 101 - Introduction to Geographic Information Systems		3 credits
GIS 102 - Intermediate Geographic Information Systems	GIS 101	3 credits
GIS 104 - Principles of Computer Cartography and Visualization	GIS 101	3 credits
GIS 201 - Advanced Geospatial Applications	GIS 102	3 credits
GIS 203 - Remote Sensing and Global Positioning Technologies	GIS 101	3 credits
GIS 206 - Introduction to Web GIS	GIS 201	3 credits

Minimum Credits Needed to Graduate:

9

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

# Human Services Leadership - Youth, Family, and Community Engagement Proficiency Certificate

## Description:

The Human Services Leadership - Youth, Family, Community Engagement Proficiency Certificate will provide students with a coherent framework of understanding that encompasses issues related to youth development, addiction and recovery, trauma-related experiences, resilience and transformation, leadership styles, and conflict resolution in the human service field. This certificate prepares students to work within facilities and organizations within their communities, such as faith-based ministries, recovery centers, community and recreation facilities, youth-oriented programs, and programs geared toward substance use and misuse, prevention, and intervention. This certificate will also provide continuing education credits (CEUs) for professionals, such as social workers, nurses, psychologists, and other human service workers interested in the field of addiction and recovery leadership, as well as youth work. The certificate is also a pathway for student cohorts who are participants in the Office of Collegiate Recovery. When completed, courses in the certificate may be applied to the BHHS Associate in Applied Science degree.

## Program Learning Outcomes:

At the completion of the Human Services Leadership - Youth, Family, and Community Engagement Proficiency Certificate, students will be able to:

- Describe the pharmacology of various addictive substances and explain the psychological consequences and the sociological conditions that are both the cause and the result of substance abuse
- Describe the various theories addressing the causes and stages of conflict and analyze the various ways to resolve conflicts in specific settings
- Describe how the inter-relationship of the social determinants of health and trauma-related events and experiences impact families, communities, and positive youth development
- Discuss the theory behind various methods of engaging and strengthening family and community resources, including faith-based healing practices, and how to apply them
- Explain the community empowerment models of recovery, resilience, and transformation

## Program Entry Requirements:

The Human Services Leadership - Youth, Family, and Community Engagement Proficiency Certificate is open to all interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English courses as part of the Certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a grade of "C" or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
BHHS 121 - Foundations of Addiction Studies		3 credits
BHHS 131 - Faith and Spirituality in Human Services		3 credits
BHHS 151 - Family Violence, Abuse and Trauma		3 credits
BHHS 191 - Introduction to Trauma and Trauma-Informed Care		3 credits
BHHS 110 - Principles and Practice of Positive Youth Development: Community, Family and Youth Engagement		3 credits
LEAD 120 - Introduction to Conflict Resolution Theory and Practice		3 credits

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.



# Insurance Proficiency Certificate

## Description:

The Insurance Proficiency Certificate is a 16-credit hour credential for students who are interested in becoming insurance sales agents, a career path that does not require an associate or undergraduate degree, as well as for those individuals who wish to learn more about protecting and managing risk for business and other reasons. Students learn the concept of risk and the methods of insurance. The students learn to analyze and synthesize the many types of exposure to loss, to alternative methods of treating such exposures, and to the role of insurance in personal and business affairs. The Insurance Proficiency Certificate supports preparation for the two Pennsylvania brokerage insurance licensing exams. The Insurance Proficiency Certificate includes four mandatory classes with two pathways for the electives. The first pathway, which is shorter, focuses on finances and the student takes Financial Accounting (ACCT 101). The second pathway focuses on data analysis and provides a possibility for students to focus on real estate.

## Program Learning Outcomes:

Upon successful completion of the Insurance proficiency certificate, students will be able to:

- Determine the types of loss exposure, the alternative methods of treating such exposures, the role of insurance in personal and business affairs, the legal framework surrounding the insurance mechanism, and the regulation of insurance.
- Evaluate specific aspects of property-casualty insurance, including market conditions, need, regulations, methods of selling, and how financial performance of property-casualty insurers is evaluated.
- Describe, evaluate, and critique specific aspects of automobile insurance, including the ways automobile accident victims are compensated, how high-risk drivers are able to obtain automobile insurance, and how sections of the Personal Auto Policy and endorsements are used to handle automobile loss exposures.
- Identify, describe, and evaluate the sections of the Homeowners Policy and endorsements that are used to handle property and liability loss exposures including the Dwelling and Mobile Home Policies, the National Flood Insurance Program, and the residual market programs for those underserved by the voluntary market and those overly exposed to wind.

Describe and analyze the property-liability commercial insurance policies, including commercial property, business income, commercial crime, equipment breakdown, general liability, commercial auto, workers compensation and employer's liability, business owners, farm and specialty coverages.

## Program Entry Requirements:

The Insurance Proficiency Certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable. Students who take ECON 112 must score higher than FNMT 118 on the placement test or should complete FNMT 118.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed in the program.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
FIN 151 - Risk Management and Insurance		3 credits
FIN 155 - Property and Liability Insurance	FIN 151, which may be taken concurrently	3 credits
FIN 160 - Personal Insurance	FIN 151, which may be taken concurrently	3 credits
FIN 165 - Commercial Insurance	FIN 151, which may be taken concurrently	3 credits
Insurance Pathway (choose one Pathway):  Pathway I: ACCT 101 - Financial Accounting  Pathway II (select two courses): ECON 112 - Statistics I or ECON 120 - Introduction to Business Analytics or RE 101 - Real Estate Fundamentals	ECON 112: FNMT 118 or higher than FNMT 118 on placement test	4 or 6 credits

Minimum Credits Needed to Graduate:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

# Interdisciplinary Analysis and Critical Reasoning Proficiency Certificate

## Description:

The Interdisciplinary Analysis and Critical Reasoning Proficiency Certificate is intended for students in any major across the College. While the certificate utilizes and builds upon courses taught within the Liberal Arts: Honors Program, it is particularly targeted to students who are not intending to earn a Liberal Arts: Honors Degree. Students from across divisions, degree programs, and at varying stages in their progress at Community College of Philadelphia would be ideal for this program. This certificate also may appeal to incoming students who are unsure of their academic pathway and are interested in exploring various disciplines of study.

This certificate will be appealing both to transfer institutions and employers in codifying student skills of communication, writing, critical thinking, and listening. It will be an added credential that students could include on a professional resume as well as in transfer documents to denote that they have achieved particular skills and assessment in the Honors courses.

## Program Learning Outcomes:

Upon successful completion of the Interdisciplinary Analysis and Critical Reasoning proficiency certificate, students will be able to:

- Apply academic modes of reading and writing to the interpretation of texts.
- Apply professional speaking and listening skills to participation in verbal academic discourse.
- Demonstrate comprehensive analysis and critical thinking skills in relation to various academic modes and across disciplines.
- Describe and utilize various academic approaches with particular attention to diverse issues related to race, gender, class, sexuality, culture, and time period.
- Work constructively to shape discourse and build knowledge in a cohort model

## Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

Students will need to meet with a faculty member in the Honors Curriculum to discuss the expectations associated with Honors courses and to discuss the best way for Honors to assist them in achieving their goals. While declaration of Honors as a desired major is open, registration in Honors courses requires the approval of the Department Head or Honors Coordinator.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed in the program.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ENGL 101H - English Composition I (Honors) or ENGL 102H - The Research Paper (Honors) or ENGL 195H - Writing in the Humanities and Social Sciences I (Honors) or ENGL 196H - Writing in the Humanities and Social Sciences II (Honors)	For ENGL 102H: ENGL 101 or ENGL 101H with a grade of "C" or better For ENGL 195H: ENGL 101 or ENGL 101H For ENGL 196H: ENGL 195H	3 credits
IDS 297H - Seminar in the Humanities and Social Sciences: Ancient and Medieval (Honors) or IDS 298H - Seminar in the Humanities and Social Sciences - Modern (Honors)	ENGL 101 or ENGL 101H	3 credits
<b>Choose 3 of the following:</b> ART 103H - History of Art: Ancient to Renaissance (Honors) or ART 104H - History of Art: Renaissance to Modern (Honors) or HIST 297H - Intellectual History: Ancient and Medieval (Honors) or HIST 298H - Intellectual History: Modern (Honors) or ENGL 297H - Literature in the Context of Intellectual History: Ancient and Medieval (Honors) or ENGL 298H - Literature in the Context of Intellectual History: Modern (Honors) or PHIL 297H - Philosophy in the Context of Intellectual History: Ancient and Medieval (Honors) or PHIL 298H - Philosophy in the Context of Intellectual History: Modern (Honors)	For ENGL 297H, ENGL 298H, PHIL 297H, and PHIL 298H: ENGL 101 or ENGL 101H	9 credits
ART 101H - Visual Communication (Honors) or EASC 111H - Environmental Conservation (Honors) or HIST 103H - United States and Pennsylvania History: The 20th Century (Honors) or HUM 101H - Cultural Traditions: Ancient to the 13th Century (Honors) or HUM 102H - Cultural Traditions: 14th century to the Present (Honors) or IDS 299H - Interdisciplinary Seminar: Comprehensive Timeline or Thematic Approach (Honors) or PHIL 101H - Introduction to Philosophy (Honors) or	For IDS 299H: Grade of "B" or higher in at least one Honors course and/or Approval of Honors Coordinator For PHIL 101H and POLS 111H: ENGL 101, which may be taken concurrently For PSYC 215H: PSYC 101 PSYC 101H or BIOL 109	3 credits

POLS 111H - American Government (Honors) or PSYC 101H - Introduction to Psychology (Honors) or PSYC 215H - Developmental Psychology (Honors) or SOC 101H - Introduction to Sociology (Honors)		
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Minimum Credits Needed to Graduate:

18

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8771; or call the College Information Center (215) 751-8010.

# Medical Assistant Proficiency Certificate

## Description:

The goal of the Medical Assistant Proficiency Certificate is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. As multi-skilled allied health team members, medical assistants perform a variety of administrative and clinical procedures in these settings.

Students gain a basic knowledge of communication skills, medical terminology, anatomy and physiology, laboratory procedures, administrative procedures and patient care techniques. These content areas are presented in the classroom, practiced in the laboratory and utilized in a 6-week supervised practicum experience in an ambulatory setting.

Students who complete the proficiency certificate for the Medical Assistant will be able to use these courses to continue their education and obtain an Associate Degree in Health Care Studies.

The Certificate will be offered at the College's Northeast Regional Center.

## Program Learning Outcomes:

Upon successful completion of the Medical Assistant Proficiency Certificate, students will be able to:

- Use effective verbal, non-verbal, and written communication to establish positive working relationships with diverse patient populations and members of the health care team.
- Display professional and ethical behaviors in a health care setting.
- Demonstrate quantitative reasoning and critical thinking skills as applied in the health care setting.
- Use the correct terminology for diseases, symptoms, diagnostic studies, treatments, and surgical procedures.
- Demonstrate competency in the performance of clinical skills expected for an entry-level medical assistant.
- Explain and perform basic lab tests to include collecting blood specimens and point of care testing.
- Perform front office administrative and financial procedures required in a medical setting.
- Be prepared to enter the workforce as a competent entry-level medical assistant in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains
- Be prepared to take the credentialing exam for clinical and administrative medical assistants.

## Program Entry Requirements:

Admission into the Medical Assistant Proficiency Certificate is selective, competitive, and requires potential students to fulfill all admission requirements of the College.

Applicants must meet the following minimum requirements for the Medical Assistant proficiency certificate:

- High school diploma or GED
- Demonstration of readiness for [ENGL 101](#) and [FNMT 118](#) as determined by satisfying placement during the admission process or by successfully completing developmental coursework
- Applicants with previous college experience must have a minimum grade point average of 2.0

Applicants must be at least 18 years of age by the start of the Medical Assistant clinical experience.

Applicants new to the College should select the Medical Assistant proficiency certificate as their major when [applying](#) to the College.

Current College students in good academic standing should contact their [Academic Advisor](#) about adding the Medical Assistant proficiency certificate program. Current students on academic probation should contact [Counseling](#).

## Conditions for Acceptance:

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. All offers of acceptance Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.
  - a. Students who are registered with the Center on Disability must inform the Department Head if special accommodations are required.
2. Completion of Criminal Background Check
  - a. Conviction of serious and/or violent crimes results in denial of admission into the Medical Assistant Proficiency Certificate Program.
3. Completion of Child Abuse Clearance
  - a. Any record results in denial of admission into the Medical Assistant Proficiency Certificate Program.
4. Completion of Drug Screening
  - a. A positive screening results in denial of admission into the Medical Assistant

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients and have the responsibility to maintain very high standards of health practice.
- Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) may be necessary.

- Documentation of current health insurance coverage, which must be maintained throughout the Program.
- Attendance at scheduled Program orientation prior to entry.
- Purchase of MA student uniform.
- Adult, child, and infant [CPR certification](#) for Healthcare Providers (due prior to the commencement of Medical Assistant Practicum).

### Disciplinary Action:

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Medical Assistant Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction as a result of violating an academic honor code or suspended or dismissed by an educational program may not qualify for credentialing examinations.

### Reconsideration:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the MA Program Director.

Additional expenses for students in the proficiency certificate include travel to clinical facilities, purchase of a uniform, laboratory coat, required textbooks, a physical examination, laboratory testing and inoculations.

## Dismissal from the Program

The MA program reserves the right to dismiss any student:

- who fails to observe the regulations of the College and its clinical affiliates;
- whose general conduct is detrimental to the College and its clinical affiliates; and/or
- who does not meet the scholastic requirements of the Medical Assistant Program. A student who receives a grade of "D" or lower in any course will be dismissed from the program

## Readmission Policy

The MA program is intended to be completed in nine months beginning in September or January of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.5 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation. Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program. A student may only be readmitted to the program once.

### Eligible Students

- Students who withdraw from the MA program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.5 or higher)
- Students who are dismissed from the MA program due to a grade "D" or lower in any [academic](#) course, with a GPA at time of readmission request of 2.5 or higher

### Ineligible Students

- Students who are dismissed from the MA program due to a grade "D" or lower in any [clinical](#) course
- Students who are dismissed from the MA program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards, performance standards or accreditation standards

## Process for Readmission Consideration

In order to be considered for program readmission, the applicant must:

- Meet all current admission guidelines.
- Submit a written request to the MA Program Director. Request must be received at least three (3) months prior to the expected date of enrollment.
- Successfully complete a comprehensive written exam as scheduled by the MA Program Director. The exam content will include current material from courses which the student previously completed with a grade "C" or better.
- Successfully demonstrate clinical competence through simulation testing as scheduled by the MA Program Director. Competency procedures will be selected based on the course(s) the student has successfully completed with a grade "C" or better.

The results of the written exam and competency testing, as well as the student's prior academic and clinical progress, will be evaluated by faculty to determine the student's potential for success in the Program and semester placement.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C"; grade or better in each of the courses listed.

- Students in the Medical Assistant Proficiency Certificate may be dropped at any time if, in the opinion of the faculty and Allied Health Department Head, such students are not suited to be medical assistants.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the faculty and Department Head.
- Students may not continue in the Medical Assistant curriculum with a grade of "D" or below in any AH or general education course.
- Students dropped from the program because of academic deficiencies will be considered for a second admission to the program after remediation of the deficiencies and recommendation of the Medical Assistant faculty. Students may be readmitted to the program only once. Part-time students must complete the program within five years of their initial enrollment.

Course Sequence:

Course Number and Name	Prerequisites	Credits
AH 103 - Medical Terminology		3 credits
AH 116 - Therapeutic Communication		3 credits
BIOL 108 - Essentials of Human Anatomy and Physiology*		4 credits
AH 112 - Medical Administrative Procedures		3 credits
AH 113 - Exam Room Procedures I	AH 103 and BIOL 108 with a grade of "C" or better, both of which may be taken concurrently	3 credits
AH 115 - Exam Room Procedures II	AH 113 with a grade of "C" or better, both of which may be taken concurrently	3 credits
MLT 102 - Phlebotomy		4 credits
AH 118 - Professional Skills/Employment Seminar	AH 113 and AH 115, all of which may be taken concurrently	1 credit
AH 204 - Medical Law and Ethics	ENGL 101	3 credits

Notes

\*BIOL 108, a one semester course in Anatomy and Physiology is the minimum requirement for this Certificate. However, students who have completed the two semester anatomy and physiology sequence (BIOL 109-BIOL 110) may substitute BIOL 109-110 in place of BIOL 108, provided that they have completed both BIOL 109 and BIOL 110.

Minimum Credits Needed to Graduate:

27

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

# Medical Insurance Billing Proficiency Certificate

## Description:

Medical Insurance Billing Specialists are professionals that prepare, submit and/or process insurance claims for doctor's offices, hospitals, extended care facilities, diagnostic centers, insurance companies and other health-related facilities. Professional settings that offer career opportunities to the Medical Insurance Billing Specialist include outpatient clinics, physicians' offices, medical laboratories, insurance companies, skilled nursing facilities, home health care agencies and independent billing agencies.

Students who complete the proficiency certificate for Medical Insurance Billing will be able to use these courses to continue their education and obtain an associate's degree in Health Care Studies.

## Program Learning Outcomes:

Upon successful completion of the Medical Insurance Billing proficiency certificate, students will be able to:

- Use the correct terminology for diseases, symptoms, diagnostic studies and treatments.
- Explain the purpose of CPT and ICD codes for reimbursement.
- Assign CPT and ICD codes according to official guidelines.
- Describe the importance of effective revenue cycle management in a provider's fiscal stability.
- Define fraud and abuse issues in health care.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
AH 103 - Medical Terminology		3 credits
ENGL 101 - English Composition		3 credits
BIOL 108 - Essentials of Human Anatomy and Physiology*		4 credits
AH 120 - Reimbursement Methodologies in Health Care		3 credits
AH 190 - Human Disease and Treatment	AH 103 and BIOL 108 or BIOL 109	3 credits
AH 201 - Basic ICD and CPT Coding	AH 103, AH 120, AH 190, BIOL 108 or BIOL 109/110 with a grade of "C" or better in each course.	4 credits

## Minimum Credits Needed to Graduate:

20

\*BIOL 108, a one-semester course in Anatomy and Physiology, is the minimum requirement for this Certificate. However, students who have completed the two-semester Anatomy and Physiology sequence (BIOL 109-BIOL 110) may substitute BIOL 109-110 in place of BIOL 108, provided that they have completed both BIOL 109 and BIOL 110.

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.



# Medium and Heavy Truck Technology I - Inspection, Maintenance, and Minor Repair Proficiency Certificate

## Description:

The Medium and Heavy Truck Technology Proficiency Certificate I - Inspection, Maintenance, and Minor Repair (IMMR) is designed to allow a student who wishes "quick entry" into the skilled labor market of medium and heavy truck and equipment repair. This stackable certificate links with the MHT Technology Proficiency Certificate 2: Truck Service Technology (TST), and/or can be used to support earning an A.A.S. degree in Medium and Heavy Truck Technology (MHTT).

MHTT Proficiency Certificate I aligns with the Automotive Service Excellence Education Foundation's Medium and Heavy Truck Accreditation guidelines. The Medium and Heavy Truck Technology program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon successful completion of the Medium Heavy Truck Technology Inspection, Maintenance, and Minor Repair (IMMR) Proficiency Certificate I, students will be able to:

- Perform basic service, including fluids and inspections, lubrications, preventive maintenance services, and filter services, associated with medium and heavy equipment platforms, such as trucks, buses, tractor-trailer systems, and off-road equipment.
- Perform basic service on electrical systems associated with medium and heavy equipment platforms, such as trucks, buses, tractor-trailer systems, and off-road equipment.
- Repair and service various hydraulic power systems associated with medium and heavy equipment platforms, such as trucks, buses, tractor-trailer systems, and off-road equipment.
- Repair and service various diesel and gasoline combustion engines and component platforms, such as trucks, buses, tractor-trailer systems, and off-road equipment.

## Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed above.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
MHT 101 - Medium and Heavy Truck Maintenance Fundamentals / Intro to Medium and Heavy Truck Service	Students must be at ENGL 098 reading level.	3 credits
MHT 112 - Medium and Heavy Truck Electricity	MHT 101, which may be taken concurrently	3 credits
MHT 114 - Medium and Heavy Truck Steering and Suspension	MHT 112, which may be taken concurrently	4 credits
MHT 120 - Medium and Heavy Truck Brake Systems	MHT 112, which may be taken concurrently	4 credits
MHT 125 - Medium and Heavy Truck Hydraulic Systems	MHT 112, which may be taken concurrently	3 credits
MHT 180 - Medium and Heavy Truck Engine Service	Must be FNMT 118 ready; MHT 101 and MHT 112, which may be taken concurrently	4 credits

## Minimum Credits Needed to Graduate:

21

## For More Information, Contact:

**For More Information, Contact:** The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (267) 299-5874.

# Medium and Heavy Truck Technology II - Truck Service Technology Proficiency Certificate

## Description:

The Medium and Heavy Truck Technology Proficiency Certificate II -Truck Service Technology (MHT: TST) is designed for a student who wishes to gain further employment opportunities in the field of medium and heavy truck repair and service. This stackable certificate sits on top of the MHT Certificate I - Truck Inspection, Maintenance, and Minor Repair (IMMR), and/or can be used to support earning an A.A.S. degree in Medium Heavy Truck Technology.

This certificate aligns with the Automotive Service Excellence Education Foundation's Medium and Heavy Truck Accreditation guidelines. The Medium and Heavy Truck Technology program is located at the Career and Advanced Technology Center (CATC).

## Program Learning Outcomes:

Upon successful completion of the Medium and Heavy Truck Technology Proficiency Certificate II - Truck Service Technology (TST), students will be able to:

- Repair and service various advanced electrical power systems and components in platforms, such as trucks, buses, tractor-trailer systems, and off-road equipment.
- Repair and service various manual, automatic, and final drivetrain systems in platforms, such as trucks, buses, tractor-trailer systems, and off-road equipment.
- Repair and service HVAC systems in platforms, such as trucks, buses, tractor-trailer systems, and off-road equipment.
- Repair and service fuel and emission systems for diesel, gasoline, and gaseous-fueled vehicle systems.

## Program Entry Requirements:

This is a select program. To enroll in the Medium and Heavy Truck Technology II proficiency certificate, students must first complete the Medium and Heavy Truck Technology I proficiency certificate. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed above.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
MHT 212 - Medium and Heavy Truck Advanced Electricity II	MHT 112	4 credits
MHT 241 - Medium and Heavy Truck Drive Trains	Must be FNMT 118 ready; MHT 112	4 credits
MHT 271 - Medium and Heavy Truck HVAC Cooling Systems	MHT 112	3 credits
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	4 credits
MHT 280 - Medium and Heavy Truck Fuel Emissions Systems	FNMT 118, MHT 112, and MHT 180	4 credits

## Minimum Credits Needed to Graduate:

19

## For More Information, Contact:

**For More Information, Contact:** The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (267) 299-5874.

# Mobile Application Development Proficiency Certificate

## Description:

The Mobile Application Development Proficiency Certificate prepares students to begin careers as native application developers for Android and iOS operating systems. With beginner and intermediate classes dedicated to apps for both major platforms, students will have knowledge and hands-on experience to become specialists in either platform. No prior programming experience is required or expected. Students will learn programming fundamentals in browser-based environments before moving on to languages native to the Android and iOS platforms. Students will leave the program with experience in programming apps using device APIs, developing apps that use device sensors, designing interfaces, creating forms and capturing data from user interfaces. Students will demonstrate how to apply these concepts to develop real applications that can be deployed to devices such as phones and tablets.

## Program Learning Outcomes:

Upon successful completion of the Mobile Application Development Proficiency Certificate, students will be able to:

- Differentiate methods of remote data retrieval and integrate custom applications with data from remote APIs
- Explain and identify device sensor APIs and use them in programs in order to capture and integrate sensor data
- Describe data input concepts and capture data input via forms for integration into a program
- Identify and apply techniques to create native app interfaces
- Define Object-Oriented programming terminology and concepts and apply them within the context of application development

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
CIS 114 - JavaScript I		4 credits
CIS 200: Apple App Development I	CIS 114 or CIS 106 or CSCI 111	4 credits
CIS 211 - Android App Development I	CIS 114 or CIS 106 or CSCI 111	4 credits
CIS 201 - Apple App Development II	CIS 200	4 credits
CIS 212 - Android App Development II	CIS 211	4 credits

## Minimum Credits Needed to Graduate:

20

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

# Music Production Proficiency Certificate

## Description:

The Music Production Proficiency Certificate is designed to help students develop skills in music production, sound design, piano literacy, music theory and the music industry. The skills students acquire with this certificate will prepare them for work as a producer, recording engineer, sound designer, and/or songwriter. Students will be prepared to create original music productions that utilize proper signal processing and original sound design. Students who complete this proficiency certificate may continue seamlessly into the Associate in Applied Science degree program in Sound Recording and Music Technology (SRMT).

## Program Learning Outcomes:

Upon successful completion of the Music Production proficiency certificate, students will be able to:

- Demonstrate proficiency in basic music theory, including reading treble & bass clef notation, key & time signatures, intervals, and basic music terms.
- Construct a four-part composition or harmonic realization utilizing diatonic harmonic vocabulary.
- Explain recording contracts, production and publishing agreements and copyright law.
- Demonstrate proficiency in digital audio workstations and an understanding of signal flow, signal processing, and song construction using cutting edge sound design and production techniques.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. A music theory placement exam, which allows students to complete a Credit by Examination for MUS 100: Music Reading, is also available for students with an introductory music theory background.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
MUS 100 - Music Reading		3 credits
MUS 101 - Piano I		1 credit
MUS 115 - Introduction to Music Technology		3 credits
MUS 116 - Theory I	MUS 100	4 credits
MUS 180 - Music Business		3 credits
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3 credits

## Minimum Credits Needed to Graduate:

17

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

# Network and Systems Administration Proficiency Certificate

## Description:

The courses in the Network and Systems Administration Proficiency Certificate are closely aligned with professional certifications from CompTIA and Cisco and provide students with the knowledge and skills needed for entry-level employment in computer network administration. When completed, the courses may be applied to the Computer Information Systems Information Technology Associate in Applied Science Degree or to the Network Administration Associate in Applied Science Degree.

## Industry Certification Preparation:

- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Server+ Certification
- CISCO CCNA Certification

## Program Learning Outcomes:

After completing the courses in the Network and Systems Administration Proficiency Certificate, students will be able to:

- Analyze, diagnose and repair common problems with the Windows operating system on a personal computer and on a network sever.
- Determine the hardware and software needs for a common local area network (LAN) of personal computers, including the time needed to setup the network and the costs involved.
- Set up and maintain a common local area network (LAN) of personal computers with the proper equipment.
- Install and manage user accounts on a personal computer system and on a local area network (LAN) of personal computers.
- Install and support peripheral equipment, such as printers, on a local area network (LAN) of personal computers.

## Program Entry Requirements:

Students are required to satisfy placement at the time of admission. Students who possess personal computer application skills may test out of [CIS 103 - Computer Applications & Concepts](#). Students who wish to seek employment as systems analysts may also complete [CIS 270 - Systems Analysis and Design](#).

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

## Course Sequence:

Course Number	Prerequisites	Credits
CIS 103 - Computer Applications & Concepts		3 credits
CIS 105 - Computer Systems Maintenance		4 credits
CIS 150 - Network Technology		4 credits
CIS 252 - Managing Network Servers	CIS 150	4 credits
CIS 256 - Network Routing and Switching	CIS 150	4 credits

## Minimum Credits Needed to Graduate:

19

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

# Paralegal Studies Proficiency Certificate

## Description:

This American Bar Association Approved Paralegal Studies certificate is designed to provide students who have earned an A.A., A.S. or bachelor's degree from an institution accredited by a regional member of the Commission of Higher Education with the skills and knowledge required to work as entry level paralegals. Community College of Philadelphia trains paralegals that must operate under the supervision of a licensed attorney and are prohibited from practicing law.

Students with an A.A.S. degree may also be eligible; see Program Entry Requirements below for specific details.

## Program Learning Outcomes:

Upon successful completion of the Paralegal Studies Proficiency Certificate, students will be able to:

- Work successfully as entry-level paralegals.
- Apply ethical concepts to hypothetical examples and real-life situations.
- Draft legal documents, conduct legal research both manually and through computer-assisted research and undertake the full scope of tasks assumed by entry-level paralegals.
- Demonstrate legal analytical skills and legal writing skills.
- Cultivate a supportive professional network and learn how to remain current in the legal profession.
- Demonstrate an understanding of legal terminology in civil litigation and a variety of practice areas.
- Demonstrate practical skills in a variety of practice areas.
- Understand the role of technology in the modern law office and have practical experience using legal technology programs.

## Program Entry Requirements:

This certificate is open to students who have earned a BA, BS, AA or AS degree from an institution accredited by a regional member of the Commission of Higher Education prior to beginning this proficiency certificate program. Students who have earned an AAS degree may also be eligible, providing that the coordinator of Paralegal Studies certifies that the student's transcript reflects compliance with all general education requirements mandated by the ABA.

## Program of Study:

All students seeking the post degree Paralegal Studies proficiency certificate are advised that they must complete 9 credit hours of legal specialty classes in a traditional classroom format. Courses in traditional format include those meeting entirely in the classroom and classroom hours of hybrid sections. Students are urged to meet with a paralegal advisor prior to registering for courses and are cautioned that a certificate will not be awarded until this requirement is met.

Courses are offered in day, evening, accelerated, weekend, and online formats.

## Program of Study and Graduation Requirements:

A grade of C or better in the five required courses and four electives is required to earn the certificate. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the certificate program pending the results of a departmental hearing. All students are required to sign an integrity statement in all Paralegal Studies courses agreeing to abide by standards of ethics and integrity in all assignments and undertakings. Students pursuing the Paralegal Studies Proficiency Certificate are advised that it is important to have current knowledge in order to successfully compete in today's legal environment and are urged to complete all Paralegal Studies courses within five years of graduation. To ensure that graduates possess current knowledge and skills, the following requirements apply:

- Because of the need to possess current knowledge of technology, Legal Technology (PLS 115) must be taken within five calendar years of graduation.
- Any student who has taken Introduction to Paralegal Studies (PLS 101), Civil Litigation (PLS 121), or Legal Research and Writing I (PLS 111) and/or Legal Research and Writing II (PLS 211) more than five academic years before his/her proposed graduation date must demonstrate current knowledge. The student must meet with the Program Coordinator and develop a plan to demonstrate current knowledge and skills.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
PLS 101 - Intro to Paralegal Studies		3 credits
PLS 121 - Civil Litigation I	PLS 101, which may be taken concurrently	3 credits
PLS 111 - Legal Research and Writing I	PLS 101, which may be taken concurrently	3 credits
PLS 115 - Legal Technology	PLS 101, which may be taken concurrently	3 credits
PLS 211 - Legal Research and Writing II	PLS 111 and ENGL 102	3 credits

Note: students must select four courses from the electives below:

Course Number and Name	Prerequisites	Credits
PLS 215 - Electronic Discovery	PLS 121	3 credits

PLS 221 - Civil Litigation II	PLS 101 and PLS 121	3 credits
PLS 231 - Family Law	PLS 111 and PLS 121	3 credits
PLS 241 - Tort Law	PLS 121	3 credits
PLS 251 - Real Estate Law for Paralegals	PLS 111	3 credits
PLS 255 - Business Organizations for Paralegals	PLS 111, ENGL 101	3 credits
PLS 261 - Wills, Trusts and Estate Administration	PLS 111	3 credits
PLS 265 - Intellectual Property	PLS 111	3 credits
PLS 271 - Bankruptcy Law	PLS 121	3 credits
PLS 275 - Employment Law	PLS 111	3 credits
PLS 281 - Environmental Law	PLS 111	3 credits
PLS 285 - Immigration Law	PLS 101, PLS 121	3 credits
PLS 295 - Legal Internship	Completion of PLS 101, PLS 111 and PLS 121 and a grade point average of 2.5 or better.	3 credits

Minimum Credits Needed to Graduate:

27

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450, or call the College Information Center at (215) 751-8010.

# Patient Service Representative Proficiency Certificate

## Description:

The Patient Service Representative Proficiency Certificate has been designed to provide students with the opportunity to seek employment in a variety of health care settings. This proficiency certificate focuses only on the administrative components of a medical practice. The patient service representative is responsible for greeting patients and families, collecting demographic and insurance information, scheduling patients according to the provider's guidelines and protocols, collecting payments associated with services rendered, and any other duties necessary to provide efficient, timely services to the patients and their families.

The Patient Service Representative Proficiency Certificate will provide students with the foundation courses and skills they need to understand the health care delivery system, and to provide students with the opportunity to seek employment in a variety of health care settings.

The Patient Service Representative Proficiency Certificate can be taken as a certificate-only program, or students can continue their studies and earn an associate's degree in Health Care Studies.

## Program Learning Outcomes:

Students who successfully complete the courses in this certificate will be able to:

- Use the correct terminology for diseases, symptoms, diagnostic studies and treatments.
- Perform computerized administrative and financial procedures used in medical practices.
- Perform front office administrative and financial procedures required in a medical setting.
- Demonstrate the use of effective therapeutic communication skills in health care.
- Demonstrate an understanding of basic ethical and legal issues in health care.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites	Credits
AH 103 - Medical Terminology		3 credits
ENGL 101 - English Composition		3 credits
CIS 103 - Computer Applications & Concepts		3 credits
AH 112 - Medical Administrative Procedures		3 credits

### Semester 2

Course Number and Name	Prerequisites	Credits
AH 116 - Interpersonal and Professional Skills in the Health Care Setting		3 credits
AH 204 - Medical Law and Ethics	ENGL 101 with a grade of "C" or better	3 credits
AH 220 - Information Management Systems in Health Care	CIS 103 with a grade of "C" or better	3 credits

Minimum Credits Needed to Graduate:



General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or e-mail [health@ccp.edu](mailto:health@ccp.edu).

# Personal Training Proficiency Certificate

## Description:

Certified Personal Trainers (CPT) are professionals qualified to assess physical fitness and to design and implement exercise training programs. Based on client interviews, risk stratification and baseline fitness assessments, a CPT can construct a training program to enhance the muscular and cardiorespiratory fitness, flexibility, and body composition of healthy individuals or for those that have been medically cleared to exercise. CPTs may be self-employed or may work in health clubs, corporate fitness centers, recreation centers, gyms, or residential care facilities. This certificate is designed to provide students with the scientific knowledge and practical experience necessary to sit for the Personal Trainer Certification exam offered by the American College of Sports Medicine (ACSM), or comparable certifying organizations. All credits earned towards the Personal Training Proficiency Certificate can be applied to earning a degree in Health Care Studies.

## Program Learning Outcomes:

Upon completion of the Personal Training Proficiency Certificate, students will be able to:

- Assess physical fitness, including muscular strength and endurance, cardiorespiratory fitness, flexibility, body composition, and other anthropometric measures to establish a baseline for exercise program development
- Design and implement a training program based on information obtained from client interview, risk stratification, and baseline measures of physical fitness
- Educate clients using scientifically based health and fitness information and resources to enhance client knowledge, program enjoyment, adherence, and overall awareness of health and fitness related information
- Develop a business plan to both establish and support a career as a Certified Personal Trainer

## Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a grade of "C" or better in all courses listed. Achievement of a grade of "C" or better in all courses requires the student to demonstrate competency as assessed using written and/or oral exams, demonstrations, writing assignments, projects, and participation in classroom activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
PEH 105 - Principles of Fitness and Wellness		3 credits
NUTR 106 - Nutrition for a Healthy Lifestyle		3 credits
BIOL 108 - Essentials of Human Anatomy and Physiology		4 credits
PEH 120 - Introduction to Weight Training		2 credits
PEH 220 - Functional Training	PEH 120 with a grade of "C" or better	2 credits
PEH 230 - Structural Kinesiology	BIOL 108 or BIOL 109 and BIOL 110 with a grade of "C" or better	3 credits
PEH 240 - Exercise Physiology	BIOL 108 or BIOL 109 and BIOL 110 with a grade of "C" or better	4 credits
PEH 250 - Exercise Testing	PEH 240 with a grade of "C" or better	4 credits
PEH 260 - Business of Personal Training	PEH 240 with a grade of "C" or better	2 credits

## Minimum Credits Needed to Graduate:

27

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8430

# Photography Proficiency Certificate

## Description:

This certificate is designed to help students develop skills in basic photography, video production, digital imaging and printing. The photographic imaging industry has undergone a shift towards digital applications in both the professional and amateur markets. The traditional photography custom lab has been transformed into a "service bureau" specializing in postproduction digital imaging services. Professional photographers increasingly shoot in digital form, and the ability to manage digital files is now a prerequisite for the photographer's assistant. Public relations and media firms which previously used film have transitioned to digital video with editing done on the computer. Employment opportunities exist for photographer and video production assistants with experience in digital imaging techniques.

Students who complete this proficiency certificate can continue seamlessly in the A.A.S. program in photography.

## Program Learning Outcomes:

Upon completion of this Photography proficiency certificate students will be able to:

- Demonstrate proficiency with the tools and process of video production, including preproduction, video acquisition, editing and final output.
- Demonstrate proficiency with Adobe Photoshop tools including creation of composites and image restorations.
- Demonstrate proficiency with digital camera operation, digital workflow and digital printing techniques while applying color management theory.
- Demonstrate the ability to apply accepted aesthetic criteria to given assignments.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 105 - Introduction to Digital Photography		4 credits
PHOT 104 - Introduction to Video Production		3 credits
PHOT 151 - Techniques in Photo Editing (Photoshop I)		3 credits
PHOT 152 - Introduction to Color Photography and Digital Printing	PHOT 151 which may be taken concurrently	3 credits

## Minimum Credits Needed to Graduate:

13

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

# Piano Technician Proficiency Certificate

## Description:

The Piano Technician Proficiency Certificate prepares students for a career in piano tuning and maintenance. Students in the certificate program are also enrolled in the Music Performance degree program, which gives students a thorough academic preparation in music combined with a liberal arts background. Students in the Piano Technician Proficiency Certificate will have instruction at Community College of Philadelphia as well as at piano stores and concert halls in Central Philadelphia, providing students the opportunity to learn and work on various instruments of quality and age.

## Program Learning Outcomes:

Upon successful completion of the Piano Technician Proficiency Certificate, students will be able to:

- Tune an Upright and Grand Piano.
- Regulate both Upright and Grand Pianos.
- Complete certification with the Piano Technician's Guild.

## Program Entry Requirements:

In order to be eligible for the Piano Technician Proficiency Certificate, all students must also be enrolled in the Music Performance Degree Program. All inquiring students must schedule an interview and music theory placement exam with the music department head prior to being accepted into the certificate program. The interview will consist of questions regarding the student's piano and keyboard history, musical and instrumental knowledge as well as general interest questions that will determine the student's eligibility into the program. Students who do not pass the theory placement exam are required to take MUS 100: Music Reading, and pass the course with a C or better, before enrolling in MUS 116: Theory I.

\*Please note that all students enrolled in the Piano Technician Proficiency Certificate will also be taking the courses outlined in the Music Performance degree program, which appears here: <http://ccp.edu/college-catalog/degree-programs/associate-arts-aa/music-performance>

\*Only students enrolled in the Piano Technician Proficiency Certificate are eligible to take the Applied Music sections designated at *PT*.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
MUS 141PT - Applied Music I / MUS 142PT - Applied Music II		4 credits
MUS 143PT - Applied Music III / MUS 144PT - Applied Music IV	Applied Music II	4 credits
MUS 241PT - Applied Music V / MUS 242PT - Applied Music VI	Applied Music IV	4 credits
MUS 243PT - Applied Music VII / MUS 244PT - Applied Music VII	Applied Music VI	4 credits

## Minimum Credits Needed to Graduate:

20

\*Please note that all students enrolled in the Piano Technician Proficiency Certificate will also be taking the courses outlined in the Music Performance degree program, which appears at <http://ccp.edu/college-catalog/degree-programs/associate-arts-aa/music-performance>

\*Only students enrolled in the Piano Technician Proficiency Certificate are eligible to take the Applied Music sections designated at *PT*.

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130; telephone (215) 751-8450, or the College Information Center (215) 751-8010.

# Post-Baccalaureate Accounting Proficiency Certificate

## Description:

The Post-Baccalaureate Accounting Proficiency Certificate at the Community College of Philadelphia is designed to provide students who have earned a bachelor's degree in non-accounting fields of study with the knowledge and skills required to meet state board of accountancy educational requirements. Students who earn this Certificate will be eligible to sit for the Certified Public Accountant (CPA) exam. All of the accounting courses are available online in order to help potential CPA candidates meet their educational requirements while working and meeting family obligations. For more information about the Pennsylvania CPA exam, please visit <https://nasba.org/exams/cpaexam/pennsylvania/>.

## Program Learning Outcomes:

Upon successful completion of the Post-Baccalaureate Accounting Proficiency Certificate, students will be able to:

- Explain the contents of financial statements prepared according to Generally Accepted Accounting Principles (GAAP) and required related note disclosures
- Apply managerial and cost accounting concepts in a problem solving environment
- Explain the ethical and professional responsibilities of certified public accountants
- Discuss the application of the Internal Revenue Code to personal income tax returns
- Discuss the assurance and attest functions as they relate to the financial statements of an entity

## Program Entry Requirements:

The program is open to students who hold bachelor's degrees in non-accounting fields of study (from a college or university accredited by a nationally recognized accrediting agency recognized by the United States Department of Education) who wish to gain the knowledge and skills required to work in the field of accounting and sit for the CPA exam.

## Program of Study and Graduation Requirements:

Successful completion of the proficiency certificate requires a C grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ACCT 101 - Financial Accounting		4 credits
MNGT 262 - Business Law		3 credits
ACCT 208 - Tax Accounting		3 credits
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits
ACCT 201 - Intermediate Accounting I	ACCT 101	3 credits
ACCT 202 - Intermediate Accounting II	ACCT 201	3 credits
ACCT 203 - Cost Accounting	ACCT 102 with a grade of "C" or better	3 credits
ACCT 206 - Auditing	ACCT 201	3 credits

## Minimum Credits Needed to Graduate:

25

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Project Management Proficiency Certificate

## Description:

The Project Management Proficiency Certificate prepares students to enter the project management workforce. Students will learn the management principles and theories that put them on the path towards a rewarding project management career in various industries, such as health care, information technology, construction, finance, and advertising. Students gain hands-on experience through various course assignments and requirements. The Project Management Proficiency Certificate offers courses that develop skills in project management, communications, agile project management, and organizational leadership. The courses in the certificate also apply towards the Business Leadership A.A.S. degree.

Upon completion of the certificate, students will be prepared to take the Certified Associate Project Manager (CAPM from the Project Management Institute) exam, providing a competitive and financial advantage in the job market. Graduates of the program are prepared for positions such as IT program support specialist, project manager, emergency response project manager, marketing communications coordinator, and member relations administrator.

## Program Learning Outcomes:

Upon successful completion of the Project Management proficiency certificate, students will be able to:

- Describe the importance of project management in the context of various organizational structures and strategies
- Use basic project management planning tools for communications, risk analysis, cost estimation and budgeting, and quality control
- Create and design templates for scheduling, controlling costs, and project completion
- Communicate effectively both orally and in writing and demonstrate effective interpersonal skills in a team setting

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PJMT 110 - Foundations of Project Management		3 credits	
PJMT 130 - Project Management Communications		3 credits	
PJMT 140 - Emerging Trends in Project Management	PJMT 110, which may be taken concurrently	3 credits	
PJMT 220 - Advanced Project Management	PJMT 110 and PJMT 140	3 credits	
BUSL 215 - Organizational Leadership	BUSL 125 or PJMT 110 and PJMT 130	3 credits	
PJMT 240 - Project Management Work Experience	PJMT 220	3 credits	

## Minimum Credits Needed to Graduate:

18

## For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Religious Studies Proficiency Certificate

## Description:

The Religious Studies Proficiency Certificate is primarily designed to provide supplementary training for those going into social work, education, and health care, to provide a credential for those working in faith-based social welfare or educational non-profit organizations, or for lay and assistant clerical leadership positions in religious organizations, and/or a gateway to an academic degree in Liberal Arts or related fields at the College or at a transfer institution. Students take courses that provide a background to religious and spiritual beliefs, practices and institutions from around the world and the United States. As well as taking introductory courses in comparative religion, students can choose courses that deal with more specialized issues such as death and dying, and the role of spirituality in human services. The Religious Studies Proficiency Certificate can be used in a variety of professions, such as economics, health care, social work, education, and law. Students earning the Religious Studies Proficiency Certificate may elect to continue their education at the College by completing 43 additional credits to earn the A.A. degree in Liberal Arts.

## Program Learning Outcomes:

Upon successful completion of the Religious Studies proficiency certificate, students will be able to:

- Compare a variety of religious traditions and recognize the internal diversity of religious traditions.
- Explain how religions have shaped and are shaped by the experiences and histories of individuals, communities, nations and cultural/geographical regions.
- Analyze religious texts (written, visual, architectural, aural) and practices, from across the world, using a variety of theoretical approaches.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses in the program.

## Course Sequence:

Course Number and Name	Prerequisites and Corequisites	Credits
ENGL 101 - English Composition		3 credits
RS 101 - Introduction to Religion		3 credits
PHIL 151/RS 151 - World Religions		3 credits
RS 160 - Death and Dying		3 credits
PHIL 152/RS 152 - Philosophy of Religion or HIST 170/RS 170 - Religion in American History* or RS 175 - Religions of the Middle East or RS 180 - Religions of Asia or BHHS 131 - Faith and Spirituality in Human Services		3 credits
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits

## Notes

\* Students in the Liberal Arts program should take RS 170.

## Minimum Credits Needed to Graduate:

# 18

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8768; or call the College Information Center (215) 751-8010.

# Technical Theater Proficiency Certificate

## Description:

This Certificate will provide an opportunity for students to develop basic technical theater construction and design skills, preparing them to construct and paint sets and perform backstage work in the theater and film industries, such as working as lighting and audio technicians, set carpenters and stage managers. When completed, the courses can be applied to an Associate Degree in Theater. In addition to three required courses, students may select either ENGL 137: Introduction to Theater, ADC 103: CAD Basics, or MUS 115: Introduction to Music Technology. Students who are primarily interested in construction aspects might be interested in ENGL 137. Those with a set design interest may select ADC 103. Those with interest in sound technology may select MUS 115.

## Program Learning Outcomes:

Upon successful completion of the Technical Theater Proficiency Certificate, students will be able to:

- Identify and utilize the basic skills required for set construction and painting;
- Demonstrate a knowledge of lighting, sound and theatrical design elements and techniques;
- Recognize and participate fully in technical aspects of a theater production.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English courses as part of the Certificate

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" or better grade in each of the courses listed. In order to achieve a "C" or better and thus demonstrate competency, students must complete assignments and participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
ENGL 131 - Acting I		3 credits
ENGL 141 - Introduction to Technical Theater		4 credits
ENGL 146 - Advanced Technical Theater	ENGL 141	4 credits
Select one of the following: ENGL 137 - Introduction to Theater or ADC 103 - CAD Basics or MUS 115 - Introduction to Music Technology		3 credits

## Minimum Credits Needed to Graduate:

14

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA, 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010



# Tourism and Hospitality Management Proficiency Certificate

## Description:

Those who pursue a career in tourism and hospitality management are involved in every aspect of their organization's many moving parts. From the front of the house to the back, people in hospitality management need a firm grasp of finance, marketing, and employee management to succeed. This proficiency certificate provides students with key foundational knowledge and skills they need to begin a career in the tourism and hospitality industry. This certificate covers a wide range of content, from foodservice to finances, to human resources and marketing, because knowing how to handle multiple facets of the industry will help students prepare for successful careers. Students may choose to continue in the Tourism and Hospitality Management AA degree as all of the credits apply to the Tourism and Hospitality Management program.

## Program Learning Outcomes:

Upon successful completion of the Tourism and Hospitality Management proficiency certificate, students will be able to:

- Create favorable guest experiences by using professional service management techniques in a tourism and hospitality business environment.
- Contribute to positive team performance in a hospitality business environment by appraising and managing one's own team-related competencies, in particular, the knowledge, skills, and attitudes considered transportable from one team to another.
- Integrate human, financial, and physical resources management into tourism and hospitality operations and model the behaviors of effective, ethical leaders by demonstrating the fundamental principles of leadership.
- Use professional written and oral communication skills and technology to successfully communicate.
- Practice professional ethics, provide leadership, demonstrate personal and global responsibility, and work effectively as a team member.

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

## Course Sequence:

### Semester 1

Course Number and Name	Prerequisites	Credits
THM 110 - Introduction to the Hospitality Industry		3 credits
THM 112 - Introduction to Tourism	THM 110, which may be taken concurrently	3 credits
THM 130 - Hotel Management	THM 110, which may be taken concurrently	3 credits

### Semester 2

Course Number and Name	Prerequisites	Credits
THM 180 - Human Resource Management	THM 110	3 credits
THM 276 - Food and Beverage Management	THM 110	3 credits
THM 278 - Hospitality Marketing		3 credits

Minimum Credits Needed to Graduate:

# 18

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

# Web Development I Proficiency Certificate

## Description:

The Web Development I Proficiency Certificate prepares students to begin creating applications that are used over the Internet. Web applications are ubiquitous now, and these applications require no special software aside from an internet connection and a web browser. Common programs many people use daily include Google Docs, Facebook, Twitter, and Canvas, to name a few. The Web Development I Proficiency Certificate starts students towards a career developing programs such as these and introduces students to several important technologies, including HTML, CSS, JavaScript, PHP and Database Management Systems. Students completing the certificate will be prepared to find employment as entry-level web application developers.

## Program Learning Outcomes:

Students who complete this certificate will be able to:

- Design and code web sites written in HTML and CSS.
- Develop and program server-side scripts capable of storing, retrieving, updating, and deleting data that can be controlled via HTML pages used on a standard web browser.
- Demonstrate the use of APIs and how to develop them.
- Design and develop databases to intelligently store and manage real world data.
- Develop real time interactions with web pages by using the JavaScript programming language.
- Dynamically retrieve and display content for specific users of a web site.
- Create user interfaces and tools that are well designed and are accessible to users.
- Demonstrate core programming concepts, such as the use of variables, loops, arrays, objects, conditionals, and functions.
- Create dynamically updated pages via AJAX.
- Explain and identify fundamental networking and internet concepts.
- Recognize and describe ethical and legal issues related to software development

## Program Entry Requirements:

This certificate is open to interested students. Students are required to satisfy placement at the time of admission. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. Students who possess personal computer application skills may test out of CIS 103 - Applied Computer Technology.

## Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
CIS 103 - Computer Applications & Concepts*		3 credits
CIS 130 - Web Page Design I	CIS 103	3 credits
CIS 114 - JavaScript I		4credits
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103	4credits
CIS 244 - Server-Side Web Development	CIS 130, CIS 114, CIS 205 which may be taken concurrently	4 credits

## Notes

\* Students who possess personal computer application skills may test out of CIS 103 - Computer Applications & Concepts.

## Minimum Credits Needed to Graduate:

18

## General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

# Web Development II - Cloud Computing

## Description:

Modern websites and web applications are frequently run on systems and services that provide computing infrastructure as a service. In these "cloud" computing environments, it is common for developers to never see a physical computer that will run an application. This second-level certificate provides hands-on opportunities for students to manage web server infrastructure and deploy applications. Students will learn about the importance of virtualization and how virtualization is used to power cloud services. In addition to learning technical details and practicing advanced development techniques, students will produce professional quality documents and presentations similar to those used to pitch work to clients and learn to present and defend their work and choices to an audience.

## Program Learning Outcomes:

Upon successful completion of the Web Development II - Cloud Computing proficiency certificate, students will be able to:

- Explain technical choices and details and defend these decisions.
- Evaluate an application or business and produce application designs appropriate to the purpose and function.
- Manage and deploy web application infrastructure.
- Produce websites and web applications.
- Identify and distinguish terminology and fundamental concepts associated with various web development technologies.

## Program Entry Requirements:

To enroll in the Web Development II certificate, students must first complete the Web Development I certificate.

## Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses.

## Course Sequence:

Course Number and Name	Prerequisites	Credits
CIS 155 - Principles of Operating Systems		3 credits
CIS 230 - Web Page Design II	CIS 130	3 credits
CIS 204 - Fundamentals of Linux and Unix	CIS 155 or CIS 105	3 credits
CIS 228 - JavaScript II	CIS 114	4 credits
CIS 288 - Cloud Computing	CIS 244	4 credits

## Minimum Credits Needed to Graduate:

17

## For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

# Accounting Courses

## ACCT 101 - Financial Accounting

4-0-4

Credit Hours: 4

This course introduces the student to financial accounting theory, including accounting principles and practices, the accounting cycle, accounting journals and ledgers for recording business transactions, and preparation and evaluation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

**Offered Online:** Yes

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## ACCT 102 - Managerial Accounting

3-0-3

Credit Hours: 3

This course introduces students to the concepts related to managerial accounting, including the analysis and recording of various manufacturing costs, the analyses of cash flows, costing systems, cost-volume-profit, and capital investments, as well as the creation of financial statements and budgets.

**Offered Online:** Yes

**Prerequisite:**

ACCT 101 with grade of "C" or better.

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## ACCT 103 - Microcomputers in Accounting

2-2-3

Credit Hours: 3

Introduction to microcomputer applications which focus on financial accounting problems and their solutions adapted to microcomputers. Students will utilize a spreadsheet program and commercial general ledger software.

**Offered Online:** Yes

**Prerequisite:**

ACCT 101 with a grade of "C" or better.

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## ACCT 111 - Business Accounting

4-0-4

Credit Hours: 4

This course provides an introduction to basic accounting principles, concepts, and methods for understanding general purpose financial statements and the accounting process. Students learn basic accounting concepts utilized in daily business operations, such as financial statement preparation, allowing them to collect financial data and make decisions based on that data.

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## ACCT 201 - Intermediate Accounting I

3-0-3

Credit Hours: 3

Intermediate Accounting I continues the investigation of the current accounting concepts and standards underlying the financial statements of business enterprises that was begun in ACCT 101. Alternative valuation concepts and standards are introduced as they apply to reporting in the financial statements. Intermediate Accounting I will focus on the measurement and reporting of corporate assets and liabilities, and the related impact on revenues, expenses, gains and losses.

**Offered Online:** Yes

**Prerequisite:**  
ACCT 101

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## ACCT 202 - Intermediate Accounting II

3-0-3

**Credit Hours:** 3

Intermediate Accounting II completes the investigation of the current accounting concepts and standards underlying the financial statements of business enterprises that was begun in ACCT 101 and continued in ACCT 201. Intermediate Accounting II will focus on the measurement and reporting of stockholders' equity and specialized areas including investments, leases, income taxes, revenue recognition issues, pensions and post-retirement benefits, the statement of cash flows, and accounting for changes and error analysis.

**Offered Online:** Yes

**Prerequisite:**  
ACCT 201

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## ACCT 203 - Cost Accounting

3-0-3

**Credit Hours:** 3

Scope, concepts and terminology of cost accounting. Cycles of cost accounting and costing techniques. Control of materials and labor. Nature of factory overhead departmentalization and predetermined rates, process cost.

**Offered Online:** Yes

**Prerequisite:**  
ACCT 102

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## ACCT 206 - Auditing

3-0-3

**Credit Hours:** 3

This course will review contemporary auditing and assurance services and related concepts of evaluation of controls, statistical sampling and substantive testing. Students will learn about Generally Accepted Auditing Standards (GAAS) as well as professional responsibility, legal liability and standards of ethics.

**Offered Online:** Yes

**Prerequisite:**  
ACCT 201

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## ACCT 208 - Tax Accounting

3-0-3

**Credit Hours:** 3

This course will introduce the student to the taxation of individuals as set forth in the Internal Revenue Code. Emphasis is placed on the determination of gross income, adjustments to gross income, standard and allowable itemized deductions, the determination of personal exemptions, the calculation of the total tax liability, available tax credits and estimated tax payments.

**Offered Online:** Yes

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## ACCT 209 - Advanced Taxation

3-0-3

**Credit Hours:** 3

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This course will introduce students to tax research and the tax treatment of entities, other than individuals, as prescribed by the Internal Revenue Code (IRC). They will apply the fundamentals learned in these two areas to problem situations likely to be encountered in tax practice.

**Prerequisite:**  
ACCT 208

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### ACCT 215 - Nonprofit Accounting

3-0-3

**Credit Hours:** 3

Introduction to the principles of accounting for nonprofit organizations with emphasis on fund accounting and the accounting standards for various types of nonprofit organizations.

**Offered Online:** Yes

**Prerequisite:**  
ACCT 102 or ACCT 101 and departmental approval.

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### ACCT 250 - Advanced Accounting

3-0-3

**Credit Hours:** 3

This course in financial accounting introduces students to accounting for partnerships, accounting for mergers and acquisitions, and accounting in the international marketplace.

**Prerequisite:**  
ACCT 202

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# Allied Health Courses

## AH 101 - Introduction to the Health Care Professions

3-0-3

Credit Hours: 3

This course introduces students to various aspects of the health care field. Students will explore a variety of health-related disciplines, create an academic and career plan for their chosen profession, and develop a health care e-portfolio. Students will study health implications for several cultural groups, including belief systems, communication styles and the role of the family. Professional behavior and essential qualities for health care professionals will also be addressed.

**Offered Online:** Yes

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## AH 103 - Medical Terminology

3-0-3

Credit Hours: 3

The course introduces students to the language of medicine according to body systems. Students define, build and analyze terms as well as develop a vocabulary of combining forms, prefixes and suffixes. They develop the ability to pronounce and spell terms correctly and to use them in an appropriate context. Students learn medical terms (and their abbreviations where appropriate) for organs, diseases, symptoms, and for diagnostic, treatment and surgical procedures.

**Offered Online:** Yes

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## AH 112 - Medical Administrative Procedures

3-0-3

Credit Hours: 3

This course introduces students to the front office administrative skills performed in a health care facility. Students will use critical thinking skills to apply their knowledge in the performance of records management, telephone techniques, appointment scheduling, written communication and financial administration. In addition, students will establish a patient database and perform financial transactions both manually and electronically. Confidentiality, security and compliance requirements regarding HIPAA will also be addressed.

**Offered Online:** Yes

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## AH 113 - Exam Room Procedures I

2-4-0-3

Credit Hours: 3

This course introduces students to the theory, practice and techniques basic to the clinical aspects of working in a medical office. Students use critical thinking skills to incorporate cognitive knowledge in the performance of psychomotor and affective learning domains during the practice of: infection control, medical and surgical asepsis, obtaining vitals, patient histories, medical records documentation, patient preparation, and assisting the physician in general and specialty examinations.

**Offered Online:** Yes

**Prerequisite:**

AH 103 and BIOL 108 with a grade of "C" or better, both of which may be taken concurrently or AH 103 and BIOL 109 and BIOL 110, each with a grade of "C" or better, which may be taken concurrently.

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## AH 115 - Exam Room Procedures II

2-4-0-3

Credit Hours: 3

This course is designed to introduce students to advanced clinical assisting skills. Clinical topics addressed include; pharmacology; drug administration; dosage calculations; electrocardiography; spirometry; and performing diagnostic eye and ear procedures. Laboratory topics include lab safety, quality control, collecting and processing specimens, performing selective tests, and screening test results.



**Offered Online:** Yes

**Prerequisite:**

AH 113 with a grade of "C" or better, which may be taken concurrently

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## AH 116 - Therapeutic Communication

3-0-0-3

**Credit Hours:** 3

This course introduces students to communication theories and includes verbal and non-verbal techniques, active listening and conflict resolution as related to empathetic communication skills in areas of substance abuse, death and dying, lifespan dilemmas and culture. Students will apply their interpersonal communication skills and demonstrate professionalism in the use of case studies, role playing, and oral presentation.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

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## AH 118 - Professional Skills/Employment Seminar

1-0-1

**Credit Hours:** 1

This course consists of professional skills development sessions that focus on preparation for a credentialing examination and career planning through various classroom activities. Students prepare for entry-level employment in a health care facility with resume writing and interviewing skills activities. In addition, they complete certification in Basic Life Support (BLS) Health Care Provider CPR and First Aid certification.

**Prerequisite:**

AH 113 and AH 115, all of which may be taken concurrently.

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## AH 120 - Reimbursement Methodologies in Health Care

3-0-3

**Credit Hours:** 3

This course addresses health care plans and providers and how they impact financial management, decision making and the information requirements of the health care system. Reimbursement methodologies for both inpatient and ambulatory care delivery systems will be covered.

**Offered Online:** Yes

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## AH 121 - Medical Assisting Practicum

0-0-16-2

**Credit Hours:** 2

This course requires a supervised directed clinical practice in a physician's office or other approved ambulatory care facility. The practicum allows the student to demonstrate critical thinking skills by incorporating cognitive knowledge in the performance of psychomotor and affective domain skills in the administrative, clinical and laboratory areas of a health care facility. Prerequisites: AH 113, AH 115 and AH 118, all with a grade of C or better.

Additional course fee: \$85

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## AH 190 - Human Disease and Treatment

3-0-3

**Credit Hours:** 3

This course addresses disease processes and the general classification of the causes of disease, as well as the common signs and symptoms of diseases, the body systems affected by disease, the diagnostic measures and the types of treatments available.

**Offered Online:** Yes

**Prerequisite:**

AH 103 and BIOL 108 or BIOL 109 all with a grade of "C" or better.

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## AH 201 - Basic ICD and CPT Coding

4-0-4

**Credit Hours:** 4

Students will be introduced to and learn to utilize not only the Current Procedural Terminology (CPT) coding system used for reimbursement, but the detailed, comprehensive diagnostic coding system, International Classification of Diseases (ICD) coding. Students will engage in hands-on practice.

**Offered Online:** Yes

**Prerequisite:**

AH 103 with a grade of "C" or better, AH 120 with a grade of "C" or better, BIOL 108 with a grade of "C" or better or BIOL 109 and 110 both with a grade of "C" or better and AH 190 with a grade of "C" or better.

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## AH 204 - Medical Law and Ethics

3-0-3

**Credit Hours:** 3

Legal theories and responsibilities related to confidentiality, negligence and fraud affecting health care practitioners will be addressed. Ethical issues will be explored within the context of current laws and cases which structure medical practice for both the inpatient and outpatient environments.

**Offered Online:** Yes

**Prerequisite:**

ENGL 101

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## AH 220 - Information Management Systems in Health Care

3-0-3

**Credit Hours:** 3

In this course, students learn to use current software to input patient data and to bill patients, file insurance claims, record data, print reports and schedule appointments. They apply their knowledge by performing a series of tasks using sample source documents. Students are given a ten-day medical office simulation requiring them to use critical thinking and problem solving skills to complete billing and accounting assignments that are reflective of the types of activities encountered in a medical practice.

**Offered Online:** Yes

**Prerequisite:**

CIS 103 with a grade of "C" or better.

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## AH 224 - Current Issues and Trends in Health Care

3-0-3

**Credit Hours:** 3

This course explores significant trends in health care and the major political, social and economic problems affecting the United States' health care system and its stakeholders. Topics such as access to health care, health disparities and health-related social injustices will be studied in depth. Issues of quality, coordination, and cost of health care will also be analyzed.

**Offered Online:** Yes

**Prerequisite:**

MATH 150 or MATH 251 with a grade of "C" or better.

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## AH 260 - Supervisory Management in Health Care

This course introduces students to the roles and responsibilities of a medical office manager. Students learn about organizational structures within health care facilities and management responsibilities including recruiting, training, decision-making, evaluating and planning. Leadership, employee morale and the dynamics of change are also addressed.

**Prerequisite:**AH 204

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# Alternative Fuels Courses

## ALTF 101 - Electric Drive Vehicles

2-2-3

Credit Hours: 3

In this course, students learn how to safely diagnose and repair vehicles with electric drive systems. Electric drive systems are a new and completely different means of propulsion, requiring a thorough understanding of motor control and high voltage electrical systems. Students learn the differences between various vehicle charging technologies and about issues concerning the current U.S. infrastructure supporting electric drive vehicles (power grids and charging stations). Students also have the opportunity to earn manufacturer certifications.

Additional course fee: \$105

**Prerequisite:**

AT 121 or MHT 112 or suitable work experience

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## ALTF 102 - Hybrid Vehicles

2-2-3

Credit Hours: 3

This course examines the development and use of hybrid electric systems as they are currently used in vehicles and how these systems differ from those used in conventional vehicles. Students learn the systems, diagnoses, and repair of hybrid electric system vehicles as well as important safety practices. Students also have the opportunity to earn manufacturer certifications.

Additional course fee: \$105

**Prerequisite:**

AT 121 or MHT 112 or suitable documented industry experience

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## ALTF 110 - Compressed Natural Gas for Transportation

2-2-3

Credit Hours: 3

This course provides basic, practical, and hands-on knowledge and skills needed to service vehicles that use compressed natural gas (CNG) as a fuel source. Students learn safety precautions, as well as how to test, service, and repair and replace specific components. The arguments for and against using this fuel source are examined. Students also prepare for and take the System Inspector certification.

**Prerequisite:**

AT 261 or suitable documented industry experience

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## ALTF 111 - Carbon-Based Fuel Alternatives

2-2-3

Credit Hours: 3

In this course, students learn about the systems, repair, and diagnosis, as well as the advantages and disadvantages of each fuel alternative. This course examines various alternative carbon based fuel options used for vehicle transportation. The fuels reviewed include, but are not limited to ethanol, methanol, biodiesel, compressed natural gas, liquefied petroleum gas (LPG), and hydrogen.

Additional course fee: \$105

**Prerequisite:**

AT 261 or suitable documented industry experience

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# American Sign Language and English Interpreting Courses

## ASL 101 - Elementary American Sign Language I

3-0-3

Credit Hours: 3

Introductory course in American Sign Language (ASL) as used by the majority of deaf people in the U.S. and Canada. A functional-notional approach is utilized which encourages natural conversational interaction. Students are introduced to the American deaf community through outside field observations.

## ASL 102 - Elementary American Sign Language II

3-0-3

Credit Hours: 3

Continuation of Elementary American Sign Language I, utilizing a functional-notional approach to developing natural conversation skills. Continuation of field experiences in the deaf community.

**Prerequisite:**

ASL 101 with a grade of "C" or better.

## ASL 201 - Intermediate American Sign Language I

3-0-3

Credit Hours: 3

Continuation of the study of American Sign Language, focusing on conversational skills using topics which naturally occur within the deaf community. Students connect with members of the deaf community through outside interaction.

**Prerequisite:**

ASL 102 with a grade of "C" or better

## ASL 202 - Intermediate American Sign Language II

3-0-3

Credit Hours: 3

Further development of ASL conversational skill through a functional-notional approach and outside interaction with the deaf community.

**Prerequisite:**

ASL 201 with a grade of "C" or better.

## ASL 215 - American Sign Language Fingerspelling

3-0-3

Credit Hours: 3

Students develop increased facility in recognizing and producing fingerspelled words and numbers in context. Students view and study careful, rapid, and lexicalized forms of fingerspelled words, acronyms and number systems through developmentally sequenced exercises and develop the skills necessary to produce these linguistic items in their expressive signing.

**Prerequisite:**

ASL 202 with a grade of "B" or better.

## ASL 230 - Structure of American Sign Language

3-0-3

Credit Hours: 3

Introduction to basic concepts in linguistics and the grammatical structures and rules of American Sign Language (ASL). Focus is given to those features that are unique to ASL, particularly non-manual (facial) behaviors, spatial mapping and sign modulations. Students identify and analyze specific structures in American Sign Language utterances and narrations presented live and through technology. Transcription and translation activities enhance language analysis skills. The language of instruction in this course is ASL. The course is intended to be complemented and reinforced by ASL 231 -- Advanced ASL I.

**Prerequisite:**

ASL 202 with a grade of "C" or better and ENGL 101, which may be taken concurrently.

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## ASL 231 - Advanced American Sign Language I

2-2-3

Credit Hours: 3

This course is the first of a two-part advanced ASL sequence, moving students beyond the language requirements of ASL 101, 102, 201 and 202 by continuing to develop conversational fluency at a beginning advanced level. The focus is on interactive experiences with language structures, functions and vocabulary necessary for building narrative and conversational skills that enable efficient communication in ASL and deaf cultural contexts. Particular attention is given to development of visualization skills necessary for effective use of a visual-gestural language. The course also aims to expand students' range of cultural and personal topics of discussion and to use the target language in meaningful and creative ways.

*Course fee: \$85.*

**Prerequisite:**

ASL 202 with a grade of "B" or better

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## ASL 232 - Advanced American Sign Language II

2-2-1-3

Credit Hours: 3

This is the second of a two-part advanced ASL course sequence. Focus continues on interactive experiences with language structures, functions and vocabulary necessary for efficient communication in ASL and deaf cultural contexts. Particular attention is given to enhanced fluency in the use of ASL classifiers, non-manuals, role shift and spatial mapping within both conversational and more formal situations. Attention is also given to expanding the range of cultural and personal topics of discussion in meaningful and creative ways. Students apply ASL language skills in a field experience in the deaf community.

*Course fee: \$85.*

Restricted to INTR Majors

**Prerequisite:**

ASL 231 with a grade of "C" or better.

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## INT 105 - Introduction to the American Deaf Community

3-0-3

Credit Hours: 3

This course provides a framework for understanding cultural and historical perspectives of the deaf community in America. Students will gain a deeper appreciation of in-group attitudes, values and beliefs of deaf people. They will study the American deaf community as a minority group with distinct social, linguistic and political norms. Topics covered include misconceptions in the hearing world about deaf people, in-group perspectives, organizations of and by deaf people, and history of the deaf community from ancient to modern times.

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## INT 106 - American Deaf Culture

3-0-3

Credit Hours: 3

The study of the American deaf community and its culture from a sociological and intercultural point of view. Students will explore the meaning of culture, intercultural communication, American deaf and American hearing cultures, attitudes and prejudices toward the deaf community, diversity in deaf culture, communication access, as well as deaf art, literature and folklore.

Restricted to INTR Majors

**Prerequisite:**

INT 105 with a grade of "C" or better.

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## INT 240 - Introduction to the Field of ASL/English Interpreting

3-0-1-3

Credit Hours: 3

Overview of both traditional and contemporary perspectives on interpretation and interpreters. Topics include history of interpreting, cognitive models of the interpreting process, factors influencing the interpreted interaction, settings for employment, professional ethics and the business of interpreting. Interpretation is studied as an intercultural, as well as an inter-lingual, process. Field observation to observe working interpreters on the job is a required part of this course.

Restricted to INTR majors.

**Offered Online:** Yes

**Prerequisite:**

ASL 230, ASL 231, and INT 105 with a grade of "C" or better.

**Co-requisites:**

ENGL 101 with a "C" grade or higher.

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## INT 242 - Introduction to Interpreting Processes

2-2-3

Credit Hours: 3

An introduction to the cognitive processing skills that are components of the complex process of interpretation. Students perform exercises and activities that help develop the ability to translate and consecutively interpret texts in both ASL and English. Students are first introduced to individual processing skills which are later combined in the complex act of interpretation. Major skill areas developed include: visualization, shadowing, listening and comprehension, abstracting, structuring, paraphrasing, dual task, cloze and sight translation.

Restricted to INTR majors.

Additional course fee: \$85

**Prerequisite:**

ASL 230 and ASL 231 with a grade of "C" or better.

**Co-requisites:**

INT 240 (pre- or corequisite) with a grade of "C" or better.

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## INT 251 - ASL/English Interpreting I

2-2-1-3

Credit Hours: 3

Prepares students for the processing skills needed to interpret between American Sign Language and English. Students learn discourse mapping, a systematic approach for analyzing texts to produce successful, effective interpretations. Students progress from working with familiar to unfamiliar texts, and from translation to consecutive interpreting to simultaneous interpreting. Students also learn to evaluate both their work and the work of others. A field experience in which students shadow working interpreters on the job is a required feature of this course.

Restricted to INTR majors.

Additional course fee: \$85

**Prerequisite:**

ASL 232, INT 240, INT 242 with a grade of "C" or better.

**Co-requisites:**

INT 106 with a grade of "C" or better.

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## INT 252 - ASL/English Interpreting II

2-2-3

**Credit Hours: 3**

This second interpreting skills course builds upon information and skills learned in INT 251, with a focus on interactive interpretation and application of professional decision-making. Students practice activities that are dialogic and interactive, in which deaf and hearing people interact and communicate with each other. Situational analysis, identification of features of conversational style, application of interpreting coping strategies and analysis of message equivalency will be applied to simulated practices and role plays.

Restricted to INTR majors.

Additional course fee: \$85

**Prerequisite:**

INT 251 with a grade of "C" or better.

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## INT 255 - Transliterating

2-2-3

**Credit Hours: 3**

Transliteration between spoken and signed English messages, focusing on secondary and postsecondary educational settings. Course work includes analysis and interpretation of the macrostructure and microstructure of academic texts, translating frozen texts and the application of interpreter management strategies frequently used in educational settings. Students work with rehearsed and unrehearsed texts.

Restricted to INTR majors.

Additional course fee: \$85

**Prerequisite:**

INT 251 with a grade of "C" or better.

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## INT 260 - Interpreting in Specialized Settings

3-0-3

**Credit Hours: 3**

This course allows students to learn best practices for interpreting in a variety of settings, including, but not limited to, legal, medical, mental health, deaf-blind, Deaf interpreting, performing arts, and vocational rehabilitation. Students will learn the requisite skills, knowledge and ethical considerations critical to working effectively in these unique situations. Field observation to observe working interpreters on the job is a required part of this course.

Restricted to INTR majors.

**Offered Online:** Yes

**Prerequisite:**

INT 240 with a grade of "C" or better.

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## INT 297 - Internship in Interpreting

3-0-10-4

**Credit Hours: 4**



This course offers students supervised practice in ASL/English interpretation in actual work situations. It is the final, integrative course of the ASL/English Interpreting program. Students are placed at a minimum of two different work situations during the semester and must complete a minimum of 120 hours of successful internship experience. At weekly seminars and individual meetings with the instructor, students address topics related to the profession of interpreting, discuss progress and skill development and explore career options.

Restricted to INTR majors.

**Prerequisite:**

INT 252 and INT 255 with a grade of "C" or better.

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# Anthropology Courses

## ANTH 101 - Introduction to Anthropology

3-0-3

**Credit Hours:** 3

Survey of the sub-fields of anthropology: cultural anthropology, physical anthropology, linguistic anthropology, and archaeology. Topics include ancient civilizations, evolution, peoples and cultures of the world, apes and other primates, how our early ancestors lived, languages, races, and how people in other societies are both different and similar.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## ANTH 112 - Cultural Anthropology

3-0-3

**Credit Hours:** 3

Cultural Anthropology examines the nature of culture from the perspective of anthropology. The course is a survey of language, kinship, social structure, political organization, technology, economic systems, culture change, art and religion. It uses a cross-cultural approach, with examples from literate and non-literate societies of the world. Both economic and cultural globalization processes are examined.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## ANTH 124 - Fundamentals of Archaeology

3-0-3

**Credit Hours:** 3

Fundamentals of Archaeology presents the study of archaeology as one of the major subfields of anthropology. Archaeology is the study of humans through the materials that they create and use. In this course, students will learn the theories and methods that archaeologists use to study the material cultural remains of some ancient and some not so ancient societies, and they will study how archaeologists use these methods to interpret human behavior. Students will use a variety of strategies to investigate past societies from various parts of the world.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## ANTH 125 - Physical Anthropology

3-0-3

**Credit Hours:** 3

Physical Anthropology is the subfield within Anthropology that focuses on the biological side of human existence. Among course topics are human biological evolution as understood from fossils of Neanderthals and other pre-modern humans, the development of related human behavior, such as tool use, medical and forensic anthropology, epigenetics and other aspects of human genetics, the physiology and behavior of chimpanzees and our other primate relatives, race, and the physiological similarities and differences among modern peoples.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## ANTH 202 - Gender Roles in Cross-Cultural Perspective

3-0-3

**Credit Hours:** 3

This course examines perspectives on women, men and gender roles using the theories and methods of anthropology as a guide. It explores women's and men's roles in a variety of social institutions, including those of marriage and the family, education and socialization, the sexual division of labor, politics, religion and health care delivery. It also focuses on the ways that the categories of race, class, gender and sexual preference affect our view of the world and help to create our self perceptions. Examples are drawn from both American society and non-Western cultures.

**Prerequisite:**

ENGL 101, plus one of the following: ANTH 101, ANTH 112 or SOC 101.

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**ANTH 211 - African Peoples and Cultures**

3-0-3

**Credit Hours: 3**

This course presents an anthropological approach to the societies of Africa that recognizes both the diversity of Africa and the unifying themes common to African cultures. Students will explore the African past, the impact of colonization, and the variety of family, economic, and political arrangements in contemporary African societies. African music, dance, oral literature and art will be investigated in both traditional and modern contexts. These varied course experiences will provide students with an integrated view of Africa today.

**Prerequisite:**

Any social or behavioral science course.

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**ANTH 215 - Peoples and Cultures of Asia**

3-0-3

**Credit Hours: 3**

This course examines societies of Asia from the point of view of people who have lived there. Students will read firsthand accounts of life in three regions of Asia and study family life and the working world in each society. They will also study art and politics as mediums of change in Asian societies. The course will include information on the archeology of early civilizations, readings in the classics of Chinese religion and attention to the influences of China on other regions of Asia. Students will examine the forces of change that affect the lives of Asian people today and the influences of Asian society and culture on the West.

**Prerequisite:**

Any social or behavioral science course.

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# Applied Engineering Technology Courses

## AET 101 - Introduction to Robotics

3-2-4

Credit Hours: 4

This course introduces students to the field of robotics with a focus on investigating careers in STEM fields. Students will be introduced to concepts in electronics, nanotechnology, medical technology, computer science, and advanced manufacturing techniques while applying the topics to create functioning robots.

Additional course fee: \$175

**General Education Fulfillment:** Scientific Reasoning

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## AET 102 - Scientific Technology and Public Policy

3-0-3

Credit Hours: 3

The purpose of AET 102 is to provide scientific background at an introductory level in a range of areas where scientific and technological advancements have had a significant influence on society. The course will also explore how advances in science have fueled debates in society, and how debates in society have influenced the direction of scientific research and technological development. Students will explore current trends in various fields of science and technology and consider how these fields may evolve in the future.

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

ENGL 098, ENGL 098 ESL, ENGL 098/108, ENGL 101/109 (CLC) or higher placement. Open to students at FNMT 017 level or higher, however, if students are at FNMT 017 level they must take FNMT 017 concurrently.

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## AET 110 - Safety, Health and the Environment

3-0-3

Credit Hours: 3

This course provides students with an overview of safety, health and environmental regulations, and the potential hazards that can arise in the workplace. Major topics include the types of hazards, engineering and administrative controls, personal protective equipment, regulatory requirements and voluntary standards.

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## AET 130 - Quality Control/Quality Assurance

3-0-3

Credit Hours: 3

Students become familiar with the role that quality plays in all aspects of both the manufacturing and service industries. Emphasis is on understanding how quality control is used in different manufacturing industries such as chemical technology, biotechnology, food processing and others. Discussions center on the application of globally recognized and industry wide standards including ISO 9001. Topics covered include an analysis of a Quality Assurance Manual, its relation to the Quality Management System (QMS) of an organization, and the statistical tools necessary for effective quality control/quality assurance. Specific illustrations are provided.

**Offered Online:** Yes

**Prerequisite:**

FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher MATH.

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## AET 140 - 3D Printing - Additive Manufacturing

3-3-4

Credit Hours: 4

Additive manufacturing (AM), also referred to as 3D printing, is a process of creating objects by building them up layer by layer. This course will provide hands-on experience with 3D printers as well as introduce applications of AM in the manufacturing sector. This course may be applied to the Applied Science and Engineering Technology degree, and may be of interest to students in other curricula.

Additional course fee: \$105

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

FNMT 017 or higher MATH with a grade of "C" or better or placement in FNMT 118 or higher MATH.

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## AET 150 - Solar Technology Fundamentals

3-4-4

**Credit Hours:** 4

This course is intended to prepare students to work as solar technicians in the rapidly growing solar photovoltaic (PV) industry. Students learn about current solar panel technology and how they are installed and connected, different components of solar photovoltaic systems, such as inverters and battery systems, tools for troubleshooting solar PV systems, as well as important safety considerations.

Additional course fee: \$105

**Prerequisite:**

ELEC 120, FNMT 118 or higher MATH completed with a grade of "C" or better or placement in MATH 161 or higher.

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## AET 201 - Introduction to Nanotechnology

3-3-4

**Credit Hours:** 4

This course provides an overview of fundamental principles of nanotechnology and how they apply to various industries. The course covers the scale of nanomaterials and their chemical and physical properties, nanofabrication approaches, characterization tools, and other special topics of interest. Laboratory experience complements lecture topics.

Additional course fee: \$105

**Prerequisite:**

CHEM 110 and FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher.

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# Architecture, Design and Construction Courses

## ADC 101 - Introduction to Design and Construction

3-0-3

Credit Hours: 3

This course introduces students to the fields of architecture, interior design, construction and related disciplines. Students learn basic terminology, and documentation standards and techniques. Significant factors influencing design and construction are explored, including historical precedents and design theory, interrelationships between working professionals, the financing of projects, ethical and social concerns, and physical and legal constraints. Selected current topics, such as sustainability, modular design and computer interface are discussed. This overview course provides students with a broad understanding of the design and construction fields. Students will learn contemporary methods for accessing and processing information about the design professions.

**General Education Fulfillment:** Technological Competency

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## ADC 103 - CAD Basics

2-4-3

Credit Hours: 3

A general introduction to computer-assisted design. Students gain proficiency in the use of CAD software through creating architectural drawings. Students will learn the terminology, functions and principles of CAD operations as well as building documentation. Additionally, students will be introduced to advanced software for three-dimensional modeling, rendering and animation.

Additional course fee: \$135

**General Education Fulfillment:** Technological Competency

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## ADC 109 - Design Studio I

3-5-4

Credit Hours: 4

This studio course introduces students to basic design principles and the manual drawing techniques which are used to graphically convey visual/architectural ideas. Delineation is the means by which students will develop an understanding of the design process. Students will learn to work in both two- and three- dimensional media.

Additional course fee: \$135

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## ADC 112 - Construction Materials and Detailing: Properties

3-0-3

Credit Hours: 3

This course introduces students to commonly employed construction materials, from those used in excavation and foundations through framing and roofing. Materials are studied in terms of their historical uses, composition, physical properties, manufacture and assembly, applications, regulatory constraints and sustainability. Basic terminology, principles and processes in design and construction, and factors that influence material selection and material assemblies are discussed. Construction details are examined and developed. Students learn about key issues including sustainable design, new technologies and materials and the importance of effective team collaboration.

**Prerequisite:**

ADC 103 or ADC 109

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## ADC 123 - Construction Print Reading and Specifications

3-2-3

Credit Hours: 3

Students learn the skills required for reading a variety of construction plan types, details, schedules, and specifications. Topics include terminology, symbols, and conventions used in both commercial and residential drawings.

Additional course fee: \$135

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## ADC 133 - Project Management in Construction

3-0-3

Credit Hours: 3

This course provides a broad introduction to project management in construction. Students will be introduced to and produce work breakdown structures, cost estimates, and a schedule for a construction project.

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## ADC 136 - Construction Safety and Building Codes

3-0-3

Credit Hours: 3

Students will learn about common construction worker safety procedures contained in OSHA regulations, lead safety procedures regulated by the EPA, and the national model building and energy conservation codes produced by the International Codes Council. The focus will be on the International Building Code (IBC), and the International Energy Conservation Code (IECC), as well as state and local adaptations of these. Requirements of the Americans with Disabilities Act (ADA) are also studied.

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## ADC 146 - Construction Contracts and Business Practices

3-0-3

Credit Hours: 3

This course introduces students to the life-cycle of a typical construction project and the roles, responsibilities, and obligations of the various professions involved. Major industry contract types and business, marketing, and financial planning are examined.

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## ADC 159 - Design Studio II

3-5-4

Credit Hours: 4

This studio design course helps students master techniques used to develop and graphically convey architectural ideas, primarily using computer modeling. Students develop an understanding of the design process related to space through digital and manual delineation.

Additional course fee: \$135

**Prerequisite:**

ADC 103 and ADC 109

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## ADC 160 - Presentation Techniques

2-4-3

Credit Hours: 3

Introduction to materials and methods in the preparation of architectural presentation drawings and models. Computer modeling and presentation software will be utilized to produce a portfolio with both physical and digital projects. Emphasis is placed on using technique and craftsmanship to make design intent clear and compelling.

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ADC 103

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## ADC 163 - Architectural Visualization with Autodesk Revit

2-4-3

Credit Hours: 3

This course addresses current practices of 3D architectural modeling and visualization. Students undertake hands-on 3D modeling, the application of materials and lighting, and photo-realistic rendering. The course provides a thorough introduction to Autodesk Revit, building information modeling software used widely in the architecture and interior design fields.

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ADC 103

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## ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning

3-0-3

**Credit Hours:** 3

Students in this course will study Philadelphia's physical and social development from William Penn's initial founding through the 21st Century. The course will focus on interpretation of the city's physical design as an expression of social, demographic and political contexts, technological advances and new materials, and evolving construction techniques of each significant historical period. Students participate in field trips and other onsite experiences that take place in various sections of the city.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## ADC 186 - Surveying

2-2-3

**Credit Hours:** 3

Basic course in site surveying as it applies to building construction. Emphasis is placed on skill development using the builder's level and transit and on computer-based applications for site design. Course work includes fieldwork exercises in measurement, differential leveling and topographic surveying.

Additional course fee: \$85

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## ADC 192 - Color and Lighting

2-2-3

**Credit Hours:** 3

This course introduces students to the principles of color and light as they apply to interior design. Students will explore the theories of the physical aspects of color, using pigment, light and its application in spaces, as well as in controlling the interaction of colors. They will also examine the theories and concepts of light and lighting through technical measurement, visual observation, and lighting design technologies for fixtures and for rooms. Knowledge, thus acquired, will be applied to the selection and integration of color and lighting in interior design projects.

Additional course fee: \$85

**Prerequisite:**

ADC 160, which may be taken concurrently.

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## ADC 209 - Design Studio III

3-5-4

**Credit Hours:** 4

Studio course devoted to the design of housing. Issues related to building context, urbanism and site and appropriate use of materials will be realized through a specific building/interiors program. Values of non-Western cultures relating to habitat will be incorporated into design work. Development of alternatives culminates in selection and detailed realization of a specific design and ends with a juried presentation.

Additional course fee: \$135

**Prerequisite:**

ADC 159 and ADC 160

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## ADC 212 - Construction Materials and Detailing: Methods

3-0-3



Credit Hours: 3

This course introduces students to a comprehensive range of construction materials, techniques and systems commonly employed in the construction and finishing of buildings and spaces, from interior finishes and treatments (including lighting, color and acoustics) through exterior cladding or enclosures. Materials are studied in terms of their composition, physical properties, manufacture and assembly, applications, regulatory constraints and sustainability.

**Prerequisite:**

ADC 103 or ADC 109

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## ADC 221 - History of Architecture and Interiors I

3-0-3

Credit Hours: 3

The course concentrates on the major historical movements and theoretical concepts which describe each period from pre-history through Baroque. Lectures will explore ways of interpreting built forms, sculpture and painting so that specific building projects can be understood in the context of the major issues that are central to each period. Extensive reading is required for the purpose of engaging in class discussions that will interpret both the concepts presented and the specific built forms discussed. Interior spaces and their connection to the concepts discussed will attempt to illuminate the relationship between the container and the contained.

**Prerequisite:**

ENGL 101

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## ADC 222 - History of Architecture and Interiors II

3-0-3

Credit Hours: 3

This course follows the same format as ADC 221, but will concentrate on the modern world from the late 17th century through the present. Interior design will be explored in greater depth in order to respond to its emergence as an independent discipline. In addition to an expanded discussion of interior design, students will read original texts and treatises pertaining to the major theories presented. At this point students will be expected to demonstrate an ability to interpret both written and visual information presented in the course.

**Prerequisite:**

ADC 221 and ENGL 102, which may be taken concurrently.

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## ADC 226 - Introduction to Building Structures

3-0-3

Credit Hours: 3

This course will provide a broad introduction to the structural design of buildings. After introducing basic structural member types and material properties, a survey of the historic development of various structural systems will be provided.

**Prerequisite:**

MATH 137 or higher

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## ADC 236 - Construction Cost Estimating I

2-2-3

Credit Hours: 3

Introduction to quantification of building components including blueprint reading, take-offs and application of unit costs.

Additional course fee: \$85

**Prerequisite:**

ADC 112 and ADC 133, which may be taken concurrently.

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## ADC 237 - Construction Cost Estimating II - Computer Methods & Cost-Benefit Analysis

2-2-3

Credit Hours: 3

This is the second of two courses that cover the principles and practice of construction cost estimating. It builds on the first course (ADC 236), using computerized methods to produce the detailed cost estimates that contractors use to determine the cost of construction for commercial and residential projects. The course covers the role of estimating and bidding in the construction industry. It also introduces cost-benefit analysis, which encourages sustainability by determining the true cost and value of a building throughout its life.

Additional course fee: \$85

**Prerequisite:**

ADC 236 and ADC 212, which may be taken concurrently.

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## ADC 246 - Contracts and Specifications

3-0-3

Credit Hours: 3

Study of the purposes, structure and provisions of contemporary construction industry contracts. Relationships among owners, architects and other design professionals, general and subcontractors, and vendors and suppliers are reviewed in detail. Students learn to adjust standard contract formats and specifications to tailor them for individual projects, according to C.S.I. procedure.

**Prerequisite:**

ADC 101

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## ADC 253 - Environmental Systems I

3-0-3

Credit Hours: 3

An overview of environmental control systems used in modern buildings, focusing on mechanical, electrical, and plumbing systems. Students will gain a basic understanding of and foundation in these systems and their design. Through application and practice, students will learn the interrelationships between systems and approaches to integrating them into building design and construction.

**Prerequisite:**

ADC 101 and ADC 103 or ADC 109

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## ADC 254 - Environmental Systems II

3-0-3

Credit Hours: 3

Components and systems used to control the environment of modern buildings are studied, expanding student's knowledge of Mechanical, Electrical, and Plumbing (MEP) systems. Specialized building systems are also studied, including fire protection, vertical systems, signaling, and communication. Additionally, students will gain an understanding of specialized topics related to sustainability, including alternatives to traditional MEP systems. Students will become prepared for the LEED Green Associate Examination.

**Prerequisite:**

ADC 101 and ADC 103 or ADC 109

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## ADC 259 - Design Studio IV

3-5-4

Credit Hours: 4

Studio course devoted to the design of commercial and institutional projects. This studio introduces students to increased programmatic and contextual complexity. The socio-cultural, environmental and behavioral aspects of architectural and interior design are emphasized through an examination of public buildings, how they are used and how they are perceived. This design studio continues the development of the student's ability to understand, interpret and represent architectural spaces. Projects will culminate in a formal "juried" presentation.

Additional course fee: \$135

**Prerequisite:**

ADC 209

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## ADC 260 - Advanced Presentation Techniques

2-2-3

**Credit Hours: 3**

This course assists students in preparing effective presentations of design and documentation work, both for transfer to baccalaureate programs and for career placement. Student portfolio needs will be individually evaluated and assessed with regard to professional and career goals. Students will learn skills necessary for the design, development and dissemination of digital portfolio presentations. Students will create professional development plans and job search materials and strategies.

Additional course fee: \$85

**Prerequisite:**

ADC 160

**Co-requisites:**

ADC 209 or ADC 163

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## ADC 261 - Construction Management and Scheduling

3-0-3

**Credit Hours: 3**

This course is a thorough survey of the construction project management process from initial conception to completion. Topics include feasibility analysis, siting/staging issues, software application, personnel management, contractual procedures and job-site safety. Students will be introduced to basic contractor operations, project administration, job planning and Critical Path Method scheduling. After building a conceptual base, students will apply their scheduling knowledge to simulated projects. In this latter phase of the course students will use the most current and prevalent project planning software.

**Prerequisite:**

ADC 133

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## ADC 263 - Digital Animation and Rendering

2-4-3

**Credit Hours: 3**

Introduction of use of the microcomputer to create realistic three-dimensional presentations. Students will construct computerized models, apply materials, backgrounds and lighting, then apply animation techniques to create convincing depictions.

Additional course fee: \$135

**Prerequisite:**

ADC 103 or ART 150

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## ADC 273 - Advanced CAD Applications

2-2-3

**Credit Hours: 3**

Students are introduced to contemporary innovations in Computer Assisted Design (CAD) software and apply the newest technological features in a comprehensive, faculty supervised CAD project that documents a building or an individual building system. Project components include: two- and three-dimensional drawings, a written and oral report, and a Web site.

Additional course fee: \$85

**Prerequisite:**

ADC 163

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## ADC 283 - Special Topics in Architectural Visualization

2-4-3

**Credit Hours:** 3

This course builds upon students' previous software experience and introduces students to new industry-standard software packages, with which students learn to build and render digital models. The central topic of the course will change, based on the industry-standard software package that students learn to use. The course emphasizes critical thinking regarding digital workflow solutions and the final presentation of work.

Additional course fee: \$135

**Prerequisite:**

ADC 160

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## ADC 286 - Building Rehabilitation and Energy Retrofit

3-0-3

**Credit Hours:** 3

This course will examine three integrally related topics: 1) the re-development process by which existing building stock is rehabilitated, 2) construction issues specific to the rehabilitation of existing buildings and 3) energy retrofit, which includes sustainability and related strategies. ADC 286 will introduce students to a broad array of tools, including construction management techniques and methods, energy audits and retrofits as well as public and private financing options and project management relative to building rehabilitation for both small and large scale projects, especially in urban neighborhoods.

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## Art Courses



### ART 101 - Visual Communication

3-0-3

Credit Hours: 3

The Visual Communication course is designed to introduce students to the fundamental issues involved in the production and understanding of works of art within the broad context of human interaction and communication. The course introduces the student to the concepts, ideas, forms and qualities of art and art appreciation, while simultaneously connecting the images that appear in everyday life to history, culture and visual aesthetics. Themes include ethical issues and censorship of art. This course will be open to students who are in or have placed into ENGL 098.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

### ART 101H - Visual Communication (Honors)

3-0-3

Credit Hours: 3

This course considers art as a significant form of visual communication across multiple times and cultures. Through the study of available methods for looking and interacting with works of art, students learn to write and speak critically about the visual tools that artists use to communicate to the audience, with emphasis on art historical theory and interpretation, as well as relationships between art history and other academic disciplines.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, may be taken concurrently.

### ART 103 - History of Art: Ancient to Renaissance

3-0-3

Credit Hours: 3

Survey of the basic art forms - architecture, sculpture and painting - from ancient civilizations (including some non-Western cultures) through the Renaissance. The course explores concepts and media, as well as the political, social and religious developments which induced important artistic changes. Field trips to museums.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### ART 103H - History of Art: Ancient to Renaissance (Honors)

3-0-3

**Credit Hours:** 3

This course is a survey of the history of art from prehistory through the 15th century with emphasis on art historical theory and interpretation as well as relationships between art history and other academic disciplines.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### ART 104 - History of Art II: Renaissance to Modern

3-0-3

**Credit Hours:** 3

Survey of the basic art forms - architecture, sculpture and painting - from the Renaissance through the 20th century, including some non-Western cultures. The course explores concepts and media, as well as the political, social and religious developments which induced important artistic changes. Field trips to museums.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### ART 104H - History of Art: Renaissance to Modern (Honors)

3-0-3

**Credit Hours:** 3

This course is a survey of the history of art from approximately the 15th through the 20th century with emphasis on art historical theory and interpretation as well as relationships between art history and other academic disciplines.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### ART 105 - Drawing I

0-6-3

**Credit Hours:** 3

Drawing I focuses on the basic principles of drawing. Through working from direct observation, students learn about the elements (concepts) and mechanics of drawing. Students will be taught how to control the placement of objects on the page, and the use of sight measuring-sighting along a pencil to compare distances and angles and to compare height vs. width. Students will also be taught how to construct geometric forms using sight measuring, perspective (convergence), transparent construction (drawing every object as though you can see through it) and tone (value). Students will learn about the materials and supplies of drawing through demonstrations given by the instructor and through the drawing process. Throughout the course, art history will be referenced to illustrate concepts discussed in the course.

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 071 and ENGL 081/ENGL 091 or higher placement

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### ART 106 - Drawing II

0-6-3

**Credit Hours:** 3

Drawing II builds upon the concepts covered in Drawing I. The students will use basic geometric forms as a means of analyzing the structure and volume of progressively more complex geometric as well as organic forms including an introduction to the human form. Students will also be required to articulate spatial relationships using both line and tone. Weekly homework assignments will be given in conjunction with classroom assignments. Students will learn about the materials and process of drawing through demonstrations given by the instructor. Throughout the semester, art history will be referenced to illustrate concepts discussed in the course. Relevant examples of art history will be shown through digital images,

books and museum trips. Students will also learn basic vocabulary and concepts that they will put into practice during classroom critiques and discussions.

Additional course fee: \$135

**Prerequisite:**

ART 105; ENGL 071 and ENGL 081/ENGL 091 or higher placement

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## ART 109 - Ceramics I

0-6-3

**Credit Hours: 3**

Introduction to the basic techniques of working in clay: coiling, slab construction, pinching, wheel throwing and glazing. Both functional and sculptural works are created as an understanding of form and surface is gained. The use of slides and visits to museums and art galleries will introduce students to historical and contemporary ceramics.

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 071 and ENGL 081/ENGL 091 or higher placement

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## ART 111 - Three-Dimensional Design I

0-6-3

**Credit Hours: 3**

Explores the organization of objects in space through the visual elements of design--texture, line, pattern, form, shape, balance, proportion, light and shadow, weight, mass and volume. Simple materials such as bristol paper, foam core, balsa wood, chipboard and screening will be used to develop basic building techniques and skills. Using these materials in combination with conceptual problem solving assignments, students will develop a visual literacy where they will be able to analyze and discuss the compositional design elements which comprise a strong three-dimensional design.

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression

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## ART 112 - Three-Dimensional Design II

0-6-3

**Credit Hours: 3**

This course is a continuation of basic three-dimensional design concepts, as introduced in ART 111. These concepts are strengthened and reinforced in ART 112 through further development of technical and design issues as they apply to working sculpturally. ART 112 emphasizes two aspects of working sculpturally not covered in ART 111: content and mass. The incorporation of the element of content, both conceptual and perceptual, stresses the importance of message and meaning in art. Students will confront traditional methods of sculpting mass, including both the additive and subtractive processes of modeling and carving. Projects are designed to encourage development of a personal artistic aesthetic.

Additional course fee: \$135

**Prerequisite:**

ART 111

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## ART 115 - Painting I

0-6-3

**Credit Hours: 3**

Painting I is designed to introduce students to the basics of painting through the study of art history, materials, the painting process and the elements of painting. Through direct observation of the subject, students will learn to evaluate color and tonal relationships. In addition to working hands on, they will learn about materials, the painting process, and will reference art history through images, talks, and museum visits. (Approximate supply cost: \$150.)

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression

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## ART 120 Art in Africa

3-0-3

Credit Hours: 3

An art history course that surveys the sculpture, architecture and painting of Africa. The students learn about nations and cultures through their art and artistic productions. Traditional art, such as sculpture, and traditional crafts are studied. The students view the art of various African nations in light of their social and political structures. Various art styles and pragmatic uses of the art works are also emphasized.

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## ART 125 - Design I

0-6-3

Credit Hours: 3

Design I focuses on two-dimensional, black and white work, which is organized to create an awareness of basic design principles. It serves as the visual foundation for all design career-related areas of study including Graphic Design and Interior Design, as well as for traditional fine art study in drawing, painting, printmaking, photography, sculpture and ceramics. Perceptual and abstract approaches to design using the major elements of line, shape and tone will be presented and explored through a progressive evolution of projects. (Approximate supply cost: \$250-\$300.)

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression

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## ART 126 - Design II

0-6-3

Credit Hours: 3

Continuation of concepts studied in Design I, as color theory and its applications are presented. Amplification of issues in design such as arrangement of line, shape and tone with colors as the focus. Geometric and organic forms, as well as observation from nature are explored. Design concepts are developed from idea to finished production. (Approximate supply cost: \$200-\$225.)

Additional course fee: \$135

**Prerequisite:**

ART 125

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## ART 150 - Introduction to Computer Art/Graphics

0-6-3

Credit Hours: 3

Basic introduction to the language, technology and artistic medium of computer graphics. Course format is essentially studio/lab in nature, with instruction and demonstration preceding hands-on equipment use.

Additional course fee: \$135

**General Education Fulfillment:** Oral Communication/Creative Expression, Technological Competency

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## ART 151 - Graphic Design I

0-6-3

Credit Hours: 3

Introduction to graphic design through visual problem-solving for the purpose of communication. Studio projects emphasize the development of visual ideas and include the study of letter forms (typography), basic design techniques and graphic design principles. The use of the computer is introduced along with graphic design software. This technology is combined with more traditional (hands-on) studio experience for the initial stages of design and conceptual development. Studio and computer lab work are integral to this course.

Additional course fee: \$135

**Prerequisite:**

ART 150

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## ART 171 - Topics in Art

1-0-1

**Credit Hours: 1**

Thematic lecture course, using a particular topic to develop visual vocabulary, an understanding of the uses of art and critical evaluative skills. Emphasis on innovative teaching techniques and flexibility of course content. The specific topics will be announced prior to registration. Students may earn up to 3 credits for each special-topics lecture course satisfactorily completed.

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## ART 172 - Topics in Art

2-0-2

**Credit Hours: 2**

Thematic lecture course, using a particular topic to develop visual vocabulary, an understanding of the uses of art and critical evaluative skills. Emphasis on innovative teaching techniques and flexibility of course content. The specific topics will be announced prior to registration. Students may earn up to 3 credits for each special-topics lecture course satisfactorily completed.

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## ART 173 - Topics in Art

3-0-3

**Credit Hours: 3**

Thematic lecture course, using a particular topic to develop visual vocabulary, an understanding of the uses of art and critical evaluative skills. Emphasis on innovative teaching techniques and flexibility of course content. The specific topics will be announced prior to registration. Students may earn up to 3 credits for each special-topics lecture course satisfactorily completed.

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## ART 180 - Topics in Art Studio

0-2-1

**Credit Hours: 1**

Special projects course to develop basic studio skills in a specialized area. Emphasis is on innovative teaching techniques and flexibility of course content. The specific topics will be announced prior to registration. Students may earn up to 3 credits for each special-topics studio course satisfactorily completed.

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## ART 182 - Topics in Art Studio

0-4-2

**Credit Hours: 2**

Special projects course to develop basic studio skills in a specialized area. Emphasis is on innovative teaching techniques and flexibility of course content. The specific topics will be announced prior to registration. Students may earn up to 3 credits for each special-topics studio course satisfactorily completed.

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## ART 183 - Topics in Art Studio

0-6-3

**Credit Hours: 3**

Special projects course to develop basic studio skills in a specialized area. Emphasis is on innovative teaching techniques and flexibility of course content. The specific topics will be announced prior to registration. Students may earn up to 3 credits for each special-topics studio course satisfactorily completed.

Additional course fee: \$135

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## ART 205 - Seminar: Modern and Contemporary Art

3-0-3

**Credit Hours: 3**

Seminar-based art history course focused on Modern and Contemporary art from 1860-today. Examinations of painting, sculpture, architecture, photography, film, and mixed media from a global and/or thematic perspective. Includes various contexts such as modern psychology and sociology as they affect trends in modern and contemporary art and culture. Student activities include films; excursions to art galleries, museums and artists' studios; and guest lecturers.

**Prerequisite:**

ART 103 and ART 104

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### ART 207 - Drawing III

0-6-3

**Credit Hours: 3**

The human figure is the focus of this class. Working from the model, the class will consider the gesture and proportions of the figure. Students will be encouraged to conceive of the figure as a series of volumes in space. Basic anatomy will be introduced. The dynamic and expressive content of drawing will be encouraged. Media will be primarily pencil and charcoal.

Additional course fee: \$135

**Prerequisite:**

ART 106

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### ART 208 - Drawing IV

0-6-3

**Credit Hours: 3**

At this level of drawing, all students should be fundamentally sound and competent with the figure. The figure will be integrated into more complex spaces and compositions. However, the figure will not be the only subject. There will be more room for exploring personal themes and expressions. A wider variety of drawing materials will be used.

Additional course fee: \$135

**Prerequisite:**

ART 207

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### ART 209 - Ceramics II

0-6-3

**Credit Hours: 3**

This course is the second level of ceramics, designed to develop technical and conceptual skills for the purpose of more advanced visual communication using clay as a medium. Basic technical skills introduced in ART 109 will be enhanced through the refined study of wheel-thrown forms, sculptural hand- built forms and glaze application. The ceramic studio classroom is integral to this advanced course.

Additional course fee: \$135

**Prerequisite:**

ART 109

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### ART 215 - Painting II

0-6-3

**Credit Hours: 3**

Painting with oil paints, students work from direct observation. The class will work from studio subjects and the landscape to further develop the skills learned in Painting I. There will be more emphasis placed on light, space and composition.

Additional course fee: \$135

**Prerequisite:**

ART 115

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## ART 251 - Graphic Design II

0-6-3

Credit Hours: 3

This course emphasizes the further development and exploration of visual design concepts. It utilizes the computer and software programs to generate successful visual problem-solving designs (from original concepts). Assignments will move toward the more practical application of graphic design. Three-dimensional projects such as package and bag design are introduced, along with more sophisticated design problems.

Additional course fee: \$135

**Prerequisite:**

ART 151

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## ART 290 - Portfolio Preparation

3-3-3

Credit Hours: 3

This course aids the student in transferring with advanced standing into an art school or university art department. Advising and consultation about transfer procedures; financial aid, scholarship opportunities, specific career programs and choices of schools are all components of the course. Exit criteria include digital images of artwork to serve as portfolio, an essay, three completed applications and written summaries of field trips to art schools. Special presentations by area and national art schools as well as former graduates are incorporated. Individual studio projects are assigned to strengthen the portfolio.

Additional course fee: \$135

**General Education Fulfillment:** Technological Competency

**Prerequisite:**

ART 106, ART 125 and ART 111 or permission of Department Head

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# Automotive Technology Courses

## AT 100 - Introduction to Automotive Technology

2-4-3

Credit Hours: 3

This course is an introduction to the field of automotive technology. It is designed to provide students with the skills and knowledge for success in the Automotive Technology program and the automotive industry. Topics include an overview of the current automotive field, as well as practice in modern automotive systems and shop procedures.

Course fee: \$310

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## AT 102 - Torque

1-1-1.5

Credit Hours: 1

This course includes theory and substantial hands-on training covering the principles of both mechanical fasteners and mechanical and electric torque measuring instruments. Training is focused on best practices, advanced tool use and measures to prevent damage and failure to fasteners.

**Note:** Course is 1.5 credit hours.

Additional course fee: \$43

**Prerequisite:**

Note: Before enrolling in any course in the Advanced Automotive Repair Professional proficiency certificate, students must submit proof of current state vehicle safety or emissions license or ASE certification.

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## AT 105 - Digital Multimeter

1-1-1.5

Credit Hours: 1

This course includes rigorous hands-on training on the advanced capabilities of digital multimeters as well as in-class lecture and discussion of safety, electrical testing, and industry standards. Training is focused on subjects from basic and advanced applications to troubleshooting.

**Note:** Course is 1.5 credit hours.

Additional course fee: \$43

**Prerequisite:**

Note: Before enrolling in any course in the Advanced Automotive Repair Professional proficiency certificate, students must submit proof of current state vehicle safety or emissions license or ASE certification.

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## AT 106 - On-Car Brake Lathe Use

1-1-1.5

Credit Hours: 1

This course includes theory and substantial hands-on training covering the principles of using an on-car brake lathe to machine a brake rotor. The course will include set up procedures, brake system analysis, brake refinishing and repair.

**Note:** Course is 1.5 credit hours.

Additional course fee: \$43

**Prerequisite:**

Note: Before enrolling in any course in the Advanced Automotive Repair Professional proficiency certificate, students must submit proof of current state vehicle safety or emissions license or ASE certification.

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## AT 109 - Digital Oscilloscope

1-1-1.5

Credit Hours: 1

This course includes theory and substantial hands-on training covering the principles of using an oscilloscope in diagnosing a vehicle. The course will include set up procedures, understanding and analyzing waveforms, and diagnostic procedures.

**Note:** Course is 1.5 credit hours.

Additional course fee: \$43

**Prerequisite:**

Note: Before enrolling in any course in the Advanced Automotive Repair Professional proficiency certificate, students must submit proof of current state vehicle safety or emissions license or ASE certification.

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## AT 110 - Vehicle Information

1-1-1.5

Credit Hours: 1

This course includes theory and substantial hands-on training covering the principles of research vehicle systems, technical service bulletins (TSBs), recall information, vehicle identification number (VIN) decoding, wire diagrams, as needed repair data such as common problem areas, advanced driver assistance systems (ADAS) service, tire data and service procedures, and onboard parameter identification data (OBD PIDs).

**Note:** Course is 1.5 credit hours.

Additional course fee: \$43

**Prerequisite:**

**Note:** Before enrolling in any course in the Advanced Automotive Repair Professional proficiency certificate, students must submit proof of current state vehicle safety or emissions license or ASE certification.

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## AT 111 - Automotive Suspension and Steering Systems

3-4-4

Credit Hours: 4

Study of the fundamental theory, maintenance and repair of automobile steering and suspension systems. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 4: Steering and Suspension. It incorporates substantial hands-on training with both demonstrator units and customer vehicles in the Automotive Technology Center.

Course fee: \$155

**Prerequisite:**

AT 100, which may be taken concurrently.

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## AT 121 - Principles of Automotive Electricity and Electronics

2-4-3

Credit Hours: 3

This course is a study of the fundamental theory and applications of electrical and electronic principles in the automotive industry. Emphasis is placed on subject matter recommended by the industry through the National Automotive Technicians Educational Foundation (NATEF). This course, in conjunction with AT 221 is designed to help prepare students for the Automotive Service Excellence (ASE) exam in group 6: Electrical and Electronic Systems, and incorporates substantial hands-on training with both demonstrator units and customer vehicles utilizing state-of-the-art electronic test equipment in the Automotive Technology Center.

Course fee: \$155.

**Prerequisite:**

AT 100, which may be taken concurrently.

---

## AT 131 - Automotive Manual Transmissions and Drivelines

3-4-4

**Credit Hours: 4**

Study of the fundamental design, theory, maintenance and repair of manual transmissions, manual transaxles, driveline couplings and differentials. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 3: Manual Drive Train and Axles. This course is a prerequisite for AT 241: Automatic Transmissions and Trans-axles, and incorporates substantial hands-on training with both demonstrator units and customer vehicles utilizing state-of-the-art equipment in the Automotive Technology Center.

*Course fee: \$155*

**Prerequisite:**

AT 100, which may be taken concurrently.

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## AT 150 - Automotive Braking Systems

1-4-2

**Credit Hours: 2**

Study of the fundamental design, theory, maintenance and repair of the hydraulic braking system. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course (along with AT 250) is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 5: Brakes. This course is a prerequisite for AT 250: Advanced Braking Systems and Controls. It incorporates substantial hands-on training with both demonstrator units and customer vehicles utilizing state-of-the-art equipment in the Automotive Technology Center.

*Course fee: \$155*

**Prerequisite:**

AT 100, which may be taken concurrently.

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## AT 181 - Auto Engine Mechanical Repair

3-4-4

**Credit Hours: 4**

Study of the fundamental theory and repair of automotive gasoline engines. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 1: Engine Repair. Course incorporates disassembly, inspection, machining and rebuilding of an actual engine in the Automotive Technology Center.

*Course fee: \$155*

**Prerequisite:**

AT 100, which may be taken concurrently.

---

## AT 210 - Customer Service Techniques

3-0-6

**Credit Hours: 3**

This course is designed for individuals who want to work in the automotive field. It examines the complexities of customer service in the automotive repair industry, whether in an independent repair facility, an automotive manufacturer, a franchise, or a private or public fleet.

**Prerequisite:**

AT 121

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## AT 221 - Advanced Automotive Electrical Systems

3-4-4

Credit Hours: 4

Study of the advanced theory, diagnostics and repair of automotive electrical and electronic systems, emphasizing computerized controls, hybrid, alternative fuels, electric vehicles and industry-specific vehicles that have these advanced technologies. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 6: Electrical and Electronic Systems.

Summer II only.

Course fee: \$155

**Prerequisite:**

AT 121

**Co-requisites:**

**Corequisite:** FNMT 118 or higher (may be taken concurrently.)

---

## AT 241 - Auto Transmissions and Transaxles

2-8-4

Credit Hours: 4

Study of the fundamental theory, maintenance and repair of the automatic transmissions and transaxles, including electronic controls. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 2: Automatic Transmission and Transaxles. This course incorporates substantial hands-on training. Students will disassemble, inspect, repair and reassemble an automatic transmission. Diagnostic testing will include usage of a state-of-the-art dynamometer in the Automotive Technology Center.

Course fee: \$175

**Prerequisite:**

AT 121 and AT 131

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## AT 250 - Advanced Braking Systems & Controls

1-4-2

Credit Hours: 2

Advanced, continuing study of the automotive braking system, concentrating on system controls such as anti-lock braking systems (ABS). Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course (along with AT 150) is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 5: Brakes. This course incorporates substantial hands-on training with both demonstrator units and customer vehicles utilizing state-of-the-art equipment in the Automotive Technology Center.

Course fee: \$155

**Prerequisite:**

AT 121 and AT 150

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## AT 261 - Engine Performance & Diagnosis

2-8-4

Credit Hours: 4

Study of the fundamental theory, maintenance and repair of automotive fuel, ignition and emission control systems. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed in conjunction with AT 281 to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 8: Engine Performance. This course incorporates substantial hands-on training utilizing state-of-the-art diagnostic equipment in the Automotive Technology Center.

Course fee: \$175

**Prerequisite:**

AT 221 may be taken concurrently

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## AT 271 - Air Conditioning and Heating Systems

2-4-3

**Credit Hours: 3**

Study of the fundamental theory, maintenance and repair of automobile air conditioning and heating systems. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to prepare students for the Automotive Service Excellence (ASE) certification exam in group 7: Heating and Air Conditioning. This course incorporates substantial hands-on training with both demonstrator units and customer vehicles in the Automotive Technology Center. Topical coverage includes both R12 and R134a systems.

Course fee: \$155

**Prerequisite:**

AT 121

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## AT 281 - Advanced Automotive Engine Performance

2-8-4

**Credit Hours: 4**

Advanced study of the fundamental theory, maintenance and repair of basic automotive fuel, ignition, emission control systems and alternative fuel vehicle systems. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed in conjunction with AT 261 to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 8: Engine Performance.

Course fee: \$175

**Prerequisite:**

AT 221 and AT 261

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# Behavioral Health Human Services Courses

## BHHS 101 - Introduction to Behavioral Health & Human Services

3-0-3

Credit Hours: 3

This course introduces students to the field of Behavioral Health and Human Services, including its history and evolution. Students are introduced to the scope of work within the human service profession and the settings where client services are provided. The course encourages students to explore ethics, values and self-understanding as these apply to the human services worker and workplace while acquiring communication skills and understanding of applicable current technology.

**Offered Online:** Yes

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## BHHS 102 - Social Determinants of Behavioral Health

3-0-3

Credit Hours: 3

In this course, students learn about the social determinants (economic, social, and political) that affect people's behavioral health and how disparities impact health equity. By taking a broad community approach, the course enables students to contextualize individual behavioral health problems to consider ways to improve neighborhoods, increase health access, support high school graduation rates, and build social cohesion and civic participation.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## BHHS 103 - Human Development and Behavior in the Social Environment

3-0-3

Credit Hours: 3

The purpose of this course is to provide students with a perspective on human behavior and development that deepens an understanding of their own behavior and that of the clients with whom they interact. Behavior will be examined through the Life Course Perspective by looking at how life stages, life events, and cultural differences operate within a biological, psychological, and social framework, shaping people's lives from conception to death. Students will also become familiar with assessment approaches used by Human Service workers when helping clients within their developmental contexts.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101

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## BHHS 105 - Introduction to Group Dynamics

3-0-3

Credit Hours: 3

Course presents different theories on the functioning of small face-to-face groups. Concepts such as norms, goals, leadership, cohesion, membership and decision-making will be explained. Students will practice observation skills so that they can diagnose a group. Each student also will have an opportunity to lead a group, exercising these observation skills. Open to all students.

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## BHHS 106 - Analysis of Group Participation

3-0-3

Credit Hours: 3

Students will participate as members of a small ongoing group. They will use the theory and concepts from Introduction to Group Dynamics and apply them to their own interactions. The emphasis will be on how groups influence the individual and how the individual, in turn, influences the group. Personal communication skills should be enhanced.

**Offered Online:** Yes

**Prerequisite:**

BHHS 105 with grade of "C" or better.

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## BHHS 110 - Principles and Practice of Positive Youth Development: Community, Family and Youth Engagement

3-0-3

**Credit Hours:** 3

This course focuses on the foundations of the positive youth development approach. Students desiring to work with youth learn the essential principles and practices for fostering family, community, and youth engagement. Students will learn how to utilize and build upon the resources, skills, talents, and resilience existing within communities, families, and neighborhoods as the means for fostering positive development for youth. Additionally, students will design their own youth development project proposals and presentations.

---

## BHHS 111 - Introduction to Helping Skills

3-0-3

**Credit Hours:** 3

Learning and application of basic and advanced interpersonal skills, as well as the ability to establish working relationships with individuals that help clients identify, explore and develop action plans. BHHS students must satisfactorily complete this course with a "C" grade or higher before taking practica and other higher level courses.

**Prerequisite:**

BHHS 101, which may be taken concurrently.

---

## BHHS 121 - Foundations of Addiction Studies

3-0-3

**Credit Hours:** 3

The biopsychosocial aspects of various addictive behavior will be examined. This will include the pharmacology of addictive substances, the physiological effects on the user, the psychological consequences of use, and the sociological conditions that cause and result from substance abuse. A brief history of drug and alcohol abuse will be introduced, along with various treatment approaches to addictions.

**Offered Online:** Yes

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## BHHS 131 - Faith and Spirituality in Human Services

3-0-3

**Credit Hours:** 3

This course integrates secular helping skills with faith-based healing practices in human services. Students will gain an understanding of community empowerment models of recovery and their interaction with faith and spiritual beliefs. The course explores issues of cultural competence, ethical practice and helping/healing relationships. Human services practices are discussed in the context of systems that promote recovery and resilience. The course concludes with a description of alternative healing resources that support optimal living.

**Offered Online:** Yes

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## BHHS 151 - Family and Intimate Partner Violence and Abuse

3-0-3

**Credit Hours:** 3

Family and Intimate Partner Violence (IPV) and Abuse are pervasive social problems that impact the physical, emotional, psychological, and behavioral health of those who experience this victimization. This course focuses on the specific forms and cycles of abuse that occur within families and intimate partner relationships and the personal and interpersonal dynamics of the victims, perpetrators, and witnesses. Students will also be introduced to the intra-and intergenerational impact of family and intimate partner abuse and violence, along with the intersectionality of culture, age, sexual orientation, and gender. Strategies for prevention, intervention, survivor safety and the response of social service agencies and the criminal justice system will also be addressed.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## BHHS 161 - Introduction to Disability Studies

3-0-3

Credit Hours: 3

This course is designed for students who are preparing to or currently work in the field of disability services, which includes services to those with developmental, intellectual and physical disabilities. It provides students with the opportunity to develop an understanding and knowledge of disability services that takes into consideration the individual with a disability, societal influences, the environmental setting and disability law. Students will learn to employ recovery-centered planning and life skills training to support self-advocacy, productivity and inclusion of persons with disabilities in family, community and vocational settings. The role of the disability support provider, types of services and the manner in which services are delivered are also examined in this course.

**Offered Online:** Yes

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## BHHS 171 - Introduction to Aging Studies

3-0-3

Credit Hours: 3

Students examine myths about aging and stereotypes of older adults and contrast them against facts that they gather about the older adult population in the U.S. and elsewhere. Through reading, research, and discussion, students identify and discuss current and predicted trends in aging, taking into consideration the biological, psychological, social and spiritual aspects of the aging process and of aging individuals across cultures. Students examine how broad social phenomena such as poverty impact older adults and learn about special populations within the aging community and the challenges and opportunities these and other issues present to caregivers and human service workers as they contribute to productive aging.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## BHHS 191 - Introduction to Trauma and Trauma-Informed Care

3-0-3

Credit Hours: 3

This course provides students with an introduction to the field of trauma and trauma-informed care. Students will examine the history of traumatic studies, as well as the current trauma-informed approaches to understanding and treating human psychological trauma, with a focus on how complex trauma experiences impact the cognitive, neuropsychological, and emotional development of survivors and relate to their behavioral and psychological symptoms. Students will be introduced to trauma-informed approaches designed to provide healing and self-care to survivors along with addressing vicarious trauma and the need for practitioner self-care.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## BHHS 194 - Case Management Practice

3-0-3

Credit Hours: 3

Students are introduced to the concept of case management within the context of human service delivery. They develop observation, problem-solving, recording and relationship building skills through the exploration of the case management process which includes client engagement and assessment, interview techniques and collection of client information. Students learn how to plan and develop a case file, refer clients for services, monitor the service coordination process and terminate a case. They also explore professional responsibility and cultural diversity in the context of case management practice.

**Offered Online:** Yes

**Prerequisite:**

BHHS 111 with a grade of "C" or better.

---

## BHHS 195 - Practicum in Behavioral Health/Human Services I

3-12-3

Credit Hours: 3

This is the first of two practicum courses in which students work directly with clients. Students spend 12 hours per week (156 hours per semester) in a field placement related to their

area of interest. In addition, during class time they discuss field experiences and present a case related to a client and/or agency.

**Prerequisite:**

BHHS 111 with a grade of "C" or better.

---

## BHHS 212 - Resolution-Focused Helping Skills

3-0-3

**Credit Hours:** 3

BHHS 212 introduces students to the values, concepts, vocabulary, knowledge base and practice skills of time-sensitive approaches to helping relationships. The cultural and historical factors that have shaped time-limited approaches to treatment are emphasized. The course addresses how people change, extra-therapeutic factors and clinician-specific variables that predict successful outcomes in helping relationships. Motivational interviewing and resolution-focused models of helping are introduced and specific skill sets are practiced through role-plays, supervision, and audio and video recording. Students learn to work with individuals of varying ages and abilities in a variety of behavioral health settings and with groups using skills sets such as assessing readiness, identifying key challenges, establishing goals and taking specific action steps. This course is a continuation of BHHS 111, Introduction to Helping Skills.

**Prerequisite:**

BHHS 111 with a grade of "C" or better.

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## BHHS 213 - Practicum in Behavioral Health/Human Services II

3-12-3

**Credit Hours:** 3

This is the second of two practicum courses in which students work directly with clients. Students spend 12 hours per week (156 hours per semester) in a field placement. During class time, students develop the ability to make meaningful connections between direct practice experience and classroom knowledge especially as it relates to utilizing resolution-focused helping skills, increasing competence at managing personal responses to client issues and developing skills related to professional identity.

**Prerequisite:**

BHHS 195 with a grade of "C" or better.

**Co-requisites:**

BHHS 212 with a "C" grade or better. Must be taken concurrently.

---

## BHHS 222 - Assessment and Service Planning in Recovery

3-0-3

**Credit Hours:** 3

This course will explore the medical, psychological, cultural and social aspects of recovery from addiction to alcohol and other drugs of abuse. The student will be introduced to counseling techniques, case management, extended recovery and a person first approach to assessment issues, professional responsibility and proper ethical practice. Special populations such as dually diagnosed (co-occurring disorders) individuals and HIV substance abusers will be discussed. The course compares the traditional medical model and the community based social model of recovery.

**Offered Online:** Yes

**Prerequisite:**

BHHS 121

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## BHHS 241 - Crisis Intervention

3-0-3

**Credit Hours:** 3

Prepares students to give immediate help to people experiencing crises. Applies a short-term crisis intervention model for assessing and helping persons regain equilibrium during these crisis experiences. Simulations and role-playing activities are used to model crisis intervention with situations such as: post-traumatic stress disorder, suicide, sexual assault, partner battering, addictions and personal loss.

**Offered Online:** Yes

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## BHHS 293 - Family and Relationship Counseling

3-0-3

**Credit Hours:** 3

This course focuses on counseling skills necessary to work with families and couples from a systems approach. Students will have an opportunity to practice the skills they learned in BHHS 111. They will apply those skills to relationships, including families and couples. In addition, class time will be devoted to learning about multicultural and diversity issues involved in working with families.

**Offered Online:** Yes

**Prerequisite:**

BHHS 111 with a grade of "C" or better.

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# Biology Courses

**NOTE:** Prerequisites and transfer courses must be no older than 10 years and must have been passed with a grade of C- or better. All biology courses require ENGL 101 placement.

## BIOL 100 - Introduction to Life Sciences

3-2-4

**Credit Hours:** 4

Introduction to Life Sciences is a first-year experience course designed to assist students interested in any career related to biological/life sciences in the development of the behaviors and strategies required for college-level academic inquiry and college success. The course introduces the scientific method, including critical thinking, problem-solving, and data interpretation as well as effective communication and academic integrity. Students must demonstrate classroom behaviors associated with success (attendance, punctuality, participation) and develop college preparedness skills (such as time management, reading and note taking for comprehension, study methods, and test taking strategies). Students in the Biological Sciences AA program will be required to enroll in BIOL 100 within the first 18 credits.

Additional course fee: \$175

**Prerequisite:**

FNMT 017 or FNMT 019, which may be taken concurrently or placement in FNMT 118 or higher.

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## BIOL 104 - Forensic Biology

3-2-4

**Credit Hours:** 4

This is an introductory course in the field of forensic science with a focus on forensic biology. Little or no prior knowledge of science is required; lectures and assigned readings will supply enough background information to enable the student to understand topics and techniques used in forensic science. This course will cover several disciplines within forensic biology and expose the student to the breadth of the field of forensic science. In doing so, students will gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced in the field.

Additional course fee: \$175

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

FNMT 118 or MATH 118 (or higher) placement.

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## BIOL 106 - General Biology I

3-2-4

**Credit Hours:** 4

This course is designed to provide students with an introduction to the general concepts of biology, including the chemical and cellular organization of living things, metabolism, cell division, traditional and molecular genetics, evolution and ecology.

Additional course fee: \$175

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

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## BIOL 107 - General Biology II

3-2-4

**Credit Hours:** 4

This course is designed to provide students with an understanding of the diversity of plant and animal life, and animal behavior. This is the second of two courses in the General Biology series. These courses are designed for the non-biology major.

*Course fee: \$175*

**Prerequisite:**

BIOL 106 with a "C" or better.

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## BIOL 108 - Essentials of Human Anatomy and Physiology

3-2-4

**Credit Hours:** 4

The purpose of this course is to provide students with a comprehensive one semester course on the structure and function of the human body. Basic anatomy and physiology of all major organ systems will be covered in lecture and laboratory settings. Lab includes dissection demonstrations by course instructor.

Additional course fee: \$175

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

FNMT 118 or MATH 118 (or higher) placement.

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## BIOL 109 Anatomy and Physiology I

3-2-4

**Credit Hours:** 4

Human physiology and biochemistry are studied systematically in lectures while anatomy is stressed in laboratory experiences requiring extensive dissection. This two semester sequence follows the recommendations of the Human Anatomy and Physiology Society. BIOL 109 is designed for students who have had high school biology and chemistry within 10 years or who have passed BIOL 106. BIOL 109 with a "C" or better is a prerequisite for BIOL 110.

Additional course fee: (BIOL 109 and BIOL 110): \$175

**General Education Fulfillment:** Scientific Reasoning

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## BIOL 110 - Anatomy and Physiology II

3-2-4

**Credit Hours:** 4

Human physiology and biochemistry are studied systematically in lectures while anatomy is stressed in laboratory experiences requiring extensive dissection. This two semester sequence follows the recommendations of the Human Anatomy and Physiology Society.

*Course fee (BIOL 109 and BIOL 110): \$175*

**Prerequisite:**

BIOL 109

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## BIOL 123 - Principles of Biology I

3-2-4

**Credit Hours:** 4

Designed for majors in the sciences and students interested in careers in science and technology, this course is an introduction to the fundamentals of modern cellular and molecular biology.

Additional course fee: \$175

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

CHEM 121 or CHEM 110 with a "C" or better and high school biology or permission of the department head.

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## BIOL 124 - Principles of Biology II

3-2-4

Credit Hours: 4

This course explores the major groups of organisms with an emphasis on plant and animal structural, functional, ecological and evolutionary themes. Dissection required.

Course fee: \$175

**Prerequisite:**

BIOL 123 with a "C" or better.

---

## BIOL 211 - Genetics

3-2-4

Credit Hours: 4

Basic principles of genetics using biochemical and molecular models are presented in lecture and laboratory experience. Collection and statistical analysis of data are an integral part of laboratory.

Course fee: \$175

**Prerequisite:**

BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123 with a "C" or better or permission of the department head.

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## BIOL 225 - Ecology and Field Biology

3-2-4

Credit Hours: 4

Students explore the relationships that exist between living things and their environment, with emphasis on many of the biotic and abiotic factors that contribute to environmental health and persistence. Participation in field experiences outside the regularly scheduled class and laboratory is required.

Additional course fee: \$175

**Prerequisite:**

BIOL 107 or BIOL 124 with a grade of "C" or better in either

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## BIOL 241 - Principles of Microbiology

3-2-4

Credit Hours: 4

Bacteria and viruses are studied. An emphasis is placed on the identification, metabolism, physiology and genetics of bacteria and viruses in lecture and laboratory experiences. Clinical aspects of selected microbes are discussed.

Course fee: \$175

**Prerequisite:**

BIOL 106 or BIOL 107 or BIOL 109 or BIOL 123 with a "C" or better or permission of the department head.

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## BIOL 255 - Biotechnology I: Basic Laboratory Techniques in Biotechnology

2-4-4

Credit Hours: 4

This course focuses on foundation knowledge and lab competencies that are critical to success in the biotechnology industry. Learning to perform lab functions, such as making solutions, performing serial dilutions, making buffers, balancing pH, performing gel electrophoresis, and packing liquid chromatography columns, requires that students develop an understanding of the concepts and mathematics involved, practice the procedures, and demonstrate the competency to execute them.



Course fee: \$175

**Prerequisite:**

FNMT 118 or MATH 118 or higher with a "C" or better, or MATH 161 placement; CHEM 110 or CHEM 121; BIOL 123 or BIOL 241 with a "C" or better.

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## BIOL 256 - Fermentation, Bioprocessing and Biomanufacturing

2-4-4

Credit Hours: 4

This course is primarily project-based. Working in teams, students use fermentation and bioprocessing technologies to produce recombinant proteins in a biomanufacturing industry setting. They are expected to follow standard operating procedures (SOPs), utilize aseptic technique, properly document their activities and apply current good manufacturing practice (cGMP). They need to work effectively in their teams and demonstrate good time management. Students draw upon essential knowledge and skills developed in BIOL 255 to complete projects.

Additional course fee: \$175

**Prerequisite:**

BIOL 255 with a grade of "C" or better.

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## BIOL 281 - Biochemistry I

3-2-4

Credit Hours: 4

Biochemistry I introduces students to the concepts of modern biochemistry. It focuses primarily on the structure and function of proteins and nucleic acids. Emphasis is placed on enzyme mechanics, kinetics and regulation and concludes with a study of gene expression. The course is designed for students interested in pursuing further study in a science, medical or pharmacology field.

Course fee: \$175

**Prerequisite:**

BIOL 123 with a "C" or better.

**Co-requisites:**

CHEM 221, which may be taken concurrently

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# Biomedical Equipment Technology Courses

## BMET 101 - Biomedical Equipment Technology I

3-2-4

Credit Hours: 4

This course will provide students with an overview of the role of the Biomedical Equipment Technician and the role of Biomedical Engineering departments in hospitals and the hospital environment in general. Students will learn basic theory of operation, function and clinical application of a range of medical devices, such as infusion pumps, heart monitors, blood pressure monitors, pulse oximeters, suction devices, and centrifuges and how to test these devices for proper operation.

Additional course fee: \$105

**Prerequisite:**

BIOL 108 or BIOL 110 (either may be taken concurrently.)

---

## BMET 102 - Biomedical Equipment Technology II

3-2-4

Credit Hours: 4

This course builds on BMET 101 and further explores healthcare technology management. In addition, the course introduces students to computerized equipment control and record keeping. Safety issues will be covered in relation to both patient safety and the safety of Biomedical Equipment Technicians (BMETs). The course will build on basic theory of operation, function, clinical application and operation testing of a range of medical devices started in BMET 101, providing greater depth in equipment already covered and expanding the range of devices students will learn about.

Additional course fee: \$105

**Prerequisite:**

BMET 101 with a grade of "C" or better and ELEC 120, which may be taken concurrently.

---

## BMET 103 - Biomedical Equipment Technology Internship I

0-0-14-1

Credit Hours: 1

This course consists of 200 hours of supervised field experience with a hospital Biomedical or Clinical Engineering Department or hospital-based Independent Service Organization. Students will carry out inspections of basic medical devices and maintain records as required by the work site, under the supervision of an experienced Biomedical Equipment Technician or Clinical Engineer. The course provides students the opportunity to learn about professionalism in the workplace. Internship sites may have specific requirements for participation, such as vaccinations, background checks, drug screening, and so on. Students who do not meet these requirements may not be able to participate in an internship.

Additional course fee: \$85

**Prerequisite:**

BMET 102 with a grade of "C" or better and FNMT 118 or higher.

---

## BMET 201 - Medical Devices

3-2-4

Credit Hours: 4

This course provides an in-depth look at the theory and operation of patient monitoring equipment and introduces other more complex medical devices, such as ventilators and dialysis machines. Upon completion of the course students will be prepared to carry out basic troubleshooting procedures on a variety of medical devices.

Additional course fee: \$105

**Prerequisite:**

BMET 103 with a grade of "C" or better.

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## BMET 202 - Medical Devices in a Networked Environment

3-2-4

Credit Hours: 4

This course will emphasize the use of medical devices on wired and wireless networks. Upon completion of the course, students will be able to connect medical devices to a network, update medical device software, and communicate effectively with IT specialists regarding network problems.

Additional course fee: \$105

**Prerequisite:**

BMET 201; ELEC 130, which may be taken concurrently; CIS 105; and CIS 150 with a grade of "C" or better in all four courses

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## BMET 203 - Biomedical Equipment Technology Internship II

0-2-14-3

Credit Hours: 3

This course consists of 200 hours of supervised field experience with a hospital Biomedical or Clinical Engineering Department or hospital-based Independent Service Organization. Students will be expected to demonstrate competency in the inspection and repair of medical equipment, proficiency in the use of medical device inventory software, and the ability to communicate professionally with clinical staff. Internship sites may have specific requirements for participation, such as vaccinations, background checks, drug screening, and so on. Students who do not meet these requirements may not be able to participate in an internship.

Additional course fee: \$85

**Prerequisite:**

BMET 202 with a grade of "C" or better.

---

# Biomedical Technician Training Courses

## BTT 101 - Biomedical Technician Training Practicum

0-3-17.5-4

**Credit Hours:** 4

Hands-on experience with data record keeping, laboratory tasks and routines, and the use and maintenance of lab equipment and reagents. Includes a total of 35 hours per week, for 7 weeks, of in-depth skills training in various resource laboratories at The Wistar Institute or a comparable research laboratory.

**Prerequisite:**

Permission of the Biomedical Training academic coordinator and completion of the Orientation to Biomedical Technology.

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# Black Studies Courses

## BLAS 101 - Introduction to Black Studies

3-0-3

Credit Hours: 3

This course is an introduction to the concept of Black Studies and global black identities. Black diaspora and contemporary issues facing global black communities will be introduced within the course.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

---

## BLAS 102 - Global Black Theory and Social Change

3-0-3

Credit Hours: 3

This course is designed to demonstrate the importance of local and global civic engagement, one of the Black Studies program's primary tenets. It utilizes a multidisciplinary approach to examine the evolution of Black philosophy and the major theories that have provided the foundations of Black Studies as a discipline. Through these examinations the course seeks to develop a utilization of these theories and philosophies towards restorative justice for the global Black community.

Students engage in extensive readings in the origins of African intellectual genealogies, evolutions of resistance, black art and philosophy, and Afrofuturism. Authors such as Thiongo, Armah, Butler, and Asante are analyzed in the contexts of on-going African and African American struggles for liberation from all forms of oppression.

**Offered Online:** Yes

**Prerequisite:**

BLAS 101

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## BLAS 250 - Special Topics in Black Studies

3-0-3

Credit Hours: 3

Special Topics in Black Studies will examine the historical and sociopolitical context of a given topic concerning black identity and the cultural impact and contributions of black people. The course will trace the historical patterns of the topic from its origins to the present, as well as emphasize the diversity of Black thought. The course will contextualize the topic of focus, such as code switching, postcolonialism, Pan-Africanism, critical race theory, black feminism, and social justice, within a relevant theoretical framework that speaks to historical realities. Students will read works about and within the topic and study its development as well as its historical, economic, political, and social contexts.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

## BLAS 290 - Black Studies Capstone Course: Community Engagement and Civic Leadership

2-0-1-3

Credit Hours: 3

The Black Studies capstone course, Community Engagement and Civic Leadership, is designed to further develop student research and critical thinking skills, leadership and service as well as prepare students for the next steps in their academic and/or professional career within local and global black communities. Additionally, BLAS 290 requires semester long coursework on civic leadership, community engagement, and an additional 15-hour service learning project at a target site. Independent projects require proper approval.

**Offered Online:** Yes

**Prerequisite:**

BLAS 101 and ENGL 102



# Business Leadership Courses

## BUSL 101 - Navigating Leadership and Business Professions

3-0-3

Credit Hours: 3

This course introduces first-year students in business and professional programs and related fields to success strategies for self-leadership and college-level scholarship, including career planning, problem solving, critical thinking, professionalism, cultural competence, working within teams, and basic business literacy, as well helping students gain institutional knowledge of the College. Students create a comprehensive personal leadership plan, including academic, financial, and career/transfer components. Business students are required to enroll in BUSL 101 within the first twelve credits.

**Offered Online:** Yes

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## BUSL 125 - Customer Service Leadership

3-0-3

Credit Hours: 3

This course covers the major components of customer service, including techniques to provide information and effectively resolve customer issues through various communication methods. Students will learn to use customer service as a competitive advantage by understanding the customers' perspectives and identifying ways to meet or exceed their needs and expectations.

**General Education Fulfillment:** Technological Competency

**Prerequisite:**

BUSL 101, which may be taken concurrently, or ENTR 101

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## BUSL 180 - Building Teams & Managing People

3-0-3

Credit Hours: 3

In this course, students will learn how to build a team, improve teamwork through collaboration, and sustain a high performing team through continuous learning and improvement. Students will evaluate external and internal factors that affect team performance. Students will also learn best practices for aligning individual and team goals, establishing team member roles, building team structures, and managing team conflict and resolution.

**Prerequisite:**

BUSL 101

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## BUSL 190 - Experiential Learning in Business

1-0-1

Credit Hours: 1

In this one-credit course, students participate in a supervised "real-world" learning experience, such as an internship, study abroad, or business simulation, where they learn and apply business concepts. The course combines formal class time with the learning experience to prepare students to challenge themselves with new opportunities, reflect upon their experiences, and engage in self-leadership practices.

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## BUSL 195 - Experiential Learning in Business

3-0-3

Credit Hours: 3

In this three-credit course, students participate in a supervised "real-world" learning experience, such as an internship, study abroad, business simulation, or research experience, where business concepts and skills are taught and applied. The course combines formal class time with the learning experience to prepare students to challenge themselves with new opportunities, reflect upon their experiences, engage in self-leadership practices, and perform project management tasks.

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## BUSL 215 - Organizational Leadership

3-0-3

**Credit Hours: 3**

Applying advanced leadership principles and strategies, students work individually and in teams to make decisions when designing, growing, or changing organizations and organizational culture. The course focuses on leadership approaches to organizational elements such as culture, mission, reporting structure, multiculturalism/diversity, technology, and people management.

**Prerequisite:**

BUSL 125 or (PJMT 110 and PJMT 130)

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## BUSL 240 - Ethics and Diversity, Equity, and Inclusion in Business

3-0-3

**Credit Hours: 3**

Students learn the role of ethics in business decision making, use ethical reasoning to anticipate issues in business and apply strategies to mitigate them. Students will also apply the ethics of diversity, equity and inclusion (DE&I) in business, identifying the opportunities and challenges of diversity hiring and inclusive strategies, and delving into corporate culture and its social responsibility for promoting diversity, equity and inclusion.

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# Chemistry Courses

## CHEM 101 - Fundamentals of Chemistry I (Lab Based)

3-3-4

Credit Hours: 4

A fundamental course for non-science majors requiring a laboratory science. Does not satisfy the requirements for Biology, Chemistry or Engineering program students who should take CHEM 121-122. Topics covered include measurement; elements and compounds; properties of matter; early atomic theory and structure; nomenclature of inorganic compounds; quantitative composition of compounds; chemical equations and calculations; modern atomic theory and the periodic table; chemical bonds; the gaseous state of matter; liquids; chemical equilibrium; oxidation-reduction. Laboratory covers basic techniques and illustrates principles presented in class.

Additional course fee: \$260

**General Education Fulfillment:** Scientific Reasoning

---

## CHEM 102 - Fundamentals of Chemistry II (Lab Based)

3-3-4

Credit Hours: 4

A continuation of CHEM 101. A fundamental course for non-science majors requiring a laboratory science. Does not satisfy the requirements for Biology, Chemistry or Engineering program students who should take CHEM 121-122. Topics covered include water and solutions; acids & bases; introduction to organic chemistry; alkanes; unsaturated hydrocarbons; lipids; carbohydrates; amino acids; nucleic acids. Laboratory covers basic techniques and illustrates principles presented in class.

Additional course fee: \$260

**Prerequisite:**

CHEM 101 or CHEM 110 with a grade of "C" or better.

---

## CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based)

3-0-3

Credit Hours: 3

A fundamental course for non-science majors without a laboratory component. Lecture content is the same as CHEM 101 (see the course description under CHEM 101).

This is offered only as a distance education course. Students who require a laboratory should take CHEM 101.

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

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## CHEM 104 - Fundamentals of Chemistry II (Non-Lab Based)

3-0-3

Credit Hours: 3

A continuation of CHEM 103. A fundamental course for non-science majors without a laboratory component. Lecture content is the same as CHEM 102 (see the course description under CHEM 102). This is offered only as a distance education course. Students who require a laboratory should take CHEM 102.

**Offered Online:** Yes

**Prerequisite:**

CHEM 103 or CHEM 101 or CHEM 110, with a grade of "C" or better

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## CHEM 105 - Inquiry into Chemistry

3-3-4

Credit Hours: 4

This is a one semester introductory chemistry course with laboratory. The topics will include the history of chemistry, the periodic table, bonding, the mole, energy, gases, acid-base-salt and water. The course will emphasize a discovery approach in which the student will learn to interpret laboratory observations in the manner of a real world scientist. The experiments will be less prescribed and more open to interpretation with the goal of appreciating chemistry more as a rational field of inquiry than as a fixed set of rules. The course is particularly appropriate for Liberal Arts and Education majors. Offered only in the fall and spring semesters.

Additional course fee: \$260

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

ENGL 101 ready.

---

## CHEM 110 - Introductory Chemistry

3-3-4

**Credit Hours: 4**

Fundamental laws and theories of chemistry. Metric system, introduction to matter, atomic structure, chemical bonding, periodic table, chemical reactions and equations, gases, solutions, pH and introductory organic chemistry. Scientific notation, the use of conversion factors and problem-solving are stressed. A laboratory science course for Allied Health students and Fire Science students, as well as students who need additional preparation prior to taking CHEM 121-122.

Additional course fee: \$260

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

FNMT 118 or MATH 118 placement and ENGL 101 ready.

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## CHEM 118 - Introduction to Biochemistry

3-3-4

**Credit Hours: 4**

Introduction to the chemistry of biological systems. Emphasis is placed on biologically important chemical compounds, such as proteins, carbohydrates, lipids, enzymes, hormones, vitamins and their reaction mechanisms in living organisms. Energy transformations in the cell, the structure and function of nucleic acids, drugs, radiation in human life and an introduction to nutrition and food additives are also included. Laboratory experiments cover important reactions of biochemical compounds. Designed for Allied Health students.

Additional course fee: \$260

**Prerequisite:**

CHEM 101, CHEM 110 or CHEM 121 with a grade of "C" or better.

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## CHEM 120 - Chemistry Laboratory

0-3-0-1

**Credit Hours: 1**

This course is intended to provide a laboratory experience for those students who have successfully completed a Chemistry lecture course (as verified by transcript) without a simultaneous laboratory experience. The course consists of laboratory experiments designed to supplement and enhance the content of the associated three credit hour Chemistry lecture course.

Additional course fee: \$115

**Prerequisite:**

CHEM 103 or CHEM 104 with a grade of "C" or better, or a CHEM lecture course from a transfer institution with a grade of "C" or better; permission of the department head.

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## CHEM 121 - College Chemistry I

3-3-4

**Credit Hours: 4**

A transfer level chemistry course for Biology, Chemistry, Engineering and pre-professional program students requiring a laboratory science. Topics covered include matter, measurement, and problem solving; atoms and elements; molecules, compounds, and chemical reactions; chemical quantities and aqueous reactions; gases; thermochemistry; the

quantum-mechanical model of the atom; periodic properties of the elements; chemical bonding (the Lewis model & molecular shapes), valence bond theory, and molecular orbital theory; liquids, solids, and intermolecular forces. Laboratory experiments demonstrate many of the principles presented in lecture and allow students to practice basic laboratory techniques, careful observation and the rigorous treatment of experimental data.

Additional course fee: \$260

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

CHEM 110 with a grade of "C" or better and FNMT 118 or MATH 118.

---

## CHEM 122 - College Chemistry II

3-3-4

**Credit Hours:** 4

A continuation of CHEM 121. A transfer level chemistry course for Science, Engineering, pre-professional and Chemical Technology program students requiring a laboratory science. Topics covered include solutions; thermodynamics; kinetics; equilibrium in gaseous systems; acid-base equilibrium; solubility equilibrium; redox reactions; electrochemistry. Laboratory experiments demonstrate many of the principles presented in lecture and allow students to continue to practice basic laboratory techniques, careful observation and the rigorous treatment of experimental data.

Additional course fee: \$260

**Prerequisite:**

CHEM 121 with a grade of "C" or better.

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## CHEM 203 - Basic Pharmacology

3-0-3

**Credit Hours:** 3

Introduces students to the science of pharmacology. Emphasis is placed on the mechanisms of action for selected drugs from each pharmacological class, their therapeutic value, adverse reactions, pharmacodynamics, routes of administration, metabolism and excretion as they are related to specific disease processes. Provisions of U.S. drug law and enforcement agencies are reviewed.

**Prerequisite:**

BIOL 110

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## CHEM 214 - Chemical Analysis

3-4-5

**Credit Hours:** 5

This course presents the theory and application of qualitative and quantitative analysis, with an emphasis on quantitative methods. The course includes laboratory work in which students will gain hands-on experience with analytical methods and instrumentation.

Only offered in the spring semester.

Additional course fee: \$260

**Prerequisite:**

CHEM 122 with a grade of "C" or better and MATH 162 with a grade of "C" or better.

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## CHEM 221 - Organic Chemistry I

3-4-5

**Credit Hours:** 5

An upper level organic chemistry course for Biology, Chemistry, Engineering and pre-professional program students requiring one or more semesters of organic chemistry. Topics covered include structure, synthesis, reactivity and stereochemistry of organic compounds (especially alkanes, cycloalkanes, alkyl halides, alkenes, cycloalkenes and alkynes); free radical substitution, nucleophilic substitution, elimination, ionic addition and free radical addition reactions; principles of organic spectroscopy; stereochemistry; introductory kinetics and reaction mechanisms. Substances representative of the various classes of organic compounds are prepared and analyzed in the laboratory.

Additional course fee: \$260

**Prerequisite:**

CHEM 122 with a grade of "C" or better.

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## CHEM 222 - Organic Chemistry II

3-4-5

**Credit Hours:** 5

A continuation of CHEM 221. An upper level organic chemistry course for Biology, Chemistry, Engineering and pre-professional program students requiring one or more semesters of organic chemistry. Topics covered include infrared spectroscopy; nuclear magnetic resonance spectroscopy; ethers and epoxides; conjugated systems; aromatic compounds and their reactions; carboxylic acids and their derivatives; ketone and aldehydes; amines; additions and condensation of enols and enolate ions. Substances representative of the various classes of organic compounds are prepared and analyzed in the laboratory.

Additional course fee: \$260

**Prerequisite:**

CHEM 221 with a grade of "C" or better.

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# College Success Courses

## COL 101 - College Success Seminar

0-2-1

**Credit Hours: 1**

The College Success Seminar is designed to increase students' persistence and success in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study. The seminar will cover topics that revolve around three major issues: navigating the system, academic focus and transition to college.

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# Computer Information Systems Courses

## CIS 103 - Computer Applications & Concepts

2-2-3

**Credit Hours:** 3

This course is an exploration of modern computer technology used for communication, collaboration, problem solving, decision making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheet, presentation, and database management software; collaboration and networking software; the Internet of Things; and ethical issues related to technology. This is a Windows based hands-on course.

Additional course fee: \$85

**Offered Online:** Yes

**General Education Fulfillment:** Technological Competency

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## CIS 105 - Computer Systems Maintenance

3-2-4

**Credit Hours:** 4

This course provides students with knowledge, skills, and experience in installing and supporting the Microsoft Windows operating system. It helps prepare students for CompTIA A+ certification and provides a foundation for related Microsoft certifications.

Additional course fee: \$85

---

## CIS 106 - Introduction to Computer Programming

3-2-4

**Credit Hours:** 4

This course is an introduction to the fundamentals of object-oriented computer programming using the Python programming language. The course covers the logical design of computer programs, simple input and output, data checking, formatting reports, and simple mathematical processing, such as counting, summing and finding minima and maxima. This is the first programming course taken by CIS majors and is a good introductory course for anyone interested in exploring computer programming.

Additional course fee: \$85

**Offered Online:** Yes

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## CIS 114 - JavaScript I

3-2-4

**Credit Hours:** 4

This course provides students with the knowledge and skills necessary to design and develop interactive websites using the JavaScript language. Students will build dynamic websites and applications while learning programming concepts such as data types, control structures, functions, and objects. Students will learn to build basic HTML and CSS-based web pages and how to enhance these pages with JavaScript. Additionally, students are introduced to advanced JavaScript topics such as security and asynchronous programming concepts. Students are exposed to real-world examples of JavaScript and will construct interactive and dynamic client-side applications.

Additional course fee: \$85

**Offered Online:** Yes

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## CIS 130 - Web Page Design I

**Credit Hours:** 3

This course will provide students with a solid foundation for building dynamic web pages. It introduces students to Hypertext Markup Language (HTML) for structuring and Cascading Style Sheets (CSS) for styling, defining, and formatting web pages.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**CIS 103

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## CIS 150 - Network Technology

3-2-4

**Credit Hours:** 4

This course introduces fundamental networking theory and practice, including basic networking infrastructure, topology, and terminology; the OSI model; installing and configuring client systems and peripheral devices; configuring and troubleshooting network connections; and maintaining network security. This course should help students prepare for CompTIA Network + (Net+) certification.

Additional course fee: \$85

**Offered Online:** Yes

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## CIS 152 - Introduction to Cybersecurity

2-2-3

**Credit Hours:** 3

This course introduces students to the field of cybersecurity. Students are introduced to various security topics, including Internet security, malware, vulnerability, cyber terrorism, cyber fraud, cyber detectives, firewalls, privacy, policies/procedures, mitigation strategies to potential cyber threats, and legal and regulatory aspects of cybersecurity. Lectures and projects promote understanding of cyber threats and security.

Additional course fee: \$85

**Offered Online:** Yes**Prerequisite:**CIS 150 may be taken concurrently

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## CIS 155 - Principles of Operating Systems

2-2-3

**Credit Hours:** 3

This course introduces students to commands and operations in several commonly used operating systems, such as Microsoft Windows, Linux/Unix, Mac OS, and mobile device operating systems. Topics include installing software, file management, configuring the user environment, device installation, security configuration, OS hardening, troubleshooting common operating system problems, and disaster recovery.

Additional course fee: \$85

**Offered Online:** Yes

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## CIS 200: Apple App Development I

3-2-4

**Credit Hours:** 4

This course introduces students to the fundamentals of developing native applications for Apple platforms such as iOS. Students will learn details of Apple mobile platforms and programming languages and develop programs using Apple specific development environments. Emphasis will be placed on building apps intended for distribution on phones or tablets.

Additional course fee: \$85

**Prerequisite:**CIS 106 or CIS 114 or CSCI 111.

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## CIS 201 - Apple App Development II

3-2-4

**Credit Hours:** 4

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This course teaches the development of native applications for Apple platforms such as iOS. Students will learn development techniques and practices suitable for producing real-world apps designed for devices such as phones and tablets. Students expand on the ideas from CIS 200: Apple App Development I and learn to work with remote data and advanced object oriented concepts.

Additional course fee: \$85

**Prerequisite:**  
CIS 200

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## CIS 204 - Fundamentals of Linux and Unix

2-2-3

**Credit Hours:** 3

This course introduces students to the installation, use, and maintenance of widely-used derivatives of the UNIX operating system, such as the Fedora and Debian distributions of Linux. Topics include file management, user account management, bash shell commands, shell scripting, working with desktop environments, peripheral device connectivity, and Linux/Unix networking basics. Students will also be introduced to common application software for these environments.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**  
CIS 105 or CIS 155

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## CIS 205 - Database Management Systems

3-2-4

**Credit Hours:** 4

As an introduction to relational database management systems and database programming for computers using modern enterprise database servers, this course covers fundamental concepts in database design, database modeling techniques, and Structured Query Language (SQL) programming techniques while providing hands-on exercises in which students apply these concepts and techniques to real-world problems. The course introduces the Structured Query Language (SQL database language), Data Manipulation Language (DML), Data Definition Language (DDL), Data Control Language (DCL), and store procedure programming. It also includes concepts for building frameworks for high performance web applications in multi-tier environments. Students will implement a relational database from initial requirements and conceptual design (ER Diagram) to the physical database in a modern enterprise relational database management system (RDMS).

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**  
CSCI 112, which may be taken concurrently, or CIS 103 or CSCI 118.

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## CIS 211 - Android App Development I

3-2-4

**Credit Hours:** 4

This course introduces students to the fundamentals of developing native applications for Android devices. Students will learn details of Android mobile platforms and programming languages. Emphasis will be placed on building apps intended for distribution on phones or tablets. Students will learn techniques and apply them to design mobile user interfaces and apply standards to create intuitive, usable and efficient applications.

Additional course fee: \$85

**Prerequisite:**  
CIS 106 or CIS 114 or CSCI 111.

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## CIS 212 - Android App Development II

3-2-4

**Credit Hours:** 4



In this course, students learn the process of developing native applications for Android devices. Students learn development techniques and practices suitable for producing real-world apps designed for devices such as phones and tablets. Students expand on the ideas from CIS 211: Android App Development I and work hands-on with remote data, data storage and device sensors.

Additional course fee: \$85

**Prerequisite:**  
CIS 211.

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## CIS 228 - JavaScript II

3-2-4

**Credit Hours: 4**

This course is a second-level class in the JavaScript programming language. It provides students with advanced concepts in developing programs running client-side via the browser. Students will also learn how JavaScript can be used to create standalone applications via the Node.js platform. Students will study JavaScript concepts such as asynchronous execution, AJAX/Fetch API, client-side rendering, JavaScript package managers, JavaScript modules and namespaces, and Object Oriented programming. Students will apply these concepts to develop programs and scripts to solve problems based on real-world examples.

**Prerequisite:**  
CIS 114

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## CIS 230 - Web Page Design II

2-2-3

**Credit Hours: 3**

This course provides a survey of current professional trends in front-end web development. Students will develop websites using techniques common in the professional sphere. Additionally, students will collaborate and present their work to enhance communication and speaking skills. Topics include responsive web design, prototyping, user interface design, content management systems, and CSS and HTML preprocessors.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**  
CIS 130

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## CIS 244 - Server-Side Web Development

3-2-4

**Credit Hours: 4**

This course exposes students to the ideas of web application development using server-side programming languages. Concepts such as dynamic web page creation, authentication, database integration, security, and data processing will be covered. Students will apply these concepts to solve real-world problems by building functioning web-based applications that can be accessed via a web browser.

**Prerequisite:**  
CIS 114 and CIS 205, which may be taken concurrently

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## CIS 252 - Managing Network Servers

3-2-4

**Credit Hours: 4**

This course is an introduction to the knowledge and skills required to set up, maintain, troubleshoot, secure and support server hardware and software. This course helps students prepare for CompTIA's Server+ certification.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

## CIS 256 - Network Routing and Switching

3-2-4

**Credit Hours:** 4

This course is an introduction to the knowledge and skills required to set up, maintain, troubleshoot, secure and support computer network routers and switches. This course helps students prepare for Cisco's CCNA certification.

Additional course fee: \$85

**Prerequisite:**CIS 150

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## CIS 259 - Computing and Network Security

3-2-4

**Credit Hours:** 4

This course provides an introduction to computing and network security. It is intended to meet the needs of students and professionals who want to master practical network and computer security. Those seeking to pass the Computing Technology Industry Association's (CompTIA's) Security+ certification exam will find the course's approach and content especially helpful because the Security+ objectives will be covered in the course, and if mastered, will prepare the student to pass the certification exam.

Additional course fee: \$85

**Prerequisite:**CIS 150 with a grade of "C" or better

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## CIS 261 - Cyber Investigation

2-4-4

**Credit Hours:** 4

This course focuses on the principles and hands-on technical skills to provide students with a solid foundation in the field of cyber investigation. Students will learn how to collect, preserve, examine and analyze cyber evidence for possible use in civil or criminal cases. Students will also learn the role of evidence in detecting and prosecuting cyber crimes, cyber terrorism, traditional and violent crimes, civil cases, fraud and other related offenses. Discussions and hands-on activities familiarize students with relevant cyber investigative techniques.

Additional course fee: \$85

**Prerequisite:**CIS 155

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## CIS 270 - Systems Analysis and Design

3-2-4

**Credit Hours:** 4

This course provides an introduction to System Analysis and Design. Topics include analyzing the business case, requirements modeling, data and process modeling, and development strategies, with an increased focus on object modeling and project management. Students will also learn about output and user interface design, data design, system architecture and implementation, and system operation, support, and security.

Additional course fee: \$85

**Offered Online:** Yes**Prerequisite:**CIS 205

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## CIS 271 - Information Technology Project Management

2-2-3

Credit Hours: 3

This course integrates theory, practice, and hands-on exercises to present an understandable view of the many concepts, skills, tools, and techniques involved in IT project management. Students will learn how effective project management and the use of software can help to manage projects, especially information technology projects.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

CIS 103 and FNMT 118 or higher

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## CIS 274 - Ethical Hacking & Penetration Testing

2-4-4

Credit Hours: 4

This course continues and expands students' understanding of issues related to cybersecurity. Students learn more advanced skills, such as ethical hacking/penetration testing, security testing and systems/network defense and countermeasures. Students learn how to protect networks by utilizing the techniques that attackers use to compromise network and systems security. Students learn how to protect network/systems through hands-on lab activities utilizing the same tools and methods that intruders use to break into networks/systems. Topics include: hacker methodology and tools, how hackers operate, and setting up strong countermeasures to protect networks/systems.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

CIS 152 and CIS 259

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## CIS 288 - Cloud Computing

3-2-4

Credit Hours: 4

This course teaches the fundamental concepts of cloud computing using hands-on, lab-based exercises. Students will learn to provision servers using automation tools, develop and deploy web applications to cloud-based services and to virtualized infrastructure. Students will be presented with a survey of existing cloud providers and infrastructure and will plan the deployment of an application as a final project.

Additional course fee: \$85

**Prerequisite:**

CIS 244.

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# Computer Science Courses

## CSCI 111 - Computer Science I

3-2-4

Credit Hours: 4

An introduction to algorithm development and object-oriented programming, with an overview of computers, programming languages, and professional ethics. Programming topics include algorithms and problem-solving, fundamental programming constructs, and object-oriented software design. Students will use word processing and presentation software to collaboratively document and report on programming projects within the course. The course currently uses the Java and Python programming languages.

Additional course fee: \$85

**Offered Online:** Yes

**General Education Fulfillment:** Technological Competency

**Prerequisite:**

FNMT 118 or MATH 118 or higher; (or MATH 161 placement)

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## CSCI 112 - Computer Science II

3-2-4

Credit Hours: 4

An introduction to object-oriented programming and algorithm development, with an overview of computers, programming languages, and professional ethics. Programming topics include algorithms and problem-solving, fundamental programming constructs, and object-oriented software design. Students will use word processing, presentation, and social networking software to collaboratively document and report on programming projects within the course. A continuation of CSCI 111, presenting fundamental concepts in computer science and object-oriented programming using the Java and C++ programming languages. Topics include recursion, using application programming interfaces (APIs), database connectivity, software validation, fundamental sorting and searching algorithms, parallel processing, and analysis of algorithmic complexity. Instruction in the use of electronic spreadsheet software to analyze and describe the spatial and temporal complexity of algorithms is a part of the course.

Additional course fee: \$85

**Offered Online:** Yes

**General Education Fulfillment:** Technological Competency

**Prerequisite:**

CSCI 111 with a grade of "C" or better

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## CSCI 118 - Foundations of Data Science

2-2-3

Credit Hours: 3

An introduction to fundamental techniques and applications in Data Science and Big Data analytics. Students learn the processes for managing data analytics projects, practices for exploratory data analysis, fundamental statistical and analytical methods, technologies that support exploratory data analysis, and ethical issues encountered in data science and the consequences of data misuse.

Additional course fee: \$85

**Prerequisite:**

FNMT 118 completed with a grade of "C" or better (or placement in MATH 161 or higher) and either CSCI 111, which may be taken concurrently or CIS 106, which may be taken concurrently.

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## CSCI 125 - Introduction to Video Game and Simulation Development

2-2-3

Credit Hours: 3

This course introduces students to professional video game and simulation development, including the modern video game industry and its historical development, game analysis and

design, game programming technology and practices, graphics and sound technology used in games and simulations, and ethical issues related to video games and simulations. Students will learn about the game development process for both serious and casual games and the roles that various professionals play in that development. They will engage in a semester-long project to design, build, and publish an entry-level computer-based video game using a game development engine.

Additional course fee: \$85

**Offered Online:** Yes

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## CSCI 211 - Data Structures and Algorithms

3-2-4

**Credit Hours:** 4

This course covers the theory and application of commonly used data structures and related algorithms for maintaining them. Emphasis is placed on efficiency, appropriate use, and the creation of encapsulated, object-oriented data structures. Students learn to implement iterative and recursive sorting algorithms, variations of linear data structures (linked lists, stacks, queues, and hash tables), variations of non-linear data structures (trees, heaps, and graphs), and the algorithms used process each structure's data. The course uses the Java, C++, and Python programming languages.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

CSCI 112 with a grade of "C" or better.

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## CSCI 213 - Computer Organization

3-2-4

**Credit Hours:** 4

This course introduces the fundamentals of the hardware environment that serves as the basis for the functional components of a digital computer system. Digital logic, machine-level representation of data, instruction sets and addressing modes, I/O devices and their interconnections, processor organization, and memory architectures are among the essential topics of the course. Students further examine assembly-level machine organization to create assembly language programs, implement I/O operations and interrupts, and describe how the instructions of a high-level language maps to assembly/machine instructions.

Additional course fee: \$85

**Prerequisite:**

MATH 163, which may be taken concurrently, and CSCI 111 with a grade of "C" or better.

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## CSCI 215 - Introduction to Android Development

2-2-3

**Credit Hours:** 3

This course prepares students to enter the mobile computing field. Students begin to prepare for these careers in a variety of entry-level positions such as mobile app developer, software developer, programmer, and mobile game developer. The course builds on a solid foundation of programming skills and design skills and introduces the specific skills needed for developing Android mobile/wireless applications. Students gain an understanding of mobile/wireless technologies and how these technologies are utilized and integrated to meet specific business needs. Current technologies and architectures that provide the network and communications infrastructure for mobile enabled systems are also covered. Students will learn to design mobile user interfaces and apply standards to create intuitive, usable and efficient applications.

**Prerequisite:**

CSCI 111 with a grade of "C" or better

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## CSCI 218 - Statistics for Computing and Data Science

3-2-4

**Credit Hours:** 4

Statistics for Computing and Data Science is a study of fundamental probability and statistical methods as they apply to the fields of computer science, data science, and precursory knowledge for further study in statistical computing. Major topics include descriptive and inferential statistics, basic probability theory, discrete and continuous distributions, and an introduction to estimation and regression. Students use a statistical programming language to apply course concepts, conduct experiments, and perform simulations.

Additional course fee: \$85

**Prerequisite:**

MATH 161 with a grade of "C" or better (or higher placement) and either CSCI 111 with a grade of "C" or better or CSCI 118 with a grade of "C" or better.

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## CSCI 221 - Machine Learning

3-2-4

**Credit Hours:** 4

In this introduction to the mathematical foundations of machine learning, statistical models and algorithms for supervised and unsupervised learning will be implemented to perform classification, clustering, and rule learning. This course uses the Python and R programming languages.

Additional course fee: \$85

**Prerequisite:**

CSCI 118 with a grade of "C" or better or CSCI 218 with a grade of "C" or better.

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# Corporate Social Responsibility Courses

## CSR 110 - Introduction to Corporate Social Responsibility

3-0-3

Credit Hours: 3

This is the introductory course for the Corporate Social Responsibility Proficiency Certificate. This course provides an overview of a business's obligation, known as the "triple bottom line" to create fair stakeholder relationships and to use environmentally sustainable practices while achieving financial success. Students will apply critical and systems thinking to evaluating corporate social responsibility policies.

**Offered Online:** Yes

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## CSR 120 - Business and Stakeholder Relationships

3-0-3

Credit Hours: 3

This course provides a comprehensive overview of how and why businesses establish good relationships with all of their stakeholders in order to maintain financial success over time. Stakeholders include employees, owners, suppliers, customers, and the communities where businesses are located. Prerequisite: CSR 110, which may be taken concurrently.

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## CSR 130 - Current Developments in Sustainable Technologies

3-0-3

Credit Hours: 3

Students will examine a wide range of tools and methods that businesses can use in achieving environmental sustainability goals related to energy use, material management, water, and food systems. Students will also review financial considerations in a business's decision-making process regarding these sustainable technology options. Prerequisite: CSR 110, which may be taken concurrently.

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# Counseling Courses

## COUN 101 - Life Planning and Career Decision-Making

3-0-3

Credit Hours: 3

A course in theories, techniques and resources for career exploration. Opportunities for self-assessment are provided, with assignments designed to identify personal interests, abilities, values and experiences as a basis for generating career alternatives. The decision-making model presented has applications for facilitating vocational selection and is equally appropriate for general life planning. The multimedia approach to the world of work information-gathering uses printed and computerized resources, as well as videotapes, guest speakers and personal interviews.

**Offered Online:** Yes

**Prerequisite:**  
ENGL 101 placement

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# Criminal Justice Courses

## JUS 101 - Survey of Criminal Justice

3-0-3

**Credit Hours:** 3

Survey of Criminal Justice provides an overview of criminal justice systems in the United States. Topics include the history, development and philosophy of criminal justice in our society, including the systemic inequities that presently exist. The course includes an introduction to agencies involved in the administration of criminal justice; career orientation; as well as a discussion of the constitutional limitations of criminal justice.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## JUS 105 - Introduction to Corporate and Homeland Security

3-0-3

**Credit Hours:** 3

Focuses on the needs, operations and administration of corporate and Homeland Security. The course stresses not only the past and current developments of security in the United States, but also the general functions of security operations, including asset protection, access control, investigations and management of emergency situations. The functions of security administration are also studied, including management, training and human resource management. The issues of Homeland Security will be emphasized in light of the 2001 terrorist attacks on the World Trade Center and the Pentagon, which have dramatically altered the focus of security operations.

**Prerequisite:**

JUS 101

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## JUS 121 - Legal Issues in Justice and Human Services

3-0-3

**Credit Hours:** 3

The purpose of the course is to familiarize students with the full range of legal issues emanating from the interaction of justice with human services. These issues may include mental health laws, commitment procedures, correctional law, and rights and liabilities of justice professionals and clients.

**Offered Online:** Yes

**Prerequisite:**

JUS 101

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## JUS 122 - Race and Justice

3-0-3

**Credit Hours:** 3

This course will explore the intersectionality of race, ethnicity, crime and the functioning of the criminal justice system, more specifically law enforcement and the courts. Students will examine the impact of race and ethnicity on the type of criminal activities and the response or reaction particularly of law enforcement as a representative of our society. Students will analyze other factors (such as social status, circumstances, and resources) and how they intersect with the system. Students will review the research that exists dealing with the topic of race, ethnicity, and crime to analyze integral parts of the social construction of "criminality."

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## JUS 131 - Technology in Criminal Justice

3-0-3

Credit Hours: 3

This course introduces students to the use of technology in the criminal justice field. The course will provide students with hands-on, practical experience using software programs developed for criminal justice. The course will also address legal and ethical considerations in the use of technology. Prerequisites: JUS 101, which may be taken concurrently.

**Offered Online:** Yes

**General Education Fulfillment:** Technological Competency

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### JUS 151 - Police Operations

3-0-3

Credit Hours: 3

The study of line activities of criminal justice agencies. Topics studied include patrol functions, crime prevention, traffic, criminal investigations and specialized units such as juvenile and vice.

**Prerequisite:**

JUS 101

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### JUS 171 - Juvenile Justice

3-0-3

Credit Hours: 3

Problems of delinquency, interdisciplinary communication and diversion of selected juvenile offenders from the formal justice system. Each component of the system-police, courts, probation and community corrections-is analyzed and recommendations for improvement are considered. The community and the schools and their role in delinquency prevention.

**Offered Online:** Yes

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### JUS 181 - Community Relations

3-0-3

Credit Hours: 3

The numerous and complex factors in human relations and their effects on the justice system. Prejudice and discrimination and their effects and implications for police, courts and corrections in a changing and interactive society. History and development of civil rights and liberties.

**Prerequisite:**

JUS 101

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### JUS 191 - Victimology and Trauma

3-0-3

Credit Hours: 3

This course focuses on the criminal justice system from the perspective of the victim. It helps students develop an understanding of what victims may encounter while navigating the criminal justice system. The crimes studied include domestic violence, stalking, terrorism, gang-related violence, and murder. Additional topics include the dynamics of victimization; reporting methods and underreported crimes; theories of victimization (historic and current); indicators and prevention of victimization; social media and fear of crime; victims' rights; and community resources available to crime victims.

**Offered Online:** Yes

**Prerequisite:**

JUS 101, which may be taken concurrently.

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### JUS 201 - Introduction to Terrorism

3-0-3

Credit Hours: 3

This course considers the history of terrorism, the evolution of the definition of terrorism and the nature of both international and domestic terrorist groups, including the effect of modern technology on the activities of such groups.

**Offered Online:** Yes

**Prerequisite:**

JUS 101

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## JUS 221 - Criminal Investigation

3-0-3

Credit Hours: 3

The principles and methods of investigating criminal offenses will be discussed, to include: history, theories and problems of criminal investigations; crime scene searches; collection, preservation and the recording of physical evidence; impartial gathering of information; interview and interrogation methods; identification of modus operandi and sources of information; scientific and technological aids to investigating; and the development and handling of confidential informants.

**Offered Online:** Yes

**Prerequisite:**

JUS 101

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## JUS 235 - American Correctional Institutions

3-0-3

Credit Hours: 3

The focus of the course is on the institutionally-based aspect of the correctional system. The historical responses to crime and delinquency, theories underlying those responses, the impact of imprisonment, and measures used to evaluate the effectiveness of incarceration are highlighted. The degree to which the variables of sex, race and social class influence correctional policy is also addressed.

**Offered Online:** Yes

**Prerequisite:**

JUS 101

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## JUS 237 - Community-Based Corrections

3-0-3

Credit Hours: 3

The focus of the course is on the community-based aspect of the correctional system. Strategies of supervision used in probation and parole, theories underlying these strategies and evaluative methods of assessing the impact of these strategies are highlighted. Particular emphasis will be given to the role of the helping relationship in the probation/parole agency setting.

**Offered Online:** Yes

**Prerequisite:**

JUS 101

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## JUS 241 - Criminal Law

3-0-3

Credit Hours: 3

Local, state and federal laws; their development, application and enforcement.

**Offered Online:** Yes

**Prerequisite:**  
JUS 101 or PLS 101

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### JUS 251 - Comparative Police Systems

3-0-3

**Credit Hours:** 3

Police systems throughout the world; attention to the applications of particular techniques to American systems of criminal justice.

**Offered Online:** Yes

**Prerequisite:**  
JUS 101

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### JUS 261 - Criminal Evidence and Procedure

3-0-3

**Credit Hours:** 3

Criminal evidence for police; types of evidence; criminal procedure and various courts; arrest, search and seizure; collection of evidence; discretion and related topics.

**Offered Online:** Yes

**Prerequisite:**  
JUS 101

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### JUS 281 - Organized Crime

3-0-3

**Credit Hours:** 3

A foundation course in systematic criminality which examines those criminal organizations whose method of operation includes fear, violence and corruption to achieve strategic and tactical goals. The course investigates these highly-structured, perpetual organizations as well as law enforcement responses to them.

**Offered Online:** Yes

**Prerequisite:**  
JUS 101 or permission of the department head.

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### JUS 291 - Contemporary Ethical Issues in Justice

3-0-3

**Credit Hours:** 3

In this course students examine the role of ethical principles and behavior that permeate every aspect of the criminal justice system and apply these ethical concepts to contemporary and emerging issues in criminal justice. The specific topics discussed within each area will vary based, in part, on current trends and official court rulings in our judicial system.

**Offered Online:** Yes

**Prerequisite:**  
JUS 241

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### JUS 298 - Criminal Justice Internship

2-0-10-3

**Credit Hours:** 3

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This course provides students with practical experience in which they apply the knowledge learned throughout the Criminal Justice program in a work environment for a minimum of 100 hours during the semester. In weekly seminars and individual meetings with the course instructor, students explore career options, develop confidence as professionals and acquire career development skills.

**Prerequisite:**

JUS 241 and permission of the Department Head.

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# Culinary Arts Courses

## CULA 151 - Elementary Baking and Pastry

2-4-4

Credit Hours: 4

This course introduces students to proper techniques and principles of baking and pastry making, proper kitchen sanitation and safety standards, basic pastry preparation and equipment handling as practiced in the food service industry. Special significance is placed on the study of ingredient functions, product identification, and weight measures as applied to baking and pastry. Students will prepare a variety of baked and pastry goods including breads, pastries, and decorated cakes.

(Approximate cost for uniform and supplies: \$500)

Additional course fee: \$85

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## CULA 161 - Food Service Safety & Sanitation

2-0-2

Credit Hours: 2

This course is recommended for all foodservice managers, supervisors and other personnel in restaurants, hospitals, nursing homes, child care facilities, school cafeterias and other food-handling establishments. This course prepares students for the ServSafe™ certification exam.

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## CULA 170 - Elementary Food Preparation, Principles, and Practices

2-4-4

Credit Hours: 4

This course teaches fundamentals of commercial food preparation with current methods and principles of food production practiced in the food service industry. The course introduces students to the techniques and principles of fundamental cooking methods, proper kitchen sanitation and safety standards, basic food preparation and knife handling. Students learn how to use commercial kitchen equipment and maintain restaurant industry sanitation and safety principles. Students will also learn how to handle and serve food safely.

(Approximate cost for uniform and supplies: \$500)

Additional course fee: \$85

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## CULA 171 - Quantity Food Preparation

2-4-4

Credit Hours: 4

This course introduces students to advanced techniques and quantity cooking methods, emphasizing plate presentation and timing as well as safety in handling proteins in advanced food preparations. Students continue to learn how to use new commercial kitchen equipment and to maintain restaurant industry sanitation and safety principles.

Additional course fee: \$85

**Prerequisite:**  
CULA 170

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## CULA 210 - American Cuisine

2-4-4

Credit Hours: 4

American regional cuisines, including specialties, characteristics and ingredients are introduced. Preparation and presentation procedures for the production of regional dishes will be applied. This will be done through classroom instruction, demonstration and student laboratory practices.

Additional course fee: \$85

**Prerequisite:**

CULA 151, and CULA 171

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## CULA 211 - International Cuisine

2-4-4

**Credit Hours:** 4

Students will examine the role food plays in religion, culture, connection, region, and country. Students will prepare and present foods from international regions, including Latin America, Europe, Africa, the Middle East, and Asia. Kitchen safety, knife skills, and sanitation will also be introduced.

Additional course fee: \$85

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

CULA 151 and CULA 171

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## CULA 220 - Culinary Arts Work Experience I

2-4-4

**Credit Hours:** 4

This course is the first of two work experience courses in the Culinary Arts degree program. Students will work in a supervised environment to create and serve meals to meet customers' needs. Students are expected to apply principles, techniques, and safety practices taught in the Culinary Arts curriculum.

Additional course fee: \$85

**Prerequisite:**

CULA 171

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## CULA 240 - Modern Foods & Techniques

2-4-4

**Credit Hours:** 4

In this course, students have the opportunity to prepare food using scientific, alternative, and modern approaches, with an emphasis on ways to cook efficiently, maximize nutrition, and meet customers' ever-changing dietary preferences. The course material includes topics such as food selection, food evaluation and food composition.

Additional course fee: \$85

**Prerequisite:**

CULA 210 & CULA 211 and ENGL 101

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## CULA 270 - Advanced Food Production and Finishing

2-4-4

**Credit Hours:** 4

A professional approach to providing food service for various occasions. Included are: client solicitation; presentation; menu planning and pricing of various types of table services and settings and packaging of the total occasion for the client.

Additional course fee: \$85

**Prerequisite:**

CULA 210 and CULA 211

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## CULA 271 - Food & Beverage Revenue Management

3-0-3

**Credit Hours:** 3

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This course focuses on analyzing and controlling expenses related to food, beverage, labor, and marketing. Students will explore common control methods and techniques using data to make necessary decisions in food service operations. Students will examine the role marketing plays in revenue management and utilize current marketing strategies to increase revenue.

**Prerequisite:**

CULA 210 and CULA 211.

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## CULA 288 - Culinary Arts Work Experience II

1-15-3

**Credit Hours:** 3

This course provides work experience related to students' career interests in a supervised environment. Students are expected to recognize the relationship between principles taught in the Culinary Arts curriculum and practices in the workplace. Employer evaluation and students' reports are required and provide the basis for evaluation of student performance. Offered only in the 14-week extended summer session.

**Prerequisite:**

CULA 220 and ENGL 101

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# Dental Hygiene Courses

## DH 115 - Oral, Head and Neck Anatomy

3-0-0-3

Credit Hours: 3

Introduction to head and neck anatomy; dental nomenclature; primary and permanent tooth development, anatomy, function, terminology and occlusion will be included.

**Prerequisite:**

ENGL 101 and CIS 103

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## DH 121 - Oral Histology and Embryology

2-0-0-2

Credit Hours: 2

Study of the embryologic development of orofacial organs and structure and the microscopic examination of tissue structures through the development and organization of these organs.

**Prerequisite:**

DH 115, DH 135, DH 150, DH 191 and BIOL 109.

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## DH 135 - Dental Radiology

2-3-0-3

Credit Hours: 3

Theoretical information will be presented to enable the students to competently expose dental radiographs first on a mannequin, then on patients in the dental clinic and in private practice. Discussions will include the health, safety and welfare of both the operator and the patient.

Additional course fee: \$105

**Prerequisite:**

ENGL 101 and CIS 103

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## DH 150 - Dental Auxiliary Practices

3-3-0-4

Credit Hours: 4

This lecture and preclinical course will include principles and utilization of chair-side dental assisting, dental laboratory skills, dental materials and dental specialties. This foundation and theory will provide a foundation which will increase students' proficiency level for the treatment of the dental patient.

Additional course fee: \$105

**Prerequisite:**

ENGL 101 and CIS 103

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## DH 165 - Nutrition and Biochemistry in Dentistry

4-0-4

Credit Hours: 4

Introduction to the principles of human nutrition including energy metabolism with emphasis on carbohydrates, lipids, proteins and their action in the body particularly as related to oral health. Also included are the role of vitamins and minerals and the application of the relationship of food sources to oral health. In addition, students are introduced to the analysis

of diets for patient evaluation and education.

**Prerequisite:**

DH 115, DH 135, DH 150, DH 191 and BIOL 109.

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## DH 191 - Clinical Dental Hygiene I

2-0-6-3

**Credit Hours:** 3

Discussion will include basic principles, terminology, charting and practice of dental hygiene, disease prevention and dental health education. Students will develop manual skills necessary for instrumentations while performing preventive and therapeutic services. Legal, ethical and management aspects of total patient care will be discussed. Theory is used to support those procedures during clinical experiences.

Additional course fee: \$175

**Prerequisite:**

ENGL 101 CIS 103 and CPR certification.

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## DH 192 - Clinical Dental Hygiene II

2-0-6-3

**Credit Hours:** 3

This course is a continuation of DH 191. The focus is on preparing students to perform traditional dental hygiene clinical techniques. They learn about instrumentation (sharpening, designs and uses of dental hygiene instruments) and tooth examination through radiographs and digital intraoral photography. Students also learn about tooth treatments, including deposit and stain removal, selective coronal polishing, and fluoride applications. They prepare and use study models, learn about the care of removable dental prosthesis, and develop treatment plans in preparation for the clinical work in DH 293. Students are provided with the opportunity to practice learned clinical skills on peers.

Additional course fee: \$175

**Prerequisite:**

DH 115, DH 135, DH 150, DH 191 and BIOL 109.

**Co-requisites:**

ENGL 102 (ENGL 102 may be taken concurrently with DH 192)

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## DH 210 - Local Anesthesia

2-3-0-3

**Credit Hours:** 3

During this course, the dental hygiene student will be introduced to oro-facial anatomy, physiology and pathology, to the local anesthesia armamentarium and to anesthesia treatment and application. Additionally, the student will participate in hands-on application of oro-facial anesthesia administration in pre-clinic lab and clinical component settings.

Additional course fee: \$105

**Prerequisite:**

DH 121, DH 165, DH 192 and BIOL 110

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## DH 241 - Oral Pathology

2-0-0-2

**Credit Hours:** 2

Acquaints the dental hygiene student with oral anomalies manifested by development, metabolic disturbances and disease. Emphasis will be directed toward the recognition of these pathological conditions from direct observations of patients, radiographs and slides of pertinent structures.

**Prerequisite:**

ENGL 102, BIOL 110, DH 165, DH 192, and DH 121

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## DH 245 - Dental Pharmacology and Pain Management

2-0-0-2

**Credit Hours:** 2

Familiarizes the dental hygienist with the medications that patients may be taking and drugs that may be administered in the dental practice. It also will provide insight into the mechanism of drug action and interaction in the body. Anesthetics will be reviewed with a discussion of pain management techniques. The classification of different types of medications with examples and their uses will be discussed.

**Prerequisite:**

ENGL 102, BIOL 110, DH 165, DH 192, and DH 121

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## DH 247 - Periodontics

4-0-0-4

**Credit Hours:** 4

Encompasses the study of clinical and histological characteristics of normal, pathological and etiological factors of periodontal disease. Emphasis is placed on correlating basic sciences with clinical aspects of periodontics. Wound healing, various modes of periodontal therapy including surgical techniques and preventive maintenance will be addressed.

**Prerequisite:**

ENGL 102, BIOL 110, DH 121, DH 192, and DH 165

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## DH 271 - Community Dentistry

3-0-1-3

**Credit Hours:** 3

Principles of public health in relation to dental hygienist roles in providing health care to the community is addressed. Field assignments and/or community service in approved settings permit student participation in community health care planning and familiarization with patterns of comprehensive health care services and the appropriate dental team roles.

**Prerequisite:**

DH 241, DH 245, DH 247, DH 293, and BIOL 241

**Co-requisites:**

ENGL 115

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## DH 293 - Clinical Dental Hygiene III

4-0-12-6

**Credit Hours:** 6

Continuation of DH 192, with emphasis on additional clinical techniques and patients with "special needs," along with examination of a variety of medical emergencies that may occur in the dental practice.

Additional course fee: \$345

**Prerequisite:**

BIOL 110, ENGL 102, DH 165, DH 121, and DH 192

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## DH 294 - Clinical Dental Hygiene IV

3-1-18-6

**Credit Hours:** 6

Continuation of DH 293. Laboratory and/or clinical practice of more advanced aspects of the delivery of dental hygiene care.

Additional course fee: \$345

**Prerequisite:**

DH 241, DH 245, DH 247, DH 293, and BIOL 241

**Co-requisites:**

ENGL 115

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DH 295 - Clinical Dental Hygiene V

1-0-8-2

**Credit Hours: 2**

Course work designed to prepare the Dental Hygiene student for the working world. Resume writing and job interview techniques will be taught. Career directions and the future of dental hygiene will be addressed. Clinical expertise will be refined in this course. Time management, in conjunction with total patient care, will be emphasized.

Additional course fee: \$345

**Prerequisite:**

DH 271, DH 294, and ENGL 115

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# Diagnostic Medical Imaging Courses

## DMI 101 - Introduction to Diagnostic Medical Imaging

2-0-2

Credit Hours: 2

Overall view of diagnostic medical imaging, describing its relationship to radiology and its part in medicine. Communication skills, professional conduct of the radiographer, medico-legal issues and ethical standards are covered as well as infectious diseases, infection control, standard precautions and safety. The basic concepts of radiographic equipment, patient positioning, image production and radiation protection are presented and discussed.

Additional course fee: \$105

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## DMI 105 - Image Production and Evaluation I

4-0-0-4

Credit Hours: 4

This course presents the principles of radiographic exposure, dealing with specific factors that control and affect receptor exposure and radiographic image contrast. Image acquisition of computed radiography (CR) as well as indirect and direct digital radiography (DR) will be presented. Radiographic image processing and post-processing for these methods of image production are also discussed.

**Prerequisite:**

FNMT 118 with a grade of "C" or better, or placement in MATH 161 and DMI 101 with a grade of "C" or better.

**Co-requisites:**

DMI 119, DMI 131, and DMI 181

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## DMI 106 - Image Production and Evaluation II

2-0-0-2

Credit Hours: 2

This course presents the image quality factors of spatial resolution and distortion. Patient anatomical and pathological factors affecting image production. Pharmacology, classifications, use and precautions in the administration of radiographic contrast media. Quality assurance of radiographic equipment and evaluation of results. Synthesis and application of image quality factors to exposure problems.

**Prerequisite:**

DMI 105 with a grade of "C" or better

**Co-requisites:**

DMI 120, DMI 132, and DMI 182

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## DMI 119 - Radiation Safety I

2-0-0-2

Credit Hours: 2

DMI 119 is the first of three sequential courses covering radiation safety topics. Students will be introduced to radiation biology and protection terminology as well as the x-ray equipment circuitry. Introductory radiation physics, radiobiology and equipment operation topics will provide students with the fundamental concepts necessary to practice radiation safety principles.

**Co-requisites:**

DMI 105, DMI 131, DMI 181 and DMI 196

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## DMI 120 - Radiation Safety II

2-0-0-2

Credit Hours: 2

DMI 120 is the second of three sequential courses covering radiation safety topics. Students will continue their study of x-ray machine circuitry by further exploring components, functions, rectification and generators. This course also includes a detailed study of radiographic equipment, diagnostic x-ray tubes, x-ray production and photon interactions with matter.

**Co-requisites:**

DMI 106, DMI 132, DMI 182 and DMI 197

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## DMI 131 - Patient Care and Procedures I

3-3-0-4

Credit Hours: 4

DMI 131 is the first of three sequential courses covering patient care and procedures topics. Students will be introduced to radiographic terminology and positioning techniques of the chest, abdomen, upper extremity and lower extremity. The course covers application of image production factors and radiation protection standards. Students learn patient care skills in monitoring vital signs, care of medical equipment, body mechanics, patient transfer, infection control and precautionary techniques with respect to the radiology patient. The course also includes Clinical Objective Evaluation (COE) of respective patient care activities and radiographic procedures.

Additional course fee: \$180

**Prerequisite:**

ENGL 101 with a grade of "C" or better

**Co-requisites:**

DMI 105, DMI 119, DMI 181, and DMI 196.

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## DMI 132 - Patient Care and Procedures II

3-3-0-4

Credit Hours: 4

This course is a continuation of DMI 131 and includes radiographic terminology and positioning techniques of the humerus, shoulder girdle, femur, pelvic girdle and spine. Students will continue to learn positioning skills in order to radiograph the skeletal anatomy and physiologic systems of the human body. This includes an introduction to fluoroscopic procedures. In laboratory sessions, students will apply materials presented in lecture and practice the skills necessary for Clinical Objective Evaluations (COE). Patient care topics will include surgical asepsis, venipuncture, pharmacology, medical emergencies, and culturally diverse communication skills.

Additional course fee: \$180

**Prerequisite:**

BIOL 109 with a grade of "C" or better

**Co-requisites:**

DMI 106, DMI 120, DMI 182 and DMI 197 all with a grade of "C" or better.

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## DMI 181 - Radiographic Osteology and Pathology I

2-0-0-2

Credit Hours: 2

This course provides a detailed study of the bone structure of the upper and lower extremities, shoulder girdle, pelvic girdle and bony thorax. Students will be introduced to radiographic pathology topics, including pathological conditions of the respiratory, circulatory, gastrointestinal and hepatobiliary systems. Students will also present case studies of pathological conditions from radiographic clinical procedures.

**Co-requisites:**

DMI 105, DMI 119, DMI 131 and DMI 196

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## DMI 182 - Radiographic Osteology and Pathology II

2-0-0-2

Credit Hours: 2

This course is a continuation of DMI 181 and provides a detailed study of the bone structure of the vertebral column and skull. Students will continue their study of pathology topics, including pathological conditions of the skeletal, urinary, reproductive, endocrine and nervous systems. Students will also present case studies of pathological conditions from radiographic clinical procedures.

**Co-requisites:**

DMI 106, DMI 120, DMI 132 and DMI 197

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## DMI 196 - Clinical Education I

0-0-14-1

Credit Hours: 1

During Clinical Education I, students are introduced to the radiology department and hospital environment. Students begin the course by observing department routines and procedures. After classroom and laboratory instruction, students move into a more active role, assisting and performing patient care activities and imaging procedures under appropriate supervision. Students will report to clinical on Tuesday and Thursday for 14 weeks. Clinical rotations include general inpatient, general outpatient, emergency room/trauma radiography, fluoroscopy, orthopedic radiography, and portable radiography. Each rotation will be two to three weeks (4-6 days) in length.

Additional course fee: \$345

**Co-requisites:**

DMI 105, DMI 119, DMI 131, and DMI 181.

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## DMI 197 - Clinical Education II

0-0-14-1

Credit Hours: 1

During Clinical Education II, students become more familiar with the radiology department and hospital environment. Students continue to observe department routines and procedures relevant to classroom and laboratory activities. After classroom and laboratory instruction, students move into a more active role, assisting and performing patient care activities and imaging procedures under appropriate supervision. Students will report to clinical on Tuesday and Thursday for 14 weeks. Clinical rotations include general inpatient, general outpatient, emergency room/trauma radiography, fluoroscopy, orthopedic radiography, portable radiography, and surgical radiography. Each rotation will be two to three weeks (4-6 days) in length.

Additional course fee: \$345

**Co-requisites:**

DMI 106, DMI 120, DMI 132, and DMI 182

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## DMI 198 - Clinical Education III

0-0-28-1

Credit Hours: 1

During Clinical Education III, students will gain a more confident persona when performing patient care activities and imaging procedures learned in previous semesters. Students will report to clinical Monday through Thursday for 7 weeks. Clinical rotations include general inpatient, general outpatient, emergency room/trauma radiography, fluoroscopy, orthopedic radiography, portable radiography and surgical radiography. Each rotation will be one to two weeks in length (4-8 days). Additionally, students will begin introductory rotations through the advanced imaging modalities of CT, DEXA, IR, Mammography, MRI, Nuclear Medicine, Radiation Therapy, and Ultrasound. Each intro rotation will be one-week in length, and students will spend no more than two out of the seven weeks in advanced modalities.

Additional course fee: \$345

**Prerequisite:**

DMI 106, DMI 120, DMI 132, DMI 182 and DMI 197 all with a grade of "C" or better.

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## DMI 199 - Clinical Education IV

0-0-28-1

Credit Hours: 1

During Clinical Education IV, students are considered level II and will begin working more independently under appropriate supervision when performing studies in which they have been deemed competent. Students will continue to refine skills in patient care activities and imaging procedures. Students will report to clinical Monday through Thursday for 7 weeks. Clinical rotations include general inpatient, general outpatient, emergency room/trauma radiography, fluoroscopy, orthopedic radiography, portable radiography and surgical radiography. Each rotation will be one to two weeks in length (4-8 days). Additionally, students will continue introductory rotations through the advanced imaging modalities of CT, DEXA, IR, Mammography, MRI, Nuclear Medicine, Radiation Therapy, and Ultrasound. Each intro rotation will be one-week in length, and students will spend no more than two out of the seven weeks in advanced modalities.

**Prerequisite:**

DMI 198 with a grade of "C" or better.

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## DMI 221 - Advanced Imaging I

4-0-0-4

Credit Hours: 4

During Advanced Imaging I, students will broaden their knowledge base of radiographic equipment operation with the inclusion of fluoroscopic and mobile systems. As a continuation of the fluoroscopic studies covered in DMI 132, students will learn endoscopic retrograde cholangiopancreatography, myelography, arthrography and hysterosalpingography. This course also includes the advanced modalities of bone densitometry, computed tomography, magnetic resonance imaging, mammography and nuclear medicine with an introduction to cross-sectional anatomy.

**Prerequisite:**

CIS 103, DMI 199, both with a grade of "C" or better

**Co-requisites:**

DMI 231, DMI 261, and DMI 297

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## DMI 222 - Advanced Imaging II

2-0-0-2

Credit Hours: 2

This course is a continuation of DMI 221 and includes the advanced modalities of cardiac-interventional, vascular-interventional, medical dosimetry, radiation therapy and sonography. Students will review the major blood vessels of the body. Pulmonary, systemic and lymphatic circulation will also be reviewed and discussed.

**Prerequisite:**

DMI 221, DMI 231, DMI 261 and DMI 297, all with a grade of "C" or better

**Co-requisites:**

DMI 232 and DMI 298

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## DMI 231 - Patient Care & Procedures III

2-2-0-3

Credit Hours: 5

This course is a continuation of DMI 132 and includes radiographic terminology and positioning techniques of the bony thorax, paranasal sinuses, skull, and facial bones. Students will continue to learn patient care and positioning skills required to produce diagnostic radiographic images. This course also includes the topics of pediatric and trauma radiography. In laboratory sessions, students will apply materials presented in lecture and practice the skills necessary for Clinical Objective Evaluations (COE).

Additional course fee: \$345

**Prerequisite:**

BIOL 110, ENGL 102, all with a grade of "C" or better

**Co-requisites:**

DMI 221, DMI 261, and DMI 297

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## DMI 232 - Registry Review and Career Planning

2-3-0-3

**Credit Hours:** 3

This course consists of professional skills development sessions that focus on ARRT radiography examination preparation and career planning through various classroom and laboratory activities. Certification and registration requirements, advanced career opportunities, professional credentialing, continuing education, and employment considerations will be reviewed and discussed. Students will also prepare for entry-level employment in medical imaging with resume writing and interviewing skills activities.

Additional course fee: \$345

**Co-requisites:**

DMI 222 and DMI 298

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## DMI 261 - Radiation Safety III

2-0-0-2

**Credit Hours:** 2

This course is a continuation of DMI 120 and includes final topics in radiation protection and biology. Students will continue their study of photon interactions with matter by exploring radiation energy transfer, radiation effects on the human body, as well as radiosensitivity and response. This course also includes a detailed study of radiation monitoring, dose limits, equipment design for radiation protection, management of patient dose and management personnel dose.

**Co-requisites:**

DMI 221, DMI 231 and DMI 297

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## DMI 297: Clinical Education V

0-0-21-2

**Credit Hours:** 2

During Clinical Education V, students will continue to work on the completion of clinical competency requirements. Students usually require indirect supervision when performing general diagnostic procedures and patient care activities completed in previous semesters. Students will report to clinical on Monday, Wednesday and Friday for 14 weeks. Clinical rotations include general inpatient, general outpatient, emergency room/trauma radiography, fluoroscopy, orthopedic radiography, portable radiography and surgical radiography. Each rotation will be one to two weeks (3-6 days) in length. Introductory rotations through the advanced imaging modalities of CT, DEXA, IR, Mammography, MRI, Nuclear Medicine, Radiation Therapy and Ultrasound will conclude this semester. Each intro rotation will be one week in length, and students will spend no more than four out of the fourteen weeks in advanced modalities.

Additional course fee: \$345

**Co-requisites:**

DMI 221, DMI 231, and DMI 261

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## DMI 298 - Clinical Education VI

0-0-21-2

**Credit Hours:** 2

During Clinical Education VI, students will continue to work on the completion of clinical competency requirements. Students usually require indirect supervision when performing general diagnostic procedures and patient care activities completed in previous semesters. Students will report to clinical on Monday, Wednesday and Friday for 14 weeks. Clinical rotations include general inpatient, general outpatient, emergency room/trauma radiography, fluoroscopy, orthopedic radiography, portable radiography and surgical radiography. Each rotation will be one to two weeks (3-6 days) in length. Students will also complete a three-week pediatric rotation. Elective rotations through the advanced imaging modalities of Cardiac Cath, CT, DEXA, IR, Mammography, MRI, Nuclear Medicine, Radiation Therapy and Ultrasound will begin this semester. Each elective rotation will be two weeks in length.

Additional course fee: \$345

**Co-requisites:**

DMI 222 and DMI 232

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## DMI 299 - Clinical Education VII

0-0-28-1

**Credit Hours: 1**

Clinical Education VII is the final clinical component of the program. Students demonstrate continued competency and increased proficiency. The majority of procedures are performed under indirect supervision as students refine their entry-level skills. Students will report to clinical Monday through Thursday for 7 weeks. Clinical rotations include general inpatient, general outpatient, emergency room/trauma radiography, fluoroscopy, orthopedic radiography, portable radiography, and surgical radiography. Each rotation will be one to two weeks in length (4-8 days). Elective rotations through the advanced imaging modalities of Cardiac Cath, CT, DEXA, IR, Mammography, MRI, Nuclear Medicine, Radiation Therapy, and Ultrasound will conclude this semester. Each elective rotation will be two weeks in length. Completion of all ARRT requirements, exit evaluations, and terminal competencies will take place this semester.

Additional course fee: \$175

**Prerequisite:**

DMI 222, DMI 232 and DMI 298 all with a grade of "C" or better

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# Digital Forensics Courses

## DF 101 - Introduction to Digital Forensics

3-0-3

Credit Hours: 3

This course examines the use of computers in the commission of crimes and civil wrongs, the elements of computer crimes and civil wrongs, and the detection, collection, analysis and production of digital evidence. Students will use computer and digital media resources to explore basic digital forensic investigation techniques.

**Offered Online:** Yes

**Prerequisite:**  
JUS 101 or PLS 101

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## DF 201 - Digital Forensics II

3-0-3

Credit Hours: 3

In this course students examine the techniques used to gather evidence from digital media in a court-acceptable manner and then analyze that evidence using advanced tools and techniques. Students will use computer resources to conduct analyses on actual digital media and attempt to recover evidence that can be used in a classroom "investigation" exercise.

**Prerequisite:**  
DF 101

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## DF 203 - Networking and Forensics

3-0-3

Credit Hours: 3

Students will focus on the tools and skills involved in recovering information and/or evidence from computers, networks and network components in a forensically sound manner. Students will learn how network artifacts can serve as repositories for important data including evidence of crimes and other wrongful acts. They will also become skilled in the best practices for acquiring this data.

**Prerequisite:**  
DF 101 and CIS 150

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## DF 220 - Intrusion Response

3-0-3

Credit Hours: 3

In this course, students learn the complexities, technical details, and skills involved in investigating instances in which network and computer defenses have been compromised due to intrusions. Because of the sheer scope of a network, this course will require students to expand their technical and analytical skills. They will examine the planning of intrusions, methods employed in the surveillance of networks, and techniques intruders employ to penetrate and damage them. These concepts will be put into the context of investigating crimes that occur where computer networks are the "victim."

**Prerequisite:**  
DF 101 and CIS 150

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## DF 250 - Digital Forensics Case and Laboratory Management

3-0-3

Credit Hours: 3

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This course focuses on the processes involved in digital forensics case work and is designed to prepare students to develop and sustain a career in the field. The course will cover creation of the laboratory, development of effective operating procedures, quality management, and expert report development in the analysis of digital media.

**Prerequisite:**  
DF 201

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# Digital Video Production Courses

## DVP 120 - Camera and Lighting Techniques for Digital Video Production

2-4-4

Credit Hours: 4

This course provides study of video camera operation and lighting techniques as they relate to digital video production. Students will review the basics of video production theory and practice, compare digital and analog technologies, use advanced devices and techniques for controlling the video camera, learn advanced concepts of the moving camera, and practice types and varieties of shots used in professional production. They will also study camera mechanisms and electronics pertaining to professional cameras and accessories and gain practical experience using different professional grade cameras to videotape interviews, location "B-roll" footage, groups and theatrical productions. This course also covers the advanced techniques of lighting and provides practical experience with a variety of advanced lighting techniques, including on-camera, key with fill, and three point lighting as well as available light control.

Additional course fee: \$85

**Prerequisite:**

PHOT 104 with a B or better.

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## DVP 130 - Audio Techniques for Digital Video Production

2-4-4

Credit Hours: 4

This course includes in-depth exploration of audio theory, comparison between digital and analog technologies, advanced theory regarding analog and digital recording devices and microphone design and operation, techniques for acquiring professional quality audio for digital video productions, duties of the audio crew member, and practical experience acquiring audio for productions such as interviews, large groups, voice over narrations and theatrical productions. It concludes with the compilation of a digital portfolio of audio acquisition examples.

Additional course fee: \$85

**Prerequisite:**

PHOT 104 with a B or better.

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## DVP 140 - Video Editing Techniques for Digital Video Production

2-4-4

Credit Hours: 4

This course covers editing techniques as they relate to digital video production. It includes a foundation in the basics of video editing theory, the history and development of editing techniques, similarities and differences between editing for motion pictures and editing for video, comparison between the digital and analog technologies, fundamentals of analog (linear) and digital (non-linear) editing techniques, overview of non-linear editing software, and basic techniques needed to complete the editing of a video production (preparation, assembly, transitions and effects, and outputs), and practical experience editing productions such as interviews, large groups, voice over narrations and theatrical productions. This course concludes with the compilation of the demo reel of basic editing examples.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

PHOT 104 with a grade of "B" or better.

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## DVP 150 - Producing and Directing Techniques for Digital Video Production

2-4-4

Credit Hours: 4

This is a course in the fundamentals of producing and directing techniques used in digital video production. It includes an overview of the field from the early days of silent films to today's complex productions. Using state of the art technology students have an opportunity to learn and practice the professional skills and techniques needed to produce and direct interviews and electronic news gathering (ENG) sequences, as well as theatrical productions. The course concludes with the compilation of a demo reel.

Additional course fee: \$85

**Prerequisite:**

PHOT 104 with a grade of "B" or better.

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## DVP 210 - Advanced Techniques for Digital Video Production

0-6-4

**Credit Hours:** 4

This is a course in advanced digital video production focusing on the skills needed to complete professional digital video productions pertaining to location and studio programs. The students will produce material including short documentaries, interviews, news events, and studio productions such as news and variety shows and music videos. In this course students will rotate through the roles of a production team while producing projects some of which may be broadcast on CCPTV.

Additional course fee: \$135

**Prerequisite:**

DVP 120, DVP 130, DVP 140, and DVP 150

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## DVP 220 - Advanced Studio Techniques for Digital Video Production

0-6-4

**Credit Hours:** 4

This is a course in advanced studio techniques for digital video production focusing on the skills needed to complete professional digital video productions pertaining to studio programs. The students will produce material live and live to tape in a television studio, including news magazine broadcasts, talk show interviews, variety shows, and music videos. In this course, students will rotate through the roles of a production team in a television studio setting while producing projects, some of which may be broadcast on CCPTV.

Additional course fee: \$135

**Prerequisite:**

DVP 120, DVP 130, DVP 140, and DVP 150

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## DVP 240 - Advanced Editing Techniques for Digital Video Production

2-4-4

**Credit Hours:** 4

This course builds on the skills and knowledge acquired in DVP 140, while introducing advanced editing techniques including compositing footage, color balancing, chroma-keying, advanced effects, and sound mixing and manipulation. Students will also be introduced to animation techniques, title sequence animation, video compression, and DVD authoring. This course concludes with the compilation of a reel that demonstrates mastery of advanced editing techniques.

Additional course fee: \$85

**Prerequisite:**

DVP 140

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# Earth Science Courses

## EASC 111 - Environmental Conservation

3-0-3

**Credit Hours:** 3

This course examines global and local environmental issues using an interdisciplinary approach, including scientific, political, social, economic and ethical perspectives. Students consider humans' role within the natural environment while studying topics including the scientific method, ecological systems, energy, population, pollution, climate change, sustainability, and environmental equity and justice. The course requires reading, and critically analyzing primary texts, including scientific articles and academic writing. Students will hypothesize and draw conclusions to current environmental problems.

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

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## EASC 111H - Environmental Conservation (Honors)

3-0-3

**Credit Hours:** 3

This course examines global and local environmental issues using an interdisciplinary approach, including scientific, political, social, economic and ethical perspectives. Students consider humans' role within the natural environment while studying topics including ecological systems, energy, population, pollution, climate change, sustainability, and environmental equity and justice. The course requires reading and analyzing primary texts, including scientific articles, academic writing and participation in seminars, service opportunities and one or more field trips.

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

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# Economics Courses

## ECON 112 - Statistics I

4-0-4

**Credit Hours:** 4

This course is designed to introduce the student to the application of statistical techniques in modern decision making. Emphasis is placed on data collection and analysis, including measures of central tendency and dispersion, probability and probability distributions, sampling, estimation, and hypothesis testing.

**Offered Online:** Yes

**Prerequisite:**

FNMT 118 or MATH 118, or higher than FNMT 118 or MATH 118 on placement test.

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## ECON 114 - Statistics II

3-0-3

**Credit Hours:** 3

Continuation of ECON 112. Topics include: tests of population variance, quality control, time series analysis, analysis of variance, index numbers, and bivariate and multivariate regression and correlation analysis. Emphasis will be placed on the use of Excel in the analysis of data.

**Offered Online:** Yes

**Prerequisite:**

ECON 112 and CIS 103

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## ECON 120 - Introduction to Business Analytics

3-0-3

**Credit Hours:** 3

This course introduces students to the foundational concepts of data analysis necessary to understand, interpret, display, and explain data. Lectures will cover statistical measurements of frequency, mathematical concepts related to data analysis, and ethical issues, all of which students will apply in their individual and group research on data sources and data interpretation. Students learn practical applications of data analysis and visualization.

**Offered Online:** Yes

**General Education Fulfillment:** Technological Competency

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## ECON 181 - Principles of Economics (Macroeconomics)

3-0-3

**Credit Hours:** 3

Macroeconomics is concerned with the performance of the economy as a whole. Students learn the fundamentals of economics, including the basic theories, concepts, terminology, and uses of macroeconomics to make sense of the complex world in which we live. Students learn how to apply macroeconomics in their personal and professional lives using fundamental concepts like supply and demand, Gross Domestic Product (GDP) as well as how fiscal and monetary policies impact the economy.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

FNMT 118 or higher

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## ECON 182 - Principles of Economics (Microeconomics)



Microeconomics deals with the significant aspects of an individual firm. Students learn the basic tools and techniques of microeconomic analysis critical to managing the business of a firm, including managerial decision making and problem solving. Students learn economic principles for analyzing the current conditions of a firm, with an emphasis on how to enhance the economic value of the firm through analysis of supply and demand, production and cost, demand for resources, pricing, and competitive strategies under various market structures.

**Offered Online:** Yes

**Prerequisite:**  
FNMT 118 or higher

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# Education Courses

## ED 105 - Foundations of Early Childhood Education

3-0-3

Credit Hours: 3

This course provides an introduction to the history, theories and philosophies affecting early childhood education in the 21st century. Curriculum models and inclusionary practices infancy through fourth grade are investigated. The importance of social, economic and cultural diversity is explored for its implications on learning and teaching. Current trends and the future of early childhood education are discussed. Ethical and professional responsibilities of educators are addressed.

**Offered Online:** Yes

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## ED 135 - Family and Community Relationships

3-0-3

Credit Hours: 3

Students learn the significance of the family-child-school relationship, the role of parents and other caregivers, and how to work effectively with diverse families and within diverse communities. Particular emphasis will be paid to cultural, ethnic, linguistic and economic diversity; nontraditional families; and families and communities faced with special challenges such as poverty. Involvement of parents and/or other primary caregivers in children's schooling is discussed at length, including various types of informal and formal home-school communications, home visits, home-school meetings and conferences. Students learn how to develop partnerships with families, including those with children who have special developmental needs, and study the legal rights of the child, special housing concerns and social service agency support.

**Offered Online:** Yes

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## ED 151 - Health, Safety and Nutrition of Young Children

3-0-3

Credit Hours: 3

This course provides an overview of information and procedures related to the health, safety and nutrition of young children, birth to fourth grade. Students will learn techniques for maintaining a safe and healthy classroom environment; for providing health, safety, and nutrition education for young children and their families; for working with children with special needs; for advocating for children and families; and for responding to a range of childhood illnesses and emergencies. In addition, students will be provided with information about the ways that specific health or social problems, including HIV/AIDS, homelessness and family violence affect child health and development.

\*\*Note - ED 151 REPLACES ECE 151

**Offered Online:** Yes

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## ED 201 - Foundations of Education for Middle and Secondary Years

3-0-2-3

Credit Hours: 3

Foundations of education in the middle and secondary years are examined from socio-cultural, historical and philosophical perspectives. Current trends and contemporary issues in education are discussed and adolescent development is explored.

**Offered Online:** Yes

**Prerequisite:**

ENGL 101, with a grade of "C" or better, which may be taken concurrently.

**Co-requisites:**

ENGL 101, may be taken concurrently.

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## ED 204 - Curriculum and Instruction: Engaging Young Children in the Learning Process

3-0-1-3

Credit Hours: 3

In this course, students will study and develop strategies for engaging the young child in the learning process. They will recognize effective strategies for developing positive relationships and for promoting active participation in meaningful, relevant experiences that support concept and content development. They will develop instructional strategies to scaffold learning experiences across content areas and identify ways to create positive and stimulating environments that support the learning process. This course will include 10 hours observation/exploration in an early childhood education setting. Eligibility for enrollment in this course is based upon student acquisition of Pennsylvania criminal and child abuse clearances, a health clearance, and a Federal Bureau of Investigation (FBI) check showing eligibility to work with children. Clearances must be less than one year old at the start of the semester when the student is enrolled in this course.

**Prerequisite:**

ED 105 with a grade of "C" or better, ENGL 101, and PSYC 101.

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## ED 214 - Cognition and Learning in the Classroom

3-0-1-3

Credit Hours: 3

This course will explore cognition and learning in children and adolescents. Factors that affect learning such as: motivation, culture, gender, family and community will be studied. Students will also examine current research that is linked to best teaching practices. A 10-hour field experience is embedded in this course. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances, as detailed under the Pennsylvania Child Protective Services Law.

**Prerequisite:**

ENGL 101 and (ED 105 or ED 201, either with a grade of "C" or better) and PSYC 101.

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## ED 222 - Language and Literacy Development in Early Childhood

3-0-3

Credit Hours: 3

The course provides an examination of the processes of language and literacy development from birth through first grade. Students will demonstrate skill in a range of individually and culturally responsive instructional approaches and materials. Students will develop an understanding of emergent language and reading development, as well as an understanding of learning theory and motivation in order to effectively ground their instructional decision making.

**Offered Online:** Yes

**Prerequisite:**

PSYC 201 and (ED 204 or ED 214, either with a grade of "C" or better) and ENGL 102

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## ED 224 - Methods of Teaching Mathematics and Science

3-0-4-3

Credit Hours: 4

This class is an introduction to the theory and practice that is necessary to design and deliver meaningful instruction using the 5E lesson plan model. For the practicum component of the course, students will obtain first-hand knowledge with planning, observing, and implementing inquiry-based lessons for students at the School District of Philadelphia, ranging from the elementary through middle grades.

Lesson plan development will focus on Pennsylvania's Common Core State Standards, Next Generation Science Standards and NTCM, Standards for Mathematical Practices, as well as Engineering Design, to ensure that learners are engaged in higher-order thinking skills that will strengthen and enrich their conceptual and procedural understanding of math and science.

Students enrolled in this course must present up-to-date Pennsylvania criminal history reports, Federal Bureau of Investigation criminal history reports, Department of Public Welfare (child abuse) reports, and health clearances, clearly stating that they are eligible to work with children. (Up-to-date clearance is defined as being no more than 12 months old on the first day of working with children.) Failure to produce up-to-date clearances or a change of clearance status may result in a student's removal from the course.

**Prerequisite:**

FNMT 118 or higher with a grade of "C" or higher and EASC 111 or Lab Science course with a grade of "C" or higher.

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## ED 230 - Integrating the Arts into Early Childhood Education

3-0-3

Credit Hours: 3

The course provides students with an overview of information and strategies for integrating the creative arts into the early childhood curriculum. It includes experiences to help prospective teachers understand the role the creative arts play both in supporting children's development and informing learning in other disciplines. Students explore drama, movement, music and visual arts for children, birth through fourth grade, from the perspective of child development theories. Connections between the arts, individual development and curricular subjects guide the course. This integrationist approach views the arts as meaningful sources of expression, culture, learning and joy.

**Offered Online:** Yes

**Prerequisite:**

ED 105 with a grade of "C" or better and ENGL 101

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## ED 231/ENGL 231 - Children's Literature

3-0-3

Credit Hours: 3

Education 231/English 231 is a critical study of literature for children, covering a wide range of texts from picture books through novels, from early sources to contemporary and diverse authors. Students learn to apply strategies of literary criticism to evaluate these works. This is a writing intensive course, so students also write academically in the discipline of literary studies.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, which may be taken concurrently.

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## ED 245 - Assessment of Young Children

3-0-1.5-3

Credit Hours: 3

Students in this course develop skills for child observation and the use of developmentally appropriate methods and instruments for assessment of children birth through fourth grade. Students will learn to collect and interpret information about children in the context of classroom routines, and to use this data to assess development and achievement of essential skills. This course will include 20 hours observing and assessing young children in an educational setting. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances as detailed under the Pennsylvania Child Protective Services Law.

**Prerequisite:**

(ED 204 or ED 214, either with a grade of "C" or better) and PSYC 201

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## ED 250 - Infant and Toddler Development and Curriculum

3-0-1-3

Credit Hours: 3

In this course students will study the social, emotional, cognitive, physical and language development of children birth through age three. Students will implement theories and research to design programming that supports healthy adult-child relationships and provides infants and toddlers with developmentally appropriate curriculum. This course includes 10 hours of observation/exploration in infant/toddler classrooms. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances as detailed under the Pennsylvania Child Protective Services Law.

**Offered Online:** Yes

**Prerequisite:**

(ED 204 or ED 214, either with a grade of "C" or better) and PSYC 201

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## ED 255 - Teaching English Language Learners

3-0-3

Credit Hours: 3

ED 255 introduces prospective teachers to theories of language and second language acquisition and equips them with the linguistic, pedagogical and professional knowledge and skills they need to instruct and assess linguistically and culturally diverse students. Legal requirements related to ELLs are also studied.

**Offered Online:** Yes

**Prerequisite:**

(ED 105 or ED 201, either with a grade of "C" or better) and (ED 204 or ED 214, either with a grade of "C" or better) and (ED 222 with a grade of "C" or better or PSYC 209) and ENGL 102

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## ED 265 - Introduction to Special Education and Inclusive Practices

3-0-1-3

Credit Hours: 3

This course provides an introduction to the field of special education and the legal mandates guiding inclusive classroom practices. Students will be introduced to the characteristics of children with specific disabilities or atypical development and to the specialized instruction and services designed to meet individualized student needs. A strong emphasis will be placed on evidenced-based practices and multidisciplinary and collaborative approaches to special education. Multicultural and diversity issues will also be discussed. 10 hours of observation **in either an inclusive or an exclusively designed learning environment for exceptional learners** will be required. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances as detailed under the Pennsylvania Child Protective Services Law.

**Offered Online:** Yes

**Prerequisite:**

(ED 105 or ED 201, either with a grade of "C" or better) and (ED 204 or ED 214, either with a grade of "C" or better) and (PSYC 201 or PSYC 209 or PSYC 215).

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## ED 275 - Early Childhood Professional Leadership

3-0-3

Credit Hours: 3

This course provides an overview of the roles and responsibilities of leaders in the early childhood profession. Topics discussed will include advocacy, organizational structure, team building, transformational leadership, visionary skills, and a systems building approach to leadership using emotional intelligence. This course is open only to early childhood professionals in the Pennsylvania Director's Credential Program.

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## ED 290 - Early Childhood Education Practicum

2-0-7-4

Credit Hours: 4

This course provides a supervised field experience. Students participate in a weekly seminar along with eight hours of field work over 12 weeks for a total of 96 hours of field experiences with infants, toddlers or preschoolers. Students are placed at school or program sites selected by College faculty. Students will reflect on their experiences through written assignments and weekly entries in practicum logs. During seminar, students will discuss issues related to on-site learning. Eligibility for enrollment in this course is based upon student acquisition of Pennsylvania criminal and child abuse clearances, a health clearance, and a Federal Bureau of Investigation (FBI) check showing eligibility to work with children. Clearances must be less than one year old at the start of the semester when the student is enrolled in the practicum. This course is restricted to students in the Education: Early Childhood (Birth to 4th Grade) option.

**Offered Online:** Yes

**Prerequisite:**

ED 222, ED 245, and ED 250, all with a grade of "C" or better

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# Electronics Courses

## ELEC 120 - Direct and Alternating Current Circuits

3-2-4

Credit Hours: 4

Students will be introduced to basic DC and AC circuits, including the characteristics of passive devices such as resistors, capacitors and inductors. Students will apply basic circuit laws (Ohm's Law, Kirchhoff's Current Law, Kirchhoff's Voltage Law) and basic circuit analysis techniques to the solution of a range of series, parallel and series-parallel circuits. Students will be introduced to basic concepts of frequency response and filters. Students will learn to build and troubleshoot circuits and measure circuit parameters using a digital multimeter and oscilloscope.

Additional course fee: \$90

**Co-requisites:**

FNMT 118 with a grade of "C" or better, or placement in MATH 161 or higher

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## ELEC 124 - Semiconductor Devices

3-2-4

Credit Hours: 4

Students are introduced to basic semiconductor theory and the operating principles of semiconductor devices such as diodes, transistors, and operational amplifiers. Common circuit configurations and their applications are also explored. In lab, students will build basic circuits utilizing semiconductor devices and measure typical circuit parameters such as voltage, current and frequency.

Additional course fee: \$135

**Prerequisite:**

ELEC 120 with a grade of "C" or better.

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## ELEC 130 - Digital Electronics

3-3-4

Credit Hours: 4

Students are introduced to basic digital circuit components and how these components can be used in combination to carry out more complex operations. Boolean algebra and numbering systems are covered. Common circuit configurations and their applications will also be explored.

Additional course fee: \$105

**Prerequisite:**

FNMT 118 or completed or higher math placement.

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# Engineering Courses

## ENGR 102 - Engineering Design and Laboratory I

2-4-4

Credit Hours: 4

Engineering 102 provides for the development of analytical and communication skills by problem solving, teamwork and project presentation. The course gives instruction on how to use computers in engineering: how to utilize engineering software, problem solving, data acquisition and analysis. Included is how to use a computer algebra system to solve math and engineering problems. Students learn the elements of the engineering design process through execution of actual design projects. Other topics include an introduction to patents and patent law and the interaction between the engineer and physical environment. Offered only in the fall semester.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

MATH 162 or a higher-level Mathematics course.

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## ENGR 202 - Engineering Design and Laboratory II

2-4-4

Credit Hours: 4

This course is a continuation of Engineering Design and Laboratory I. It provides for the development of analytical and communication skills by problem solving, teamwork and project presentation. The course gives instruction on how to use computers in engineering: how to utilize engineering software, problem solving, data acquisition and analysis. In addition, students learn technical sketching and computer-aided drafting techniques with industry-standard software. Students learn the elements of the engineering design process through execution of actual design projects. Offered only in the spring semester.

Additional course fee: \$85

**Prerequisite:**

ENGR 102

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## ENGR 205 - Materials Engineering

3-2-4

Credit Hours: 4

In this course, students will be taught to recognize and differentiate between the several types of engineering solids, understand solids at the atomic level in terms of bonding and energy, establish a quantitative picture of the structure of crystalline and non-crystalline solids, explain atomic movements in solids using the concept of diffusion, explain the electrical and magnetic properties of different kinds of materials, and understand the processes that give rise to degradation of materials. They will also learn to interpret the optical behavior of materials in terms of the interaction of electromagnetic radiation with the material and choose materials optimally for engineering design purposes. Offered only in the spring semester.

Additional course fee: \$85

**Prerequisite:**

PHYS 241 and MATH 172

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## ENGR 221 - Vector Mechanics I (Statics)

3-0-3

Credit Hours: 3

Students will learn how to use analytic geometry, differential and integral calculus and vector algebra in solving engineering problems. They will also learn about the concept of the free-body diagram and its use in conjunction with static equilibrium of forces. The course will focus upon using the deductive process to solve a great variety of problems involving particles and rigid bodies in a state of static equilibrium.

**Prerequisite:**

PHYS 140 and MATH 172

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ENGR 222 - Vector Mechanics II (Dynamics)

3-0-3

Credit Hours: 3

Students will learn how to use calculus-based mathematics in solving engineering problems in dynamics, including problems related to rectilinear and curvilinear motion of rigid bodies and concept of impact, rotation and acceleration of the system of rigid bodies in a plane motion.

**Prerequisite:**

ENGR 221 and MATH 271

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# English Courses

On the basis of placement tests in reading and writing, students are assigned to English courses at an appropriate level. There are courses at the pre-college level, including a sequence of courses for students learning English as a Second Language, as well as a variety of transferable college courses. All courses numbered below 100 are pre-college courses.

Instructors in English department courses may in some cases expect students to meet with them individually or in small groups, in the classroom or at another appropriate location, either as a supplement or as an alternative to some regularly scheduled class meetings. The purpose of such conferences shall be to give individual instruction based upon student needs.

*NOTE: English 071, 072, 073, 081, 082, 083, 091, 092, 093, 084 and 094 are all in the English as a Second Language program.*

In all courses up through 099, students must receive a "pass" grade in order to take the next higher course in that skill. A "making progress" or "MP" grade indicates the need for an additional semester, but does not affect the grade point average.

Registration in some courses may be linked to registration in another course. Reading and writing courses in English as a Second Language and courses in several developmental English programs are linked courses. Please consult your academic advisor to register for linked courses.

## ENGL 071 - High Beginner Listening and Speaking for Non-Native Speakers of English

3-0-3

**Credit Hours: 3**

This is the high-beginner level course and first in a three-part series of academic listening/speaking courses for second language learners of English. This course gives students an introduction to using English orally in everyday and academic settings, including college-level courses. Students will listen to simplified academic lectures in college content areas and conversations about everyday life. In addition, students will explain and present information on general and academic topics with accurate pronunciation, grammar, and vocabulary. The course develops competence in basic listening and speaking tasks necessary for college work.

**Prerequisite:**  
placement.

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## ENGL 072 - Intermediate Listening and Speaking for Non-Native Speakers of English

3-0-3

**Credit Hours: 3**

This is the second in a three-part series of academic Listening/Speaking for second language learners of English. Students will listen to short authentic academic lectures on college content areas and general topics and learn note-taking skills. In addition, students will explain and present information on academic topics with intermediate level accuracy in pronunciation, grammar, and vocabulary. The course provides practice in oral communication and listening skills necessary for college-level content areas.

**Offered Online:** Yes

**Prerequisite:**  
"Pass" grade in ENGL 071 or ENGL 072 placement.

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## ENGL 073 - Advanced Listening and Speaking for Non-Native Speakers of English

3-0-3

**Credit Hours: 3**

This is the advanced course and last in a three-part series of academic Listening/Speaking for second language learners of English. Students will listen to authentic academic lectures on college content areas and learn note-taking skills. In addition, students will explain and present information on academic topics with advanced-level accuracy in pronunciation, grammar, and vocabulary. The course provides practice in oral communication and listening skills necessary for college level content areas.

**Offered Online:** Yes

**Prerequisite:**  
ENGL 072 or ENGL 073 placement and ENGL 082/092 placement or pass grade in ENGL 081/091

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## ENGL 081 - High Beginning Reading for Non-Native Speakers of English

3-0-3

Credit Hours: 3

The reading component of the first in a series of integrated courses that develop reading and writing skills in English. Development of vocabulary, study, life and cultural skills; critical thinking; reading comprehension; basic grammar; and sentence structure. Writing of narrative, descriptive and simple expository paragraphs and short essays, letters and simple response to reading.

Course is paired and integrated with ENGL 091.

**Offered Online:** Yes

**Prerequisite:**

Placement

**Co-requisites:**

ENGL 091

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## ENGL 082 - Intermediate Reading for Non-Native Speakers of English

3-0-3

Credit Hours: 3

The reading component of the second of four pairs of integrated courses that develop reading and writing skills in English. Teaches reading and writing as processes, vocabulary development, study skills, critical thinking, and reading comprehension. Introduces expository essays, summaries and reading responses, compound verb forms and compound and complex sentence structures.

Credit will not be applied toward graduation.

Course is paired and integrated with ENGL 092.

**Offered Online:** Yes

**Prerequisite:**

"Pass" grade in ENGL 081 and ENGL 091 or placement.

**Co-requisites:**

ENGL 092

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## ENGL 083 - High Intermediate Reading for Non-Native Speakers of English

3-0-3

Credit Hours: 3

Reading component in the third of four integrated pairs of courses that develop reading and writing skills in English. Emphasizes reading and writing processes with continued vocabulary development, reading in the content areas, and the analysis of fiction and non-fiction. Development of a social, cultural, and historical context for reading. Sentence variety and advanced grammar, with writing in a variety of expository essay modes in response to reading.

Credits will not be applied toward graduation.

**Offered Online:** Yes

**Prerequisite:**

ENGL 082/ENGL 092 or placement.

**Co-requisites:**

ENGL 093

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## ENGL 084 - Advanced Academic Reading for Non-Native Speakers of English

3-0-3

Credit Hours: 3

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This is an advanced course in academic reading for second-language learners of English. Students will incorporate a variety of strategies to read and analyze authentic college-level texts, identify patterns of organization, and build knowledge of academic vocabulary and patterns related to grammar and vocabulary. Students will also engage with texts critically to judge credibility, as well as identify information that could be incorporated into written compositions and read extensively on topics of interest. This course is linked and integrated with English 094.

**Offered Online:** Yes

**Co-requisites:**

ENGL 094, which must be taken concurrently.

---

## ENGL 091 - High Beginning Writing for Non-Native Speakers of English

3-0-3

**Credit Hours:** 3

The writing component of the first in a series of integrated courses that develop reading and writing skills in English. Development of vocabulary, study, life and cultural skills; critical thinking; reading comprehension; basic grammar; and sentence structure. Writing of narrative, descriptive and simple expository paragraphs and short essays, letters and simple response to reading. Course is paired and integrated with English 081.

**Offered Online:** Yes

**Prerequisite:**

Placement

**Co-requisites:**

ENGL 081

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## ENGL 092 - Intermediate Writing for Non-Native Speakers of English

3-0-3

**Credit Hours:** 3

The writing component of the second of four pairs of integrated courses that develop reading and writing skills in English. Teaches reading and writing as processes. Vocabulary development, study skills, critical thinking and reading comprehension. Introduces expository essays, summaries and reading responses. Compound verb forms and compound and complex sentence structures. Credit will not be applied toward graduation. Course is paired and integrated with ENGL 082.

**Offered Online:** Yes

**Prerequisite:**

"Pass" grade in ENGL 081 and ENGL 091 or placement.

**Co-requisites:**

ENGL 082

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## ENGL 093 - High Intermediate Writing for Non-Native Speakers of English

3-0-3

**Credit Hours:** 3

The writing component in the third of four integrated pairs of courses that develop reading and writing skills in English. Emphasizes reading and writing processes with continued vocabulary development, reading in the content areas, and the analysis of fiction and non-fiction. Development of a social, cultural and historical context for reading. Sentence variety and advanced grammar, with writing in a variety of expository essay modes in response to reading. Credits will not be applied toward graduation.

**Offered Online:** Yes

**Prerequisite:**

ENGL 082/ENGL 092 or placement.

**Co-requisites:**

ENGL 083

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## ENGL 094 - Advanced Academic Writing for Non-Native Speakers of English

3-0-3

Credit Hours: 3

This is an advanced course in academic writing for second-language learners of English. Through use of the writing process, students will craft compositions of various lengths, including multi-paragraph essays. Students will analyze and use rhetorical patterns of organization and text-based support. Grammar and vocabulary will also be developed through a variety of activities. This course is linked and integrated with English 084.

**Offered Online:** Yes

**Co-requisites:**

Must be taken concurrently with ENGL 084.

---

## ENGL 097 - English Corequisite Seminar Program

3-0-3

Credit Hours: 3

The Corequisite Seminar Program provides supplementary instruction for students also enrolled in a linked, college-level course. All assignments in English 097 will strengthen the essential skills of academic reading, writing, and studying to enable success in college-level coursework.

**Offered Online:** Yes

**Co-requisites:**

A credit-bearing course taught by the same instructor. Students must remain in both courses to continue in the Corequisite Seminar Program.

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## ENGL 098 - English Accelerated Learning Program (ALP)

3-0-3

Credit Hours: 3

English 098 provides supplementary instruction for English 101 students in the Accelerated Learning Program (ALP). This course will reinforce the instruction and practice of academic reading and text-based writing in English 101.

**Offered Online:** Yes

**Prerequisite:**

Successful completion of ENGL 097 with a grade of MP or better

**Co-requisites:**

English 101 section linked with the same instructor. Students must remain enrolled in both sections to maintain enrollment in the ALP program.

---

## ENGL 099 - Reading Improvement

3-0-3

Credit Hours: 3

This course will provide instruction and intensive practice in the developing strategies for college reading in a variety of academic disciplines.

Credit will not be applied toward graduation.

**Offered Online:** Yes

**Prerequisite:**

ENGL 093 or ENGL 097 placement.

---

## ENGL 101 - English Composition

3-0-3

Credit Hours: 3

This course is the first of a two-part sequence in English composition, in which students learn to read critically, synthesize ideas from a variety of texts, and write essays that develop significant ideas in support of a thesis. Students will write academic essays in various rhetorical modes, while improving their basic writing skills in preparation for English 102 and other higher-level courses.

**Offered Online:** Yes

**General Education Fulfillment:** Writing, Research & Information Literacy

---

## ENGL 101H - English Composition I (Honors)

3-0-3

Credit Hours: 3

The first in a two-part sequence in English composition. The course requires the writing of academic essays of about 500 words focused on the interpretation of primary texts in conjunction with seminars and writing groups.

**Offered Online:** Yes

**General Education Fulfillment:** Writing, Research & Information Literacy

---

## ENGL 102 - The Research Paper

3-0-3

Credit Hours: 3

English 102 is the second half of the two-course sequence in English composition. Students continue to improve their academic reading and writing skills and critically examine issues raised by course texts. Course materials and the topics of study may vary in subject matter from one instructor to another. Course activities facilitate independent library and Web-based research. Students' work culminates in a final research paper.

**Offered Online:** Yes

**General Education Fulfillment:** Writing, Research & Information Literacy

**Prerequisite:**

ENGL 101 with a grade of "C" or better

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## ENGL 102H - The Research Paper (Honors)

3-0-3

Credit Hours: 3

The course is designed to increase students' understanding of academic writing and to develop students' ability to write research essays. It focuses on the effective use of language and on responding to primary sources, incorporating information and ideas of others with their own thinking.

**Offered Online:** Yes

**General Education Fulfillment:** Writing, Research & Information Literacy

**Prerequisite:**

ENGL 101 or ENGL 101H

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## ENGL 106 - Grammar

3-0-3

Credit Hours: 3

This course focuses on the basic elements of standard English grammar, syntax and sentence structure, and emphasizes the parts of speech, syntactical relationships and coherence in writing. The course includes diagrammatic analysis of practice exercises and the student's own written work.

---

## ENGL 107 - Society and Mass Communication

3-0-3

Credit Hours: 3

This course provides an analysis of mass media. Students will examine the media's impact on the individual and society, with emphasis on how changes in technology and culture have altered the role and forms of mass media. Through readings and examples, students study the history, theories and terms relevant to the major mass media forms, as well as ethical and legal issues pertaining to them.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

## ENGL 108 - Academic Reading Across the Disciplines

3-0-3

Credit Hours: 3

English 108 is a college-level, critical thinking course that develops academic literacy through investigating the ways that texts are written and read, and how knowledge is constructed in a variety of academic disciplines. This course is designed to prepare students to independently comprehend and interpret the wide variety of readings in their general education courses as well as classes in their chosen field of study.

**Offered Online:** Yes

---

## ENGL 112 - Report and Technical Writing

3-0-3

Credit Hours: 3

This course introduces students to many typical modes of workplace communication. Topics include audience analysis, technical research and report writing, and Internet use. Report and Technical Writing provides preparation for writing assignments at the 200 level, while allowing students to continue to develop skills learned in ENGL 101.

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 114 - Introduction to Communication

3-0-3

Credit Hours: 3

This course provides a general introduction to the field of Communication Studies, with emphasis on communication theory and skills development in nonverbal communication, listening, interviewing, small group communication, and public presentations.

**Offered Online:** Yes

---

## ENGL 115 - Public Speaking

3-0-3

Credit Hours: 3

Emphasizes the preparation and delivery of a public speech. The focus of the course is speaking to inform, persuade and entertain. Some sections will further stress argumentation and debate.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

## ENGL 116 - Interpersonal Communication

3-0-3

**Credit Hours:** 3

Provides theory and skills needed to increase communication competence in family life, social situations and professional careers. Study of human perception, nonverbal behavior, language, effective listening, relationships and conflict management.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

## ENGL 117 - Group and Team Communication

3-0-3

**Credit Hours:** 3

This course provides students with theory and skills specific to working in groups and teams. In this highly interactive and project-based course, students will explore ways that people think and behave in groups, the way groups make decisions, how to lead effective and efficient groups, and how to influence positive interaction and productivity. The skills and knowledge developed in this class will directly relate to group projects in other courses as well as in the workplace.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

## ENGL 118 - Intercultural Communication

3-0-3

**Credit Hours:** 3

This course explores how culture broadly defines, influences, and challenges communication, introducing theory as well as developing student competence in communicating in groups comprised of people various in race, ethnicity, nationality, gender, age, social and economic status, sexual orientation, disability and religion.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

## ENGL 119 - Rhetoric & The Public Sphere

3-0-3

**Credit Hours:** 3

ENGL 119 provides an introduction to rhetoric and the public sphere, how communication is used to shape the minds and actions of individuals and the broader public. The class traces the development of rhetoric and public discourse from its origins in ancient Greece and Egypt, through contemporary concepts. Students will have the opportunity to study rhetorical theorists from different eras and to begin practicing rhetorical criticism.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

## ENGL 120 - Voice and Articulation

3-0-3

Credit Hours: 3

A course on speech production with an emphasis on the pronunciation and articulation of sounds. Satisfactory completion of this course will enable students to communicate articulately in both interpersonal and public situations.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

---

## ENGL 122 - Writing for Mass Media

3-0-3

Credit Hours: 3

English 122 teaches students to write for various forms of mass media including newspapers, magazines, websites, radio and television. It also instructs students on writing techniques used in public relations and advertising. Students will also learn about the laws, ethics and professional standards associated with writing for mass media.

**Offered Online:** Yes

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 124 - Intro to Mass Media Design

2-2-3

Credit Hours: 3

This course instructs students how to create their own basic print and online publications, as well as assist in the design of more complex publications. Students will learn to design newspapers, magazines and newsletters and be shown how to use the web to deliver articles, photographic images, audio and video.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

ENGL 107, must be taken prior, PHOT 151, may be taken concurrently.

---

## ENGL 131 - Acting I

3-0-3

Credit Hours: 3

In this beginning course, students learn the vocabulary of the field, collaborate and create characters through scene, monologue and improvisational performance. They learn to use the body, voice, and imagination as acting tools during the rehearsal and performance process.

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 073 and ENGL 083/ENGL 093 or higher placement.

---

## ENGL 132 - Acting II

3-0-3

Credit Hours: 3



Continuing the work begun in ENGL 131, this course will emphasize increased depth of performance and further work in characterization.

**Prerequisite:**

ENGL 131 or permission of the department head.

---

### ENGL 135 - Movement and Dance for Actors

3-0-3

**Credit Hours:** 3

Basic principles, techniques and styles of body movement and dance. The focus is on body movement as a fundamental instrument of the actor.

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 073 and ENGL 083/ENGL 093 or higher placement.

---

### ENGL 136 - Movement and Dance II

3-0-3

**Credit Hours:** 3

Study of more advanced dance techniques, development of skills in dance composition and performance experience.

**Prerequisite:**

ENGL 135 or permission of the department head.

---

### ENGL 137 - Introduction to Theater

3-0-3

**Credit Hours:** 3

This course focuses on the theater experience from a spectator's point of view. All elements of making and performing a play are studied. Students will acquire a comprehensive knowledge of the traditions, vocabulary, and analytic approaches associated with both classical and contemporary theater. Attendance at several live performances is required.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

---

### ENGL 141 - Introduction to Technical Theater

2-3-4

**Credit Hours:** 4

This introductory course explores the stage and its equipment. Students will learn to use basic tools and materials, as well as study different styles of theater architecture, the construction of two and three dimensional scenery, scene painting, the basic process of stage design, and the safety protocols of a scene shop.

Additional course fee: \$85

**General Education Fulfillment:** Oral Communication/Creative Expression

---

### ENGL 142 - Rehearsal and Performance

3-2-4

**Credit Hours:** 4

This course provides students with an opportunity to participate in every aspect of the rehearsal process and presentation of a play. Each student will play a distinctive part in the rehearsal process.

Additional course fee: \$85

**Prerequisite:**

ENGL 132

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### ENGL 146 - Advanced Technical Theater

2-3-4

**Credit Hours: 4**

In this course, students will learn advanced techniques for lighting and sound designs for a theater production and will study and apply design principles and techniques for basic costume and stage properties. Students will create specific designs and models, make design presentations, and implement designs for a theater production.

Additional course fee: \$85

**General Education Fulfillment:** Oral Communication/Creative Expression

---

### ENGL 190 - Introduction to Literature

3-0-3

**Credit Hours: 3**

This course introduces students to the study of fiction, poetry and drama, with an emphasis on close reading and interpretation of literary structures and basic forms.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, may be taken concurrently.

---

### ENGL 195H - Writing in the Humanities and Social Sciences I (Honors)

3-0-3

**Credit Hours: 3**

Academic writing with a focus on the interpretation of primary texts and intellectual debates, and special attention to revision strategies.

**Offered Online:** Yes

**Prerequisite:**

ENGL 101 or ENGL 101H

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### ENGL 196H - Writing in the Humanities and Social Sciences II (Honors)

3-0-3

**Credit Hours: 3**

Advanced academic writing with a focus on the interpretation of primary texts and intellectual debates, and special attention to revision strategies and rhetorical analysis.

**Offered Online:** Yes

**Prerequisite:**

ENGL 195H

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### ENGL 205 - Creative Writing

3-0-3

**Credit Hours: 3**

Focus on student production of original work which may include fiction, poetry, memoir and dramatic writing. Students will do extensive reading, as well as writing and developing the critical vocabulary needed to discuss these genres from a writer's point of view. They will develop these skills through a number of activities including different forms of writing inside and outside of the classroom and peer evaluation in the form of writing workshops.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

---

## ENGL 211 - Survey of British Literature from Beginnings to 1750

3-0-3

**Credit Hours:** 3

Survey of British literature from its beginnings to 1750. Employing cultural criticism, close reading, and other approaches to literary analysis, the course examines texts from a diverse group of authors and traditions. Recommended for students of history and the arts.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 212 - Survey of British Literature: From 1750 to the Modern Era

3-0-3

**Credit Hours:** 3

Survey of British literature from 1750 to the present, including works from various colonial contexts. Employing cultural criticism, close reading, and other approaches to literary analysis, the course examines the global forces that transformed British literature and the English language. Recommended for students of history and the arts.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 214 - Communication Theory

3-0-3

**Credit Hours:** 3

Provides a strong foundation in the dominant theories and approaches to research in the field of communication studies, with a focus on specific areas including interpersonal communication, group communication, public communication, and mass media. Emphasis is placed on major communication theories from across the various branches of the field and the associated quantitative and qualitative research methods used to study them.

**Offered Online:** Yes

**Prerequisite:**

ENGL 115 with a grade of "C" or better and ENGL 107 or ENGL 116 with a grade of "C" or better.

---

## ENGL 219 - Black Rhetoric

3-0-3

**Credit Hours:** 3

In ENGL 219, students learn how members of the Black community have used symbols rhetorically to construct and reconstruct images of themselves (speeches, music, TV, film, etc.) and their communities. Black rhetoric is the study of communication and persuasion with its origins in the cultural history and lived experience of Black people. Students will be introduced to cultural frameworks rooted in African culture, as a paradigm for rhetorical analysis of Black discourse. Additionally, students will learn more about the Black public sphere and trace its roots from field songs to Black Twitter

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101

---

### ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War

3-0-3

**Credit Hours:** 3

Survey of American literature from its beginnings to the Civil War. Employing cultural criticism, close reading and other approaches to literary analysis, the course is multicultural in focus.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

### ENGL 222 - Survey of American Literature: From the Civil War to the Present

3-0-3

**Credit Hours:** 3

Survey of American literature from the Civil War to the present. Employing cultural criticism, close reading and other approaches to literary analysis, the course is multicultural in focus.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

### ENGL 230 - Asian Literature

3-0-3

**Credit Hours:** 3

This is an introductory course in Asian literature written in English or in translation. Students read, discuss and write about major works from a variety of periods and social contexts. The emphasis is on literary interpretation and analysis of poetry, drama and fiction.

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

### ENGL 231/ ED 231 - Children's Literature

3-0-3

**Credit Hours:** 3

English 231/Education 231 is a critical study of literature for children, covering a wide range of texts from picture books through novels, from early sources to contemporary and diverse authors. Students learn to apply strategies of literary criticism to evaluate these works. This is a writing intensive course, so students also write academically in the discipline of literary studies.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

### ENGL 232 - Introduction to Drama

3-0-3

Credit Hours: 3

Analysis of significant American and foreign plays with emphasis on an understanding and appreciation of both theatrical and literary techniques.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

### ENGL 241 - Introduction to Shakespeare

3-0-3

Credit Hours: 3

This course will introduce students to some of the major works by William Shakespeare. Students will read, view, discuss and analyze plays in a variety of genres including comedies, histories and tragedies.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

### ENGL 245 - World Literature: From Antiquity to 1500

3-0-3

Credit Hours: 3

Selections from world literature representing the values and literary excellence of the cultural heritage of various peoples of the world. Works from antiquity to the 1500s will be studied in a cross-cultural context.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

### ENGL 246 - World Literature: From 1500 to the Present

3-0-3

Credit Hours: 3

Selections from world literature representing the values and literary excellence of the cultural heritage of various peoples of the world. Works from after 1500 to the present will be studied in a cross-cultural context.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

### ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance

3-0-3

Credit Hours: 3

This course is an introduction to African American literature from its vernacular tradition to the Harlem Renaissance. Close study of major African American authors and literary movements.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present

3-0-3

**Credit Hours:** 3

An introduction to African American literature from the Harlem Renaissance to the present. Close study of major African American authors and literary movements.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 256 - African Literature

3-0-3

**Credit Hours:** 3

English 256 is a survey of literature by African authors. In addition to the conventional literary genres of fiction, drama and poetry, the course includes study of oral traditions of the continent. Readings include texts originally written in English as well as works in translation.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

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## ENGL 260 - Women in Literature

3-0-3

**Credit Hours:** 3

This course examines literature written by women in various genres, which may include short stories, novels, essays, poetry and drama. Through discussion and writing activities, students analyze literature by women from different cultures and periods to illuminate how contrasting societies define women's roles. The course explores how writing from a woman's perspective values women's lives and raises questions about women's role in nature, family and society.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 265 - Science Fiction

3-0-3

**Credit Hours:** 3

This course examines the history of science fiction from its origins in the nineteenth century to the present. Students read works of science fiction, study the history and development of the genre, and examine its major themes, as well as its social and historical context.

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

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## ENGL 271 - The Language of Film

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3-0-3

Credit Hours: 3

Outstanding examples of many different kinds of films. The class dissects, analyzes and discusses the expressive components of visual communications. Basic knowledge of techniques of cinema to enhance perceptions and insights and to develop a knowledgeable critical judgment.

**Offered Online:** Yes

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

---

## ENGL 272 - Topics in Film Study

3-0-3

Credit Hours: 3

This course conducts a thorough examination of either work by a single director or a particular film genre. It includes the study of technique (uses of light, sound, color and editing), as well as images, themes, motifs, plot, character, dramatic situations or conflicts, and the application of acting talent.

**Prerequisite:**

ENGL 101 with a grade of "C" or better.

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## ENGL 280 - Poetry Writing

3-0-3

Credit Hours: 3

This course will focus on poetry, enabling students to create new works and continue projects begun in English 205 or elsewhere. Students will further develop a critical vocabulary and study contemporary poetry from the perspectives of writers rather than readers. They will participate in specialized, intensive workshops and learn skills needed by serious poets, including editing, revising and manuscript placement.

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 205

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## ENGL 281 - Fiction Writing

3-0-3

Credit Hours: 3

This course will allow students to continue longer fiction projects begun in English 205 or elsewhere. Students will further develop a critical vocabulary for the genre and study contemporary literature from the perspectives of fiction writers rather than readers. They will participate in specialized, intensive workshops and learn skills needed by the professional fiction writer, especially editing and revising. Manuscript placement will also be discussed.

**Prerequisite:**

ENGL 205

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## ENGL 282 - Scriptwriting

3-0-3

Credit Hours: 3

This course will focus on scriptwriting and enable students to continue longer projects begun in English 205 or elsewhere. Students will develop a critical vocabulary for scriptwriting and study contemporary dramatic literature from the perspectives of writers rather than readers. They will participate in specialized, intensive workshops and learn skills needed by the professional script writer, especially editing, revising and manuscript placement.

**Offered Online:** Yes

**Prerequisite:**ENGL 205

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## ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism

3-0-3

**Credit Hours:** 3

This course will allow students who have already been introduced to expository writing to concentrate on nonfiction writing projects, research, and workshops with a community of writers. Students will complete a variety of non-fiction writing projects, including memoir and literary journalism, and will engage in research, editing, revision, and textual analysis. Students will develop a critical vocabulary relevant to nonfiction and study models in nonfiction from the perspectives of writers rather than readers.

**Prerequisite:**ENGL 102 or ENGL 205

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## ENGL 285 - Portfolio Development

3-0-3

**Credit Hours:** 3

This course is designed for students enrolled in the certificate program in Creative Writing and is one of the last requirements for completion of the program. Students complete a portfolio of creative works and practice advanced editing and revision skills as well as textual analysis. The class consists of brief lectures, writing workshops and seminars on practical matters of interest to working writers. Individual conferences between students and the instructor may be used to complement group activities; special projects and activities may take place outside the classroom in an effort to connect the students to resources and writing communities beyond the College.

**Prerequisite:**

Enrollment in the certificate program in Creative Writing and ENGL 280, ENGL 281, ENGL 282 or ENGL 283.

**Co-requisites:**One additional advanced creative writing course, ENGL 280, ENGL 281, ENGL 282 or ENGL 283.

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## ENGL 297H - Literature in the Context of Intellectual History: Ancient and Medieval (Honors)

3-0-3

**Credit Hours:** 3

Ancient and Medieval literature with special attention to intellectual history and literary theory.

**General Education Fulfillment:** Cultural Analysis and Interpretation**Prerequisite:**ENGL 101 or ENGL 101H

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## ENGL 298H - Literature in the Context of Intellectual History: Modern (Honors)

3-0-3

**Credit Hours:** 3

Modern literature, chiefly European, from the 17th century to the present, with special attention to intellectual history and literary theory.

**General Education Fulfillment:** Cultural Analysis and Interpretation**Prerequisite:**ENGL 101 or ENGL 101H

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## ENGL 299 - Special Topics in Literature



Special Topics in Literature will examine a body of literature that addresses a common topic, represents a particular subgenre, or represents a cultural identity. Readings will include a range of time periods, authors and perspectives on the topic and will be examined in their cultural contexts as well as through close reading. The course will be cross-cultural in scope and, whenever possible, pay attention to works by women and non-Anglo/American writers.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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# Entrepreneurship Courses

## ENTR 101 - Entrepreneurial Thinking

3-0-3

Credit Hours: 3

Interested in developing an entrepreneurial mindset? If you have ever thought of starting your own business, scaling a business venture, or working in a new start-up venture, then this course is designed with you in mind. In this course, students will develop a mindset that will enable them to build a toolkit to create and evaluate entrepreneurial opportunities, gather resources, and build teams nurtured by creativity, leadership, and innovation. Entrepreneurial thinking journeys through the fuzzy, front-end of early-stage entrepreneurial activity.

## ENTR 110 - Fundamentals of Entrepreneurship

3-0-3

Credit Hours: 3

This course provides an overview of the challenges of starting a new venture or strengthening an existing one. Students will learn the characteristics of an entrepreneur and how to use the tools that an entrepreneur needs to evaluate a business concept and, if it is viable, how to take the steps needed to make it a reality. The course covers key aspects of entrepreneurship, including planning, operations, human resources, finance, marketing, and ethical responsibilities.

**Offered Online:** Yes

## ENTR 120 - Entrepreneurial Marketing

3-0-3

Credit Hours: 3

The focus of this course is examining the role of marketing in start-up or existing small business ventures, including a review of digital and traditional marketing approaches. Students learn how to define target markets, conduct market research, and select cost-effective marketing techniques. Students develop a working marketing plan and demonstrate their ability to establish measurable marketing goals with a plan of action to achieve the goals using available resources and networks.

**Offered Online:** Yes

## ENTR 130 - Entrepreneurial Financial Intelligence

3-0-3

Credit Hours: 3

This course is designed to familiarize entrepreneurs with key financial and accounting concepts that are essential in starting and running a business and to help them acquire the tools they need to manage an entrepreneurial venture effectively. This course will cover basic accounting terms and ratios, financial statements, cash flow and budgets, intrapreneurship, and crowdfunding as well as review the accounting software available for a prospective business entity. This course is designed for small business owners and entrepreneurs, rather than those seeking to work as professional accountants.

## ENTR 140 - Business Plan Development for Entrepreneurs

3-0-3

Credit Hours: 3

In this course, entrepreneurs learn the process of preparing and implementing a business plan and presenting it to potential lenders and investors. That process includes creating concept statements, developing feasibility studies, and designing business models. Students will learn how to anticipate and solve both typical and atypical problems that entrepreneurs encounter.

**Offered Online:** Yes

**Prerequisite:**  
ENTR 110

## ENTR 150: Law for the Entrepreneur

4-0-4

Credit Hours: 4

This course introduces and provides in-depth treatment of laws and legal concepts that an entrepreneur needs to understand and use in order to build and maintain a successful business. The course provides practical information about how to minimize common legal risks by attending to the rules, protections, and potential liabilities in areas such as contracts, employment laws, licensing requirements, and even choosing the right form of business organization. This course develops the legally alert entrepreneur: one who continually reflects on the legal dimensions of their entrepreneurial activities and the impact and consequences of various aspects of the law on themselves and their undertakings.

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## ENTR 170 - Diversity in Entrepreneurship

3-0-3

Credit Hours: 3

Students will learn how to navigate historical and systemic policies related to race, gender, and/or ethnicity as it relates to establishing and funding a woman-, minority-, or LGBTQ+-owned enterprise. The role diversity, equity, and inclusion serve in entrepreneurship and organizational culture will be examined.

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## ENTR 180 - Entrepreneurship & Human Resources

3-0-3

Credit Hours: 3

Entrepreneurs face unique leadership challenges, especially when founding and leading a new company. This course provides the aspiring entrepreneur with tools and frameworks necessary for creating strategy, building companies, and assembling human capital with limited resources. By exploring what makes great entrepreneurial leaders, students will learn through experiential exercises both the challenges and the excitement of starting a new venture and building the best team. Prerequisite: ENTR 101, which may be taken concurrently.

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## ENTR 210 - Entrepreneurial Failures & Risk

3-0-3

Credit Hours: 3

Central to developing an entrepreneurial mindset is learning to appreciate risk and the potential for failure. This course will introduce students to the forms and causes of failure, and will explore and analyze responses to failure. Students will learn to capitalize on failure and utilize risk to build future success.

**Prerequisite:**

ENTR 101 and ENTR 170

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## ENTR 250 - Launch a Business

3-0-3

Credit Hours: 3

Building on knowledge and foundations gained in previous entrepreneurship courses, students will finalize their new business venture. This course is designed to help students find remaining flaws in a business model, identify strategies for growth, and prepare to launch their business or begin working in a start-up venture.

**Prerequisite:**

ENTR 210, which may be taken concurrently

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# Finance Courses

## FIN 151 - Risk Management and Insurance

3-0-3

Credit Hours: 3

This course is designed to provide the student with an introduction to risk and methods of insurance. The objective of this course is to enable the student to develop an understanding of the many types of exposure to loss, the alternative methods of treating such exposures, and the role of insurance in personal and business affairs. Consideration is given to the legal framework surrounding the insurance mechanism. In addition, the regulation of insurance is discussed.

**Offered Online:** Yes

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## FIN 155 - Property and Liability Insurance

3-0-3

Credit Hours: 3

This course provides an in-depth overview of property and liability insurance and specifically addresses insurance concepts and situations dealing with losses from natural disasters including those caused by flood, hurricane, drought, and fires. Students learn the role of property and liability insurance in these situations. This course, along with others, supports preparation for the brokerage insurance licensing exams.

**Prerequisite:**

FIN 151, which may be taken concurrently

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## FIN 160 - Personal Insurance

3-0-3

Credit Hours: 3

FIN 160 provides an in-depth overview of property and casualty personal insurance policies, including personal, auto, homeowners, and others including personal loss exposures. This course also covers the loss, exposures, and planning needed to manage premature death, retirement, disability, and illness. This course, along with others, supports preparation for the brokerage insurance licensing exams.

**Prerequisite:**

FIN 151, which may be taken concurrently.

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## FIN 165 - Commercial Insurance

3-0-3

Credit Hours: 3

This course provides an in-depth overview of commercial insurance policies as they relate to property and liability. This includes commercial property, business income, commercial crime, equipment breakdown, general liability, commercial auto, workers compensation and employer's liability, businessowners, farm and specialty coverages. This course, along with others, supports preparation for the brokerage insurance licensing exams.

**Prerequisite:**

FIN 151, which may be taken concurrently

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## FIN 190 - Personal and Consumer Finance

3-0-3

Credit Hours: 3

This course prepares students to understand and apply the fundamentals of personal finance management. Students will be able to assess their personal financial literacy, establish financial goals and develop a strategy to achieve desired personal finance goals. Topics covered include: budgeting, banking and financial transactions; consumer credit principles

including maintaining and restoring credit, and current regulations and practices that govern consumer financial transactions; banking services and products including housing financing; personal insurance basics; investment basics and their application to retirement planning ; the role of financial counselors and required skills sets; financial planning for postsecondary education. This course will be open to students who are in or have placed into ENGL 098 or higher.

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# Fire Science Courses

## FSCI 104 - Fire Prevention and Building Codes

3-0-3

Credit Hours: 3

The course provides students with an in-depth knowledge of fire safety based on model (nationally recognized) fire prevention and building codes with amendments unique to the city of Philadelphia. A description of the historical background and purpose of fire prevention and building codes is followed by major topics of fire safety: occupancy and construction types, egress requirements, hazardous materials (types, storage, restrictions), fire protection systems and the conducting of fire safety inspections of buildings.

**Offered Online:** Yes

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## FSCI 111 - Emergency Scene Management

3-0-3

Credit Hours: 3

This course introduces the student to the complexities of managing a response to an emergency scene such as a fire, explosion or multi-casualty incident. The student will learn the importance of the Incident Command System (ICS), the primary functional duties within this system and the process of establishing command and control at an emergency scene. In addition, this course teaches the student several methods of emergency scene analysis and a systematic approach to deciding on the appropriate course of action for first-responders.

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## FSCI 142 - Introduction to Occupational Health and Safety for Firefighters

3-0-3

Credit Hours: 3

Provides an understanding of contemporary health and safety issues, and regulations in modern workplaces and communities. Major study of basic health and safety management principles.

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## FSCI 172 - Fire Detection and Suppression Systems

3-0-3

Credit Hours: 3

This course will provide students with knowledge of basic hydraulic principles and the practical application to sprinkler and standpipe delivery system design and operation. It will assist students in making tactical decisions on the emergency scene or when planning for emergencies.

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## FSCI 181 - Building Construction for the Fire Service

3-0-3

Credit Hours: 3

Course will familiarize students with qualities and types of structures commonly encountered in Philadelphia: ordinary construction, wood frame, masonry, concrete and steel frame. The course will identify the inherent strengths and weaknesses of building structural systems and building materials with regard to flammability, toxicity and emergency scene personnel deployment. In addition, the course will address newly developed construction techniques.

---

## FSCI 221 - Fire Prevention and Protection

3-0-3

Credit Hours: 3

This course provides students with an understanding of the evolution of the fire service. They will examine historical precedents and the major responsibility of the fire service in preventing fire and establishing and maintaining safe environments. Analysis of fire prevention problems and the components of an effective fire prevention program are studied.

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## FSCI 241 - Fire Administration

3-0-3

Credit Hours: 3

This course provides students with an understanding of management as a theoretical as well as a practiced discipline. They will examine how management is practiced in various environments with particular emphasis on identifying and understanding the differences between public service institutions and private organizations with regard to public safety.

**Offered Online:** Yes

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## FSCI 271 - Hazardous Materials

3-0-3

Credit Hours: 3

This course provides students with the basic knowledge to recognize, identify, classify and evaluate the dangers posed by hazardous materials. Students will learn to control hazardous materials emergencies by using the incident management model. Topics covered include: site safety and control; responder roles within the incident management system; related standards, laws and regulations; evaluation of the properties of hazardous materials; container and environment evaluation; personal protective equipment; decontamination and termination procedures. This course prepares interested students for the Pennsylvania Voluntary Fire Service Hazardous Material Awareness (NFPA #472 Standard) Certification Exam, that is proctored at the Philadelphia Fire Training Academy.

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## FSCI 281 - Fire Investigation

3-0-3

Credit Hours: 3

This course will acquaint students with the theories of fire investigation, consistent with National Fire Protection Agency (NFPA) protocols. Methodology of fire investigation, motives of arsonists, fuels, incendiary fires, explosions and auto fires will be discussed, as will the formulation and testing of a hypothesis with regard to the origin and cause of a fire.

---

## FSCI 291 - Computer Assisted Pre-Fire Planning

2-2-3

Credit Hours: 3

This course teaches students to create, maintain, modify and enact pre-fire plans regarding a variety of building occupancies and facilities. Using CAD technology, students learn to create graphic depictions of buildings and fire access routes, plot locations of fire stand-pipes and hydrants, charge emergency egress routes throughout building interiors, and plan for the deployment of firefighting equipment.

Additional course fee: \$85

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# First Year Experience

## FYE 101 - First Year Experience

3-0-3

**Credit Hours:** 3

This course introduces first-year students to ideas and strategies required for college-level academic inquiry and college success, including critical thinking, communication, cultural competence, problem-solving, data interpretation, and institutional knowledge. Students develop college preparedness skills such as time management, note taking, study methods, test taking, information literacy, and an understanding of academic integrity. Students apply critical thinking and communication skills to areas such as cultural diversity, media literacy and financial literacy and gain an understanding of campus and community resources. Students create an appropriate academic plan, financial plan, and career/transfer plan in the course of the semester. Students in degree programs requiring FYE 101 must enroll in the course within the first 12 credits.

### **Academic Major Restrictions:**

Students must be in one of the following academic degree programs to take this course:

- Art & Design
- ASL/INT
- Black Studies
- Communication Studies
- Creative Writing AC
- English
- International Studies
- Liberal Arts
- Liberal Arts: Honors
- Mass Media

**Offered Online:** Yes

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# Foundational Mathematics Courses

*NOTE: On the basis of placement tests in mathematics, students are assigned to math courses at an appropriate level. There are courses at the pre-college level, as well as a variety of transferable college courses. All courses numbered below 100 are pre-college courses.*

## FNMT 016 - Arithmetic

3-0-3

Credit Hours: 3

This arithmetic course covers operations on natural numbers, integers, rational numbers (fractions), decimals and percents. Multi-step problems utilizing the correct order of arithmetic operations will be stressed. Correct mathematical format will be stressed. An on-campus, in-person departmental final exam is required with no calculators allowed. Credit will not apply toward graduation.

**Offered Online:** Yes

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## FNMT 017 - Elementary Algebra

3-0-3

Credit Hours: 3

This course covers algebraic expressions; equivalent algebraic expressions; operations on algebraic expressions; linear equations and inequalities in one variable; and factoring. An on-campus, in-person departmental final exam is required with no calculators allowed. Credit will not apply toward graduation.

**Offered Online:** Yes

**Prerequisite:**

"Pass" grade in FNMT 016 or satisfactory score on mathematics placement test.

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## FNMT 019 - Introductory Mathematics

4-0-4

Credit Hours: 4

This course covers operations with whole numbers, integers, and rational numbers written as fractions or decimals; solving problems with dimensional analysis, ratios, proportions, percent, speed/distance/time, and perimeter and area of basic geometric shapes; simplifying and manipulating linear algebraic expressions and solving linear equations and inequalities; an introduction to laws of exponents; and factoring out a greatest common factor monomial from a binomial/trinomial. An on-campus, in-person departmental final exam is required (conditions permitting) with no calculators allowed.

**Offered Online:** Yes

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## FNMT 020 - Introductory Mathematics Discussion

2-0-2

Credit Hours: 2

This course emphasizes operations with whole numbers and serves as a companion to FNMT 019, Introductory Mathematics, helping students succeed at that course by providing additional time to work on course concepts and procedures.

**Prerequisite:**

FNMT 019, which may be taken concurrently

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## FNMT 101 - Quantitative Reasoning

3-0-3

Credit Hours: 3

This course is designed to enable students in liberal arts programs to learn how to use and interpret quantitative information in a real-world context. Students will learn how to use data to make decisions in day-to-day life, develop simple mathematical models in their personal and professional settings, and reach logical conclusions in real-world scenarios. The students will learn by exploring topics such as formal logic, algebraic modeling, and estimation.

**Academic Major Restrictions:**

Students must be in one of the following academic degree programs to take this course:

- Art & Design
- Black Studies
- Communication Studies
- Creative Writing AC
- English
- International Studies
- ASL/English Interpreting
- Liberal Arts
- Liberal Arts: Honors

**Offered Online:** Yes

**General Education Fulfillment:** Quantitative Reasoning

**Prerequisite:**

FNMT 017 or FNMT 019 completed or FNMT 118 ready placement.

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## FNMT 118 - Intermediate Algebra

3-0-3

**Credit Hours:** 3

Real numbers, polynomials, rational expressions, algebraic expressions, linear equations and inequalities in one variable, absolute value equations and inequalities, linear equations in two variables, graphs of lines, systems of linear equations in two variables, quadratic equations in one variable, problem solving. An on-campus, in-person departmental final exam is required with no calculators allowed.

**Offered Online:** Yes

**General Education Fulfillment:** Quantitative Reasoning

**Prerequisite:**

FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement

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## FNMT 121 - Retail Mathematics & Merchandising

3-0-3

**Credit Hours:** 3

Students learn the essential concepts, practices, and quantitative skills necessary for retail planning, buying, and selling. This course covers mathematical topics that pertain to students who are pursuing careers in Fashion Merchandising. These topics include profit and loss statement, retail pricing of merchandise, markups, markdowns, the retail method of inventory, six-month planning, and assortment planning. Students learn the various financial tools that retailers use to evaluate performance. Students will simulate buying decisions and learn how to use technology to assist in retail management.

**General Education Fulfillment:** Quantitative Reasoning

**Prerequisite:**

FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement

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# Gender Studies Courses

## GS 101 - Introduction to Gender Studies

3-0-3

**Credit Hours:** 3

Gender Studies 101 introduces students to the foundational concepts in Women's, Men's, Trans, and Nonbinary Studies and examines their historical contexts, contemporary topics, and future concerns. Gender Studies explores gender through multiple lenses including ethnicity, class, religion, nationality, culture, and sexual orientation in order to dissect how it is a social construct, a biological component, and a source of prejudice, stereotype, and privilege. Using primary texts, students will critically and thoughtfully analyze the interdisciplinary and intersectional nature of gender and examine the ways our individual identities navigate gender personally, politically, and societally.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## GS 110 - Global Perspectives in Gender Studies

3+0+3

**Credit Hours:** 3

Global Perspectives in Gender Studies is an introduction to the many issues related to gender in international and diverse societies. This course addresses the gender inequalities and social divides that individuals negotiate under both contemporary and historical expressions of colonialism, capitalism, and globalization. Students in the course will critically analyze how transnationalism and intersectionality impact individuals, why gender is a core issue in all cultures, and how social justice movements are confronting inequalities worldwide.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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# Geography Courses

*NOTE: All Geography and Earth Science courses are considered Social Science courses.*

## GEOG 101 - Introduction to Physical Geography

3-0-3

**Credit Hours: 3**

An introduction to the basic concepts of physical geography that will involve the examination of the physical systems and processes which create many types of landforms and shape the earth's environment. In addition to introducing students to the concepts relevant to the physical world patterns, such as those relating to the makeup of the earth, weathering and mass movement, ocean currents and wind interaction, glaciation and periglaciation, this course also helps them understand the creation of the physical world as a systematic rather than a random formation.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## GEOG 103 - Introduction to Human Geography

3-0-3

**Credit Hours: 3**

Human Geography examines the relationships among people, culture, and space. It is the study of spatial variations among cultural groups and the spatial functioning of societies at local, regional and global scales both within the United States and throughout the world. This course focuses on describing, analyzing and comparing the ways in which human attributes, cultural characteristics and structures, including population, demographics, migration, language, religion, popular and folk cultures, race, ethnicity, gender roles, political and economic systems, levels of development, resource management, and land use and urbanization, remain constant or vary around the world. Students examine the relationships among cultural and human patterns, economic activities, and the physical environment, analyze and interpret information from primary sources, and develop skills in writing appropriate for geography and the social sciences.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## GEOG 180 - Urban Geography

3-0-3

**Credit Hours: 3**

Examines cities and their surrounding regions from the perspective of a geographer, a social scientist searching for order in the way people organize and use the space they inhabit, through an analysis of physical, economic and social patterns within the urban areas of the United States and the world.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## GEOG 222 - World Regional Geography

3-0-3

**Credit Hours: 3**

This course examines the numerous physical processes which have shaped the world's landscapes, as well as various historical, political and economic forces which underlie the world's complex social landscapes. The regions covered include North America, Latin America, Europe, Africa, the Middle East, the former Soviet Union, Asia and the Pacific.

**Prerequisite:**

GEOG 101 or GEOG 103

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# Global Studies Courses

## GLS 101 - Introduction to Global Studies

3-0-3

**Credit Hours:** 3

Global Studies 101 takes an interdisciplinary approach to studying global issues through a variety of perspectives with an aim to explore the connections between the personal and the global. Topics are studied in the contexts of the nation-state systems, international organizations, and human rights, including the history of violent conflicts and peace movements, and the subsequent resolutions, impacts, and outcomes.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## GLS 102 - Political and Economic Foundations in Global Studies

3-0-3

**Credit Hours:** 3

Using the lens of politics and economics, GLS 102 builds upon key concepts of the field learned in GLS 101 to study the complexities of human interactions as they occur in multiple ways around the world. These include interactions among individuals and groups, interactions in the market through the nation-state, and interactions at the supranational level. GLS 102 is global in coverage, focusing on low, middle- and high-income countries, and is practical in orientation. It covers key concepts including development, sustainability, security, and sovereignty. Particular attention is focused throughout the course on case studies of several countries, which allows students to see the connections between the concepts and how they play out in specific socio-economic settings in the present-day world.

**Prerequisite:**

GLS 101

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# History Courses

*NOTE: History 101, 102 and 103 may be taken in any order.*

## HIST 101 - US History: Colonial America through the Revolutionary Era

3-0-3

**Credit Hours: 3**

Colonial America through the Revolutionary Era surveys the political, social, economic, cultural and ideological characteristics of the 17th and 18th centuries, beginning with the earliest settlements through the establishment of the early American republic. Students are introduced to the techniques and strategies of historians through the use of historical texts, both primary and secondary, as well as the procedures of historical writing. Attention is given to multiple American cultures and their prevalent values and institutions; the explanations for change in such values and institutions; and relationships within the American colonies and the early United States both among the cultural groups comprising the national population as well as with those of Europe and Africa.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 102 - US History: The Civil War and the 19th Century

3-0-3

**Credit Hours: 3**

US History: The Civil War and the 19th Century surveys the political, social, economic, cultural and ideological characteristics of the United States from the early Republic, through the Civil War, to the Spanish American War. Students are introduced to the techniques and strategies of historians through the use of historical texts, both primary and secondary, as well as the procedures of historical writing. Attention is given to the prevalent values and institutions of America; the explanations for change in such values and institutions; and the interaction of the United States with the cultural groups comprising the national population as well as with specific nations of the world.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 103 - US History: The 20th Century and Beyond

3-0-3

**Credit Hours: 3**

US History: The 20th Century and Beyond surveys the political, social, economic, cultural and ideological characteristics of modern America beginning c. 1900. Students are introduced to the techniques and strategies of historians through the use of historical texts, both primary and secondary, as well as the procedures of historical writing. Attention is given to prevalent American values and institutions; the explanations for change in such values and institutions; and the relationship between the United States and other cultures.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 103H - United States and Pennsylvania History: The 20th Century (Honors)

3-0-3

**Credit Hours: 3**

Modern United States History from the end of the 19th century to the present with special attention to its relationship to other humanities and social sciences, and with an emphasis on historical theory and interpretation.

**Offered Online:** Yes

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## HIST 121 - World History: The Distant Past

3-0-3

**Credit Hours: 3**

In this course students examine the remote past to understand the roots of contemporary social institutions. The development of complex societies in Africa, Eurasia, the Americas and the Pacific will be explored, along with the growth of empires, long-distance trade networks, and religious traditions. Students identify and interpret archival materials and primary sources, with a focus on themes, patterns, processes, and events prior to the sixteenth century.

NOTE: History 121 and 122 may be taken in any order.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 122 - World History: The Recent Past

3-0-3

**Credit Hours:** 3

In this course, students examine the recent past to understand the roots of contemporary phenomena such as the nation-state, international law, social movements, and global networks of trade and technology. Students identify and interpret archival materials and primary sources, with a focus on themes, patterns, processes, and events from the sixteenth century onward.

NOTE: History 121 and 122 may be taken in any order.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 142 - Food History

3-0-3

**Credit Hours:** 3

In this course, students will study the historical relationship between human beings and the food they consume, as well as the social institutions that have evolved around the production and consumption of food across cultures and time periods.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 146 - Latino American History

3-0-3

**Credit Hours:** 3

Analyzing the Latino story in terms of race, gender and class, this course weaves the too little known story of Latino Americans into the history of the United States. Some of the time periods and movements analyzed include the 16th century conquest, colonization, 19th century expansion, the Great Depression, World War II, Post war society, the Civil Rights movement, and late 20th and early 21st century immigration. For this course, the term, "Latinos" includes people from the Caribbean, Central and South America, Mexico and Belize.

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## HIST 150 - History of American Health Care

3-0-3

**Credit Hours:** 3

A historical, conceptual survey of the origins and development of American health care from colonial America to the contemporary health care issues of the United States.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 151 - History of Capitalism

3-0-3

**Credit Hours:** 3



Capitalism is the dominant system of economic organization in the world today. Students will examine its origins, its development, its critics and its alternatives. In doing so, they will draw upon the fields of business history, labor history, political economy, and the history of economic thought, while applying lessons from these fields to contemporary economic problems.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 160 - History of American Diversity

3-0-3

**Credit Hours:** 3

This course places the themes of race, ethnicity, gender, class and religion in a historical context from pre-Columbian America through colonial and revolutionary North America and into the nineteenth and twentieth centuries. It strives to be culturally inclusive and intellectually encompassing, emphasizing the actual experiences of ordinary citizens as well as those of extraordinary individuals.

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## HIST 170/RS 170 - Religion in American History

3-0-3

**Credit Hours:** 3

This course examines the origins, beliefs, practices and cultural significance of religious traditions and movements in American history, including but not limited to Native American religious traditions, Protestant denominations, Roman Catholicism, Judaism, Islam, African American religions, and religious movements founded in the United States such as The Church of Jesus Christ of Latter-day Saints (Mormons) and the Seventh-Day Adventists. Close reading and interpretive analysis of primary texts constitute the major course activities.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 176/ADC 176 - Philadelphia History: Architecture and Planning

3-0-3

**Credit Hours:** 3

Students in this course will study Philadelphia's physical and social development from William Penn's initial founding through the 21st Century. The course will focus on interpretation of the city's physical design as an expression of social, demographic and political contexts, technological advances and new materials, and evolving construction techniques of each significant historical period. Students participate in field trips and other onsite experiences that take place in various sections of the city.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 180 - Women and History

3-0-3

**Credit Hours:** 3

The role of women in a multi-cultural context studied historically. Special emphasis on women's cultural and social roles in diverse societies in different periods.

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## HIST 220 - African American History to 1877

3-0-3

**Credit Hours:** 3

Making use of primary texts, this course surveys the social, cultural and political history of African Americans from enslavement through the Civil War and the post-war period, Reconstruction. Beginning in West Africa, the course examines three centuries of North American slavery, as well as the initial experiences of African Americans with emancipation and the promises of Reconstruction.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HIST 221 - African American History After 1865

3-0-3

Credit Hours: 3

This course surveys the cultural, social and political history of African Americans after the Civil War. Especially through close reading of primary texts, the course examines the experiences of African Americans during emancipation, urbanization, and the modern Civil Rights and Black Power eras.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### HIST 297H - Intellectual History: Ancient and Medieval (Honors)

3-0-3

Credit Hours: 3

Ancient and medieval intellectual history with special attention to its relationship to other disciplines in the humanities and social sciences, and with an emphasis on historical theory and interpretation.

**Prerequisite:**

ENGL 101 or ENGL 101H

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### HIST 298H - Intell Hist: Modern Honors

3-0-3

Credit Hours: 3

Modern History from the Reformation to the 21st century with special attention to its relationship to other disciplines in the humanities and social sciences, and with an emphasis on historical theory and interpretation.

**Prerequisite:**

ENGL 101 or ENGL 101H

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# Humanities Courses

## HUM 101 - Cultural Traditions: Ancient to the 13th Century

3-0-3

Credit Hours: 3

Interdisciplinary study of the humanities, from the ancient world to the 13th century, including literature, philosophy, music, art and history. Crucial themes of continuing importance, such as justice, duty, the concept of the self, and the relationship between the individual and society, will be examined in both Western and non-Western cultures. The course emphasizes oral and written analysis of primary works.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 may be taken concurrently

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## HUM 101H - Cultural Traditions: Ancient to the 13th Century (Honors)

3-0-3

Credit Hours: 3

Interdisciplinary study of the humanities, from the ancient world to the 13th century, including literature, philosophy, art and history. Crucial themes of continuing importance, such as justice, the hero and the concept of the self will be examined in both Western and non-Western cultures. Course will emphasize oral and written analysis of primary works. May be taken concurrently with any Honors course.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HUM 102 - Cultural Traditions: 14th Century to the Present

3-0-3

Credit Hours: 3

Interdisciplinary study of the humanities, from the 14<sup>th</sup> century world to the present, including literature, philosophy, music, art and history. Crucial themes of continuing importance, such as justice, duty, the concept of the self, and the relationship between the individual and society, will be examined in both Western and non-Western cultures. The course will emphasize oral and written analysis of primary works.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 may be taken currently

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## HUM 102H - Cultural Traditions

3-0-3

Credit Hours: 3

Interdisciplinary study of the humanities, from the 14<sup>th</sup> century world to the present, including literature, philosophy, music, art and history. Crucial themes of continuing importance, such as justice, duty, the concept of the self, and the relationship between the individual and society, will be examined in both Western and non-Western cultures. The course will emphasize oral and written analysis of primary works. May be taken concurrently with any Honors course.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## HUM 120 - Introduction to Chinese Culture and Civilization

3-0-3

Credit Hours: 3

This interdisciplinary humanities course studies Chinese culture and civilization through art, music, philosophy, literature and history. Close reading of texts, class discussion and writing is required.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 may be taken concurrently

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## HUM 130 - Introduction to Japanese Culture and Civilization

3-0-3

Credit Hours: 3

Japanese culture and civilization will be studied through art and philosophical, literary and historical texts set in a chronological context. A close reading and interpretive analysis of primary texts will shape the major course activities which consist of in-class discussion and writing as well as writing assignments.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 may be taken concurrently

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## HUM 150 - Introduction to Latin American Cultures and Civilizations

3-0-3

Credit Hours: 3

An introductory interdisciplinary humanities course on the cultures and civilizations of Latin America that will focus on the interpretation of literary, philosophical and historical texts, with a balanced representation from film, art and music. Students will learn about some of the cultures of Latin America from political, economic and social perspectives. Areas include Meso, Central and South America, as well as the Caribbean.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 may be taken concurrently

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## HUM 170 - Middle East Cultures and Civilizations

3-0-3

Credit Hours: 3

This course offers an interdisciplinary approach to the cultures and civilizations of the Middle East that recognizes both the diversity of the region and the unifying themes common to Middle Eastern societies. Students will explore the ancient past, the impact of Islam and the Golden Age, colonization and nationalist movements, and the contemporary Middle East. History, religion, literature and the arts will be investigated in both traditional and modern contexts. These varied course experiences will provide students with an integrated view of the Middle East today.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, which may be taken concurrently.

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## HUM 180 - Introduction to African Cultures and Civilizations

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Humanities 180 is an introductory humanities course focusing on the pre-colonial through contemporary cultures and civilizations of continental Africans. Through the interpretation of various texts and artistic expressions, including scholarly works, literary and non-literary texts, film, art and/or music, students will learn about the migratory patterns, philosophies, cultural histories, and sociopolitical structures of select African societies. Specifically, students will examine the values, beliefs, practices, and the various institutions through which these are transmitted.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 may be taken concurrently

---

# Interdisciplinary Studies Courses

## IDS 120 - Intro to a Study Abroad Site

1-0-1

Credit Hours: 1

This one-credit course introduces students to the history, cultural traditions, and current circumstances of a specific study abroad site. This course combines fifteen hours of formal class time with additional co-curricular activities at the program site. Students are required to attend lectures and discussions on campus prior to the trip, at the site, and on campus after returning from the site. Students will spend at least five days at the site not including travel days to and from the destination.

---

## IDS 150 - Introduction to African Diaspora Studies

3-0-3

Credit Hours: 3

Students in this course will study the experience of Africans living in Africa, Europe, North and South America, the Caribbean and the Mediterranean. An interdisciplinary course, it makes use of sources from history, literature and the social sciences. Students will study racial, ethnic, cultural and religious traditions of the African Diaspora, including patterns of exclusion and inclusion and the social relations between Diaspora Africans and non-African populations.

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## IDS 297H - Seminar in the Humanities and Social Sciences: Ancient and Medieval (Honors)

3-0-3

Credit Hours: 3

An interdisciplinary seminar in ancient and medieval social thought with a focus on philosophy, literature and intellectual history.

**Prerequisite:**

ENGL 101 or ENGL 101H

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## IDS 298H - Seminar in the Humanities and Social Sciences - Modern (Honors)

3-0-3

Credit Hours: 3

An interdisciplinary seminar in modern social thought with a focus on philosophy, literature and intellectual history.

**Prerequisite:**

ENGL 101 or ENGL 101H

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## IDS 299H: Interdisciplinary Seminar: Comprehensive Timeline or Thematic Approach (Honors)

3-0-3

Credit Hours: 3

An interdisciplinary seminar in social thought with a focus on philosophy, literature, and intellectual history.

**Prerequisite:**

Grade of "B" or better in at least one Honors course and/or Approval of Honors Coordinator

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# Leadership Studies Courses

## LEAD 104 - Introduction to Leadership Studies

3-0-3

**Credit Hours: 3**

This course introduces students to concepts, models and practices of leadership that are effective in civic, community and political organizations. The course examines the purposes and structures of various types of organizations and looks at the sorts of leadership styles and strategies that match these organizations under particular circumstances. Using case studies, simulations and real-life applications, the course aims to help leaders and potential leaders better envision their organizations' purposes, better communicate with members, and better organize members for effective action.

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## LEAD 114 - Leadership for Effective Organizations

3-0-3

**Credit Hours: 3**

This course engages students in case studies, reading, research and discussion about leadership, especially in community nonprofit organizations. The course focuses on the articulation of an organization's purpose; on the recruitment, organizing, and encouragement of members; on teamwork, effective fund-raising and the successful conducting of projects; and on communicating an organization's mission and activities to the public.

---

## LEAD 120 - Introduction to Conflict Resolution Theory and Practice

3-0-3

**Credit Hours: 3**

This course introduces students to the psycho-social dynamics of conflict as it occurs at the interpersonal, organizational, and community levels of interaction. Various theories addressing the causes and stages of conflict will be presented in order to examine ways in which conflict functions to create and maintain personal identity, group boundaries, and in and out-group identities. Students will develop theoretical and practical frameworks within which to analyze and explore ways to resolve conflicts in settings ranging from home to the workplace. Particular attention will be paid to intractability in community relations and best practices for dispute management and resolution.

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# Management Courses

## MNGT 102 - First Year Experience for Business - Accelerated

3-0-3

**Credit Hours: 3**

This course introduces first-year students enrolled in the Business-Accelerated program to success strategies for professional development and college-level scholarship. Areas studied include career planning, problem solving, critical thinking, professionalism, cultural competence, working within teams, and basic business literacy. The course also helps students to gain an institutional knowledge of the College. Students create a comprehensive professional development plan, including academic, financial, and career/transfer components. This course is restricted to students in the Business-Accelerated program.

---

## MNGT 111 - Business Mathematics

3-0-3

**Credit Hours: 3**

Basic mathematical processes required for business calculations. Fundamentals of arithmetical operations, business problem solving, linear algebra and logarithms. Interest and discount calculation, allocation and depreciation, markup and markdown, annuities and present value.

---

## MNGT 121 - Introduction to Business

3-0-3

**Credit Hours: 3**

The course introduces students to business activity and its role in the free enterprise system. The course gives an overview of economic systems, e-commerce, forms of business ownership, issues of ethical and social responsibility, global business, small business ownership, principles of management, marketing, information technology and systems, accounting, finance and business law.

**Offered Online:** Yes

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## MNGT 141 - Principles of Management

3-0-3

**Credit Hours: 3**

This course reviews the five functions of management (planning, organizing, staffing, leading/motivating, and controlling) and the history of the development of management theory. It covers in detail the subset concepts and theories associated with the functions. The course explains the universality of management theory in its application within commercial, not-for-profit, governmental and other organizational settings. It covers management in its global applications as well as its involvement with organizational ethics and organizational social responsibility. Students with evidence of 2 years of management or supervision experience can have the prerequisite waived with permission of the department head.

**Offered Online:** Yes

**Prerequisite:**

MNGT 121 may be taken concurrently.

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## MNGT 142 - Management Information Systems

3-0-3

**Credit Hours: 3**

This course focuses on the role of information technology as a business enabler and covers management information systems applications, including customer relationship management systems, enterprise systems, e-commerce applications, transaction processing systems, business analytics, and emerging technologies. Students evaluate the organizational fit and suitability of business applications and interpret the interaction between information technology, customers, processes, data, infrastructure, participants, and environment in an organization. The ethical challenges of information technology and the evolving role of management information systems in the organization, and the role and careers of MIS professionals are also covered.

**Offered Online:** Yes



**Prerequisite:**

MNGT 121

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MNGT 262 - Business Law

3-0-3

**Credit Hours: 3**

A study of the key areas of the law as they apply to business including analysis of the advantages and disadvantages of the "S" corporation, "C" corporation, Limited Liability Company, limited and general partnership and sole proprietorships; the Uniform Commercial Code, including the law of sales, warranties and negotiable instruments; contract law and enforceability; liability for negligence and intentional torts; purchase and sale of real estate; and bailment of personal property.

**Offered Online:** Yes

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# Marketing Courses

## MKTG 131 - Principles of Marketing

3-0-3

**Credit Hours:** 3

Students study the essentials of marketing within the framework of real-time digital information sources and the transformational impact these recent technological developments have had. Students examine the role of marketing in society as well as specifically within business organizations. The "four Ps" of marketing (product, price, place and promotion) are explored as well as ethical responsibilities.

**Offered Online:** Yes

**Prerequisite:**

MNGT 121 may be taken concurrently.

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# Mathematics Courses

*NOTE: On the basis of placement tests in mathematics, students are assigned to math courses at an appropriate level. There are courses at the pre-college level, as well as a variety of transferable college courses. All courses numbered below 100 are pre-college courses.*

## MATH 121 - Computer Mathematics and Logic

3-0-3

**Credit Hours:** 3

Introduction to mathematical topics pertinent to Computer Information Systems: number bases, computer coding, logic, set theory, Boolean algebra and logic gates.

**Offered Online:** Yes

**General Education Fulfillment:** Quantitative Reasoning

**Prerequisite:**

FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher

---

## MATH 123 - Mathematical Principles I

3-0-3

**Credit Hours:** 3

This course provides an introduction to the foundations of mathematics. Topics include: logic and sets, construction of, representation of, estimation of, algebraic, geometric, ordering and metric structures on natural numbers and whole numbers. This course is open to all students but designed primarily for future teachers. This course will be open to students who are in or have placed into ENGL 098 or higher.

**General Education Fulfillment:** Quantitative Reasoning

**Prerequisite:**

FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher

---

## MATH 133 - Mathematical Principles II

3-0-3

**Credit Hours:** 3

This course is a continuation of Mathematical Principles I. Topics include: construction of, representation of, algebraic, geometric, ordering and metric structures on rational and real numbers, approximation and estimation, elementary combinatorics, probability and statistics, notions of size, mensuration, geometric structures and symmetry.

**Offered Online:** Yes

**Prerequisite:**

MATH 123 with a grade of "C" or better

---

## MATH 137 - Geometry for Design

3-0-3

**Credit Hours:** 3

Introduction to two- and three-dimensional geometry for students in visual design curricula. Traditional and computer-based geometrical construction; inductive and deductive reasoning; properties of triangles, polygons and circles; transformations and tessellations; area; the Pythagorean theorem; volume; similarity and the golden mean.

**Offered Online:** Yes

**General Education Fulfillment:** Quantitative Reasoning

**Prerequisite:**

FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher

---

## MATH 150 - Introductory Data Analysis

3-0-3

Credit Hours: 3

Introduction to statistical thinking. Visual presentation of data, summarizing of data, probability, sampling and simulation. Evaluation of inferences drawn from a variety of statistical material and generation of reports summarizing and communicating statistical results. Students whose curriculum requires ECON 112/114 may not substitute MATH 150.

**Offered Online:** Yes

**General Education Fulfillment:** Quantitative Reasoning

**Prerequisite:**

FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher

---

## MATH 151 - Linear Mathematics

3-0-3

Credit Hours: 3

Cartesian coordinates, linear equations in two variables, graphing lines, systems of linear equations and inequalities, Gauss-Jordan elimination, matrices, matrix addition and multiplication, matrix inversion, geometric solution of linear programming problems, the Simplex method, duality.

**Offered Online:** Yes

**Prerequisite:**

FNMT 118 with a grade of "C" or better, or placement in MATH 161 or higher

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## MATH 161 - Precalculus I

3-0-3

Credit Hours: 3

Functions and relations and their graphs, transformations and symmetries; composition of functions; one-to-one functions and their inverses; polynomial functions; complex numbers; rational functions; conic sections.

**Offered Online:** Yes

**Prerequisite:**

FNMT 118 with a grade of "C" or better

---

## MATH 162 - Precalculus II

3-0-3

Credit Hours: 3

Exponential and logarithmic functions, trigonometric functions, identities, inverse trigonometric functions, law of sines, law of cosines, trigonometric form of complex numbers, applications.

**Offered Online:** Yes

**Prerequisite:**

MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher

---

## MATH 163 - Discrete Mathematics I

4-0-4

Credit Hours: 4

The study of discrete structures. Discussion centers on the following: set theory; functions and relations; counting and discrete probability; introduction to graphs and trees; elements of logic; introduction to proofs, proofs by induction, direct proofs and reduction ad absurdum; recursive equations; Boolean algebra and logic circuits; and applications in computer science. Number theory may also be discussion.

**Offered Online:** Yes

**Prerequisite:**

MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher

---

## MATH 171 - Calculus I

4-0-4

Credit Hours: 4

Functions, graphs, limits, continuity, derivatives and anti-derivatives of algebraic and transcendental functions; techniques of differentiation; applications of derivatives, polynomial approximation; indeterminate forms; maxima and minima and applications; curve sketching; the definite integral; the fundamental theorem of calculus; integration by substitution.

**Offered Online:** Yes

**Prerequisite:**

MATH 162 with a grade of "C" or better, or placement in MATH 171 or higher

---

## MATH 172 - Calculus II

4-0-4

Credit Hours: 4

Fundamental theorem of calculus, integration by substitution, areas and volumes, techniques of integration, arc length, improper integrals, polar coordinates and parametric equations, conic sections, sequences, infinite series, power series, convergence tests, alternating series, Taylor and Maclaurin series.

**Offered Online:** Yes

**Prerequisite:**

MATH 171 with a grade of "C" or better, or placement in MATH 172 or higher

---

## MATH 251 - Statistics for Science

4-0-4

Credit Hours: 4

Algebra-based statistics for science. Statistical topics include descriptive measures, graphical methods, discrete and continuous probability distributions, estimation, one- and two-tailed hypothesis testing and categorical data.

**Offered Online:** Yes

**Prerequisite:**

FNMT 118 with a grade of "C" or better, or MATH 150 with a grade of "C" or better

---

## MATH 263 - Discrete Mathematics II

4-0-4

Credit Hours: 4

Algorithms and algorithm efficiency; big-O, big- $\Theta$ , big- $\Omega$  and little-o notation; average and worst-case speed; sorting algorithms; graphs, adjacency and incidence matrices; paths; connectedness; bipartite graphs; isomorphism; Euler and Hamilton paths; shortest paths; Dijkstra's algorithm; planarity; Euler's formula; graph coloring; trees; tree traversal; prefix, infix and postfix notation; spanning trees and minimum spanning trees (Prim, Kruskal). Formal languages, finite state machines and automata may also be discussed. Only offered in spring semester and summer II session.

**Prerequisite:**

MATH 163 with a grade of "C" or better

---

## MATH 270 - Linear Algebra

4-0-4

**Credit Hours:** 4

Matrices, determinants, vector spaces, inner product spaces, eigenvalues, eigenvectors, linear transformations and applications.

**Offered Online:** Yes

**Prerequisite:**

MATH 171 with a grade of "C" or better and MATH 172 with a grade of "C" or better (MATH 172 may be taken concurrently)

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## MATH 271 - Calculus III

4-0-4

**Credit Hours:** 4

Calculus of vector-valued functions and multivariate functions; vectors in multi-dimensional space; cylindrical, spherical and other coordinate systems; partial derivatives; multiple integrals; Green's Theorem; the Divergence Theorem; Stokes Theorem.

**Offered Online:** Yes

**Prerequisite:**

MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better

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## MATH 272 - Differential Equations

4-0-4

**Credit Hours:** 4

First order equations; higher order linear differential equations; systems of linear differential equations; series solutions of linear differential equations; the Laplace transform; applications; first order partial differential equations; Fourier Series. Only offered in spring semester and summer II session.

**Prerequisite:**

MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better

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# Medical Laboratory Technician Courses

## MLT 102 - Phlebotomy

2-3-8-4

Credit Hours: 4

This course provides students the skills and knowledge required to work in specimen collection in a healthcare setting. Emphasis is on venipuncture procedures, professionalism, the operation of the clinical laboratory, and specimen processing. Clinical practice is included.

Additional course fee: \$175

**Offered Online:** Yes

**Prerequisite:**

English Level V; FNMT 017 placement or higher and approval of department head or MLT curriculum coordinator.  
Applicants must be 18 years of age on or before the first day of the semester

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## MLT 155 - Clinical Hematology

3-3-0-4

Credit Hours: 4

Principles of urinalysis and blood formation, constituents and function, including blood coagulation. Emphasis on theory and performance of diagnostic hematological procedures and the correlation of laboratory results with kidney and blood disorders.

*Enrollment restricted to MLT majors.*

Additional course fee: \$105

**Prerequisite:**

BIOL 108 or BIOL 110 which may be taken concurrently and MLT 102, which may be taken concurrently.

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## MLT 205 - Immunohematology and Immunology

3-3-0-4

Credit Hours: 4

This course covers basic theory and concepts of antigen-antibody reactions and their impact on transfusion medicine. Topics include fundamental theories of blood group antigens, the genetics of inheritance, formation of corresponding antibodies and relevance to transfusion. Students perform basic blood bank procedures and select donors. Relationships of infection and immunity and specific serological methods for diagnosis of disease will be briefly described.

*Enrollment restricted to MLT majors.*

Additional course fee: \$105

**Prerequisite:**

MLT 155 with a grade of "C" or better

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## MLT 225 - Clinical Chemistry

3-3-0-4

Credit Hours: 4

CHEM 121 - College Chemistry I This course will explore the principles and procedures of routine clinical chemistry analyses, correlation of results with pathophysiology, and quality control. The laboratory focuses on routine procedures to include glucose, BUN, total protein using spectrophotometers, quality control materials and an introduction to instrumentation.

*Enrollment restricted to MLT majors.*

Additional course fee: \$105

**Offered Online:** Yes

**Prerequisite:**

CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122, BIOL 108 or BIOL 109 + BIOL 110, FNMT 118 or MATH 118, MLT 205.

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## MLT 245 - Clinical Microbiology

3-3-0-4

**Credit Hours:** 4

Continuation of BIOL 241. Isolation and identification of clinically significant pathogenic bacteria from all types of clinical specimens. Serologic procedures and an introduction to mycology and parasitology.

Additional course fee: \$105

**Offered Online:** Yes

**Prerequisite:**

BIOL 241, MLT 205, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122 all with a grade of "C" or better.

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## MLT 265 - Current Topics in Medical Laboratory Sciences

3-0-0-3

**Credit Hours:** 3

Students correlate laboratory findings with pathological conditions in humans in discussions, seminars, and lectures. Students will present clinical case studies and a research-based capstone project.

**Prerequisite:**

MLT 225 and MLT 245 both with a grade of "C" or better

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## MLT 295 - Clinical Practice

2-0-32-6

**Credit Hours:** 6

A coordinated period of supervised experience in all areas of an affiliated clinical laboratory providing the opportunity to perform a variety of clinical procedures and develop technical competence, plus a weekly seminar to address various aspects of laboratory science.

Enrollment restricted to MLT majors.

Additional course fee: \$175

**Prerequisite:**

MLT 225 and MLT 245 with a grade "C" or better. MLT 155 and MLT 265 must be taken concurrently.

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# Medium Heavy truck Courses

## MHT 101 - Medium and Heavy Truck Maintenance Fundamentals / Intro to Medium and Heavy Truck Service

2-4-3

Credit Hours: 3

This is an introductory course in basic medium and heavy truck maintenance and service that prepares students to take the ASE T8 Preventive Maintenance Inspection exam.

Additional course fee: \$155

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## MHT 112 - Medium and Heavy Truck Electricity

2-4-3

Credit Hours: 3

This is a course in basic medium and heavy truck electrical diagnosis and service that prepares students to take the ASE T6 Electrical/Electronic Systems exam.

Additional course fee: \$155

**Prerequisite:**

MHT 101, which may be taken concurrently

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## MHT 114 - Medium and Heavy Truck Steering and Suspension

3-4-4

Credit Hours: 4

This is a course in basic medium and heavy truck steering and suspension systems diagnosis and service that prepares students to take the ASE T5 Suspension & Steering exam.

Additional course fee: \$155

**Co-requisites:**

MHT 112, which may be taken concurrently

---

## MHT 120 - Medium and Heavy Truck Brake Systems

2-8-4

Credit Hours: 4

This is a course in basic medium and heavy truck brake system diagnosis and service that prepares students to take the ASE T4 Brakes exam.

Additional course fee: \$175

**Prerequisite:**

MHT 112, which may be taken concurrently

---

## MHT 125 - Medium and Heavy Truck Hydraulic Systems

3-4-3

Credit Hours: 3

This is a course in basic medium and heavy truck hydraulic diagnosis and service that prepares students to work with many hydraulic systems found in medium and heavy trucks, buses, tractor-trailer systems, and off-road equipment.

Additional course fee: \$155

**Prerequisite:**

MHT 112, which may be taken concurrently

---

## MHT 180 - Medium and Heavy Truck Engine Service

3-4-4

**Credit Hours:** 4

This is a course in basic medium and heavy truck diesel- and gas-powered engine diagnoses and service that prepares students to take the ASE T1 Gasoline Engine and the ASE T2 Diesel Engine exams.

Additional course fee: \$155

**Prerequisite:**

MHT 101 and MHT 112, which may be taken concurrently

---

# Music Courses

## MUS 100 - Music Reading

3-0-3

Credit Hours: 3

Introduction to music reading and elementary music theory: notation, terminology, key and time signatures, rhythm, meter, major scales, diatonic and chromatic intervals and triads and inversions.

**Offered Online:** Yes

---

## MUS 101 - Piano I

1-0-1

Credit Hours: 1

This course is designed to help the student acquire the basic skills needed for piano playing proficiency. Notation, fingerings, keyboard awareness, treble and bass clef reading, major scales, root position triads, rhythms and time signatures will be studied and incorporated in classroom performance. Self-disciplined daily practice is also needed to achieve the course goals.

Students must complete three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education.

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 071 and ENGL 081/ENGL 091 or higher placement.

---

## MUS 102 - Piano II

1-0-1

Credit Hours: 1

This course is a continuation of studies begun in Music 101, to further develop skills needed for reading and performing piano music. Students will master compositions in which each hand simultaneously plays an independent part, in order to build left hand-right hand coordination, a necessity for piano performance. Students will also study ten minor scales. In addition, students will learn root position triads for harmonic minor scales, to be played in sequence, ascending and descending, with both hands simultaneously.

Students must complete three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education.

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

MUS 101, ENGL 071 and ENGL 081/ENGL 091 or higher placement.

---

## MUS 103 - Introduction to Music

3-0-3

Credit Hours: 3

This course introduces students to the art and science of listening to music with engagement and understanding, presuming no prior musical knowledge or experience. Students will learn how to listen to music actively and critically, with emphasis on instrumentation, musical form, function, performance practices, cultural influences, and aesthetics. Examples from Western and world music will be used to engage students in discussion and study.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

---

## MUS 105 - Music of the Baroque and Classical Eras

3-0-3

Credit Hours: 3

A survey of music in western civilization focusing on Western music written between 1600-1825, including works by Monteverdi, Purcell, Handel, Vivaldi, J.S. Bach, Haydn, Mozart and Beethoven.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## MUS 106 - Great Romantic Music

3-0-3

Credit Hours: 3

A survey of music in Western civilization from the nineteenth into the twenty-first century: Schubert, Chopin, Liszt, Brahms, Tchaikovsky, Debussy, Ravel and others. Students analyze songs, tone poems, symphonies, sonatas, operas, ballets, concerti, nationalism and impressionism and connect these elements to modern-day composition.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## MUS 108 - Guitar I

1-0-1

Credit Hours: 1

Guitar I covers the basics of guitar playing: free stroke, rest stroke, note reading, left and right fingering on the strings, arpeggios, strumming patterns and chord progressions. Weekly performance assignments include right and left hand fingering development, note and tablature reading, strumming patterns, arpeggios, chords in major and minor keys, counting and rhythms. Student must provide their own instruments.

Students must complete three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education.

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 071 and ENGL 081/ENGL 091 or higher placement.

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## MUS 109 - Guitar II

1-0-1

Credit Hours: 1

Guitar II continues basic guitar technique, building on the techniques learned in Guitar I. Weekly performance assignments include more advanced right and left hand fingering, note and tablature reading, strumming patterns, arpeggios, chords in major and minor keys, counting and rhythms. Students must provide their own instruments.

Students must complete three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education.

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

MUS 108, ENGL 071 and ENGL 081/ENGL 091 or higher placement.

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## MUS 115 - Introduction to Music Technology

2-2-3

Credit Hours: 3

This hands-on course teaches students how to create, edit, and manipulate MIDI files in order to layer various tracks to create finished MIDI sequences. Students will learn

compositional and editing skills using industry-standard computers and digital audio hardware and software. They will learn how to properly connect various pieces of audio and MIDI hardware and how to set up music applications. In addition to the hands-on curriculum, students will learn about the history of analog and digital synthesis and the evolution of the technology, focusing on the relationships between past and present technologies.

Additional course fee: \$85

**General Education Fulfillment:** Oral Communication/Creative Expression

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## MUS 116 - Theory I

4-0-4

**Credit Hours:** 4

A first-level coordinated study of practical musical literacy (sight-reading and musical dictation) and musical grammar and structure (harmony), demonstrating and reinforcing the common language between the two aspects of musical discipline.

**Prerequisite:**

MUS 100

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## MUS 118 - Theory II

4-0-4

**Credit Hours:** 4

An intermediate coordinated study of practical musical literacy (sight-reading and musical dictation) and musical grammar and structure (harmony), reinforcing the common language between the two aspects of musical discipline.

**Prerequisite:**

MUS 116

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## MUS 120 - Music of African-Americans

3-0-3

**Credit Hours:** 3

This course consists of a survey of music that evolved from the African-American experience in America: folk music, blues, gospel, jazz, rhythm and blues, and concert music. This course also discusses the instruments, singing style and performance practice of traditional West African music.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## MUS 121 - Modern American Music

3-0-3

**Credit Hours:** 3

A survey of music in 20th and 21st century America including examples from both popular and concert traditions: jazz, musical theater, opera, ballet and popular music.

*NOTE: Music majors will supply their own instruments for all applied music courses.*

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## MUS 141 - Applied Music I

.5-0-9-2

**Credit Hours:** 2

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

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## MUS 142 - Applied Music II

.5-0-9-2

**Credit Hours: 2**

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

**Prerequisite:**

Student must satisfy the Music Performance major audition requirements, be accepted, and enroll in the program. Student must see department chair prior to enrolling. Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

To be eligible to enroll in an applied course, students must also be registered for at least one additional course during the term unless there are no other courses being offered during that term that are required for the program or certificate of study.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

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## MUS 143 - Applied Music III

.5-0-9-2

**Credit Hours: 2**

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

**Prerequisite:**

Student must satisfy the Music Performance major audition requirements, be accepted, and enroll in the program. Student must see department chair prior to enrolling. Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

To be eligible to enroll in an applied course, students must also be registered for at least one additional course during the term unless there are no other courses being offered during that term that are required for the program or certificate of study.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

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## MUS 144 - Applied Music IV

.5-0-9-2

Credit Hours: 2

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or higher in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

**Prerequisite:**

Student must satisfy the Music Performance major audition requirements, be accepted, and enroll in the program. Student must see department chair prior to enrolling. Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or higher in the course.

To be eligible to enroll in an applied course, students must also be registered for at least one additional course during the term unless there are no other courses being offered during that term that are required for the program or certificate of study.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

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## MUS 180 - Music Business

3-0-3

Credit Hours: 3

An introduction to the business of music including career opportunities, promotion and marketing procedures. This course is designed to help prepare music students to interact with the many facets of the music industry. Students will explore various professions in the music field and learn essential skills in music law, publishing, concert production, management, merchandising and recording. Students will work to build a portfolio throughout the course to aid in preparation for a career within the industry.

**Offered Online:** Yes

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## MUS 196 - Ensemble I

0-2-4-1

Credit Hours: 1

Music 196, 197, 296 and 297 teach music majors skills needed to play with vocal, jazz, guitar, percussion, orchestra and chamber groups: sight-reading, ensemble performance skills, rehearsal techniques, performance etiquette and recital production.

Course Number Appendix	Course Title
B	Brass Ensemble I
C	Chamber Music Ensemble I
E	Electronic Ensemble I
G	Jazz Guitar Ensemble I
H	Hip Hop Ensemble I
J	Jazz Ensemble I
P	Pop & Rock Ensemble I
SA*	Soprano/Alto Ensemble I
TB*	Tenor/Bass Ensemble I

\* Note: SA & TB Students must complete three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education.

Additional course fee: \$85

**General Education Fulfillment:** Oral Communication/Creative Expression

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## MUS 197 - Ensemble II

0-2-4-1

**Credit Hours: 1**

Music 196, 197, 296 and 297 teach music majors skills needed to play with vocal, jazz, guitar, percussion, orchestra and chamber groups: sight-reading, ensemble performance skills, rehearsal techniques, performance etiquette and recital production.

Course Number Appendix	Course Title
B	Brass Ensemble I
C	Chamber Music Ensemble I
E	Electronic Ensemble I
G	Jazz Guitar Ensemble I
H	Hip Hop Ensemble I
J	Jazz Ensemble I
P	Pop & Rock Ensemble I
SA*	Soprano/Alto Ensemble I
TB*	Tenor/Bass Ensemble I

\* Note: SA & TB Students must complete three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education.

Additional course fee: \$85

**General Education Fulfillment:** Oral Communication/Creative Expression

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## MUS 215 - Advanced Music Technology and Multimedia

2-2-3

**Credit Hours: 3**

A continuation of studies begun in MUS 115, this course focuses on advanced concepts in music technology and their application to multimedia. Students learn how to score for film and synchronize multimedia with advanced sound design, sampling, and production techniques.

Additional course fee: \$85

**Prerequisite:**  
MUS 115

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## MUS 216 - Theory III

4-0-4

**Credit Hours: 4**

An advanced level coordinated study of practical musical literacy (sight-reading and musical dictation) and musical grammar and structure (harmony), reinforcing the common language between the two aspects of musical discipline.

**Prerequisite:**  
MUS 118

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## MUS 220 - ProTools - Digital Audio Editing

2-2-3

**Credit Hours: 3**

A thorough, hands-on study of Digidesign ProTools, the industry standard in digital audio editing and recording. This course teaches recording and mastering techniques using the



Digidesign Pro Tools software and hardware.

Additional course fee: \$85

**Prerequisite:**

MUS 215

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## MUS 241- Applied Music V

.5-0-9-2

**Credit Hours: 2**

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

**Prerequisite:**

Student must satisfy the Music Performance major audition requirements, be accepted, and enroll in the program. Student must see department chair prior to enrolling. Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

To be eligible to enroll in an applied course, students must also be registered for at least one additional course during the term unless there are no other courses being offered during that term that are required for the program or certificate of study.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

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## MUS 242 - Applied Music VI

.5-0-9-2

**Credit Hours: 2**

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

**Prerequisite:**

Student must satisfy the Music Performance major audition requirements, be accepted, and enroll in the program. Student must see department chair prior to enrolling. Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

To be eligible to enroll in an applied course, students must also be registered for at least one additional course during the term unless there are no other courses being offered during that term that are required for the program or certificate of study.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

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## MUS 243 - Applied Music VII

.5-0-9-2

Credit Hours: 2

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

**Prerequisite:**

Student must satisfy the Music Performance major audition requirements, be accepted, and enroll in the program. Student must see department chair prior to enrolling. Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

To be eligible to enroll in an applied course, students must also be registered for at least one additional course during the term unless there are no other courses being offered during that term that are required for the program or certificate of study.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

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## MUS 244 - Applied Music VIII

.5-0-9-2

Credit Hours: 2

Seven and a half hours of private music instruction: technique, repertoire and professional performing skills. MUS 244 applied music instruction includes a final recital as well as a repertoire paper to be handed in and disseminated to faculty one week prior to the student's recital.

Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

Additional course fee: \$200

**Prerequisite:**

Student must satisfy the Music Performance major audition requirements, be accepted, and enroll in the program. Student must see department chair prior to enrolling. Students may not audit Applied Music courses and no Applied Music course can be repeated if the student earns a grade of "C" or better in the course.

To be eligible to enroll in an applied course, students must also be registered for at least one additional course during the term unless there are no other courses being offered during that term that are required for the program or certificate of study.

Part-time students may enroll in one, sequential Applied Music course per term.

Full-time students may enroll in two, sequential Applied Music courses concurrently, during the Fall and Spring semesters.

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## MUS 260 - Sound Reinforcement and Recording Session

4-0-4

Credit Hours: 4

This course prepares students for the techniques and practices used in a professional recording studio. It includes learning various studio hardware, signal processing, mixing board console navigation, signal flow, microphone designs and how they are used for recording sound, and where they are typically placed. Students learn how to run a live recording session and the best way to record, edit and master that session.

**Prerequisite:**

MUS 215

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## MUS 280 - Music Entrepreneurship, Licensing and Marketing

3-0-3

Credit Hours: 3

A continuation of studies begun in MUS 180, this course focuses on entrepreneurship in the music industry: marketing music projects, contracts and licensing, royalty reporting and other technological competencies necessary for a successful entertainment industry business. Students work on artist release projects from the College's record label, Spring Garden Records, designing promotional campaigns for press and promotion.

**General Education Fulfillment:** Technological Competency

**Prerequisite:**

MUS 180

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## MUS 290 - Music Internship

1-10-2

Credit Hours: 2

The Music Internship provides 120 hours of work experience for the student. In addition, students attend a weekly seminar to discuss topics including the latest software and hardware tools, ProTools certification, final resume preparation, and management of issues or problems that may arise on the job. Students will work in local music businesses or other venues appropriate to the individual student's goals.

**Prerequisite:**

MUS 180 and MUS 260, which may be taken concurrently.

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## MUS 296 - Ensemble III

0-2-4-1

Credit Hours: 1

Music 196, 197, 296 and 297 teach music majors skills needed to play with vocal, jazz, guitar, percussion, orchestra and chamber groups: sight-reading, ensemble performance skills, rehearsal techniques, performance etiquette and recital production.

Course Number Appendix	Course Title
B	Brass Ensemble I
C	Chamber Music Ensemble I
E	Electronic Ensemble I
G	Jazz Guitar Ensemble I
H	Hip Hop Ensemble I
J	Jazz Ensemble I
P	Pop & Rock Ensemble I
SA* <sup>a</sup>	Soprano/Alto Ensemble I
TB*	Tenor/Bass Ensemble I

\* Note: SA & TB Students must complete three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education.

Additional course fee: \$85

**General Education Fulfillment:** Oral Communication/Creative Expression

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## MUS 297 - Ensemble IV

0-2-4-1

Credit Hours: 1

Music 196, 197, 296 and 297 teach music majors skills needed to play with vocal, jazz, guitar, percussion, orchestra and chamber groups: sight-reading, ensemble performance skills, rehearsal techniques, performance etiquette and recital production.

Course Number Appendix	Course Title
B	Brass Ensemble IV
C	Chamber Music Ensemble IV
E	Electronic Ensemble IV
G	Jazz Guitar Ensemble IV
H	Hip Hop Ensemble IV
J	Jazz Ensemble IV
P	Pop & Rock Ensemble IV
SA	Soprano/Alto Ensemble IV
TB	Tenor/Bass Ensemble IV

Additional course fee: \$85

# Nursing Courses

## NURS 101 - Nursing I

4-2-12-7

**Credit Hours:** 7

Introduction to the knowledge, skills and abilities associated with nursing practice. Concepts of physiological integrity; psychosocial integrity; a safe, effective care environment; and health promotion/maintenance are examined. The nursing process provides a framework to help the learner think critically, assess factors that influence safe and effective care delivery, and integrate theory with care of clients and families. Offered fall semester only.

Additional course fee: \$345

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

BIOL 109, NUTR 111, and ENGL 101, which may be taken concurrently, all with a grade of "C" or better

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## NURS 132 - Nursing II

4-2-12-7

**Credit Hours:** 7

Concepts of physiological integrity; psychosocial integrity; a safe, effective care environment; and health promotion/maintenance are further explored as students assess and intervene to improve function for clients and families experiencing threats to physiological and psychosocial integrity. Nursing care is aimed at restoring optimal functioning for clients/families and assisting them through life transitions, using the nursing process as a framework to help the learner think critically and integrate theory with practice. Offered spring semester only.

Additional course fee: \$345

**Offered Online:** Yes

**Prerequisite:**

NURS 101

**Co-requisites:**

BIOL 110, ENGL 102, and FNMT 118 or MATH 118 or higher.

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## NURS 231 - Nursing III

5-0-12-7

**Credit Hours:** 7

Nursing care for clients/families experiencing common health alterations across the lifespan in a variety of settings is studied in depth. Students synthesize and integrate knowledge, skills and abilities associated with nursing practice to develop a plan of care for clients/families to assure the delivery of safe and effective care, to facilitate physiological and psychosocial integrity, and to promote health. Clinical decision-making skills and resource management principles are introduced. Offered fall semester only.

Additional course fee: \$345

**Offered Online:** Yes

**Prerequisite:**

NURS 132

**Co-requisites:**

BIOL 241, SOC 101 and CIS 103

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## NURS 232 - Nursing IV

5-0-12-7

Nursing care for clients/families experiencing common health alterations across the lifespan in a variety of settings continues to be examined in depth. Students synthesize and integrate knowledge, skills and abilities to evaluate and modify a plan of care; to independently plan, implement, and evaluate the delivery of safe and effective care; to facilitate physiological and psychosocial function; to assist client/family coping; to maximize self-care; and to promote optimal functioning. Concepts of management are further developed through collaboration with members of the health care team. Offered spring semester only.

Additional course fee: \$345

**Prerequisite:**

NURS 231

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# Nutrition Courses

## NUTR 106 - Nutrition for Healthy Lifestyle

3-0-0-3

**Credit Hours:** 3

Discover the science of nutrition and learn to live a healthier lifestyle. This course teaches students to incorporate fundamental scientific nutrition concepts, enabling them to make sound decisions to improve health and wellness and support disease prevention. Students utilize a variety of tools, guidelines, and techniques, empowering them to make intelligent applications of sound nutrition principles.

**Offered Online:** Yes

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## NUTR 111 - Introduction to Nutrition

3-0-3

**Credit Hours:** 3

Aspiring nurses and other healthcare professionals will obtain foundational knowledge in human nutrition science and evaluate lifestyle behaviors as determinants of health, wellness, and prevention of chronic disease. The course will provide evidence-based recommendations for nutrients and energy throughout the lifecycle. Learners will identify the consequences of inadequate and excess consumption of nutrients and will explore the influence that food behaviors, environment, culture and physical activity have on health and wellbeing.

**Offered Online:** Yes

**Prerequisite:**

ENGL 101 and BIOL 109 with a "C" or higher.

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# Paralegal Studies Courses

## PLS 101 - Intro to Paralegal Studies

3-0-3

Credit Hours: 3

A general introduction to the field of legal assistance with specific emphasis on the variety of tasks performed by paralegals in different employment settings, as well as the ethical obligations of paralegals.

**Offered Online:** Yes

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## PLS 111 - Legal Research and Writing I

3-0-3

Credit Hours: 3

This foundation course is an introduction to the field of legal research and writing. It provides students with an overview of the legal research process, the various legal source materials-both primary and secondary-and the basics of drafting a legal memorandum.

Additional course fee: \$265

**Prerequisite:**

PLS 101, which may be taken concurrently

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## PLS 115 - Legal Technology

3-0-3

Credit Hours: 3

An introduction to the use of computers and legal specialty software programs in the contemporary law office and other legal environments. The course will examine applications involving office management, document management, electronic discovery and trial presentation. The course will also address legal ethical considerations in the use of computer technology.

**General Education Fulfillment:** Technological Competency

**Prerequisite:**

PLS 101, which may be taken concurrently

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## PLS 121 - Civil Litigation I

3-0-3

Credit Hours: 3

This foundation course in civil litigation for paralegals provides students with an overview of the entire litigation process. The course considers the civil court system, client interviews and the drafting of documents such as initial pleadings and responses. Students are provided with an overview of discovery and civil trial procedures.

**Offered Online:** Yes

**Prerequisite:**

PLS 101, which may be taken concurrently

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## PLS 211 - Legal Research and Writing II

3-0-3

Credit Hours: 3



Provides in-depth practice in legal analysis of primary and secondary legal sources, drafting of a wide variety of legal documents and instruction in the use of computer databases in legal research. Course limited to Paralegal Studies degree and Paralegal Studies proficiency certificate candidates only.

**Prerequisite:**

PLS 111 and ENGL 102

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### PLS 215 - Electronic Discovery

3-0-3

**Credit Hours: 3**

This course will provide an in-depth treatment of both the theoretical and practical aspects of the electronic discovery lifecycle, including the preservation, collection, review, production and analysis of electronically stored information in litigation and investigations. The course will examine aspects of electronic discovery case law and federal and state procedural rules, as well as the ethical guidelines relevant to this evolving field.

**Prerequisite:**

PLS 121

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### PLS 221 - Civil Litigation II

3-0-3

**Credit Hours: 3**

An advanced course in civil litigation and trial preparation in which analytic skills are refined and experience is acquired by practicing as a litigation paralegal.

**Prerequisite:**

PLS 101 and PLS 121

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### PLS 231 - Family Law

3-0-3

**Credit Hours: 3**

An in-depth, overall introduction to the practice of family law in which practical and analytical skills are developed. Areas studied include legal ethics, marriage, divorce, division of property, alimony, child custody, child support, protection from abuse, premarital and separation agreements, adoption and other topics.

**Prerequisite:**

PLS 111 and PLS 121

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### PLS 241 - Tort Law

3-0-3

**Credit Hours: 3**

This is an advanced course in tort law. It involves personal injury litigation and trial practice, and includes principles of tort law such as negligence, intentional torts, strict liability, product liability and limited tort options in automobile insurance.

**Offered Online:** Yes

**Prerequisite:**

PLS 121

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### PLS 251 - Real Estate Law for Paralegals

3-0-3

**Credit Hours: 3**

The course engages students in analysis of legal concepts and procedures related to real estate transactions, such as consideration of deeds, the use of notes and mortgages in real estate financing, title examinations, title insurance, and real estate closings, as well as critical examination of relevant ethical considerations involving individuals and institutions who, as clients, expect paralegals to aid in the solution of legal problems.

**Prerequisite:**

PLS 111

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### PLS 255 - Business Organizations for Paralegals

3-0-3

**Credit Hours: 3**

This course examines the legal concepts relating to the different business formats such as sole proprietorships, partner-ships, limited liability companies and corporations. The course will specifically focus upon the skills such as drafting, legal research and analysis, which are critical to success in this specialty field.

**Offered Online:** Yes

**Prerequisite:**

ENGL 101 and PLS 111

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### PLS 261 - Wills, Trusts and Estate Administration

3-0-3

**Credit Hours: 3**

This course provides an in-depth introduction to the tasks performed by paralegals in estate planning and probate of a decedent's estate.

**Prerequisite:**

PLS 111

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### PLS 265 - Intellectual Property

3-0-3

**Credit Hours: 3**

This is an advanced course for paralegals in the area of intellectual property. The course considers the legal protection of all forms of intellectual property by means of patents, copyrights and trademarks. Students are provided with an understanding of the legal processes involved in the protection of intellectual property and the paralegal's role in those processes.

**Prerequisite:**

PLS 111

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### PLS 271 - Bankruptcy Law

3-0-3

**Credit Hours: 3**

This course examines the legal concepts relating to creditor and debtor rights under Title 11 of the United States Code, commonly referred to as the Bankruptcy Code. Students will learn about the various chapters of the Bankruptcy Code and its major sections, specifically focusing on consumer bankruptcy cases and the analysis of client interviews. Students will develop skills necessary to prepare a bankruptcy petition and its accompanying schedules and statements as well as other documents and motions commonly filed with the court in bankruptcy practice.

**Prerequisite:**

PLS 121

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### PLS 275 - Employment Law

3-0-3

Credit Hours: 3

An in-depth introduction to the laws governing the employer-employee relationship and the tasks performed by paralegals in employment law.

**Offered Online:** Yes

**Prerequisite:**

PLS 111

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### PLS 281 - Environmental Law

3-0-3

Credit Hours: 3

An introductory analysis of federal, state and local environmental laws and regulations and their application in the practice of environmental law.

**Offered Online:** Yes

**Prerequisite:**

PLS 111

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### PLS 285 - Immigration Law

3-0-3

Credit Hours: 3

Immigration Law will provide an overview of immigration law in the United States, with an emphasis on the practical application of that law in a law firm or corporate environment. Students will learn the skills needed to deal with a deadline-oriented caseload for a diverse clientele. Topics will include the basics of immigration employment and family-based immigration, refugee law and the procedures for applying for citizenship and asylum.

**Prerequisite:**

PLS 121

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### PLS 295 - Legal Internship

1.5-7-3

Credit Hours: 3

This course provides students with practical experience by applying the knowledge learned throughout the Paralegal Studies program in a work environment for a minimum of 96 hours during a semester. In weekly discussions with peers and the course instructor, students explore career options, develop confidence as professionals, and acquire job hunting and career development skills.

**Offered Online:** Yes

**Prerequisite:**

Completion of PLS 101, PLS 111 and PLS 121 and a grade point average of 2.5 or better.

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# Philosophy Courses

*NOTE: All Philosophy courses except PHIL 111 emphasize the ability to write short essays. There are no formal prerequisites for any Philosophy course.*

## PHIL 101 - Introduction to Philosophy

3-0-3

**Credit Hours:** 3

The course introduces students to the foundational theories and methods of philosophical analysis, emphasizing critical examination of some fundamental principles and problems of philosophy, with examples from the major areas of philosophy: metaphysics, epistemology, and ethics.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## PHIL 101H - Introduction to Philosophy (Honors)

3-0-3

**Credit Hours:** 3

The course introduces students to the foundational theories and methods of philosophical analysis, using a particular theme or subgenre—such as art, ethics, or truth-to-at-once focus student inquiry, while broadening the interdisciplinary nature of the course. Students learn to write and speak critically about philosophical theories, with emphasis on interpretation as well as relationships between philosophy and other academic disciplines.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, which may be taken concurrently.

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## PHIL 111 - Critical Thinking

3-0-3

**Credit Hours:** 3

Principles of thinking and problem solving, deductive and inductive logic and fallacies. Includes the analysis of formal and informal arguments.

**Offered Online:** Yes

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## PHIL 151/RS 151 - World Religions

3-0-3

**Credit Hours:** 3

Introduction to many of the world's major religious traditions (including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam) as well as other selected ancient and modern religious traditions. The course will also consider the nature and significance of religious experience, the impact of religion on culture, basic approaches to the study of religion, and different theories used to interpret religious beliefs and practices.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## PHIL 152/RS 152 - Philosophy of Religion

3-0-3

**Credit Hours:** 3

Systematic and historical analysis of philosophical problems of religion, such as the problem of evil and theodicy, the conflict between religion and science, the relationship between faith and reason, the nature of religious language, and arguments about the nature and existence of God.

### PHIL 202 - Philosophy of Love

3-0-3

Credit Hours: 3

Philosophical exploration of love, including concepts of love from Plato to contemporary thinkers and types of love, including romantic and sexual love, as well as love in friendship, family and religious devotion. Discussion of selected topics may include what love is, the place of desire in love, the role of love in a good life, and the ethics of love.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### PHIL 211 - Ethical Problems

3-0-3

Credit Hours: 3

A study of theories of morality and values and their application to selected topics in personal and social ethics such as euthanasia, abortion, capital punishment, sex and marriage, human and animal rights, the environment, hate speech, world hunger and poverty and censorship.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### PHIL 215 - Social and Political Philosophy

3-0-3

Credit Hours: 3

This course introduces some of the issues of central importance in the study of social and political philosophy. A variety of perspectives are considered, including a range of historical and contemporary writings. Theoretical and applied problems within the field are explored. Topics include the nature of law, morality, and duty. Special attention is given to the concepts of justice, freedom, property, and civic responsibility.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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### PHIL 297H - Philosophy in the Context of Intellectual History: Ancient and Medieval (Honors)

3-0-3

Credit Hours: 3

Ancient and medieval philosophy from the pre-Socratics to the Reformation with special attention to its relationship to intellectual history and contemporary intellectual problems.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 or ENGL 101H

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### PHIL 298H - Philosophy in the Context of Intellectual History: Modern (Honors)

3-0-3

Credit Hours: 3

Modern philosophy from Descartes and Hobbes to the 21st century with special attention to its relationship to intellectual history and contemporary intellectual problems.

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 or ENGL 101H

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# Photography Courses

*NOTE: Photography students in some production courses are required to supply at their own expense a 35mm film camera and accessories, a digital SLR camera, reflected light meter and tripod. Video cameras, 4x5 view cameras and professional studio and darkroom equipment are available for training purposes at the department's option. Values in parentheses reflect the expected cost to students of materials for the course.*

## PHOT 100 - Practical Photography for the Beginning Photographer

3-0-3

**Credit Hours:** 3

Through a series of practical camera-based exercises, this course provides beginning-level camera owners with (a) an overview of equipment available, (b) creative project ideas to explore with their camera, (c) compositional and technical skills beyond novice levels, and (d) a vision of useful and career-enhancing projects and possibilities beyond the class.

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 072 and ENGL 082/ENGL 092 or higher placement

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## PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques

2-4-4

**Credit Hours:** 4

Introduction to black and white photography using 35mm film and printing in a traditional B&W darkroom. Students will learn the use of the 35mm film camera, film and print processing in the B&W darkroom and gain an aesthetic sense of the photograph while producing a high quality B&W print portfolio. (\$200)

Additional course fee: \$85

**General Education Fulfillment:** Oral Communication/Creative Expression

**Prerequisite:**

ENGL 073 and ENGL 083/ENGL 093 or higher placement

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## PHOT 103 - Architectural and Landscape Photography

2-4-4

**Credit Hours:** 4

Use of the 4X5 large format traditional film camera and specialized digital camera and lenses for architectural and landscape photography. Introduction to the zone system of exposure control and fine printing. Location photography. Printing in the darkroom and computer lab. (\$300) (camera supplied by Department)

**Prerequisite:**

PHOT 101 or PHOT 105 with a grade of "C" or better or permission of the department head.

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## PHOT 104 - Introduction to Video Production

2-2-3

**Credit Hours:** 3

Development of basic location video skills including pre-production, camera, lighting, and editing on computer. Introduction to techniques and equipment through lecture and demonstrations, exercises, individual and small group production. Emphasis on non-fiction film format with some opportunity for narrative filmmaking. Non-linear computer-based editing with Adobe Premiere. (\$100.) (all equipment is supplied by Department)

Additional course fee: \$85

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

---

## PHOT 105 - Introduction to Digital Photography

2-4-4

**Credit Hours:** 4

This course is an introduction to digital photographic technique and the aesthetics of photography. Through a series of practical demonstrations and shooting assignments, the course provides students with an overview of digital camera operation, digital imaging principles, techniques in composition and aesthetics, and a foundation in photography that will prepare students for more advanced courses and career opportunities in photography.

Additional course fee: \$85

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

---

## PHOT 111 - History of Photography

3-0-3

**Credit Hours:** 3

This course will cover historical photographic movements and the technical development of photography from the inception of photography to the present and examine the impact the invention of photography has on our society, culture, and art. Students will investigate the historical events and cultural circumstances that have shaped the evolution of photographic expression and analyze significant photographic work.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## PHOT 113 - Digital Technology, Art, and Culture

3-0-3

**Credit Hours:** 3

This is a lecture course in art and cultural history that examines the impact of digital technology on art and on the way society interacts with culture. Survey topics include the history of digital visual art, digital moving images, and digital music/sound art. Students will also examine critical theory that addresses the relationship between technology and art.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## PHOT 151 - Techniques in Photo Editing (Photoshop I)

2-2-3

**Credit Hours:** 3

Use of Adobe Photoshop. Introduction to digital imaging, image enhancement and manipulation and archival print restoration. This course does not require a camera. (\$100)

Additional course fee: \$85

**Offered Online:** Yes

**General Education Fulfillment:** Oral Communication/Creative Expression

---

## PHOT 152 - Introduction to Color Photography and Digital Printing

2-2-3

**Credit Hours:** 4

An exploration of color photography, its materials and processes. The major components of the course are: color theory, techniques of color photography, color management systems, output devices, and archival issues and techniques. Practical experience will be gained in digital color printing and color management including monitor calibration and printer profiling. Assignments will be shot digitally, enhanced and corrected with Adobe Photoshop and digitally printed. A high quality digital camera is required for the course. Archival concepts and presentation topics will also be included.(\$225)

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

PHOT 151, which may be taken concurrently.

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## PHOT 201 - Basic Lighting for Photography

2-4-4

Credit Hours: 4

In this course, students learn to incorporate additional light sources into their developing photography practice, using lighting techniques in the studio and on location for portraiture and still life photography. Students will learn to use on-camera flash, electronic strobe, light ratios and reflective lighting. The course emphasizes how to work in dark and bright situations.

Additional course fee: \$85

**Prerequisite:**

PHOT 101 or PHOT 105; PHOT 151, which may be taken concurrently; and PHOT 152, which may be taken concurrently.

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## PHOT 202 - Commercial Photography - Portraiture

2-4-4

Credit Hours: 4

Portraiture lighting techniques including use of single and multiple light sources, lighting patterns and ratios, outdoor subtractive lighting, interior lighting techniques for environmental portraiture and flash fill. Business practices, subject posing and use of medium format cameras are explored. (\$300)

Additional course fee: \$85

**Prerequisite:**

PHOT 152, which may be taken concurrently.

---

## PHOT 205 - Commercial Photography - Advanced Studio

2-4-4

Credit Hours: 4

Advanced materials and techniques. Investigation of specialized areas of photography that exist primarily in the studio. Incorporation of digital imaging in studio photography. Portfolio preparation. (\$300)

Additional course fee: \$85

**Prerequisite:**

PHOT 152 and PHOT 201

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## PHOT 211 - Event and Corporate Videography

2-2-3

Credit Hours: 3

This course provides study beyond the introductory level of the techniques, skills and processes used for video production in corporate and organizational settings, including non-profit organizations, cable TV and the web. It features hands-on applications of advanced techniques for creating professional video projects including use of the DSLR camera for video. The course refines students' skills in the pre-production process, the gathering of audio and video content through field production, and computer-based editing. (\$100) (all equipment is supplied by Department)

Additional course fee: \$85

**Prerequisite:**

PHOT 104

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## PHOT 217 - Photojournalism

2-4-4

Credit Hours: 4

In this course, students will learn about the special role of photojournalism in modern society. This course provides advanced level photography students with an overview of

photojournalism as a career, and instruction in expanded techniques of modern photojournalism. Using professional digital cameras, recorders, computers, and a variety of software, students will produce still and moving images for photojournalist storytelling while developing compositional and technical skills. (\$50)

Additional course fee: \$85

**Prerequisite:**

PHOT 104, PHOT 151, PHOT 152, which may be taken concurrently.

---

## PHOT 250 - Fashion Entertainment Photography

2-4-4

**Credit Hours: 4**

This course is an introduction to professional fashion and entertainment photography. Through a series of practical demonstrations and shooting assignments, the course provides students with an overview of professional camera techniques, studio lighting, collaborating with stylists and models, and creating and marketing a professional photography portfolio for careers in fashion and entertainment photography. (\$75).

Additional course fee: \$85

**Prerequisite:**

PHOT 101 or PHOT 105 and PHOT 201.

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## PHOT 251 - Advanced Techniques in Photo Editing

2-2-3

**Credit Hours: 3**

This course is designed to help students prepare for a professional career in photography. The emphasis of the class is on photography post-production. Working across multiple software platforms, students will learn archival strategies, techniques for speeding up and improving workflow, and advanced tools and techniques in post-production image editing. Lectures and discussions will focus on various aspects of this crucial aspect of photographic image making, while lab time will reinforce these ideas with hands-on learning.

Additional course fee: \$85

**Prerequisite:**

PHOT 151

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## PHOT 291 - Internship

1-10-1

**Credit Hours: 1**

Students are placed in a professional studio or other photo/video employment for at least 5 hours per week to get firsthand experience in the industry. Supervision is by faculty in conjunction with employer.

**Prerequisite:**

PHOT 152 and PHOT 201 or PHOT 202, with a GPA of at least 3.0 in Photographic Imaging courses or DVP 150 and DVP 210 with a GPA of at least 3.0 in Digital Video Production courses.

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## PHOT 297 - Community Photography Projects

2-4-4

**Credit Hours: 4**

Students in this course will collectively develop a photography project that addresses the issues of a specific community and gain relevant professional experience in the field of photography. Through the production and documentation of this group project, students will individually develop professional photographic practices that can be applied to resumes.

Additional course fee: \$85

**Prerequisite:**

PHOT 101 or PHOT 105, PHOT 104.

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## PHOT 298 - Photography Portfolio

2-4-4

Credit Hours: 4

This course is a professional photography portfolio preparation class. Students will be supplied with the resources and mentorship necessary to produce a cohesive photographic portfolio that demonstrates originality and technical proficiency in their chosen field of photography.

Additional course fee: \$85

**Prerequisite:**

PHOT 104 and PHOT 201.

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## PHOT 299 - Professional Practices in Photography and Digital Video Production

2-2-3

Credit Hours: 3

This course is the capstone experience for the Photography and Digital Video Production Programs. It teaches critical skills for the graduate who intends to seek employment in the field of photography or digital video production or transfer to a baccalaureate institution. Portfolio preparation will consolidate imagery digital video produced in previous courses into a unified body of work. Other components of the course include business aspects of the profession, legal issues, resume preparation and development of interview skills. Restricted to DVP and Photography students only.

Additional course fee: \$250

**Prerequisite:**

PHOT 201 (Photography students) or DVP 120, DVP 130, DVP 140, DVP 150 must be taken prior to this course. DVP 210 and DVP 240 may be taken concurrently with this course (Digital Video Production students).

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# Physical Education Courses

## PEH 105 - Principles of Fitness and Wellness

2-2-3

Credit Hours: 3

This course is designed to provide instruction and experience in the basic areas of nutrition and physical fitness. Topics include dietary analysis, body composition, flexibility, cardiorespiratory endurance, muscular fitness and disease risk assessments, and stress management.

Additional course fee: \$85

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## PEH 120 - Introduction to Weight Training

0-3-2

Credit Hours: 3

This course introduces the knowledge and skills necessary to train safely and effectively with free weights and weight machines. Musculoskeletal anatomy, physical training principles, program design, and various weight training exercises are emphasized. Students will design and participate in a personalized weight training program. Nutritional considerations and weight training for special populations will also be discussed.

---

## PEH 220 - Functional Training

0-3-2

Credit Hours: 3

Functional Training (FT) is designed to provide practical, hands-on experience learning and performing exercises using one's own body weight, dumbbells, kettlebells, resistance bands, and medicine and stability balls. Students learn both how to perform the exercise and how the exercise relates to movement patterns associated with everyday activities and/or athletic skills. Additional discussions regarding training principles and program design will assist students in the development of FT exercise programs.

**Prerequisite:**

PEH 120 with a grade of "C" or better.

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## PEH 230 - Structural Kinesiology

3-0-3

Credit Hours: 3

This course is designed to provide a thorough examination of the musculoskeletal system and its relation to human movement. Structural and functional characteristics of major articulations are studied systematically, while biomechanical principles and neuromuscular control are applied to understand how motor skills are performed. Upon completion of the course, the student will be able to analyze multi-joint activities in terms of joint actions and muscular involvement and be able to recommend exercise programming to improve performance of motor skills for daily living activities or athletics.

**Prerequisite:**

BIOL 108 or BIOL 109 and BIOL 110 with a "C" or better.

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## PEH 240 - Exercise Physiology

3-2-4

Credit Hours: 3

This course is designed to provide an examination of the physiological response and adaptations to acute and chronic exercise. Lectures integrate concepts from chemistry, biology, and physics to elucidate the mechanisms of exercise-induced physiological changes. Bioenergetics, metabolism, neuromuscular and endocrine control, and cardiorespiratory physiology are detailed in lecture. Emphasis will be placed on application through exercise testing and the evaluation of fitness in the laboratory component of this course. Exercise for special populations, training principles, nutrition, and environmental considerations will also be explored as they relate to health and human performance.

Additional course fee: \$175

**Prerequisite:**

BIOL 108 or BIOL 109 and BIOL 110; each with a grade of "C" or better.

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## PEH 250 - Exercise Testing

3-2-4

**Credit Hours:** 3

This course is designed to introduce students to the foundational concepts and principles of exercise testing and prescription. Through lecture, lab and practical application, students will learn how to conduct a client interview, complete pre-participation health and pre-exercise screenings, perform fitness assessments, interpret results, and design exercise programs for apparently healthy individuals and those with medical clearance to exercise.

Additional course fee: \$175

**Prerequisite:**

PEH 240 with a grade of "C" or better.

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## PEH 260 - Business of Personal Training

2-0-2

**Credit Hours:** 2

This course focuses on the business skills necessary to be a Certified Personal Trainer (CPT), whether acting as an independent contractor at a fitness center or as the owner of a small business. Students will develop a business plan, as well as supporting documents such as marketing materials, contracts, and job descriptions. Additional discussions of career options will include the responsibilities, benefits, and challenges of various workplaces, as well as the scope of CPT practices, legal and ethical considerations, and the importance of continuing education. This course addresses many of the business, ethical, and legal Knowledge, Skills and Abilities (KSAs) for the CPT certification as outlined by the American College of Sports Medicine (ACSM).

**Prerequisite:**

PEH 240 with a grade of "C" or better.

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# Physics Courses

*NOTE: The Physics Department offers three sequences in physics. All include an appropriate laboratory.*

PHYS 101 is a non-mathematical college transfer or general elective science course open to all students. It is suitable for students in Liberal Arts, Communications and Education or for those who want to take physics as a general elective.

PHYS 105 is a one-semester course using only elementary high school mathematics, intended for Business, Fire Science, Respiratory Therapy and Construction Technology students. This course is for students desiring a minimally mathematically-based physics course. This course is suitable for Liberal Arts and Business students who need a laboratory science.

PHYS 111-112 is a two-semester college physics sequence for students with a good background in algebra and trigonometry. It is suitable for students in pharmacy, pre-dental and pre-medical programs who do not need a calculus-based physics course, mathematically able technology students and Liberal Arts students who plan to teach mathematics and sciences.

The PHYS 140-241 sequence is a calculus-based, classical physics sequence for students interested in biology, chemistry, engineering, mathematics or physics, pre-dental or pre-medical programs.

PHYS 242 is a calculus-based course in modern physics for students in the Engineering Science curriculum. It is also suitable for students who wish to take additional physics beyond PHYS 140 and 241, such as those interested in biology, chemistry, mathematics or physics.

## PHYS 101 - Revolutionary Concepts in Physics

3-2-4

**Credit Hours: 4**

The study of scientific concepts which have had a revolutionary impact on Western civilization from early Greek ideas on planetary motion to the Newtonian Syntheses. By the selection of key topics from mechanics and astronomy, the student will gain an acquaintance with the historical development, methodology and philosophy of our understanding of the physical universe of classical physics. Treatment will be mostly non-mathematical. A two-hour laboratory per week is required. This is a general elective course suitable for students who have a laboratory science requirement, except for students in curricula which specify a different physics course.

Additional course fee: \$105

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## PHYS 105 - Survey of Physics

4-2-4

**Credit Hours: 4**

Mechanics, heat, sound, electricity, magnetism, light and optics. Suitable as a science elective for college transfer students planning to major in fields outside the natural sciences or mathematics. Also suitable for some students in career programs. A two-hour laboratory per week is required.

Additional course fee: \$105

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

FNMT 118 (or higher) placement or a passing grade in FNMT 017 (or higher) are required.

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## PHYS 106 - Matter and Energy

3-2-4

**Credit Hours: 4**

An optional continuation of PHYS 105. The structure of matter, chemical energy, nuclear energy, energy conversions, energy resources of the world, relationships between pollution and energy utilization. A two-hour laboratory per week is required.

Additional course fee: \$105

**Prerequisite:**

PHYS 105 or permission of the department head.

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## PHYS 107 - Matter and Energy

3-0-3

Credit Hours: 3

The course content is the same as that of PHYS 106, but without the laboratory. A general elective course suitable for students who do not require a laboratory science.

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## PHYS 108 - Descriptive Astronomy

3-0-3

Credit Hours: 3

Introduces students to discoveries of astronomy and physics, from ancient times to the present day. More specifically, the course focuses on the history of astronomy and science. Students learn about the birth of the universe; the stars, planets, galaxies and constellations; the possibility of life on other heavenly bodies; as well as radiation, magnetism, nuclear reactions, and other aspects of physics. Topics such as relativity, gravity, quantum mechanics and statistical mechanics, black holes, supernovas, gamma-ray bursters, quasars, neutron stars, spectroscopy, light, heat and heat transfer, dark energy and dark matter, string theory and conceptual physics are also discussed.

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

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## PHYS 111 - General Physics I

4-2-4

Credit Hours: 4

Introduction to mechanics, heat and sound. This is an algebra-trigonometry based course suitable for college-transfer students in pharmacy, pre-dental and pre-medical programs who do not need a calculus-based physics course. It is also suitable for college transfer students in arts, business, education, humanities and technology programs.

Additional course fee: \$105

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

MATH 162 or MATH 171 or MATH 171 placement.

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## PHYS 112 - General Physics II

4-2-4

Credit Hours: 4

Continuation of PHYS 111. Introduces electricity, magnetism, light, optics, atomic and nuclear physics.

Additional course fee: \$105

**Offered Online:** Yes

**Prerequisite:**

PHYS 111 or permission of the department head.

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## PHYS 125 - Musical Acoustics

2-2-3

Credit Hours: 3

Designed primarily for students concentrating in music; may be taken by others. The nature of sound, the hearing process, wave motion, architectural acoustics and their application to musical instruments and performance by musicians.

Additional course fee: \$105

**General Education Fulfillment:** Scientific Reasoning

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## PHYS 140 - Mechanics, Heat and Sound

5-2-5

Credit Hours: 5

Calculus-based introduction to mechanics, heat and sound suitable for college transfer students who plan to major in engineering, life sciences, mathematics or physical science.

Additional course fee: \$105

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

MATH 171. (It is suggested that students who have never had a physics course take PHYS 111 before PHYS 140.)

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## PHYS 241 - Electricity, Magnetism and Light

4-2-5

Credit Hours: 5

Continuation of PHYS 140. Includes electricity, magnetism, geometric and physical optics.

Additional course fee: \$105

**Prerequisite:**

PHYS 140, MATH 172 or permission of the department head.

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## PHYS 242 - Modern Physics

3-2-4

Credit Hours: 4

Is a calculus-based course in modern physics for students in the Engineering Science curriculum. It is also suitable for students who wish to take additional physics beyond PHYS 140 and 241, such as those interested in biology, chemistry, mathematics or physics.

Additional course fee: \$105

**Prerequisite:**

PHYS 241

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# Political Science Courses

## POLS 101 - Introduction to Political Science

3-0-3

Credit Hours: 3

The science of politics and of the major institutions, processes and theories of modern government. Comparison of democratic and totalitarian systems. Focuses on the United States and selected foreign political systems.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

---

## POLS 111 - American Government

3-0-3

Credit Hours: 3

American Government provides students with the opportunity to learn broadly about the institutional framework, the United States Constitution, and the process of American government. Students will examine the competing political traditions within American political culture and read original works and speeches written and delivered by American historical figures as well as prominent scholarly works. In addition, students will examine contrasting theories in regard to institutional behavior.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## POLS 111H - American Government (Honors)

3-0-3

Credit Hours: 3

American Government (Honors) provides students with the opportunity to learn broadly about the institutional framework, the United States Constitution, and the process of American Government. In addition, students will read, engage, debate, and write critically about the various underlying theoretical elements central to the American political system. This course will place a heavy emphasis on seminal academic works that examine the competing political traditions within American political culture. Students will also read original works and speeches written and delivered by American historical figures as well as prominent scholarly works. Students will debate and write critically about those materials. In addition, students will examine contrasting theories in regard to institutional behavior.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101, which may be taken concurrently.

---

## POLS 112 - Introduction to International Relations

3-0-3

Credit Hours: 3

The course will cover the theories of international relations (IR) and apply them to the broader context of global politics. Students will learn key concepts and ideologies. They will make comparative analyses of the types of political systems and ideologies found in both the developed and developing countries and identify patterns of political behavior. These patterns can then be linked to theories, concepts and ideologies that have been studied. The contents of this course will be placed in historical and socio-cultural contexts.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## POLS 117 - City and State Government and Politics, with Cases from Philadelphia and Pennsylvania

3-0-3

Credit Hours: 3

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Using a case study and problem solving approach, this course introduces students to the institutions and complex processes of city and state government and politics, with special attention to Philadelphia and Pennsylvania. By examining rules, practices and issues in Philadelphia and Pennsylvania, students learn basics about how city and state governments are structured, financed and managed; how political power is sought, maintained and allocated; and how services are organized and delivered to citizens. The course surveys the governmental structures as well as the parties and other organizations involved in Philadelphia and Pennsylvania politics, and examines their constituencies, agendas and modes of operation. Students also study and discuss current major local issues and the policies that are being proposed to address them. Comparisons are made to similar and contrasting features and issues in other American cities and states.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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# Project Management Courses

## PJMT 110 - Foundations of Project Management

3-0-3

Credit Hours: 3

Students learn how to approach project management, including essential concepts from both a theoretical and applied perspective. Students will learn the basic tools needed to plan, control, organize, and allocate resources and how to optimize results while managing the triple constraints: budget, scope, and time.

**Offered Online:** Yes

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## PJMT 130 - Project Management Communications

3-0-3

Credit Hours: 3

Project-based work occurs in many career fields. In this course, students learn comprehensive project-communications and stakeholder-engagement knowledge and skills. Students will identify the role communications plays in relationship development and use communication analysis, design, and delivery techniques to effectively communicate with stakeholders.

## PJMT 140 - Emerging Trends in Project Management

3-0-3

Credit Hours: 3

This course focuses on emerging trends and reviews unique methodologies and approaches to project management. Students analyze the relationship between ethics and project completion and discuss agile approaches, roles, and processes in project management. Prerequisite: PJMT 110, which may be taken concurrently.

**Offered Online:** Yes

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## PJMT 220 - Advanced Project Management

3-0-3

Credit Hours: 3

This course builds on the foundations of project management and introduces topics in project scheduling, risk and quality management, and cost control. Students will gain comprehensive knowledge of scheduling and other project management tools, how to acquire and assign resources to projects, and how to manage project changes. Prerequisite: PJMT 110 and PJMT 140.

**Offered Online:** Yes

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## PJMT 240 - Project Management Work Experience

1-15-3

Credit Hours: 3

This course provides work experience related to students' career interests in a supervised environment. Students are expected to recognize the relationship between principles taught in the Project Management curriculum and apply those principles to practices in the workplace. Employer evaluation and students' reports are required and provide the basis for evaluation of student performance. Prerequisite: PJMT 220.

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# Psychology Courses

*NOTE: All prerequisite courses listed must be passed with a grade of C or better.*

## PSYC 101 - Introduction to Psychology

3-0-3

**Credit Hours:** 3

In this course students survey the research and theories of the science of human behavior with a particular focus on human mental processes. Among the topics discussed are development, learning, memory, perception, personality, motivation, social behavior, abnormal behavior and therapy. Also included is an introduction to the various careers associated with psychology. Key to the study of psychology is the scientific method and how it is applied to the analysis and measurement of individuals and groups.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## PSYC 101H - 101H Introduction to Psychology (Honors)

3-0-3

**Credit Hours:** 3

An introduction to Psychology. This course focuses on the scientific study of human and animal behavior, including mental process. Among the subjects studied are the effect of the body on behavior, how people think and learn, what motivates individuals, how children grow and develop, and what makes people behave abnormally. In addition, the course requires participation in seminars, the close interpretive reading of primary texts, and the writing of academic essays that focus on the interpretation of primary texts. May be taken concurrently with any Honors course.

**Offered Online:** Yes

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## PSYC 110 - Descriptive Research Methods in Psychology

3-0-3

**Credit Hours:** 3

This course will introduce students to the scientific method as it applies to answering questions about human behavior through non-experimental research methods such as survey and observation. Topics include the ethical and practical limitations of collecting data in applied settings via surveys, interviews, and observation. Students will be introduced to basic descriptive statistics which they will use to evaluate data.

**Offered Online:** Yes

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## PSYC 167 - Foundations of Statistical Methods for Social and Behavioral Sciences

3-0-3

**Credit Hours:** 3

Introduction to statistical concepts and methods used in the field of psychology, including quantitative description, probability, inferential methods, and hypothesis-testing. Specific topics covered include central tendency, variability, correlation, t-tests, analysis of variance, and non-parametric tests. The course emphasizes a conceptual understanding of statistics applied in the context of psychological research and trains students to use statistical software.

Additional course fee: \$85

**Offered Online:** Yes

**Prerequisite:**

MATH 150

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## PSYC 201 - Child Psychology

3-0-3

**Credit Hours:** 3

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Students examine the development of the child from conception through middle childhood. The influences of heredity as well as developmental processes such as physical maturation, cognitive changes, personality and social growth are studied.

**Offered Online:** Yes

**Prerequisite:**  
PSYC 101

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## PSYC 202 - Human Sexuality

3-0-3

**Credit Hours:** 3

Explores sexual behavior and sexual attitudes of individuals throughout the lifespan. It examines ways in which an individual's perceptions, learning, motivation and personality, along with cultural factors such as gender, ethnicity, religion and socioeconomic status shape his or her sexual attitudes and behaviors. Students will learn to critically analyze, reflect upon and evaluate different theoretical perspectives from psychology as well as from the related sciences.

**Offered Online:** Yes

**Prerequisite:**  
PSYC 101

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## PSYC 205 - Psychopathology/Abnormal Psychology

3-0-3

**Credit Hours:** 3

The course examines the characteristics of psychological disorders. For each disorder, multiple theoretical explanations are examined, including the psychoanalytic, behavioral, cognitive, biological, socio-cultural and humanistic. Secondary consideration is given to the treatments derived from the theories examined.

**Offered Online:** Yes

**Prerequisite:**  
PSYC 101

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## PSYC 209 - Adolescent Psychology

3-0-3

**Credit Hours:** 3

This course studies physical, cognitive, social and emotional development, during the period from childhood to maturity known as adolescence. Students will explore various psychological theories and perspectives related to adolescent development.

**Offered Online:** Yes

**Prerequisite:**  
PSYC 101

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## PSYC 210 - Experimental Research Methods in Psychology

3-0-3

**Credit Hours:** 3

This course will introduce students to the scientific method as it applies to answering questions about human behavior through the use of experimentation. Topics include the ethical and practical limitations of experimental design, issues of validity and reliability, sample selection and assignment, and variations of experimental design. Students will read and interpret literature in psychology and learn APA style of report writing. Students will analyze data with a commonly used statistical analysis program.

Additional course fee: \$85  
**Offered Online:** Yes

**Prerequisite:**

ENGL 101, PSYC 101, PSYC 110, PSYC 167

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**PSYC 211 - Personality Theory**

3-0-3

**Credit Hours: 3**

This course examines the major theories of personality with emphasis on psychological growth and development. Theories representing the psychodynamic, behavioral, cognitive and humanistic perspectives are reviewed and the implications of these theories are discussed.

**Offered Online:** Yes**Prerequisite:**

PSYC 101

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**PSYC 215 - Developmental Psychology**

3-0-3

**Credit Hours: 3**

This course explores current research findings and significant theoretical perspectives related to the cognitive, socioemotional and physical domains of human development across the lifespan. A major theme of the course is the interaction between nature and nurture in human development.

**Offered Online:** Yes**Prerequisite:**

PSYC 101 or BIOL 109

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**PSYC 215H - Developmental Psychology (Honors)**

3-0-3

**Credit Hours: 3**

This course explores current research findings and significant theoretical perspectives on the biosocial, psychosocial and cognitive domains of human development across the life span. A major theme of the course is the interaction between nature and nurture in human development. In addition, the Honors course requires participation in seminars, the close interpretive reading of primary texts, and the writing of academic essays that focus on the interpretation of primary texts.

**Prerequisite:**

PSYC 101 or BIOL 109 or PSYC 101H

**Co-requisites:**

One Honors Writing course (ENGL 101H, ENGL 102H, ENGL 195H, or ENGL 196H)

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**PSYC 220 - Cross-Cultural Psychology**

3-0-3

**Credit Hours: 3**

This course introduces students to the factors that influence the cultural development of individuals and groups, covering topics such as privilege, sexuality and gender, abnormal psychology, motivation, development, violence, and social interaction. The course also covers the research methodologies used to study these topics.

**Offered Online:** Yes**Prerequisite:**

ENGL 101 with a grade of "C" or better and PSYC 101.

## PSYC 221 - Social Psychology

3-0-3

Credit Hours: 3

Examines the behavior of the individual in the social environment. Topics include attitudes, conformity, persuasion, prejudice, aggression and attraction.

**Offered Online:** Yes

**Prerequisite:**

PSYC 101

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## PSYC 222 - Forensic Psychology

3-0-3

Credit Hours: 3

Students will examine the interplay between the disciplines of psychology and law. The course will examine the psychological and behavioral issues that impact both the criminal and civil justice systems, and conversely, how law and justice affect human behavior. Topics to be covered include police psychology, eyewitness testimony, competency/insanity, jury selection and decision-making, corrections and re-entry, victimology and victim services, employment law, family law, child custody, and juvenile delinquency.

**Offered Online:** Yes

**Prerequisite:**

PSYC 101 or JUS 101 and ENGL 101

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## PSYC 230 - Cognitive Psychology

3-0-3

Credit Hours: 3

This course will introduce students to a sub-discipline within the field of psychology that focuses on the mental structures and processes that make sensation, perception, attention, memory, learning, language, problem-solving, and decision-making possible. Because these basic processes are involved at some level in all human behavior, students will gain fundamental knowledge that is applicable to every area of modern day psychology and the larger approach of cognitive science.

**Prerequisite:**

ENGL 101 with a grade of "C" or better and PSYC 101.

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## PSYC 232 - Biological Foundation of Behavior

3-0-3

Credit Hours: 3

This course examines the biological influences on how we think, feel, and act. Students will examine the nervous system, considering both the anatomical and physiological structures, as well as the role these play in behavior. In addition, specific cognitive functions, motivations, emotions, and behaviors will be studied in more depth to understand their biological mechanisms. The course requires interpreting primary texts, case studies, and scientific or scholarly articles from peer-reviewed journals. In addition, in-class lab activities, appropriate to the field, are required to support analysis, application, and inquiry to the topics as well as understanding the scientific application to real life.

**Prerequisite:**

ENGL 101 and PSYC 101

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# Public Health Courses

## PH 101 - Introduction to Public Health

3-0-3

Credit Hours: 3

This course introduces students to the discipline of public health and its philosophies, approaches, and activities. The course reviews the core functions, essential services, and five disciplines of public health. Students learn about the science of disease prevention, health promotion, and the historical development of social constructs that lead to health disparities in many communities. The course will teach students to identify and analyze health disparities in large populations and causal factors such as racism, sexism, and classism.

## PH 102 - Community Health Education and Promotion

3-0-3

Credit Hours: 3

This course is designed to provide students with the basic processes and skills for understanding human behavior and the application of these processes to improve the health of communities. Next in the sequence after PH 101, this course provides an in-depth look at community health, one of the disciplines of public health. Students will learn and practice public health methods such as health communication, health promotion, and other program planning methods used to educate and design efforts to prevent disease, injury and improve health and wellbeing. Health programming will focus on communities, instead of individual health. Students will read and analyze public health literature, exploring scholarly and scientific approaches to community health promotion and education.

**Prerequisite:**

PH 101

## PH 222 - Health Care Policy and Administration

3-0-3

Credit Hours: 3

In this course, students will learn what constitutes health policy and how it is developed and implemented by state, local, and federal governments. The course will focus on the major policy issues of access, quality and cost of healthcare. Students will analyze various health care policies and the impacts on identified stakeholders to learn how to influence policy and be an advocate as a healthcare professional. This course also reviews the basic components of the healthcare system and policy such as public and private insurance, hospitals, reform, innovation, and primary care. Disparities in health and health care access will also be addressed through study of structural factors that influence health and the healthcare system.

**Prerequisite:**

AH 204 with a grade of "C" or better.

## PH 226 - Foundations in Public Health Research

3-0-3

Credit Hours: 3

This course provides students with a foundation in public health research methods, including quantitative, qualitative, and mixed methods. Students will be introduced to epidemiology and how research is conducted to determine health problems and issues in affected communities. Students will learn the influence of social constructs and environments on health problems and diseases through evidence-based research used to understand and improve the health of various populations. Students will analyze the effect of environments on specific social groups, considering race, ethnicity, and gender.

**Prerequisite:**

PH 102, SOC 231 or SOC 233, FNMT 118 or MATH 251



# Real Estate Courses

*NOTE: All courses and instructors are approved by the Pennsylvania State Real Estate Commission.*

## RE 101 - Real Estate Fundamentals

3-0-3

**Credit Hours: 3**

Economic, legal and social aspects of real estate under private ownership in the U.S. Among the topics to be discussed will be the agreement of sale, mortgage financing, title and title insurance, settlement, leasing and landlord-tenant relations, planning, zoning, regulations governing land use, Fair Housing legislation and the various aspects of the real estate business. Along with RE 105: Real Estate Practice, this course prepares the student to be a candidate for the Pennsylvania Real Estate Commission sales license.

**Offered Online:** Yes

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## RE 105 - Real Estate Practice

3-0-3

**Credit Hours: 3**

Introduction to all facets of the real estate business, including a survey of fields of specialization. Emphasis will be on the role of a real estate agent in the field of residential brokerage. This course will acquaint the student with the basic techniques, procedures, regulations and ethics involved in a real estate transaction along with a working knowledge of the forms and documents used, including the related mathematics. This course, together with RE 101: Real Estate Fundamentals, prepares the student to be a candidate for the Pennsylvania Real Estate Commission sales license.

**Offered Online:** Yes

**Prerequisite:**

RE 101, which may be taken concurrently

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# Religious Studies Courses

## RS 101 - Introduction to Religion

3-0-3

Credit Hours: 3

An introduction to the study of religion as cultural, social, and intellectual phenomena. The course teaches students how to interpret influential philosophical, social, scientific and theological theories. Students analyze aspects of religious systems-such as myth and ritual-across countries, regions, and ethnicities and produce a variety of writing assignments characteristic of the inherently interdisciplinary field of Religious Studies.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## RS 151/PHIL 151 - World Religions

3-0-3

Credit Hours: 3

Introduction to many of the world's major religious traditions (including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam) as well as other selected ancient and modern religious traditions. The course will also consider the nature and significance of religious experience, the impact of religion on culture, basic approaches to the study of religion, and different theories used to interpret religious beliefs and practices.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## RS 152/PHIL 152 - Philosophy of Religion

3-0-3

Credit Hours: 3

Systematic and historical analysis of philosophical problems of religion, such as the problem of evil and theodicy, the conflict between religion and science, the relationship between faith and reason, the nature of religious language, and arguments about the nature and existence of God.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## RS 160 - Death and Dying

3-0-3

Credit Hours: 3

This course examines how religious traditions from across the world and from different historical periods have addressed and explored the meaning of death, the process by which humans grieve and confront death, and the question of transcendence beyond death. The course Death and Dying will also briefly introduce students to basic terminology, models for understanding grief, and the history of death education.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## RS 170/HIST 170 - Religion in American History

3-0-3

Credit Hours: 3

This course examines the origins, beliefs, practices and cultural significance of religious traditions and movements in American history, including but not limited to Native American religious traditions, Protestant denominations, Roman Catholicism, Judaism, Islam, African American religions, and religious movements founded in the United States such as The Church of Jesus Christ of Latter-day Saints (Mormons) and the Seventh-Day Adventists. Close reading and interpretive analysis of primary texts constitute the major course activities.

## RS 175 - Religions of the Middle East

3-0-3

**Credit Hours:** 3

This course examines the major religious traditions that developed in the Middle East (Judaism, Christianity, Islam and Zoroastrianism) from their origins through their rise and development into the modern period, including their current roles in the region. The course familiarizes students with the beliefs, practices, institutions and historical significance of these traditions. Attention is paid to sacred scriptures; historical developments; political, cultural and social impacts of the religious traditions on the region and the world; relations between the traditions; and the influence of these traditions upon issues and movements in the contemporary Middle East.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## RS 180 - Religions of Asia

3-0-3

**Credit Hours:** 3

This course examines major religious traditions that developed in Asia (especially Hinduism, Buddhism, and Confucianism) from their origins through their development in the modern period, including their current roles. The course familiarizes students with the beliefs, practices, and artifacts of these traditions. Attention is paid to sacred scriptures; historical developments; relations between the traditions; and the influence of these traditions in modern Asia and the world.

**General Education Fulfillment:** Cultural Analysis and Interpretation

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# Respiratory Care Technology Courses

*NOTE: Courses open to Respiratory Care Technology students only.*

## RESP 100 - Introduction to Respiratory Care Technologies

3-3-0-4

**Credit Hours: 4**

This introductory course focuses on professionalism, medical terminology, infection control, drug calculations, and legal and ethical issues in health care. Other topics addressed include: comprehensive patient assessment and documentation, and evaluation of diagnostic studies as they relate to cardiopulmonary procedures.

Additional course fee: \$105

**Prerequisite:**

RESP 101 with a grade of "C" or better, which must be taken concurrently

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## RESP 101 - Respiratory Care Techniques

3-3-0-4

**Credit Hours: 4**

Students will study the history of oxygen therapy, the chemical and physical properties of medical gases; the uses, principles and equipment associated with oxygen, humidity, and aerosol therapy. Learning activities require students to utilize planned, systematic scientific observations, and analysis and to complete oral/written reports.

Additional course fee: \$105

**Prerequisite:**

RESP 100, which may be taken concurrently

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## RESP 102 - Respiratory Pharmacology, Modalities, and Airway Management

2-4-8-4

**Credit Hours: 4**

Students will expand their knowledge of respiratory pharmacology and learn the theory and use of currently employed modes of respiratory care, including the rationale for the use and proper administration, operational principles and maintenance of technology, cleaning and sterilization. This course includes a clinical component.

Additional course fee: \$175

**Prerequisite:**

RESP 100, which may be taken concurrently; for RESP 102: RESP 101

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## RESP 103 - Introduction to Cardiopulmonary Pathophysiology

2-4-0-3

**Credit Hours: 3**

Students will expand their knowledge of pulmonary and cardiovascular anatomy and physiology; general and respiratory pharmacology; and chest physical therapy techniques. Treatment for cardiopulmonary diseases and conditions will be discussed to include rehabilitation exercises. The sanitization and sterilization of equipment will also be addressed.

Additional course fee: \$105

**Prerequisite:**

RESP 102 with a grade of "C" or better

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## RESP 104 - Clinical Practicum I

0-3-17-3

Credit Hours: 3

This clinical course is an extension of the experience begun during RESP 102. The student will continue to practice skills and perform techniques and integrate theory taught during the first year of the Program. The course will include observation in critical care units. Students may perform any procedures covered in the Program's first year clinical objectives and they will be introduced to the critical care setting, patients, and technologies.

Additional course fee: \$175

**Prerequisite:**

RESP 103 with a grade of "C" or better

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## RESP 210 - Cardiopulmonary Pathophysiology I

3-3-0-4

Credit Hours: 4

This course is divided into two major parts: Respiratory Physiology and Radiology. In this course, students learn the fundamentals of Cardio-Respiratory Physiology and Radiology in preparation for the more advanced courses in the sequence.

Additional course fee: \$175

**Prerequisite:**

BIOL 110 with a grade of "C" or better, CHEM 110 or CHEM 101 with a grade of "C" or better, CIS 103, ENGL 102, and RESP 104 with a grade of "C" or better.

**Co-requisites:**

RESP 220

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## RESP 211 - Cardiopulmonary Pathophysiology II

3-3-0-4

Credit Hours: 4

This course is divided into two major parts: adult respiratory diseases and pediatrics/neonatology. Students will learn about adult, pediatric, and infant respiratory diseases and the clinical practices necessary to treat them.

Additional course fee: \$175

**Prerequisite:**

BIOL 241& with a grade of "C" or better and RESP 210 with a grade of "C" or better

**Co-requisites:**

RESP 221

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## RESP 220 - Advanced Respiratory Care Procedures

4-3-0-5

Credit Hours: 5

This course focuses on advanced respiratory care procedures that includes pulmonary and cardiac function testing; blood gas analysis; cardiovascular anatomy, physiology and arrhythmia identification.

Additional course fee: \$105

**Prerequisite:**

RESP 104 with a grade of "C" or better

**Co-requisites:**

RESP 210 with a grade of "C" or better, which must be taken concurrently

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## RESP 221 - Adult Critical Care

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3-6-8-6

Credit Hours: 6

A continuation of principles of respiratory therapeutics and equipment utilized in the intensive care units. Content includes adult mechanical ventilators, ventilation techniques, critical care monitoring and assessment/care of the critically ill patient.

Additional course fee: \$345

**Prerequisite:**

RESP 220 with a grade of "C" or better

**Co-requisites:**

RESP 211

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## RESP 299 - Clinical Practicum II

0-3-17-3

Credit Hours: 3

Requires systematically-planned observations and applications of skills in a variety of clinical settings, specifically adult intensive care units, neonatal (newborn) and pediatric units, and sub-acute care facilities. Skills include routine respiratory care procedures such as oxygen and aerosolized medications delivery, postural drainage and chest physical therapy maneuvers, and arterial blood gas acquisition. Advanced skills will be emphasized, including variations in approach to care depending on the venue. Students will complete clinical assignments, patient cases studies, and review for the national boards.

Additional course fee: \$175

**Prerequisite:**

RESP 211 and RESP 221

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# Science, Technology and Society Courses

## STS 101 - Introduction to Science, Technology and Society

3-2-4

**Credit Hours:** 4

Topical lecture series supported by laboratory experiences to expose students not enrolled in science curricula to the scientific method and the application of technology. Scientific and technical areas including astronomy, biology, chemistry, electronics, physics and others will be introduced.

Additional course fee: \$85

**Offered Online:** Yes

**General Education Fulfillment:** Scientific Reasoning

**Prerequisite:**

MATH 118 or FNMT 118 or higher placement.

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# Sociology Courses

## SOC 101 - Introduction to Sociology

3-0-3

Credit Hours: 3

Sociology is the study of human group behavior and society. This course includes analysis of topics such as culture, socialization, social groups and social institutions, stratification, the family, gender relations, race and ethnicity, minorities, social deviance, social change and technology, the urban community, population and the environment. Both Western and non-Western cross-cultural comparisons are provided throughout the course.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## SOC 101H - Introduction to Sociology (Honors)

3-0-3

Credit Hours: 3

This course explores the social nature of humans and the social world in which they live and includes an analysis of such topics as culture, socialization, social groups and social institutions, stratification, the family, gender relations, race and ethnicity, minorities, social deviance, social change and technology, the urban community, population and the environment. Students will examine current theoretical debates within sociology, competing theoretical perspectives, and research methods that sociologists use to explain how social systems function. Both Western and non-Western cross-cultural comparisons are provided throughout the course. As an Honors course, there is particular emphasis on interpretation of texts and writing.

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## SOC 105 - Health and Society

3-0-3

Credit Hours: 3

This course focuses on the analysis of health, disease, and the health care delivery system in the United States. It examines the relationship between health and various social factors, the interaction between patients and health care professionals, as well as some contemporary biomedical and health care issues. Continuing attention is given to the role of technology in the nature and definition of health, illness and health care in our society.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

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## SOC 115 - Gender and Society

3-0-3

Credit Hours: 3

This course takes a sociological approach to the study of gender within the United States. Students will explore basic theories of gender and examine gender as it operates in various areas of social life, including, but not limited to, the family, work, the economy, medicine, education and sexuality. Attention will be given to both historical changes and cross-cultural variations in gender, as well as how gender is experienced in relation to race, ethnicity, social class and sexual orientation.

**Offered Online:** Yes

**General Education Fulfillment:** Cultural Analysis and Interpretation

**Prerequisite:**

ENGL 101 with a grade of "C" or better

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## SOC 212 - Sociology of Families

3-0-3

Credit Hours: 3



Critical, sociological analysis of intimate, personal interactions, relationships, roles and social selves as major features of the dominant patterns of marriage and family in the United States. Cross-cultural comparisons and the historical development of marriage and family structures are also discussed.

**Offered Online:** Yes

**Prerequisite:**

SOC 101 or ANTH 112

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## SOC 215 - Criminology

3-0-3

**Credit Hours:** 3

Examination of the contemporary and historical nature and extent of crime. Specific attention is given to various forms of crime in our society, including white collar crime, delinquency, organized crime and violent crime. Contemporary theories and research related to crime causation and the methods, past and present, of dealing with offenders; the police, courts and prisons also are discussed.

**Offered Online:** Yes

**Prerequisite:**

SOC 101 or ANTH 112

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## SOC 230/POLS 230 - Activism & Movements

3-0-3

**Credit Hours:** 3

This course introduces students to the elements involved in political activism, social movements, interest groups, party activity, and institutional transformation. The course will explore political activism and methods of political activity historically through various eras of American history. The course will engage specific social movements within each era, examining the underlying causes for their collective action in light of concepts such as power, organization, justice, and the common good.

**Prerequisite:**

SOC 101 or POLS 101; ENGL 101

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## SOC 231 - Social Problems

3-0-3

**Credit Hours:** 3

This course examines contemporary social problems from a sociological perspective, exploring how members of society determine what are social problems and how these perceptions vary from society to society and over time. The problems examined in this course are related to economic inequality, racial and ethnic inequality, inequalities based on gender, sex, and sexuality, and inequalities related to environmental hazards and climate change.

**Offered Online:** Yes

**Prerequisite:**

SOC 101 or ANTH 112

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## SOC 233 - Race, Ethnicity and Social Inequalities

3-0-3

**Credit Hours:** 3

Examination of the historical and present position of various racial and ethnic groups within our society, as well as women and other marginalized groups. Emphasis is on the diversity of American racial and ethnic groups and the description and explanation of historical, social, economic, and structural inequalities that exist within and among them. General attention is also given to the analysis of the social and cultural causes of prejudice and discrimination.

**Offered Online:** Yes

**Prerequisite:**



[field\_tax\_grouping\_label]

# Toyota T TEN Courses

## ATEN 101 - Introduction to Toyota Automotive Service

2-4.5-3

Credit Hours: 3

This course is an introduction to Toyota's perspective of automotive technology. It is designed to provide students with the skills and knowledge for success in the Toyota T-TEN program and the automotive industry. Topics include an overview of the current automotive field, as well as practice in Toyota automotive systems and shop procedures.

Additional course fee: \$155

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## ATEN 111 - Toyota Steering and Suspension

2-8-4

Credit Hours: 4

This course includes the study of the fundamental theory, maintenance and repair of Toyota steering and suspension systems. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 4: Steering and Suspension. It incorporates substantial hands-on training with both demonstrator units and Toyota vehicles in the Career and Advanced Technology Center.

Additional course fee: \$175

**Prerequisite:**

ATEN 101

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## ATEN 121 - Toyota Electrical System I

2-8-4

Credit Hours: 4

This course is a study of the fundamental theory and applications of electrical and electronic principles in the automotive industry, pertaining to Toyota vehicles. Emphasis is placed on subject matter recommended by the industry through the National Automotive Technicians Educational Foundation (NATEF). This course, in conjunction with ATEN 221, is designed to help prepare students for the Automotive Service Excellence (ASE) exam in group 6: Electrical and Electronic Systems and incorporates substantial hands-on training with both demonstrator units and Toyota vehicles utilizing state-of-the-art electronic text equipment in the Career and Advanced Technology Center.

Additional course fee: \$175

**Prerequisite:**

ATEN 101, which may be taken concurrently

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## ATEN 131 - Toyota Manual Transmission and Drivetrains

Credit Hours: 1

Coming Soon

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## ATEN 150 - Toyota Automotive Brake Systems

2-8-4

Credit Hours: 4

This course includes the study of the fundamental design, theory, maintenance and repair of the Toyota hydraulic braking system. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 5: Brakes. It incorporates substantial hands-on training with both demonstrator units and Toyota vehicles utilizing state-of-the-art equipment in the Career and Advanced Technology Center.

Additional course fee: \$175

**Prerequisite:**

ATEN 181 - Toyota Engine Repair

Credit Hours: 4

Coming Soon

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ATEN 221 - Toyota Electrical System II

2-8-4

Credit Hours: 4

This course is the study of the advanced theory, diagnostics and repair of Toyota automotive electrical and electronic systems, emphasizing computerized controls, hybrid and industry-specific vehicles that have these advanced technologies. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 6: Electrical and Electronic Systems.

**Prerequisite:**

ATEN 121, FNMT 118

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ATEN 241 - Toyota Automatic Transmission and Transaxle Repair

Credit Hours: 1

Coming Soon

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ATEN 261 - Toyota Engine Performance

Credit Hours: 4

Coming Soon

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ATEN 271 - Toyota Heating and Air Conditioning

2-6-3

Credit Hours: 3

This course includes the study of the fundamental theory, maintenance and repair of Toyota automobile air conditioning and heating systems. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to prepare students for the Automotive Service Excellence (ASE) certification exam in group 7: Heating and Air Conditioning. This course incorporates substantial hands-on training with both demonstrator units and customer vehicles in the Career and Advanced Technology Center. Topical coverage includes both R134a and 1234yf systems.

Additional course fee: \$155

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ATEN 281 - Advanced Toyota Engine Performance

Credit Hours: 1

Coming Soon

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ATEN 282 - Toyota Hybrid Technology

Credit Hours: 3

Coming Soon

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## ATEN 294 - Toyota Internship I

0-8-1

Credit Hours: 1

In Toyota Internship I, students are introduced to the service department and dealership environment. Students begin the course by observing department routines and procedures. After classroom and laboratory instruction, students move into a more active role, assisting and performing vehicle service activities and repair procedures under appropriate supervision. Internship I experiences include general maintenance service, fluid inspection and changes, battery service, charging system diagnosis and starter replacement.

Additional course fee: \$135

**Prerequisite:**

ATEN 101, which may be taken concurrently

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## ATEN 295 - Toyota Internship II

0-8-1

Credit Hours: 1

During Toyota Internship II, students become more familiar with the service department and dealership environment. Students continue to observe department routines and procedures relevant to classroom and laboratory activities. After classroom and laboratory instruction, students move into a more active role, assisting and performing vehicle service activities and repair procedures under appropriate supervision. Internship II experiences include general maintenance service, tire rotation, steering inspection, strut and shock service, and vehicle alignments.

Additional course fee: \$135

**Prerequisite:**

ATEN 121

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## ATEN 296 - Toyota Internship III

0-8-1

Credit Hours: 1

During Toyota Internship III, students become more familiar with the service department and dealership environment. Students continue to observe department routines and procedures relevant to classroom and laboratory activities. After classroom and laboratory instruction, students move into a more active role, assisting and performing vehicle service activities and repair procedures under appropriate supervision. Internship III experiences include general maintenance service, brake system repair, refinishing rotors and drums when appropriate, diagnosing brake noise, repairing HVAC systems, evacuating refrigerant, charging the air conditioning system, replacing thermostat and water pump, replacing the radiator, and servicing the HVAC system.

Additional course fee: \$135

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## ATEN 297 - Toyota Internship IV

Credit Hours: 1

Coming Soon

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## ATEN 298 - Toyota Internship V

Credit Hours: 1

Coming Soon

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## ATEN 299 - Toyota Internship VI

x-x-1

Credit Hours: 1

Coming Soon

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# World Languages Courses

## LABORATORIES

The one-hour lab indicated for all foreign language courses is a period in which students are required to complete listening and speaking exercises using various technologies as instructed by faculty.

## PLACEMENT

Students who have taken two years (or the equivalent) of the language in high school within the previous five years, and students with any level of exposure to a second language in a home environment, should meet with the department head or designee for proper advisement prior to the start of the semester. If it is determined by the instructor and/or department head or designee that a student's level is too advanced for the course in which he or she has enrolled, that student will be required to move to the appropriate level or be advised to take a different language. Students may earn up to six academic credits in Spanish or French by taking the College Board's College Level Examination Program (CLEP) test. Further information about the CLEP test is available at [www.collegeboard.com/clep](http://www.collegeboard.com/clep), or by contacting the department head.

### ARAB 101 - Elementary Arabic

3-1-3

Credit Hours: 3

Elementary Arabic 101 introduces basic written and spoken Arabic to students who have had little or no previous knowledge of the language. The main focus of the course is to help students master the Arabic alphabet in written form and orally. The students will write simple sentences, understand selected principles of basic grammar, and will be introduced to the classical Arabic of the Qur'an as well as to a modern spoken dialect. Students will learn aspects of Arab culture.

**Offered Online:** Yes

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### ARAB 102 - Elementary Arabic

3-1-3

Credit Hours: 3

Elementary Arabic 102 is a continuation of spoken and written Arabic for students who have successfully completed Elementary Arabic 101. Students continue to develop basic communicative skills, both in standard modern written form and as a spoken dialect. Students will continue their study of the classical Arabic of the Qur'an, in addition to deepening their knowledge of contemporary Arab culture.

**Prerequisite:**

ARAB 101 or equivalent

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### ARAB 201 - Intermediate Arabic

3-1-1

Credit Hours: 3

Arabic 201, the first course of the intermediate sequence of Arabic 201 and 202, is a continuation of Arabic 101 and 102. The course enables students to further develop the four language skills: reading, writing, listening and speaking, and to understand key aspects of the Arab-speaking world and its culture(s). Students will be introduced to varied and complex topics, to language structures, and to written and aural texts of the modern standard Arabic.

**Prerequisite:**

ARAB 102

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### CHIN 101 - Elementary Chinese

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3-1-3

Credit Hours: 3

Elementary Chinese 101 will introduce spoken and written Chinese to students who have had little or no previous knowledge of the language. Students will develop basic communicative competence in both spoken and written Chinese and are introduced to the cultural nuances that lie behind basic communication.

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## CHIN 102 - Elementary Chinese

3-1-3

Credit Hours: 3

A continuation of spoken and written Chinese for students who have completed Elementary Chinese 101. Students will develop basic communicative competence in both spoken and written Chinese and are introduced to the cultural nuances that lie behind basic communication.

**Prerequisite:**

CHIN 101

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## CHIN 201 - Intermediate Chinese

3-1-3

Credit Hours: 3

A continuation of Chinese 102. Building upon language skills acquired in the previous course, Chinese 201 will increase students' knowledge of the fundamental grammatical structures of Chinese and their ability to communicate in both spoken and written Chinese in a wide range of situations in daily, social and academic life. Students will be introduced to reading materials of increasing complexity on a variety of topics reflecting different aspects of traditional and modern Chinese culture.

**Prerequisite:**

CHIN 102

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## CHIN 202 - Intermediate Chinese

3-1-3

Credit Hours: 3

A continuation of Chinese 201. Building upon language skills acquired in the previous course, Chinese 202 will increase students' knowledge of the fundamental grammatical structures of Chinese and their ability to communicate in both spoken and written Chinese in a wide range of situations in daily, social and academic life. Students will be introduced to reading materials of increasing complexity on a variety of topics reflecting different aspects of traditional and modern Chinese culture.

**Prerequisite:**

CHIN 201

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## FREN 101 - Elementary French

3-0-3

Credit Hours: 3

Elementary French 101 introduces basic written and spoken French to students who have little or no previous knowledge of the language. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-are developed simultaneously. Communication skills and vocabulary are emphasized, in terms of both everyday oral performance and basic reading knowledge. Aspects of Francophone culture are introduced.

**Offered Online:** Yes

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## FREN 102 - Elementary French

3-0-3

Credit Hours: 3



Elementary French 102 is a continuation of spoken and written French for students who have successfully completed Elementary French 101. Additional vocabulary and grammar concepts are introduced. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-continue to be developed. Additional aspects of Francophone culture are presented.

**Offered Online:** Yes

**Prerequisite:**

FREN 101

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## FREN 201 - Intermediate French

3-1-3

**Credit Hours:** 3

Intermediate French 201 is the first half of a two-semester sequence in Intermediate French. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-are emphasized, building on the students' existing skills in French developed in French 101 and 102. More refined grammatical structures are introduced as well as idiomatic expressions used in everyday French.

**Prerequisite:**

FREN 102

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## FREN 202 - Intermediate French

3-1-3

**Credit Hours:** 3

Intermediate French 202 is the second half of a two-semester sequence in Intermediate French. It continues to emphasize the four fundamental aspects of language learning-comprehension, speaking, reading, and writing-building on the students' existing skills in French. More refined grammatical structures are introduced as well as additional idiomatic expressions used in everyday French. Strong emphasis is placed on aural comprehension and oral presentation.

**Prerequisite:**

FREN 201

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## HEBR 101 - Elementary Hebrew I

3-1-3

**Credit Hours:** 3

Elementary Hebrew I introduces students with no prior knowledge of the language to basic forms, words and structures of the Hebrew language. Its main goal is to teach the fundamentals of writing and reading and provide students with basic abilities to hold simple conversations in Hebrew. Aspects of Jewish and Israeli culture and values that relate to the language are studied and discussed.

## HEBR 102 - Elementary Hebrew II

3-1-3

**Credit Hours:** 3

A continuation of HEBR 101, Elementary Hebrew I, this course builds on the foundations of writing and reading acquired in the first semester and provides additional skills in these areas. A strong emphasis is put on listening and speaking skills and consequently most of class time is conducted in Hebrew. Aspects of Jewish and Israeli culture, history and values are integrated into the material.

**Prerequisite:**

HEBR 101

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## ITAL 101 - Elementary Italian

3-1-3

Credit Hours: 3

Elementary Italian 101 introduces basic written and spoken Italian to students who have little or no previous knowledge of the language. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-are developed simultaneously. Communication skills and vocabulary are emphasized, in terms of both everyday oral performance and basic reading knowledge. Aspects of Italian culture are introduced.

**Offered Online:** Yes

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### ITAL 102 - Elementary Italian

3-1-3

Credit Hours: 3

Elementary Italian 102 is a continuation of spoken and written Italian for students who have successfully completed Elementary Italian 101. Additional vocabulary and grammar concepts are introduced. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-continue to be developed. Additional aspects of Italian culture are presented.

**Offered Online:** Yes

**Prerequisite:**

ITAL 101

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### ITAL 201 - Intermediate Italian

3-1-3

Credit Hours: 3

Intermediate Italian 201 is the first half of a two-semester sequence in Intermediate Italian. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-are emphasized, building on the students' existing skills in Italian developed in Italian 101 and 102. More refined grammatical structures are introduced as well as idiomatic expressions used in everyday Italian.

**Prerequisite:**

ITAL 102

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### ITAL 202 - Intermediate Italian

3-1-3

Credit Hours: 3

Intermediate Italian 202 is the second half of a two-semester sequence in Intermediate Italian. It continues to emphasize the four fundamental aspects of language learning-comprehension, speaking, reading, and writing-building on the students' existing skills in Italian. More refined grammatical structures are introduced as well as additional idiomatic expressions used in everyday Italian. Strong emphasis is placed on aural comprehension and oral presentation.

**Prerequisite:**

ITAL 201

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### JAPN 101 - Elementary Japanese

3-1-3

Credit Hours: 3

This course introduces basic modern spoken and written Japanese to students who have had little or no previous knowledge of the language. The course will focus on developing students' communication skills in Japanese, including writing, reading, listening and speaking in order for students to function using Japanese in a Japanese social environment. Students will also learn aspects of Japanese culture associated with the use of the language.

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### JAPN 102 - Elementary Japanese

3-1-3

Credit Hours: 3

A continuation of Elementary Japanese 101. The course will focus on developing students' communication skills in Japanese including writing, reading, listening and speaking with more advanced basic expressions and more Kanji in order for students to function using Japanese in actual settings. Students will also learn aspects of Japanese culture associated with the use of the language.

**Prerequisite:**

JAPN 101

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## JAPN 201 - Intermediate Japanese

3-1-3

Credit Hours: 3

An intermediate course in spoken and written Japanese. The course will focus on developing more advanced communication skills in Japanese: writing, reading, listening and speaking. Students will also continue to learn about aspects of Japanese culture reflected in its language.

**Prerequisite:**

JAPN 102

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## JAPN 202 - Intermediate Japanese

3-1-3

Credit Hours: 3

Intermediate Japanese 202 is a continuation of spoken and written Japanese for students who have had Japanese 201 or the equivalent. The course will focus on helping students continue to develop more advanced communication skills in Japanese: writing, reading, listening and speaking. Students will also continue to learn about aspects of Japanese culture associated with the use of the language.

**Prerequisite:**

JAPN 201

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## SPAN 101 - Elementary Spanish

3-1-3

Credit Hours: 3

Elementary Spanish 101 introduces basic written and spoken Spanish to students who have little or no previous knowledge of the language. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-are developed simultaneously. Communication skills and vocabulary are emphasized, in terms of both everyday oral performance and basic reading knowledge. Aspects of Hispanic cultures are introduced.

**Offered Online:** Yes

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## SPAN 102 - Elementary Spanish

3-1-3

Credit Hours: 3

Elementary Spanish 102 is a continuation of spoken and written Spanish for students who have successfully completed Introductory Spanish 101. Additional vocabulary and grammar concepts are introduced. The four fundamental aspects of language learning-comprehension, speaking, reading, and writing-continue to be developed. Additional aspects of Hispanic cultures are presented.

**Offered Online:** Yes

**Prerequisite:**

SPAN 101

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## SPAN 111 - Elementary Spanish for Healthcare I

3-1-3

Credit Hours: 3

Elementary Spanish for Healthcare I introduces students to the spoken and written Spanish language as used in medical settings as well as to various aspects of the Spanish and Hispanic cultures. Designed specifically for students in the health care curricula or health care profession who have had little or no previous Spanish, this course focuses on language commonly used in health care settings and enables students to develop their listening, speaking, reading, and writing skills.

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## SPAN 112 - Elementary Spanish for Healthcare II

3-1-3

Credit Hours: 3

A continuation of Spanish 111, Elementary Spanish for Healthcare II focuses on the spoken and written Spanish language in medical settings as well as to various aspects of the Spanish and Hispanic cultures. Designed specifically for students in the health care curricula or health care profession who have already taken Spanish 111, this course centers on language commonly used in health care settings and enables students to continue developing their listening, speaking, reading, and writing skills.

**Prerequisite:**

SPAN 111, although students who have successfully completed Spanish 101 may take Spanish 112 with permission of the department head.

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## SPAN 201 - Intermediate Spanish

3-1-3

Credit Hours: 3

Intermediate Spanish 201 advances students beyond the basic language requirements of Spanish 101 and Spanish 102 by continuing to help them develop communicative skills in listening, speaking, reading and writing so that they can communicate more efficiently in Spanish-speaking contexts. The course also aims at expanding the range of cultural and personal topics of discussion and at encouraging students to use the target language meaningfully and creatively.

**Offered Online:** Yes

**Prerequisite:**

SPAN 102 or permission of the department head

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## SPAN 202 - Intermediate Spanish

3-1-3

Credit Hours: 3

Intermediate Spanish 202 advances students beyond the language requirements of Spanish 101, 102 and 201 by continuing to help them develop communicative skills in listening, speaking, reading and writing so that they can communicate more efficiently in Spanish-speaking contexts. The course also aims at expanding the range of cultural and personal topics of discussion and at encouraging students to use the target language meaningfully and creatively.

**Offered Online:** Yes

**Prerequisite:**

SPAN 201 or permission of the department head

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## SPAN 205 - Spanish for Heritage Speakers

3-1-3

Credit Hours: 3

Spanish 205 for Heritage Speakers is designed to meet the specific linguistic needs of students with a Spanish-language background. The course focuses on the issues most common to Heritage Spanish speakers, including syntax, grammar, spelling and punctuation. The course aims to refine and broaden students' oral, written, reading and listening skills in standard Spanish. Students will be introduced to the linguistic variations and cultural richness found throughout the Spanish-speaking world.

**Prerequisite:**

SPAN 202 or demonstrated proficiency in Spanish, as determined by department head

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## SWAH 101 - Elementary Swahili

3-1-3

**Credit Hours:** 3

Elementary Swahili introduces modern spoken and written Swahili to students who have little or no previous knowledge of the language. The course focuses on developing students' communication skills in Swahili, such as would be useful to conduct daily activities in an East African cultural and social environment. These skills include speaking, listening, writing and reading. Students will also learn about aspects of culture associated with the use of the language.

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## SWAH 102 - Elementary Swahili

3-1-3

**Credit Hours:** 3

Elementary Swahili 102 is a continuation of spoken and written Swahili for students who have successfully completed the first semester of elementary Swahili. Students will continue to develop basic communicative skills, both in modern spoken and written Swahili. These skills include speaking, listening, writing and reading. Students will also continue to deepen their knowledge of contemporary East African culture.

**Prerequisite:**

SWAH 101

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## SWAH 201 - Intermediate Swahili

3-1-3

**Credit Hours:** 3

This course offers study of spoken and written Swahili beyond the introductory level. Students will continue to develop their intermediate skills in reading, writing, speaking and listening. They will study Swahili grammar and will learn about East African culture by studying folklore, poetry, proverbs, kanga writings, and relevant films and music.

**Prerequisite:**

SWAH 102

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## SWAH 202 - Intermediate Swahili

3-1-3

**Credit Hours:** 3

This course provides intermediate study of spoken and written Swahili beyond the Swahili 201 level. Students will continue to develop their intermediate skills in reading, writing, speaking, and listening. Students will continue to study Swahili grammar while learning the meaning of African folklore and poetry, interpreting kanga writings in depth, and experiencing and discussing relevant films and music.

**Prerequisite:**

SWAH 201

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  - M.A., Madras Christian College, Madras, India
  - M.Lit., Central Institute of English, Hyderabad, India
  - Ed.D., Northeastern University
- 

### **Aubria Nance**

Associate Professor, Department of Counseling (On  
Administrative Assignment)

- B.A., West Chester University
  - M.A., West Chester University
  - Ed.D., Wilmington University
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### **Craig Nelson**

Assistant Professor, Computer Technologies

- A.A.S., Community College of Philadelphia
  - B.S., Widener University
  - M.S., Drexel University
- 

### **Joao Neto**

Assistant Professor, English

- B.A., Temple University
  - M.A., The College of New Jersey
  - M.Ed., Temple University
- 

### **Eric Neumann**

Assistant Professor, Foundational Mathematics

- B.A., Colby College
  - M.S., Rutgers University
- 

### **Wataru Nishida**

Assistant Professor, Counseling and Head,  
Department of Counseling

- B.S., Pennsylvania State University
  - M.S., Shippensburg University of Pennsylvania
- 

### **Ilze Nix**

Assistant Professor, Psychology

- M.A., Western Kentucky University
  - B.S., University of Maryland University College
- 

### **Michelle Nixon-Alicea**

Assistant Professor, Nursing

- B.S.N., Holy Family University
  - M.S.N., Holy Family University
-

## Joseph Noyes

Assistant Professor, Biology

- M.S., St. Cloud State University
  - B.S., University of Wisconsin at La Crosse
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O

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## Julie Odell

Associate Professor, English

- B.A., New School for Social Research
  - M.A., University of Southern Mississippi
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## Johnson Omosule

Instructional Aide "A", Student Academic  
Computing Center (SACC)

- B.S., DeVry University M.I.S.,
  - M.S., DeVry University
  - MBA, DeVry University
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## Molly O'Connor

Assistant Professor, Chemistry

- Ph.D., Drexel University
  - B.S., Albright College
- 

P

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## Rita Pagano

Instructional Aide A, Biology

- A.S., Atlantic Cape Community College
  - B.S., Stockton University
  - M.S., Oregon State University
- 

## Anthony Palimore

Assistant Professor, Architecture, Design and  
Construction

- B.A., The Pennsylvania State University
  - M.A., University of California at Berkeley
- 

## Jonathan Pappas

Assistant Professor, English

- B.A., Amherst College
  - M.F.A., New School for Social Research
- 

## Beena Patel

Assistant Professor, Biology

- Ph.D., Sardar Patel University
- 

## Cynthia Paul

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- B.S., Denison University
  - M.S., Drexel University
  - Ph.D., Drexel University
- 

## Lisette Perez

Assistant Professor, Foreign Languages

- B.A., Rowan University
  - Ph.D., Temple University
- 

## Dianne Perkins



- Assistant Professor, English
- B.A., Temple University
  - M.A., Temple University
- 

### **Frank Perri**

- Instructional Aide "A" Chemistry
- A.S., Community College of Philadelphia
  - B.S., University of Pennsylvania
- 

### **Carla Perry**

- Assistant Professor, Biology
- B.S., Boston University
  - M.S., University of Arizona
- 

### **Isaac Pesenson**

- Assistant Professor, Mathematics
- M.S., University of Saratov, USSR
  - Ph.D., The Academy of Sciences of the USSR
- 

### **Nicholas Peterson**

- Assistant Professor, English
- B.A., Western Oregon University
  - M.A., New Mexico Highlands University
  - Ph.D., Temple University
- 

### **Rebecca Peterson**

- Associate Professor and Program Director,  
Diagnostic Medical Imaging
- B.S., Bloomsburg University of Pennsylvania
  - M.S., Saint Joseph's College of Maine
- 

### **Terry R Peterson**

- Assistant Professor, Art
- A.A., Community College of Philadelphia
  - B.F.A., Rhode Island School of Design
  - M.F.A., University of the Arts
- 

### **Mark Piazza**

- Assistant Professor, Biology
- B.S., University of Pittsburgh
  - M.S., Duquesne University
- 

### **John Pinto**

- Professor, ESL Specialist, Learning Lab
- A.A.S., Community College of Philadelphia
  - B.A., La Salle University
  - Ed.M., Temple University
- 

### **Mavis G Pogue**

- Assistant Professor, CIS Specialist, Learning Lab
- A.A.S., Community College of Philadelphia
  - B.S., Pierce College
  - M.S., LaSalle University
  - Ph.D., Ed.D., Northcentral University
- 

### **John Politis**

- Assistant Professor, Math/Learning Disabilities  
Specialist, Learning Lab
- B.S., The Pennsylvania State University
  - M.Ed., Arcadia University
-

### **Catalin Popescu**

Instructor, Economics

- B.S., Delaware State University
  - M.B.A., Delaware State University
  - M.S., University of Delaware
- 

### **Linda W Powell**

Professor, Biology and Head, Department of Biology

- B.S., Pennsylvania State University
  - M.D., American University of the Caribbean
- 

### **David C Prejsnar**

Assistant Professor, History, Philosophy and Religious Studies

- B.A., Trinity College
  - M.A., Temple University
- 

### **Hannah Price**

Instructional Aide "AA", Photographic Imaging

- B.F.A., Rochester Institute of Technology
  - M.F.A., Yale University School of Art
- 

### **Cameo Pritchett**

Instructor, Academic Advising

- B.A., Kutztown University of Pennsylvania
  - M.A., Kutztown University of Pennsylvania
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## Q

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### **Kirsten Quinn**

Associate Professor, English

- B.A., La Salle University
  - M.F.A., University of Pittsburgh
- 

## R

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### **Malika Rahman**

Instructor, Criminal Justice

- B.S., Chestnut Hill College
  - M.S., St. Joseph's University
- 

### **Aruna Rajagopalen**

Visiting Lecturer, Allied Health

- B.A., Ethiraj College
  - M.S., Madurai Kamaraj University
- 

### **David Raskin**

Assistant Professor, English

- B.A., Tufts University
  - M.A., University of North Carolina, Chapel Hill
- 

### **Marjaneh Razmara**

Assistant Professor, Biology

- Ph.D., Thomas Jefferson University
- 

### **Daniel Reed**

Assistant Professor, Automotive Technology

- A.A.S., Gloucester County College
- B.S., Chestnut Hill College

---

**Jeffrey Reed**

Associate Professor, Art

- B.F.A., The Maryland Institute College of Art
- M.F.A., University of Pennsylvania

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**Michael Remshard**

Associate Professor, Counseling

- B.S., University of Scranton
- M.Ed., Temple University
- Ph.D., Temple University

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**Brian Renna**

Assistant Professor, Biology

- B.S., California State University
- M.S., California State University
- Ph.D., Temple University

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**David C Renshaw**

Assistant Professor, English

- B.A., Temple University
- M.A., Wilkes University
- M.F.A., Wilkes University

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**Amanda Richards**

Instructional Aide B, Culinary Arts

- A.S., Culinary Institute of America
- B.P.S., Culinary Institute of America

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**Stanislav Ritvin**

Assistant Professor, Foundational Mathematics

- B.S., The Pennsylvania State University
- M.A., La Salle University

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**Megan Rizzo**

Assistant Professor, Counseling

- B.S., University of Scranton
- M.S.Ed., Queens College

---

**Carmelo Robles**

Instructor, Automotive Technology

- A.S., Camden County College

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**Evelyn Rosen**

Associate Professor, English

- B.A., University of Pennsylvania
- M.A., University of Pennsylvania
- M.A., Villanova University
- M.F.A., Bennington College
- Ph.D., University of Pennsylvania

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**Andrea Ross**

Assistant Professor, English

- B.A., University of California, Santa Cruz
- M.A., University of California, Davis

---

**Robert Ross**

Assistant Professor, Music

- B.M., Temple University
- M.M., Temple University

- A.B.D., City University of New York
- 

### **Jessica Rossi**

Assistant Professor, Library

- B.A., Liberty University
  - M.S., Drexel University
- 

### **Lance Roxas**

Assistant Professor, Social Sciences

- Ph.D., State University of New York at Albany
  - M.A., Kean University
  - B.A., Kean University
- 

### **Edward C Ruggero**

Associate Professor, Social Science

- B.A., University of Delaware
  - M.A., New School for Social Research
  - PhD., The New School
- 

### **Maureen Rush-Bogutz**

Assistant Professor, Counseling

- B.A., University of Delaware
  - M.Ed., University of Delaware
- 

### **Diana Russell**

Assistant Professor, English

- B.A., Keuka College
  - M.A., Syracuse University
- 

S

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### **Amy Saia**

Assistant Professor, Early Childhood Education

- B.S., Cabrini College
  - M.A., Villanova University
  - Ed.D., Nova Southeastern University
- 

### **Dominic Salerno**

Assistant Professor, Biology

- B.S., Millersville University
  - Ph.D., Temple University
- 

### **Kate Sanchez**

Assistant Professor, English

- B.A., James Madison University
  - M.F.A., Columbia College Chicago
- 

### **Sean Sauer**

Associate Professor, Art

- B.F.A., The School of the Art Institute of Chicago
  - M.F.A., Indiana University
- 

### **Richard T Saxton**

Assistant Professor, Automotive Technology and  
Head, Department of Transportation Technologies

- B.F.A., Temple University
  - M.Ed., Capella University
- 

### **Lynn Schaaf**

Assistant Professor, Clinical Laboratory Technology

- B.S., Pennsylvania State University
  - M.S., Drexel University
- 

### **Jennifer Schneider**

Assistant Professor, Paralegal Studies

- B.S., New York University
  - J.D., New York University
- 

### **Corinne Schreiber**

Assistant Professor, Diagnostic Medical Imaging

- A.S., Community College of Philadelphia
  - B.S., Widener University
- 

### **Pascal Scoles Jr.**

Professor, Behavioral Health/Human Services

- B.A., La Salle University
  - M.S.W., Rutgers University
  - D.S.W., University of Pennsylvania
- 

### **Stephanie Scordia**

Associate Professor, English

- B.A., Cedar Crest College
  - M.S., West Chester University
  - Ph.D., Northeastern University
- 

### **Donald Scott**

Assistant Professor, English

- B.A., Cheyney University
  - M.A., Columbia University
- 

### **Anna Seixas**

Assistant Professor, Chemistry and Head, Learning Lab and Student Academic Computing Center (SACC)

- B.A., Rutgers University
  - M.A., Rutgers University
- 

### **Lauren Semrau**

Assistant Professor, Biology

- M.S., Marywood University
  - B.S., Marywood University
- 

### **Brian Seymour**

Associate Professor, Art

- B.B.A., Villanova University
  - M.A., Temple University
  - Ph.D., Tyler School of Art
- 

### **Mike Shaffer**

Assistant Professor, Management

- B.B.A., University of Pennsylvania, Wharton School
  - M.B.A., LasSalle University
  - Ed.D., Wilmington University
- 

### **Cherise Shane**

Assistant Professor, English

- B.S., Millersville University of Pennsylvania
  - M.A., Howard University
-

## **Dennis Sharkey**

Visiting Lecturer, Dental Studies

- B.S., Duquesne University
  - D.M.D., University of Pennsylvania
- 

## **Marcus Shepard**

Assistant Professor, English

- Ph.D., University of Southern California
  - M.A., University of Southern California
  - B.A., Northwestern University
- 

## **Massah Sherwood**

Assistant Professor, English

- B.A., Lincoln University
  - M.A., West Chester University
  - M.Ed., Arcadia University
  - Ed.D., Capella University
- 

## **Eleanor Shirley**

Assistant Professor, Computer Technologies

- B.S., Temple University
  - M.B.A., Eastern University
- 

## **Jocelyn Sirkis**

Assistant Professor, Business

- B.S., Stony Brook University
  - M.S., University of Pennsylvania
  - M.B.A., Rutgers University
  - D.M., University of Maryland University College
- 

## **Anne Slivjak**

Assistant Professor, Nursing

- B.S.N., Thomas Jefferson University
  - M.S.N., University of Pennsylvania
- 

## **Kathleen Sloan**

Instructor, Respiratory Care Technology

- A.A.S., Community College of Philadelphia
  - B.A., Holy Family College
  - M.A.E.D., University of Phoenix
- 

## **Yusefa Smith**

Assistant Professor Foundational Mathematics and  
Head, Department of Foundational Mathematics

- M.S., Rutgers University
  - B.S., Princeton University
- 

## **Kathleen M Smith**

Professor, Paralegal Studies

- B.A., College of the Holy Cross
  - J.D., Antioch University
- 

## **Aretia Sojourner**

Instructional Aide "AA", Student Academic  
Computing Center (SACC)

- A.A.S., Community College of Philadelphia
  - B.S., Temple University
  - M.Ed., University of Maryland University College
- 

## **Meghan Solomon**

Visiting Lecturer, Biology

- B.S., Bucknell University
  - M.S., Bucknell University
  - Ed.D., University of Pittsburgh
- 

### **Martin B Spear**

Professor, History, Philosophy and Religious Studies

- B.S., St. Joseph's College
  - M.A., Temple University
  - Ph.D., Temple University
- 

### **Sandra Spicer-Sharp**

Assistant Professor, Education

- B.S., West Chester University
  - M.A., Temple University
- 

### **Jon Spielberg**

Assistant Professor, Photographic Imaging

- B.S., Temple University
- 

### **Bernard F Stehle**

Associate Professor, English

- B.A., St. Charles Borromeo Seminary
  - M.A., Temple University
- 

### **Barry Stein**

Visiting Lecturer, Dental Studies

- B.S., Penn State University
  - M.D., University of Pittsburgh
- 

### **Alessandra Stradella**

Assistant Professor, History, Philosophy and Religious Studies

- Laurea Philosophy, Ca' Foscari University
  - M.A., Georgia State University
  - Ph.D., Emory University
- 

### **Craig Strimel**

Assistant Professor, English

- B.A., La Salle University
  - M.S., Southern Illinois University at Carbondale
- 

### **Melissa Strong**

Associate Professor, English

- Ph.D., University of California, Davis
  - M.A., University of California, Davis
  - B.A., Central Connecticut State University
- 

### **Regina Strupczewski**

Associate Professor, Allied Health

- B.S., Temple University
  - M.S., Saint Joseph's University
- 

### **Douglas R Swauger**

Assistant Professor, English

- B.A., Messiah College
  - M.A., West Chester University
- 

### **Henry C Swezey**

Associate Professor, History, Philosophy and Religious Studies

- B.A., University of California
  - M.A., Antioch College
- 

T

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### **Joel Tannenbaum**

Assistant Professor, History and Philosophy

- B.A., Temple University
  - M.Phil., University of Hull
  - Ph.D., University of Hawaii at Manoa
- 

### **Mary Tartaglione**

Assistant Professor, Diagnostic Medical Imaging

- B.A., Quinnipiac University
  - M.S., Saint Joseph's College of Maine
- 

### **Lauren M Tavolaro-Ryley**

Associate Professor, Nursing

- B.S.N., York College of Pennsylvania
  - M.S.N., University of Pennsylvania
- 

### **Brandon Terranova**

Assistant Professor, Physics

- B.S., University of Delaware
  - M.S., Binghamton University
  - Ph.D., Drexel University
- 

### **Julieta Thomas**

Instructional Aide "B&A", Student Academic Computing Center (SACC)

- A.S., Peirce College
  - B.S., Philadelphia Biblical University
  - M.S., Eastern University
- 

### **Valessa Thompson**

Instructional Aide "A," Counseling

- A.A., Community College of Philadelphia
- 

### **Vanessa Thompson**

Assistant Professor, Foreign Languages

- B.A., San Diego State University
  - M.A., San Diego State University
- 

### **Tara J Timberman**

Assistant Professor, English

- B.A., Rowan University
  - M.A., Rutgers University
- 

### **Brenda Torres**

Assistant Professor, Academic Advising

- B.A., Queens University of Charlotte
  - MEd., Long Island University
- 

### **Seve Torres**

Assistant Professor, English

- B.A., University of California - Berkeley
  - M.F.A., Rutgers University - Camden
-



### **Jennifer Tront**

Assistant Professor, Biology

- B.S., Neumann University
  - Ph.D., Temple University
- 

### **Charlene Truex**

Associate Professor, Dental Studies

- B.S., Temple University
  - M.S., University of Pennsylvania
  - M.Phil., University of Pennsylvania
- 

### **Nandima Turay**

Assistant Professor, Foundational Mathematics

- B.S., Lincoln University
  - M.S., Delaware State University
- 

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### **Francine Urquhart-Hamilton**

Associate Professor, Counseling

- B.S., Lincoln University
  - M.S.Ed., University of Maryland
  - M.Div., Palmer Theological Seminary of Eastern University
- 

## V

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### **Nicole Vadino**

Associate Professor, Social Science

- B.A., University of Pennsylvania
  - M.A., University of Pennsylvania
- 

### **Patricia Valdez**

Assistant Professor, English

- B.A., University of CÃ—rdoba
  - M.A., University of CÃ—rdoba
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### **William Vasvary**

Assistant Professor, Culinary Arts and Hospitality Management

- A.A., Middlesex County College
  - B.S., Saint Peter's University
  - M.L.A., Boston University
- 

### **Christine Veal**

Assistant Professor, Nursing

- B.S., Immaculata University
  - M.S.N., Immaculata University
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### **Erika Vega**

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- M.S., University of Pennsylvania
  - B.A., Hunter College of CUNY
  - A.B.D., Northeastern University
- 

### **John-Paul Vermitsky**

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- B.S., Drexel University
  - Ph.D., Drexel University
-

**Stanley Walling**

Associate Professor, Social Science

- B.A., University of Pennsylvania
  - M.A., Tulane University
  - Ph.D., Tulane University
- 

**Cynthia Walls**

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- A.G.S., Community College of Philadelphia
  - B.A., Temple University
  - M.Ed., Widener University
- 

**Darrick O Walton**

Instructional Aide "A," Physics

- A.A.S., Community College of Philadelphia
- 

**Jalyn E Warren**

Associate Professor, Library

- A.A.S., Community College of Philadelphia
  - B.A., Eastern University
  - M.S., Drexel University
- 

**Connie Watson**

Assistant Professor, Psychology

- B.A., Western Michigan University
  - M.S., Emporia State University
  - Ed.D., Columbia University
- 

**Keisha Watson**

Assistant Professor, English

- B.A., Carnegie Mellon University
  - M.A., University of Wisconsin-Madison
  - Ph.D., University of Wisconsin-Madison
- 

**Keisha Watson**

Assistant Professor, English

- B.A., Carnegie Mellon University
  - M.A., University of Wisconsin-Madison
  - Ph.D., University of Wisconsin-Madison
- 

**J Watts**

Assistant Professor, Social Science

- B.S., Saint Joseph's University
  - M.S., Saint Joseph's University
  - M.A., Temple University
  - Ph.D., Temple University
- 

**Aerie Webb**

Assistant Professor, English

- B.A., Temple University
  - M.A., Temple University
  - Ph.D., Stony Brook University
- 

**Brenton Webber**

Assistant Professor, Mathematics and Head,  
Department of Mathematics

- B.A., Temple University
- M.A., Temple University

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**Nichole M Webster**

Assistant Professor, English

- B.A., La Salle University
- M.Ed., Arcadia University
- EdD., Immaculata University

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**Shomari Weedor**

Instructional Aide "A" - Student Academic Computing Center (SACC)

- A.A., Community College of Philadelphia

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**Neil Wells**

Assistant Professor, English

- B.A., Pennsylvania State University
- M.A., New York University

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**Abbey Wexler**

Associate Professor, Psychology, Education and Human Services

- B.S., Temple University
- M.Ed., Temple University
- M.A. Counseling Psychology

---

**Paula White**

Associate Professor, English and Associate Chair, Department of English

- B.S.B.A., University of Houston
- M.A., Wichita State University

---

**Chris Wieman**

Assistant Professor, Academic Advising

- B.A., Rutgers University
- M.S., Drexel University

---

**Wayne Williams**

Assistant Professor, Business Administration, Department of Business Administration (On administrative assignment)

- B.S., Temple University
- M.S., Widener University
- Ed.D., University of Pennsylvania

---

**Margaret Wojcicka-Hitczenko**

Assistant Professor, Mathematics

- B.S., Warsaw University
- M.Stat., North Carolina State University
- Ph.D., Warsaw University

---

**Tammy Wooten**

Assistant Professor, Chemistry

- B.A., Lincoln University
- Ph.D., University of Pennsylvania

---

**Paul O Wright**

Assistant Professor, English

- B.A., Ramapo College
  - M.F.A., Brooklyn College
-

### **Karen Yancey**

Assistant Professor, Economics

- M.G.A., University of Pennsylvania
  - M.A., Temple University
  - B.B.A., Temple University
- 

### **Mary W Yannuzzi**

Assistant Professor, Reading/Writing Specialist,  
Learning Lab

- B.S., St. Peter's College
  - M.Ed., Johns Hopkins University
  - M.L.A., Johns Hopkins University
- 

### **Daravann Yi**

Associate Professor, Counseling

- B.A., Pennsylvania State University
  - M.Ed., Pennsylvania State University
- 

### **Yun S Yoo**

Assistant Professor, Mathematics

- A.S., Community College of Philadelphia
  - B.S., Drexel University
  - M.S., Drexel University
  - Ph.D., Drexel University
- 

### **Si Yoo**

Assistant Professor, Foundational Mathematics

- A.S., Community College of Philadelphia
  - B.S., Drexel University
  - M.S., Drexel University
- 

## **Z**

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### **Sindhu Zagoren**

Assistant Professor, English

- B.A., Antioch College
  - M.A., University of North Carolina at Chapel Hill
  - Ph.D., University of North Carolina at Chapel Hill
- 

### **Simone E Zelitch**

Associate Professor, English

- B.A., Wesleyan University
  - M.F.A., University of Michigan
- 

### **James Zigarelli**

Assistant Professor, English

- B.A., Rutgers University
  - B.S., West Chester University of Pennsylvania
  - M.A., Temple University
-

# Adjunct Instructors

The Adjunct Instructors listed are individuals who have earned eight or more seniority units up through the Fall 2019 semester.

## Allied Health

- Vivian Brake
- Ane Marie Kis Duryea
- Philip Mesisca
- Aruna Rajagopalan
- Patricia Schaffer
- AnnMary Thomas

## Architecture, Design and Construction

- Berk Ayranci
- Anthony Bracali
- Thomas Garrity
- Lorri Leonards
- Elizabeth Masters
- Michael Stern

## Art

- Meghan Cox
- Christa DiMarco
- Richard Estell
- Robin Fickle
- Dean Hartung
- Jacob Lunderby
- Andrea Marquis
- Lauren Patterson
- Neil Patterson
- Ariel Pearce
- Michael Salvato
- Linda Shusterman
- Camille Ward

## ASL/English Interpreting

- Adam Buck
- Michael Halischak
- Heather Schmerman
- Carla Sides
- Amy Vadakin

## Behavioral Health/Human Services

- Lee Carson
- Vivian Drayton
- Susanna Gilbertson
- Arthur Gooden
- Raymond Jacobucci
- Regina Jones
- Kelly Marketta
- Albert Meyer
- Julia Monaco
- Aisha Moore
- Meghan OMeara
- Thomas Owens

## Behavioral Science

- William Adams
- Luis Alvarez
- Kathleen Asbury
- Kathy Brooks
- Jennifer Bullock
- Martha Chavis

- Craig Cooper
- Joseph Duffy
- Naomi Geschwind
- Arthur Gooden
- Nina Gorman
- Richard Greer
- Marie Herbert
- Tom Hinchcliffe
- Marvin Lovell
- Raymond May
- Randolph Merced
- David Miller
- Francis Mitchell
- Malinda Muzi
- Gary Seidenberg
- Mary Veitz
- Michael Zimney

## Biology

- Barbara Bereza
- Highland Campbell
- Claudia Coke-Pierre
- Nicholas Economou
- Robert Farber
- Robert Herbstritt
- David Hilbert
- Zebulon Kendrick
- Carl Kern
- Harris Leventhal
- Elliott Lewis
- John Mangano
- Theresa Marinucci
- Kory Mayfield
- Francis McCabe
- Robert Palma
- Edward Poznek
- Anthony Riviello
- James Russock
- Jannina Saballete
- Laura Skorina
- Meghan Solomon
- John Stopyra
- Edward Taylor

## Business Administration

- David Berman
- Thomas Burke
- Tamra Chase
- Lawrence Deangelis
- Christina DeAngelo
- John Donovan
- Shirin Jahanian
- Raymond Rodgers
- Martin Rudoff
- Jerel Ruttenberg
- James Smith
- Kevin Smith
- Nicholas Tascione
- Lamonte Turner

## Cardio Respiratory

- Levi Clark
- Myava Clark
- Anthony Jackominic
- Kellie Joseph
- Kathleen Sloan

## Chemistry

- Sushila Amin

- Gloria Brown
- Carol Durso
- Michael Gregor
- Roman Lewicki
- Heljena McKenney
- Walter Orehowsky
- Margarita Orlandoni
- Lucila Paramo
- Pradyot Patnaik
- Dorothy Plappert
- Michael Rathmill
- Kathleen Shaginaw
- Michael Tropiano
- Anthony Wahner

## Computer Technologies

- Joseph Angelella
- Sophia Avery
- Georgia Boulias
- Jerome Byrd
- James Canonica
- Anthony Carter
- James Carty
- Francis Coyne
- Mark Cunningham
- Christina DeAngelo
- Stephen Dorsey
- Rose Edwards
- Crystal Edwards-Harris
- Patricia Harrell
- Donald Herman
- Dominic Isabella
- Margaret Johnson
- Pete Llewellyn
- Robert McNeill
- Margaret Morris
- Joseph Murphy
- Najah Naylor
- Joanne Patti
- Jerome Phillips
- William Reil
- Gwendolyn Remsen
- Michael Skienzielewski
- James Smith
- Margaret Starr
- Robert Winfield

## Dental Studies

- Mary Buttery
- Mary Cummings
- Michele Dattilo
- Roland Mark
- Elliott Schmuckler
- Dennis Sharkey
- Cynthia Sheehan
- Robert Shollenberger
- Barry Stein
- Kimberly Valentino

## Diagnostic Medical Imaging

- Sharon Banskter
- Maria Francesco
- Elizabeth Garnett
- Lauren Jaskiewicz
- Ann Quinn
- Christine Shannon
- Amy Shensky
- Kristen Vogel

## Distance Education

- Henry Dmochowski

## Div-Access and Community Engagement

- Mary Cummings
- Dandi Ruffo
- Lynne Sanders-Mouiti
- Dionne Willis
- Julie Woodin

## Education

- Kathleen Blass
- John Buckley
- Denise Ellis
- Deborah Fischetti
- Beatrice Jones
- Debra Lawrence
- Jacalyn Metzler
- Malinda Muzi
- Kendra Thomas
- Mary Veitz

## English

- Eileen Abrams
- Aram Aghazarian
- Joseph Angelella
- Benjamin Banks
- Beverly Barksdale
- Eva Blackwell
- Lynne Blumberg
- David Blyweiss
- Karima Bouchenafa
- Janet Brennar
- Katherine Budris
- Grace Carter
- Michael Coates
- Patrick Cobbs
- Vickie Collins
- Mary Conaboy
- Gregory Cooke
- Regina Cooke
- Kimberly Crognale
- Michael Csensich
- Elizabeth Cuidet
- Craig de Paulo
- Donald Deeley
- Christopher Devenney
- Jennie Diaz
- Raymond DiPrimio
- Linda Dombkiewicz
- Brarailty Dowdell
- Michael Dunn
- Betsy Elijah
- Christine Ethier
- Linda Evans
- Markeyia Ferguson
- Laura Fitzwater
- Jeffrey Freedman
- Susan Freedman
- Nwenna Gates
- Jane Gee
- Naomi Geschwind
- Dominick Giordano
- Kathleen Gowdy
- Mary Ellen Graham
- Linda Gross
- Stephen Gulick
- Robert Hawthorne
- Frances Heron
- Thomas Hinchcliffe
- David Hodges



- Mytili Jagannathan
- Kathryn Johnson
- Steven Kleinman
- Jacqueline Landau
- James Landers
- Sharon Lefevre
- Frank Levy
- Catherine Liappi
- Randy LoBasso
- Gerard Malek
- Theresa Marsh
- Michael McColl
- Diane McManus
- Deborah Morkun
- Ellen Moscow
- Petre Mosoeanu
- Miriam Oppenheimer
- Martin Orzeck Marline Paramour
- Henrietta Patrick
- Larry Perry
- Beverly Prunty
- Stephen Reed
- Jamie Reinstein
- Kyle Rosenbaum
- Donald Rutberg
- Laura Sass-Germain
- Vaishali Sharma
- Brenda Sherman
- Zoila Sousa
- Seth Steinbacher
- Emily Stokes
- Judy Sussholtz
- Debra Taylor
- Stephen Teplitz
- Jeanmarie Ucci
- David Walls
- David Ward
- Gary Wilson
- Stasia Zabski

## English as a Second Language

- Thelma Arnold-Smith
- Maria Diaz-Aparicio
- Vanessa Edwards
- Alice Jaworski
- Dianne Labohne
- Juan Ledonne
- Barry Lutz
- Juanita Marrero
- Jacqueline Mungai
- Peter Pagano
- Beverly Prunty
- Mary Jane Reilly
- Dandi Ruffo
- Marilyn Sherwood
- Jacqueline Wong

## Foundational Mathematics

- Yousef Awad
- Berk Ayranci
- Sohail Baig
- Haroon Bashir
- Nancy Bellew
- James Borts
- Georgia Boulias
- Deborah Buthusiem
- Charles Carr
- Bennett Chiaka
- Philip Clarke
- Sharon Cohen
- Ashaki Coleman
- Albert Cooper

- Michael D'Antonio
- Indu Das
- LaVarr Dixon
- Subramanyam Durbha
- Ali Mohamad Evazynajad
- Dawood Ghauri
- Richard Gomberg
- Justin Griggs
- Richard Guffanti
- Yuan Ha
- Antoinette Habib
- Mohammad Hamid
- Donald Herman
- Barbara Pearl Houten
- Christopher Jones
- Everett Jones
- Kelli Jones
- Philip Kenerley
- Seunglee Kwon
- Michael Lacorte
- Lorrie Leonards
- Rosarita Liebchen
- Murray Lowenthal
- Jeremy Margent
- Angela Martino
- Patricia McClennon
- Louis Meadvin
- Chafika Moussaoui
- Ranjini Muhunthan
- Gholam Oliai
- Suleyman Ozturk
- Edward Parker
- Deivy Petrescu
- John Petrie
- Hung Phan
- Sobha Philip
- Akhror Rakhmanov
- Calvin Reading
- William Reil
- Gholamhossein Rostami
- Tom Rousseas
- Dandi Ruffo
- Shawn Rutter
- Frank Santoro
- Jackson Seton
- Alexander Shister
- Sanda Shwe
- Durgesh Sinha
- Michael Skiendzielewski
- Diana Snyder
- Chi Soong
- Scott Stringfellow
- Shuang-Ching Su
- Sumathi Suresh
- Peiwen Tan
- Sherry Teti
- Olga Trubina
- Kusema Warrakah
- Richard White
- Jacqueline Wong
- Julie Woodlin
- Wei Wu
- Seyed Zekavat
- Boris Zubry

## History, Philosophy & Religious Studies

- Benjamin Banks
- Michael Bedard
- Dani Brunet
- Ross Colby
- Michael Csensich
- Craig de Paulo
- Michael DeMarco

- Henry Dmochowski
- Lailah Dunbar
- Stephen Katz
- Matthew Kowalski
- Sue Ellen Liebman
- Akiko Mori
- Kristoff Prialkowski
- Stephen Reeder
- Robert Saunders
- Mildred Savard
- Joshua Silver
- Todd Zimmerman

## Justice

- Jerrold Bates
- James Carty
- Judy Cruz-Ransom
- Leslie Davila
- Jack Fleming
- Patricia Hoban
- Pamela King
- Jack Maxwell
- George McGuire
- Randolph Merced
- Sonte Reavis
- David Ridgway
- Bruce Warren

## Learning Laboratory

- Eileen Abrams
- Joseph Angelella
- Sohail Baig
- Benjamin Banks
- Lynne Blumberg
- Nieka Bright
- Tamra Chase
- Patrick Cobbs
- Claudia Coke-Pierre
- Vickie Collins
- Mary Conaboy
- Gregory Cooke
- Regina Cooke
- Marie Crawford
- Elizabeth Cuidet
- Mark Cunningham
- Raymond DiPrimio
- Linda Dombkiewicz
- Brarailty Dowdell
- Betsy Elijah
- James Erdei
- Christine Ethier
- Ellen Furstenberg
- Oumar Gaye
- Naomi Geschwind
- Justin Griggs
- Stephen Gulick
- Antoinette Habib
- Steve Hawras
- Frances Heron
- Tom Hinchcliffe
- Mytili Jagannathan
- Philip Kenerley
- Yvonne King
- Arlene Kline
- Michael Lacorte
- Sharon Lefevre
- Murray Lowenthal
- Gerard Malek
- Theresa Marsh
- Kory ayfield
- Diane McManus
- Kim Medio

- Maria Mekonnen
- Ellen Moscow
- Marleen Nadu
- Gerald Nwankwo
- Miriam Oppenheimer
- Lucila Paramo
- Henrietta Parick
- Thomas Perri
- Beverly Prunty
- Jamie Reinstein
- Jannina Saballete
- Victoria Schwartz
- Brenda Sherman
- Durgesh Sinha
- Bernice Smith
- Diana Snyder
- Emily Stokes
- Norma Warner
- Dennis West
- Debbie Wigrizer
- Stuart Wright
- Stasia Zabski

## Library & Learning Resources

- Charles Colombo
- Amy Czop-Bartley
- Jonathan Drucker
- Noelle Egan
- Sophia Kim
- Peter Llewellyn
- Claire McGuire
- Caitlin Shanley
- Helen Snowden

## Marketing and Management

- Doretha Baskerville-Lindsay
- Elizabeth Brown
- James Canonica
- James Carpino
- Lawrence Deangelis
- Prentice Hill
- Beatrice Jones
- Linda Knapp
- Leonard Lebowitz
- Kevin Lynch
- Robert McNeil
- Gwendolyn Remsen
- Raymond Rodgers
- Jerel Ruttenberg
- Kevin Smith
- LamonteTurner
- Patricia Wilkerson

## Mathematics

- Yousef Award
- Berk Ayranci
- Sohail Baig
- Haroon Bashir
- James Borts
- Georgia Boulias
- Deborah Buthusiem
- Charles Carr
- Bennett Chiaka
- Philip Clarke
- Sharon Cohen
- Ashaki Coleman
- Albert Cooper
- Michael D'Antonio
- Indu Das
- Subramanyam Durbha
- Ali Mohammad Evazynajad

- Dawood Ghauri
- Richard Gomberg
- Justin Griggs
- Richard Guffanti
- Yuan Ha
- Antoinette Habib
- Mohammed Hamid
- Donald Herman
- Prentice Hill
- Christopher Jones
- Everett Jones
- Kelli Jones
- Philip Kenerley
- Seunglee Kwon
- Michael Lacorte
- Lorri Leonards
- Rosarita Liebchen
- Lawrence Lipton
- Murray Lowenthal
- Angela Martino
- Patricia McClennon
- Louis Meadvin
- Chakifa Moussaoui
- Ranjini Muhunthan
- Suleyman Ozturk
- Edward Parker
- Deivy Petrescu
- Hung Phan
- Sobha Philip
- Calvin Reading
- William Reil
- Gholamhossein Rostami
- Tom Rousseas
- Dandi Ruffo
- Shawn Rutter
- Frank Santoro
- Jackson Seton
- Alexander Shister
- Sanda Shwe
- Michael Skiendzielewski
- Diana Snyder
- Chi Soong
- Scott Stringfellow
- Shuang-Ching Su
- Sumathi Suresh
- Peiwen Tan
- Sherry Teti
- Olga Trubina
- Anthony Wahner
- Kusema Warrakah
- Richard White
- Jacqueline Wong
- Julie Woodin
- Wei Wu
- Seyed Zekavat
- Boris Zubry

## Music

- Mary Desmond
- Vivian Dozor
- Anthony Ferrara
- Frederick Hall
- William Kerrigan
- Paul Klinefelter
- Lawrence McKenna
- Jill Meehan
- Marisol Rampolla
- James Sauppe
- Anne Sciolla
- HL Smith

## Nursing

- Kirstin Barber
- Sandra Blatz
- Tammi Britt
- Brandeis Brockman
- Amy Burckhardt
- Denise Carr
- Natalie Clarke
- Annemarie Costello
- George Fenimore
- Elissa Harmon
- Christine Kimber
- Vonda Leonard
- Eileen Norton
- Lindsay O'Connor
- Maureen Quinn
- Linda Regul
- Martina Russell
- Tyshaneka Saffold
- Constance Sumner
- Mieczyslaw Witek

## Paralegal Studies

- Judith Berstein-Baker
- Lauren Brill
- James Carpino
- Francis Coyne
- Holly Ford
- Susan Freedman
- Dena Sukol
- David Trevaskis
- Brent Vullings
- Bruce Warren

## Photographic Imaging

- Stefan Abrams
- Michael Joniec
- Allan Kobernick
- Anthony Wychunis

## Physics

- Berk Ayranci
- Sohail Baig
- Indu Das
- Ali Mohammad Evazynajad
- Yuan Ha
- Frederick Hall
- Lawrence Lipton
- Chafika Moussaoui
- Suleyman Ozturk
- Hung Phan
- Sobha Philip
- Gholamhossein Rostami
- Alexander Shister
- Chi Soong
- Seyed Zekavat
- Boris Zubry

## Social Science

- Kathleen Asbury
- Jerrold Bates
- Jeffrey Brown
- Merwyn Bryan
- John Buckley
- Paul Caris
- Judy Cruz-Ransom
- Leslie Davila
- Lailah Dunbar
- Deborah Fischetti
- Jack Fleming

Thomas Garrity

- Nina Gorman
- Seth Hackan
- Paul Hanley
- Teresa Harrington
- Anne Kellogg
- Pamela King
- Judith Lustig
- Jack Maxwell
- John McGowan
- Albert Meyer
- William Montgomery
- Jacqueline Mungai
- Pattison Mungai
- Carol Nickolai
- Mujahid Nyahuma
- Gholam Oliai
- Jeffrey Ratcliffe
- David Ridgway
- Hasan Shahpari
- Ronald Shamwell
- Dena Sukol
- Bruce Warren
- Gary Young

## Student Academic Computing Centers

- Alma Blassengale
- Olivia Bouldin
- Dave Ford
- Isabel Gines
- June Goodwin
- Volodymyr Iotov
- Lorri Leonards
- Isaiah Lyons
- Elisabeth Maloney
- Michelle Morgan
- Mitchell Ostaszewski
- Michael Pleasant
- Cecelia Robinson
- Constance Sullivan
- Ferdinand Talabis
- Joseph Taylor
- Joanne Tyson
- Karen Vargas

## World Languages

- Victor Acuna
- Cristina Anaya-Garcia
- Faten Baraka
- Dina Brena
- Laura Erwin
- Carlos Gonzalez-Ferrin
- Juan Ledonne
- Pilar Maravi
- Zenaida Maravi
- Akiko Mori
- Takamasa Nagai
- terminatedPeter Pagano
- Gregoire Rosia
- Lynne Sanders-Mouti
- Khaled Sayed
- Soad Shindy
- Agostino Viggiano

# College Administrators

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  - MHRM, Keller Graduate School of Management
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## B

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  - M.F.A., University of Texas at Austin
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  - M.A., University of Roehampton
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  - M.S., West Chester University of Pennsylvania
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**DeForio T Barlow**

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  - M.S., Cheyney University
  - M.Ed., Cheyney University
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**Chelsea Barrett**

Enrollment Success Navigator

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**Melissa A Bartley**

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  - BA, West Chester University
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**Kyra Beckett**

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  - M.B.A., Eastern University
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**Miranda Berger**

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Director of Assessment

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  - Ph.D., University of North Texas
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**Leslie Bluestone**

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  - M.A., University of Michigan
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**William Bromley**

Director, Information Technology Support

- A.A.S., Excelsior College
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**Markeith D Brown**

Assistant Director, Plant Operations

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**Shontaye Brown**

Academic Coordinator, Gateway to College

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- M.A., Cheney University

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**Sharmon Bryant**

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**Bryan P Burns**

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- B.A., George Washington University
- M.A., Ohio State University

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**Joan L Bush**

Dean, Educational Support Services

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- M.A., Marywood University
- Ed.D., Wilkes University

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- Ed.D., Nova Southeastern University

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- M.A., Westminster Theological Seminary

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**Abraham Cherian**

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- BA, The University of Washington

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**Mei L Chow**

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**Michele Claybrook-Lucas**

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- M.S., University of Pennsylvania

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**Patricia M Conroy**

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  - M.Ed., Northeastern University
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### **Inell Coston**

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### **Edward Crosbee**

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  - B.B.A., Temple University
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  - M.B.A., Eastern University
  - Ed.D., Wilmington University
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  - M.S., Kaplan University
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### **Josephine DiGregorio**

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- A.A., Community College of Philadelphia
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### **Carol de Fries**

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### **Jacob Eapen**

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  - M.S.W., Washington University
  - M.B.A., Rutgers University
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### Julian Fields

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### Mark Frese

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## G

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### Attilio Gatto

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### Donald Generals

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  - M.A., William Paterson College
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- B.S., Neumann University

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**Jose Gonzales Fernandez**

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**Gilberto Gonzalez**

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## Kismet Henderson

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## Kristina A Henk

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### **Tyrone Hill**

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  - M.S.Ed., Albright College
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  - J.D., Rutgers Law School
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  - M.S., University of Scranton
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  - M.A., Rowan University
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  - B.A., Eastern University
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