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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

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

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

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

Here is everything you need to know about the admissions process...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.

Academic Calendar

College Calendar 2014-2015

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.

For the previous College Calendar from April through August 2014 click here.

College Calendar 2014-2015

September 2014	Event
September 1, Monday	Labor Day - College Closed
September 2, Tuesday	Fall 2014 (15-week) term begins
September 23, Tuesday	Fall 2014 (12-week) term begins
September 30, Tuesday	Fall 2014 (10-week) term begins

October 2014	Event
October 6, Monday	Priority web registration begins for eligible students
October 13, Monday	Registration begins for continuing students

November 2014	Event
November 5, Wednesday	Deadline to submit application for financial aid reinstatement for Spring 2015 semester

	Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2015 classes
November 17, Monday	Priority deadline to submit application for academic reinstatement for Spring 2015 semester
November 27-29, Thursday-Saturday	Thanksgiving Holiday — College closed

December 2014	Event
December 2, Tuesday	Professional Development Day (Potential Emergency Closing make-up day)
December 3, Wednesday	Professional Development Day/Study Day (Potential Emergency Closing make-up day) Deadline for full payment of tuition and fees for all students registered by this date for Spring 2015 semester
December 6, Saturday	Final day of classes for Fall 2014 semester
December 8-13, Monday-Saturday	Final examinations, Fall 2014 semester
December 15, Monday	Deadline for faculty submission of grades for Fall 2014 (15-week and 10-week) terms
December 19, Friday	Final day to resolve all outstanding financial aid issues for Fall 2014 semester
December 24, Wednesday	Winter Break — College closed at noon
December 25-31, Thursday-Wednesday	Winter Break — College closed

2015

January 2015	Event
January 1, Thursday	New Year's Day Holiday — College closed
January 2, Friday	Final deadline to submit application for academic reinstatement for Spring 2015 semester
January 12, Monday	Spring 2015 (15-week) term begins
January 19, Monday	Martin Luther King, Jr. Holiday — College closed

March 2015	Event
March 2-7, Monday-Saturday	Spring Break — College Closed
March 16, Monday	Deadline to submit application for financial aid reinstatement for Summer 2015 Priority web registration begins for eligible students
March 23, Monday	Registration begins for continuing students

April 2015	Event
April 3, Friday	Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2015 classes
April 15, Wednesday	Priority deadline for Fall 2015 for financial aid
April 15, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2014
April 20, Monday	Final day of classes for Spring 2015 semester
April 21, Tuesday	Professional Development Day (Potential Emergency Closing make-up day)
April 22, Wednesday	Professional Development Day (Potential Emergency Closing make-up day)
April 23, Thursday	Professional Development Day/Study Day (Potential Emergency Closing make-up day)
April 24-30, Friday-Thursday	Final examinations, Spring 2015 semester

May 2015	Event
May 1, Friday	2015-2016 PHEAA grant filing deadline for all renewal applicants Final day to resolve all outstanding financial aid issues for the Spring 2015 semester
May 2, Saturday	Commencement
May 3, Sunday	Deadline for faculty submission of grades for Spring 2015 (15-week and 10-week) terms
May 4, Monday	Summer four-day work week begins — College closed on Fridays
May 11, Monday	Early Summer 2015 7-week (term code 7A) and 14-week (term code 14A) terms begin
May 25, Monday	Memorial Day Holiday — College Closed
May 26, Tuesday	Early Summer 2015 7-week (term code 7B) term begins

June 2015	Event
June 16, Tuesday	Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2015
June 23, Tuesday	Final day of classes for Early Summer 2015 7-week (term code 7A) term
June 24-25, Wednesday-Thursday	Final Examination days for Early Summer 2015 7-week (term code 7A) term
June 27, Saturday	Deadline for faculty submission of grades for Early Summer 2015 7-week (term code 7A) term
June 30, Tuesday	No classes for 14-week (term code 14A) term

July 2015	Event

July 1-2, Wednesday - Thursday	No classes for 14-week (term code 14A) term
July 6, Monday	Independence Day Holiday — College closed Deadline to submit application for financial aid reinstatement for Fall 2015 semester Deadline to submit all financial aid documents and resolve all financial issues to hold Fall 2015 semester Priority deadline to submit application for academic reinstatement for Fall 2015 semester
July 7, Tuesday	Late Summer 2015 7-week (term code 7N) term begins
July 16, Thursday	Early Summer 2015 7-week (term code 7B) term ends

August 2015	Event
August 1, Saturday	2015-2016 PHEAA grant filing deadline for all new applicants
August 6, Thursday	Final deadline to submit application for academic reinstatement for Fall 2015 semester
August 21, Friday	End of summer four-day work week — College closed
August 18, Tuesday	Final day of classes for Early Summer 2015 14-week (term code 14A) and Late Summer 2015 7-week (term code 7N) terms
August 19-20, Wednesday-Thursday	Final examination days, Early Summer 2015 14-week (term code 14A) and Late Summer 2015 7-week (term code 7N) terms
August 21, Friday	Deadline to settle all outstanding financial aid matters for the current year (2014-2015); all aid will be canceled after this date

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Academic Calendar

Term Start and End Dates

Refund Dates

Withdraw & Incomplete Dates

April - August 2014

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Term Start and End Dates

Spring 2014

Term Code	Description	Start Date	End Date
15A	15-week – Main Campus, Regional Centers and Online Learning	1/13/2014	5/1/2014
12A	12-week – Main Campus and Regional Centers	2/4/2014	5/1/2014
10A	10-week – Main Campus, Regional Centers and Online Learning	2/11/2014	5/1/2014
10B	10-week – Accelerated Paralegal Studies Program Session 1	2/13/2014	4/30/2014
7A	7-week Accelerated Spanish	1/13/2014	2/24/2014
7B	7-week Accelerated Spanish	3/10/2014	4/19/2014

Summer 2014

Term Code	Description	Start Date	End Date
14A	14-week – Main Campus and Online Learning	5/12/2014	8/21/2014
7A	7-week – Main Campus, Regional Centers and Online Learning	5/12/2014	6/26/2014
10A	10-week – Accelerated Paralegal Studies Program	5/12/2014	7/28/2014
7B	7-week – Main Campus and Regional Centers	5/27/2014	7/17/2014
7N	7-week – Main Campus, Regional Centers and Online Learning	7/7/2014	8/21/2014

Fall 2014

Term Code	Description	Start Date	End Date
15A	15-week – Main Campus, Regional Centers and Online Learning	9/2/2014	12/13/2014
12A	12-week – Main Campus and Regional Centers	9/23/2014	12/13/2014

10A	10-week – Main Campus, Regional Centers and Online Learning	9/30/2014	12/13/2014
10B	10-week – Accelerated Paralegal Studies Program Session 1	9/2/2014	11/10/2014
10C	10-week – Accelerated Paralegal Studies Program Session 2 & Other Online Learning	11/12/2014	2/11/2015
7A	7-week Accelerated Spanish	9/2/2014	10/20/2014

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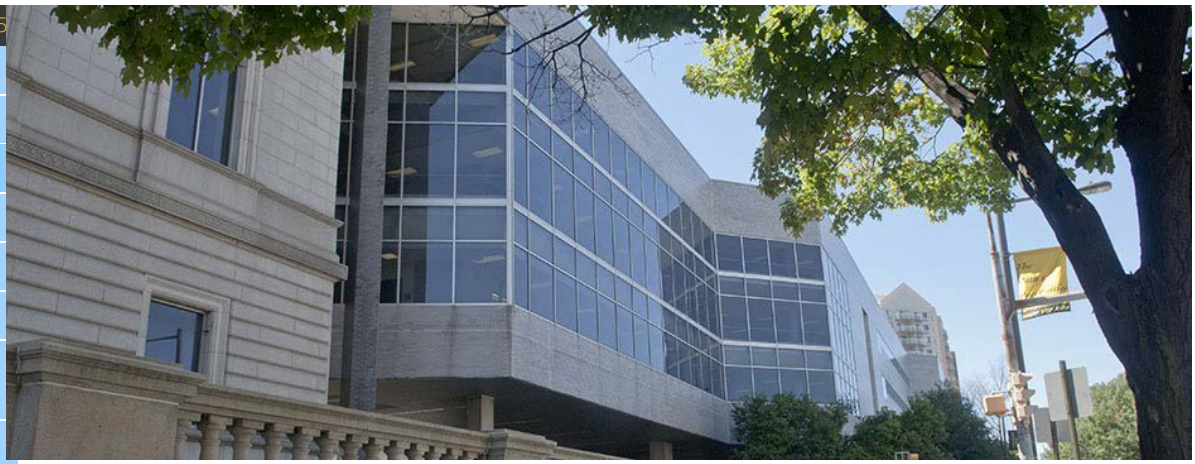

Academic Divisions

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 academic divisions that support the mission of Academic Affairs:

- Division of Adult and Community Education
- Division of Educational Support Services
- Division of Flexible Learning Options and Academic Technology

Division of Business and Technology

Departments

- Business Administration
- Computer Technologies
- Marketing and Management

Corporate Solutions

As an integral unit within the Division of Business and Technology, Corporate Solutions is the single point of contact for extensive educational programs and training services to businesses, governmental agencies and nonprofit organizations. Corporate Solutions program delivery systems include the Corporate College, Contract Training, Continuing Professional Education, and the Workforce Testing and Training Center. To learn more about Corporate Solutions' convenient programs and services, contact us at 215-496-6158, or email us.

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Division of Liberal Studies

Departments

- Art
- Architecture, Design and Construction
- English
- Foreign Languages
- History, Philosophy and Religious Studies

- Music
- Photographic Imaging
- Psychology, Education and Human Services
- Social Sciences

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

- Allied Health
  - Clinical Laboratory Technician
  - Dental Hygiene
  - Diagnostic Medical Imaging
  - Health Services Management
  - Respiratory Care Technology
- Biology
- Chemistry
- Mathematics
- Nursing
- Physics/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 Adult and Community Education

The Division of Adult and Community Education (DACE) supports the mission of Academic Affairs through partnerships with various local, state and national agencies and organizations. In addition to implementing grant-funded initiatives, DACE offers credit and noncredit courses and programs that enhance the likelihood for underserved constituencies to succeed in college. Operating through more flexible and responsive programming, DACE offers lifelong learning opportunities that meet the changing needs of the community. Serving as an extension of the College, DACE offers programs aimed at promoting the social development and personal enrichment of Philadelphia residents. To learn more, please visit us online.

Adult Education Programs

- Adult Basic Education (ABE)
- English as a Second Language (ESL)
- General Educational Development (GED)
- 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
- Developmental Education Program
- Dual Admissions Program
- English as a Second Language (ESL)
- Learning Labs
- Library
- Student Academic Computer Centers
- TRIO Student Support Services

Division of Flexible Learning Options and Academic Technology

The Division of Flexible Learning Options and Academic Technology's 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

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- Applicant Categories
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  - Transfer Student
  - Re-admit Student
  - International Student
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  - Guest Student
  - Non-Matriculating Student
  - Senior Citizen
- Enrollment Status – Part Time or Full Time
- Residency Requirement
- College Placement Test
  - Scheduling a Placement Test
- 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. To apply, click here.

Applicants are eligible to apply to the College by meeting the following requirements:

- A diploma from an accredited high school or
- A state equivalency diploma (GED®).

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.

Placement Testing

Applicants are required to take a placement test in reading, writing and mathematics. An applicant may be eligible for a placement test waiver if he/she has earned college credits at an accredited college or university

or received acceptable scores on the SAT and/or ACT tests.

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. Please click here to see the select programs which are identified with an asterisk. 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. 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.

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.

New 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 Getting Started 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. Click here for more details.

Re-admit 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 re-admit 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 re-admit 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.

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

Applicants who are enrolled as 11th or 12th grade students in high school, including home school students, may apply to enroll for classes at Community College of Philadelphia for the purpose of earning college credits prior to high school graduation. Eligible students must possess the academic skills, as evidenced by the College's placement test, needed to meet the challenges of college-level courses. 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.

Guest Student

Guest students are those applicants who are attending another college, do not plan to earn a degree from Community College of Philadelphia and plan to attend the College only occasionally to take courses which will be transferred to their home institutions. Upon completion of the admission application, applicants will receive an email with instructions to activate their *My*CCP account and can take advantage of web registration for desired courses. Visit our Guest Student page for more details.

Guest students are not eligible to receive financial aid from Community College of Philadelphia and should contact their home school's Office of Financial Aid to inquire about consortium agreements if they wish to be reimbursed.

Non-Matriculating Student

- While the College's primary focus is to provide academic experiences for students seeking credentials, individuals with a successful record of college performance who do not plan to earn a degree or certificate and plan to attend the College only for personal or professional enrichment are considered non-matriculating students.
- Non-matriculating students are permitted to enroll in only one course (not to exceed four credits) per semester with a maximum of three courses (not to exceed nine credits) before matriculation is required.
- Course pre-requisite requirements must be followed and applicants must abide by the processes relating to pre-requisite course requirements.
- Applicants are responsible for providing a college transcript or a copy of a college diploma from a regionally accredited institution showing evidence of completed coursework. Non-matriculating students are not eligible to receive financial aid.

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. Click here for tuition and fees.

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
- 11 credits or less — part-time
- 7-11 credits — three quarter-time
- 6 credits — half-time
- 5 credits or less — less than half-time

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 Affairs or designee.

Residency Requirement

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. The College establishes its residency policy in accordance with the Pennsylvania Code, Title 22, Education Chapter 35. International students holding an F-1 or J-1 visa cannot be classified as legal residents of Philadelphia or Pennsylvania.

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 the 15-week term of the semester at Community College of Philadelphia.
3. Must have resided in Philadelphia for at least three months prior to the first day of the 15-week term of the semester at Community College of Philadelphia.

The College will require at least two items of documentary evidence or statements from disinterested persons in order to establish proof of residence.

Examples of documentation that may provide convincing evidence toward meeting the residency policy requirement include the following:

1. Current apartment lease or purchase of a permanent independent residence.
2. Payment of appropriate state and local taxes. Special attention shall be given to payment of Commonwealth taxes on income earned during periods of temporary absence from this Commonwealth.
3. Transfer of bank accounts, automobile and other registered property to this Commonwealth.
4. Current Pennsylvania driver's license or state ID.
5. 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.

Persons on active duty with the U.S. Armed Forces and stationed in Philadelphia are considered Philadelphia residents. Persons on active duty with the U.S. Armed Forces, stationed in other parts of the country or world, who maintain their legal residence as Philadelphia, Pennsylvania, are considered Philadelphia residents.

Effective July 1, 2009, a member of the armed forces who is on active duty (or the spouse or dependent child of a member), whose domicile or permanent duty station is in Pennsylvania, will be charged no greater than the in-state tuition rate. 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 the state.

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Any changes made to residency after the third week of a semester will be reflected in the following semester.

Students attending the College for the first time may challenge their permanent residency classification by filing a written petition with the director of Admissions prior to beginning classes.

Continuing students may challenge their permanent residency classification by filing a written petition with the director of Student Records and Registration before the last day of the term's refund period (15-week during fall/spring, 7-week during summer).

College Placement Test

The College maintains an Assessment Center in which new students are given placement tests prior to their orientation and registration. Untested continuing and returning students may satisfy the placement test requirement by arranging to be tested in this Center.

- The placement test helps us place you into courses appropriate to your academic preparedness.
- The test measures reading, writing and math skills.
- The College utilizes computerized testing. You may request a paper/pencil version of the test.

YOU MUST BE TESTED IF:

- You want (or are required) to enroll in an English or mathematics course.
- You want to enroll in more than one course (or 4 credits) at the Main Campus or a Regional Center.

Test scores are valid for two years. Students must be retested after a two-year period unless they have successfully completed an English and/or mathematics course during this time. Admissions tests for select programs and placement tests for specific courses are also administered.

YOU MAY BE ELIGIBLE FOR A TEST WAIVER IF YOU MEET ONE OF THE FOLLOWING:

- You have already earned a college degree from a regionally accredited institution.
- You earned a grade of "C-" or better in a college-level composition and/or math course from an accredited U.S. college.
- You have ACT scores of 21 English, 17 math or SAT scores of 510 critical reading, 470 math within the past two years.
- You received a minimum of 213 on the TOEFL computerized test AND a 5 on the TOEFL writing test; or you received minimum of 560 on the TOEFL paper/pencil test AND a 5 on the TOEFL writing test; you received a minimum of 77 on the TOEFL Internet-based test and a 20 on the TOEFL Internet writing test.

Bring your transcript, diploma, or your SAT or ACT score report to the Transfer Credit and Placement Office (MG-17) on our Main Campus or to any of our Regional Centers and ask for the waiver.

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 *My*CCP after submitting your application for admission. Follow these steps to set up your user name, password and placement test:

- Go to *My*CCP.
- Click on “How do I get a username and password?" (You will need your student ID and Social Security number to get started.)
- After logging in, go to Banner Self Service and click on "Student Services."
- Select the "Schedule Placement Test" option and follow the instructions.

If you cannot keep your test appointment, you may reschedule it through *My*CCP 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

Prior Learning Assessment (PLA) can help students succeed by awarding college credit for 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. PLA is available for students who have knowledge attained through professional experience, independent study or similar learning experiences comparable to subjects and courses taught at Community College of Philadelphia. Please refer to Policy Number 7, Credit by Examination for more information.

Pathways to Earn College Credit for Prior Learning

Applied Studies Program

The Applied Studies curriculum is designed for students who seek a degree that recognizes the value of experience and work as part of college learning. Refer to the Applied Studies program page for more

information.

Credit by Exam
Some courses may be challenged by taking a standardized exam, such as CLEP, or a departmental exam.

Evaluation of Non-Credit or Alternative Instruction
Examples include professional training programs such as the Police Academy, Military Training, non-credit courses as well as some career and technical programs.

Assessment by Portfolio
Students may develop a portfolio for individual assessment of college-level learning. Prior authorization must be obtained from the Academic Department in which the course is taught in order to pursue this assessment method.

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 Act 48 Certification Form, which may be obtained at Enrollment Central on the ground level of the Bonnell Building at the Main Campus or at any of the three Regional Centers.

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 at http://vabenefits.vba.va.gov/vonapp/. 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 on the Web at www.gibill.va.gov 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

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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
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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 $153 per credit hour; other Pennsylvanians pay $306 per credit hour plus a $10 nonresident capital fee per credit; and non-Pennsylvanians pay $459 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	$153	$28	$4	$185
2	$306	$56	$8	$370
3	$459	$84	$12	$555

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	$459	$84	$12		$555
PSYC 101	3	$459	$84	$12		$555

MATH 118	3	$459	$84	$12		$555
BIOL 106	4	$612	$112	$16	$150	$890
Total	**13**	**$1,989**	**$364**	**$52**	**$150**	**$2,555**

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: $28 per credit

A fee of $28 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 $75 to $300 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 payment deadline for credit courses during the fall and spring semesters.

Credit by Examination Fee: $153

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. This fee is nonrefundable.

Credit for Life Experience Fee: $153

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

Lost Identification Card Fee: $10

A replacement fee of $10 will 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: $153
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
The transcript fee is payable in advance and requires the student's written release. For normal mail service (allow 5-7 business days for processing), the fee is $3 for each transcript. For rush service, which includes same-day regular US mail service and pick-up, the fee is $10 for each transcript.

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 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 three (3) 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 $1,200
- Transportation $1,500
- Meals $1,300

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

Making Payments

A Community College of Philadelphia bill will be emailed to each student prior to the beginning of each semester. If the bill is not received, it is the student's responsibility to obtain it from the Bursar's Office.

The quickest way of paying your bill is online by logging into *My*CCP. We accept all major credit cards (Visa, American Express, Discover or MasterCard), debit cards and e-Check. With e-Check, enjoy the convenience of paying your bill online directly from your checking and/or savings account.

Students will be assessed a convenience fee of $12.00 per transaction for online payments made with a credit or a debit card. Students may continue to make online payments with e-Check at no cost. Bank debit card holders can make payments with e-Check by using their checking account and routing number. To pay by e-Check, log into *My*CCP and select the "Pay My Bill" link under Financial Services.

We also accept checks, money orders and cash. Please make your payments payable to Community College of Philadelphia and mail your payment to: Bursar's Office, Community College of Philadelphia, 1700 Spring Garden Street, Philadelphia, PA 19130. In-person payments are only accepted at the Main Campus Bursar's Office, Room BG-38.

Checks in payment of tuition and fees that are returned to the College by the bank must be repaid within five business days, or the student will be administratively withdrawn from the College.

Payment Plan

The College offers a tuition payment plan to those students who have a balance due of $555 or greater. The cost to enroll is a non-refundable $35 fee and the first installment payment (additional payments may be required depending on when students enroll). The plan is available for fall, spring, and summer terms. Students interested in the plan should log into *My*CCP and select the "Enroll in a Payment Plan" link under the Financial Services channel. Students may also view specific payment plan information by selecting the "Payment Plan Information" link under the Financial Services channel. For additional questions, please contact the Office of the Bursar at 215-751-8987 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 *My*CCP and under the Financial Services section, complete the "Student Direct Deposit Enrollment Authorization" form.

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. These include, but are not restricted to, transcripts, library services, letters of recommendation, registration, counseling 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: A student who drops a 15-week course during the 15-week refund period will not be permitted to apply full tuition to a later-starting course. The difference between the partial tuition refund for the 15-week course and the full tuition for the later-starting course must be paid by the student. This does not apply if the 15-week course is dropped prior to the start of the 15-week semester and is replaced by a later-starting course.

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	– $1,000
Taxes owed	$5,000
A tax **deduction** allows you to subtract an amount from the income on which you must pay taxes:	
Gross income	$25,000
Less tax deduction	–$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.

American Opportunity Tax Credit

The American Opportunity tax credit allows students to reduce their federal income tax by as much as $2,500 per student for out-of-pocket tuition, fees and qualified books, supplies and equipment.

Lifetime Learning Credit
Up to $2,000 per return may be claimed for qualified educational expenses.

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.aesSuccess.org** or **www.studentloans.gov.**

Financial Aid

Community College of Philadelphia participates in the following federal and state-funded programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study Program, Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant, 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 to be eligible for loans and the PHEAA State Grant. Students may receive a Federal Pell Grant for fewer than 6 credits. 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.ed.gov. This application is used to apply for the Federal Pell Grant, the PHEAA State Grant and Federal Direct Loans. Use Community College of Philadelphia School Code 003249 when filing your FAFSA. In addition to completing the FAFSA, students applying for the Direct Loans must also complete a Master Promissory Note (MPN) and an entrance counseling session at **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 2014-2015
Federal Pell Grant:
All applicants – June 30, 2015

PHEAA State Grant:
Renewal applicants – May 1, 2014
New applicants – August 1, 2014

Federal Supplemental Educational Opportunity Grant and Federal Work-Study:
All applicants – April 15, 2014

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 *My*CCP a student must complete a Master Promissory Note (MPN) and an entrance counseling session at **www.studentloans.gov**. This must be done at least four weeks before payment deadline.

PHEAA State Grant
Pennsylvania students who file their 2014-2015 Free Application for Federal Student Aid (FAFSA) by May 1,

2014, for renewals and August 1, 2014, for new students will be automatically considered for the PHEAA State Grant. Students must meet a number of eligibility requirements. For example, according to Pennsylvania State Grant regulations, a student must have no more than 50 percent of his or her total enrolled credits per semester in distance education courses to maintain Pennsylvania State Grant eligibility. 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

Attendance is required in all classes for which a student is registered. 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. This adjustment could affect a student's current and future financial aid eligibility. Students will 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 registered for 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

Scholarships 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 www.gibill.va.gov for additional information about the major changes contained in the law.

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; 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.

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 and the Office of Institutional Advancement 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.

For a complete listing of the scholarships and awards for which Community College of Philadelphia students are eligible, click here.

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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 will be completed by 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 will assist students in applying to the College and provides 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 Adult and Community Education (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*.

For more information on courses for personal enrichment, please visit the **Division of Adult and Community Education** online or call 215-751-8381.

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, and 7 a.m. to 6 p.m. on Friday. 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 267-299-5850.

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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 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 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

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

Registration and Enrollment

- Registration Procedures
- Course Scheduling Preference for Veteran Students
- Attendance
- Student Load
- Grading System
- Reporting Grades
- Semester Honors
- Class Status
- Auditing
- Change of Student Information
- Change of Residency
- Change of Curriculum
- Formation of Sections and Cancellation of Courses

Student Rights and Responsibilities

- Student Appeals Procedures
- Student Code of Conduct

- Student Identification Card
- Academic Dishonesty
- Judicial Affairs
- Right to Know Law
- Privacy of Student Records — Family Educational Rights and Privacy Act (FERPA)
- Photo/Video Release Agreement

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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*
- Business
- Business Administration
- Communication Studies
- Culture, Science and Technology
- Education – Early Childhood (Birth to 4th Grade)
- Education – Middle Level (4th to 8th Grade)
- Education – Secondary Humanities/Social Studies Education Option
- Education – Secondary Math/Science Option
- English
- Health Services Management
- Interior Design*

- International Studies
- Liberal Arts – General Option
- Liberal Arts – Honors Option*
- Liberal Arts – Social/Behavioral Science Option
- Management of Computer Information Technology
- Mass Media
- Music – Performance & Non-Performance Option*
- Psychology
- Religious Studies
- Theater

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*
- Computer Science*
- Engineering Science*
- Mathematics*
- Science*

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 Science and Engineering Technology
- Applied Studies*
- Automotive Technology – Automotive Management and Marketing Option
- Automotive Technology – Automotive Service Technology Option
- Behavioral Health/Human Services
- Building Science
- Chemical Technology
- Clinical Laboratory Technician*
- Computer-Assisted Design Technology
- Computer Information Systems – Information Technology
- Construction Management
- Culinary Arts
- Dental Hygiene*
- Diagnostic Medical Imaging*
- Digital Forensics
- Digital Video Production
- Facility Management – Construction Option
- Facility Management – Design Option
- Fire Science
- Geographic Information Systems
- Hospitality Management
- Justice
- Nursing*
- Paralegal Studies*
- Photographic Imaging
- Respiratory Care Technology*
- Sound Recording and Music Technology*

*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:

- Computer-Assisted Design Technology Academic Certificate
- Creative Writing Academic Certificate
- Disability Studies Academic Certificate
- Energy Conservation Academic Certificate
- Geographic Information Systems Academic Certificate
- Human Services Academic Certificate
- Justice Academic Certificate
- Recovery and Transformation Academic Certificate
- Social Gerontology Academic Certificate
- Youth Work 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
- Automotive Service Proficiency Certificate
- Biomedical Technician Proficiency Certificate
- Biotechnology Proficiency Certificate
- Clinical Assistant Proficiency Certificate
- Computer Programming and Software Development Proficiency Certificate
- Digital Imaging Proficiency Certificate
- Entrepreneurship Proficiency Certificate
- Geographic Information Systems Proficiency Certificate
- Medical Insurance Billing Proficiency Certificate
- Network and Systems Administration Proficiency Certificate
- Paralegal Studies Proficiency Certificate
- Patient Service Representative Proficiency Certificate
- Process Technology I Proficiency Certificate
- Professional Cooking Proficiency Certificate
- Receptionist and Office Clerk Proficiency Certificate

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Degree Requirements

The College is dedicated to providing all graduates of its associate's degree programs a quality educational experience. To ensure that students have educational experiences considered essential regardless of program, all degree students must complete the College's general education requirements.

The general education requirements are nested under seven core competencies that the institution considers essential to being an educated person in the 21st century: Critical Thinking; Effective Communication; Information Literacy; Quantitative Reasoning; Responsible Citizenship; Scientific Reasoning; and Technological Competence. Upon completing a cumulative learning experience at the College, each student is expected to demonstrate competence in all of the institutional core competencies.

General Education Requirements

In order to provide students with a foundation for lifelong learning, the College requires students to complete courses in the following four general education areas:

1. Major Areas of Learning
   - ENGL101 and ENGL102 or ENGL112
   - 3 credit hours in Humanities (ENGL 101, 102, ENGL 108 and 112 may not be used to fulfill this requirement)
   - 3 credit hours in Mathematics (at MATH 118 or above)
   - 3 credit hours in Natural Sciences
   - 3 credit hours in Social Sciences
2. Major Academic Approaches
   - 3 credit hours in an American Diversity/Global Diversity Studies course
   - 3 credit hours in an Interpretive Studies course
   - 3 credit hours in a Writing Intensive course
3. Information Literacy
   The current requirement is met by ENGL 102.
4. Technological Competency
   The current requirement is met by CIS 103 or other coursework as indicated on the program page.

The requirements listed above apply to all students who began their studies in the Fall 2009 semester or later. Students who began their studies prior to September 2009 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 2009 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.

Completing Requirements

A single course may be used to fulfill multiple General Education Requirements. For example:

- Courses used to fulfill requirements in major areas of learning (English 101, 102 or 112, Humanities, Mathematics, Natural Science and Social Sciences) may be used to fulfill requirements in major academic approaches.
- A course may not be used to fulfill more than one requirement in major areas of learning.
- A course may fulfill more than one requirement in major academic approaches.

Definitions for Major Areas of Learning

Humanities: A course that fulfills the Humanities requirement is a college-level course that emphasizes analysis and exchange of ideas related to human experience, using analytical, critical, or speculative methods. The methods in Humanities differ from the creative expression of the arts or the empirical approaches of the sciences. **Click here for a list of courses that fulfill the Humanities requirement**.

Mathematics: A course that fulfills the Mathematics requirement is designed to promote a solid foundation for the interpretation and understanding of the world through numbers or other measures, using deductive logic, with a synthetic or analytic approach. Courses that focus on the analysis of and drawing of inductive inferences from quantitative data can satisfy this requirement, provided they have a sufficiently prominent deductive component. Math courses at the level of 118 and above fulfill the Mathematics requirement.

Natural Science: A course that fulfills the Natural Science requirement is a college-level course, designed to use the scientific method to understand and describe the natural world. Natural sciences include biology, chemistry, earth science, physics and multi-disciplinary courses such as Science, Technology and Society. **Click here for a list of courses that fulfill the Natural Science requirement.**

Social Sciences: A course that fulfills the Social Sciences requirement is a college-level course that focuses on the study of human behavior and/or the relationships of people within societies. **Click here for a list of courses that fulfill the Social Sciences requirement.**

Definitions for Major Academic Approaches

American/Global Diversity: An American/Global Diversity Studies course is a college-level course designed to focus on either the comparative study of race/ethnicity, gender and gender relations, class, and/or religion in the United States (American Diversity), the study of a country, culture, civilization, or region outside the United States or a comparative analysis of countries, systems, or cultures outside the United States, or the study of a language other than English (Global Diversity). These courses prepare students to function effectively in a democratic society by helping them to understand the complexities and differences among the people of the United States or the complexities and differences between the cultures, languages and history of the United States and other regions of the world. Students in Liberal Arts - general and social/behavioral science options should select courses from the liberal arts course selection guide. **Click here for a chart that shows courses that fulfill the American/Global Diversity requirement.**

Interpretive Studies: An Interpretive Studies course is a college-level course designed to focus on the study, analysis, and interpretation of "primary sources," defined as those written documents, material artifacts, visual works, and musical works closest to the subject under investigation or created in the historical period or culture under study. In addition, relevant case studies and field research contained within a syllabus would be considered an interpretive endeavor. **Click here for a chart that shows courses that fulfill the Interpretive Studies requirement.**

Writing Intensive: A Writing Intensive course is a college-level course designed to integrate the teaching of writing with the teaching of specific subject matter. Writing Intensive courses are offered across the curriculum and may overlap with other degree requirements. A Writing Intensive course should include the practice of general forms of academic or creative writing or the introduction of specific forms of academic writing common to the discipline or set of disciplines pertaining to the course. The course should approach

writing as a process of planning, drafting, revising and editing. **Click here for a chart that shows courses that fulfill the Writing Intensive requirement.**

Definitions of Information Literacy and Technological Competency

Information Literacy: Information Literacy is defined as the ability to determine the extent of a need for information, access it effectively and efficiently, evaluate it critically, incorporate the information into a knowledge base, accomplish a specific purpose with it, and access and use this information ethically and legally. Information literacy includes proficiency in acquisition (finding, assessing, and utilizing repositories of information, both traditional and electronic) and integration (critically evaluating, digesting and synthesizing information from disparate sources).

Technological Competency:

Technological Competency is defined by six goals approved through the College governance structure and effective Fall 2010:

- **Goal 1** - Graduates will be able to use word processing software to produce academic and professional documents, individually and working in collaboration with others.
- **Goal 2** - Graduates will be able to use electronic spreadsheets to organize, analyze and present data.
- **Goal 3** - Graduates will be able to use library information systems.
- **Goal 4** - Graduates will be able to use collaboration and social networking software for academic, professional, and personal use. They will be able to create Web pages from application software documents, and share those documents with others by posting them on the Web.
- **Goal 5** - Graduates will be able to connect personal computers to related equipment, such as printers, cell phones, PDAs (Personal Digital Assistants) and digital cameras, and to a wireless computer network in a secure manner.
- **Goal 6** - Graduates will demonstrate an understanding of common ethical issues related to the use of information technology systems and the handling of data, including privacy and security issues.

Courses that Fulfill Specific Requirements for Major Areas of Learning

Below are lists of courses that fulfill specific requirements for Major Areas of Learning. In no case may a course with a number below 100 be used to fulfill a general education requirement.

Humanities Requirement

- Architecture, Design & Construction 176
- Art 101, 103, 104, 120, 205
- English 100 and 200 levels, other than 101, 102, 108, 112
- Foreign Languages
- History
- Humanities
- Interdisciplinary Studies
- Music 103, 105, 106, 120, 121
- Philosophy
- Religious Studies

Natural Science Requirement

- Biology
- Chemistry
- Earth Science
- Physics
- Applied Science and Engineering Technology
- Science, Technology and Society

Social Sciences Requirement

- Architecture, Design & Construction 176
- Anthropology
- Earth Science
- Economics
- Education 214
- Geography
- History
- Interdisciplinary Studies
- Justice 171
- Political Science
- Psychology
- Religious Studies 101, 151, 170, 175
- Sociology
- Women's Studies

Courses that Fulfill Specific Requirements for Major Academic Approaches

These charts show courses which fulfill requirements for Major Academic Approaches: American/Global Diversity, Interpretive Studies and Writing Intensive.

The Link between General Education and Core Competencies

The College's general education requirements are nested under core competencies identified to assist students in developing the attitudes, knowledge and behaviors expected through its general education requirements. Students who complete the general education requirements develop the following core competencies:

- **Critical Thinking**: Students will actively reflect on, reason about, and form independent judgments on a variety of ideas and information, and use these skills to guide their beliefs and actions.
- **Effective Communication:** Students will be able to make a written, oral or visual presentation that demonstrates comprehension of any source of information and that addresses the assigned topic, expresses a thesis, develops a sustained focus on the central idea, organizes supportive ideas around the thesis, and uses correct diction, syntax, usage, grammar and mechanics.
- **Information Literacy:** Students will be able to retrieve, organize, analyze and evaluate information using both technological and traditional means.
- **Quantitative Reasoning:** Students will demonstrate the ability to understand and communicate mathematical principles and to follow an extended line of formal reasoning.
- **Responsible Citizenship:** Students will demonstrate an awareness of the responsibilities of informed citizenship in a diverse and pluralistic society. Students will demonstrate self-management in the requirements that come with one's role as a student in the classroom and at the college; demonstrate integrity in one's role as a student relative to other students, faculty, staff and administrators; and demonstrate effort to understand the perspective of others and to respond to others with well-founded thoughts.
- **Scientific Reasoning:** Students will demonstrate an understanding of scientific principles and apply them to theoretical and practical issues, and interpret measurable and/or observable information

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Student Support Services

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

- Academic Advising
- Assessment Center
- Career Services Center
- Center for Male Engagement
- Center on Disability
- Child Development Center
- Counseling Center
- Learning Labs
- Library
- Single Stop
- Student Academic Computer Centers
- Veterans Resource Center
- Womens Outreach and Advocacy Center

Academic Advising

Academic Advising is provided to students in all programs of study at the College. Advisors are faculty members from various disciplines who work with students in good academic standing to verify educational plans, review program requirements and select courses; together, they ensure that each student's chosen program of study integrates and supports personal, academic and career goals. In addition, students are assisted with transfer information, graduation status and referrals to college offices and resources as needed. Students are also provided information about institutional policies, procedures and programs. While the ultimate responsibility for making decisions about personal goals and educational plans rests with each student, the advisor assists by helping to identify and assess various options and the consequences of a student's choices. Faculty advisors serve continuing students in good academic standing.

For referrals and information related to all aspects of academic advising, students are urged to stop by Room BG-12 or call 215-751-8777.

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 scores on the SAT of 510 Critical Reading and 470 Math and on the ACT of 21 English and 17 Math. Once the student has taken the College placement test, test scores are valid for two years. Students must be retested after a two-year period unless they have successfully completed an English and/or a mathematics course during this time.

The Assessment Center administers admissions tests for select programs and placement for specific courses. For additional information, please call 215-751-8006 or visit us online.

Career Services Center

Comprehensive career services are available to all Community College of Philadelphia students at the Career Services Center. The Center offers individual appointments and workshops on résumé and letter writing, interview preparation, job search strategies and career decision making and planning. The Center assists students and graduates in developing successful strategies to find Work-Study, part-time, full-time and summer employment.

The Center maintains an online résumé and job posting service at www.collegecentral.com/ccp. The Center utilizes online resources to aid in career development: Resume Builder on College Central, interest and skills assessment on CHOICES, and The Virtual Career Library for educational requirements, job information and salaries to assist in career development and job search. Students can complete a mock interview online using Perfect Interview. Call the Center for details.

Recruiters from local businesses visit the College regularly to interview potential employees. The Center staff also coordinates an annual job fair. Contact the Center for workshops, recruiting, job fairs and special programming schedules or use the Announcements feature on College Central.

The Career Services Center is located in C1-34 of the Center for Business and Industry. For further information, please call 215-496-6176.

Center for Male Engagement

The Center for Male Engagement (CME) is geared toward improving the retention and educational outcomes of African American males at the College by providing a community where they are affirmed, supported by peers and staff, and encouraged to take advantage of the academic and social opportunities at the College.

To participate in the program, students must have either successfully completed the Summer Enrichment Program designed for first-time incoming students or attend an orientation at the beginning of the Fall semester.

As a CME member, students receive:

- A Support Coach who will help balance the competing demands of college and life both on and off campus.
- Access to computers, printers, a resource library and a designated study area.
- Life Skills and Academic workshops, including on-site tutoring by Learning Specialists in English, Math and Science.
- Incentivized cultural and social trips. Past events have included professional sporting events, Broadway plays, museums, paintball, and in- and out-of-state college and university tours.

The Center for Male Engagement is located in the Winnet Student Life Building in Room S1-05. For more information, call 215-751-8817 or email the Center for Male Engagement.

Center on Disability

Academic accommodations and adjustments are coordinated for students with disabilities through the College's Center on Disability. To receive academic accommodations, students are required to submit informative and relevant documentation from a qualified professional stating the nature and impact of their

disability. Additionally, students must attend a meeting at the Main Campus with the Center's counselor for an individualized review of accommodation requests. To ensure timely service provision, students requiring accommodations are urged to apply to the College no later than one month before the start of the semester. Students with disabilities are encouraged to call the Center on Disability at 215-751-8050 or visit us online.

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Child Development Center

Child care is available for students at the College's Child Development Center, which is located at 440 N. 16th Street, between Callowhill and Spring Garden streets. The Center is managed by Kindercare Learning Centers LLC, and serves children ages 6 weeks to 5 years. Hours of operation are 7 a.m. to 6 p.m. Children bring their lunches. Morning and afternoon snacks are provided. The Center is a "peanut free" environment. Foods containing nuts or nut byproducts are not permitted. The Child Development Center offers a program for infants age 6 weeks to 12 months, a toddler program from 13 months to age 2, pre-school for ages 3 to 4 and pre-K for ages 4 to 5. Recognizing that a child's first educational experiences are very important, all four programs are designed to meet the developmental needs of children as they grow. The Child Development Center also provides drop-in care on a space-available basis, requiring copies of a child's most recent physical.

The Center adheres to all state requirements and currently has National Association for the Education of Young Children (NAEYC) and Keystone Stars accreditations. For further information regarding registration procedures, fees, fee payment policies, summer programs, required physical and health policies, and visits/tours, call the Center director at 215-751-8764 or -8765.

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.

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.

The Central Learning Lab (Room B1-28) specializes in Humanities, Social Science and English. The South Learning Lab (B2-36) handles Business and Mathematics. The West Learning Lab (W3-26) deals with Biology, Chemistry, Allied Health and Nursing. Services are also provided at the Northeast, Northwest and West Regional Centers. For more information and a complete list of day, evening and Saturday hours, call 215-751-8480 or visit us online.

Library

The Main Campus Library is located just beyond the entrance to the Mint Building near 17th and Spring Garden streets. 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 Main Campus Library is open Monday through Thursday, 8 a.m. to 9 p.m. and Friday, 8 a.m.

to 5 p.m. Hours are subject to change, particularly during the summer terms and intersession, but the current hours will be posted at the main entrance to the Library.

The Northeast Regional Center, located at 12901 Townsend Road, the Northwest Regional Center, located at 1300 W. Godfrey Avenue and the West Philadelphia Regional Center, located at 4725 Chestnut Street 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.

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 individually 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, then apply for federal and state benefits
- Financial education - financial services to help establish and achieve financial goals
- Legal counseling - on-site attorneys to assist with and answer legal issues
- Referral services - connections to other community resources
- Tax preparation and filing

All Single Stop services are free to students. For additional information or to make an appointment, email singlestop@ccp.edu, call 267-299-5910 or visit Room M1-21 in the Mint Building.

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 e-mail, the Web and laser printing. Student computer access is available on the Main Campus in rooms B2-33 and C3-17 and at the Regional Centers in rooms NW-120 and NE-123. Informational brochures detailing services and hours are available at each site.

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 *GI Bill SP 2008.* In response to a growing need of specialized services for these students, Community College of Philadelphia has created the Veterans Resource Center (VRC).

The VRC, located on the ground level of the Bonnell Building, Room BG-43, is dedicated to serving students who are veterans, spouses of veterans or dependent children of veterans. A Veterans Resource coordinator is available to answer questions and provide resources and referrals to assist veterans and qualifying dependents and spouses 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
- Vet Connect, 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 e-mail Veterans Resource Center. For more information about Veterans Education Benefits, visit the G.I. Bill Website at www.gibill.va.gov.

Note: To receive assistance in 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 e-mail.

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.

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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 at 215-751-8242.

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. The primary mission of the Developmental Education program is to prepare students to succeed at the College. For more information, please call 215-751-8980.

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, several 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, visit the ESL website or call 215-751-8829.

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 call 215-751-8531.

General Educational Development (GED®)

Classes are designed to help prepare students for the battery of GED® tests. You must be at least 18 years of age and not enrolled in high school to enroll in the GED® program. You must make their own GED® test appointments. For more information, call the GED 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 option 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, including program entry requirements, please refer to the degree program information or contact the Division of Liberal Studies at 215-751-8450, Room BR-21.

Specialized Honors courses in a variety of disciplines including English, Earth Science, History, Interdisciplinary Studies and Psychology offer students challenging activities and additional research opportunities. For additional information, contact the Division of Liberal Studies at 215-751-8450, Room BR-21.

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 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 Temporary Assistance for Needy Families (TANF) 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 to completion of their educational goals. You are connected with appropriate support services both in and outside the College. Academic performance is monitored and you are referred to needed services such as tutoring, advising, and career and personal counseling. In addition, KEYS can assist you in accessing benefits and services through the County Assistance Office and other community agencies.

KEYS is funded by the Pennsylvania Department of Public Welfare. 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 office at 215-751-8503.

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. These classes and workshops focus on areas such as cooking, sewing, dancing, yoga, horticulture, and photography and are offered at the College's Main Campus and Regional Centers. The variety of classes offered gives community members options to enhance their social development and personal enrichment. For more information, please call 215-751-8374.

TRiO Student Support Services

TRiO Student Support Services is a U.S. Department of Education grant-funded project for TRiO-eligible college students who are low-income, first-generation college students and/or have disabilities. Services and activities offered through TRiO Student Support Services include, academic support, summer bridge program, intersession activities, orientations, career and skills workshops, college transfer visits, cultural activities, study abroad and grant aid. For information about TRiO Student Support Services and eligibility requirements, please visit us online or call 215-751-8532.

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 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 pursing 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

The Gateway to College program at Community College of Philadelphia serves at-risk youth, 16 to 20 years old, who have dropped out of school. The program gives students the opportunity to complete their high school diploma while simultaneously achieving college success. You accumulate high school and college credits, earning your high school diploma while progressing toward an associate's degree or certificate.

Gateway to College is supported by Portland Community College, a national intermediary of the Bill & Melinda Gates Foundation, and its partners — the Carnegie Corporation of New York, the Ford Foundation and the W.K. Kellogg Foundation. 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 U.S. Department of Education grant-funded project for high school students who are either low-income or from families where neither parent holds a bachelor's degree. Students from Benjamin Franklin, Edison-Fareira, Germantown, South Philadelphia and West Philadelphia high schools are eligible to participate. 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 215-751-8780 or 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

Counselors help students plan to meet their educational goals. A goal of many students is to earn a bachelor's degree. Counselors can assist students in the development of an educational plan and the exploration of academic programs and transfer institutions. Students may also develop a file of recommendations to be used for college applications. You are urged to visit the Counseling Center for transfer workshops or individual counseling. To schedule an appointment, call 215-751-8169 or stop by room BG-7.

Students who need assistance in choosing a major or career are encouraged to use Center resources, including computerized career guidance for self-assessment, occupational information, government publications and Internet links to career information. Professional counselors are available to guide you through the career assessment process and the use of career resources.

The Counseling Center is located in Room BG-7. You may also find more information on the department website.

Transfer Agreements

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

To participate in dual admissions, core-to-core and program-to-program agreements, students must earn an appropriate associate's 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 website.

Dual Admissions

Community College of Philadelphia has developed dual admissions agreements with area colleges and universities. These agreements are designed to assist students in seamless transition to enrollment in 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 by the time they have completed 30 college-level credits. You should meet with a counselor or academic advisor 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:

- Arcadia University
- Cabrini College
- Chestnut Hill College
- Cheyney University
- Eastern University
- Holy Family University
- Immaculata University
- La Salle University
- Peirce College
- Rosemont College
- Saint Joseph's University
- Temple University

For additional information about the dual admissions process, please visit the Division of Educational Support Services in Room W1-1, email dualadm@ccp.edu or visit us online.

Core-to-Core

These agreements specify the acceptance of approved associate's degree programs in which the general education reflects the core requirements of the four-year institution's curriculum. If you earn an appropriate associate's 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, foreign language). Below is a list of four-year institutions with which Community College of Philadelphia has core-to-core agreements:

- Arcadia University
- Cabrini College
- Chestnut Hill College
- La Salle University
- Temple University

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's degree advanced standing in a specific bachelor's degree program. The College maintains selected program-to-program agreements with the following colleges and universities:

- Alvernia University
- Arcadia University
- Cabrini College
- Chestnut Hill College
- Cheyney University
- Drexel University Online
- Philadelphia University
- Rosemont College
- Rowan University
- Saint Joseph's College of Maine
- Saint Joseph's University
- Springfield College School of Human Services

- Eastern University
- Holy Family University
- Immaculata University
- Indiana Institute of Technology
- Kaplan University
- La Salle University
- Lincoln University
- Moore College of Art and Design
- Neumann University
- Peirce College
- Pennsylvania Academy of the Fine Arts
- Pennsylvania College of Technology
- Strayer University
- Temple University
- Thomas Jefferson University
- Universidad Del Sagrado Corazon
- University of the Arts
- University of Phoenix
- University of Saint Francis
- Villanova University
- West Chester University
- Western Governors University
- Widener University
- Wilmington University

The College continues to seek and implement new agreements. Students should confer with their academic advisor or the curriculum coordinator in their area of interest to find out about specific agreements. Transfer agreement guidelines are available in the Counseling Center and on the College's website.

Pacollegetransfer.net

Pacollegetransfer.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 of Arts and Associate of Science degrees into parallel baccalaureate programs with full junior standing, recognizing all the competencies attained within the associate degree programs.

Students can explore information about the institutions and obtain information on course and program transfer at pacollegetransfer.net. Pennsylvania's 14 community colleges are Statewide Transfer System members, as are the Pennsylvania State System of Higher Education's 14 universities. State-related institutions, Lincoln University and Pennsylvania College of Technology, have opted to be full Statewide Transfer System members. Private institutions that have opted to participate as full members are Carlow University, Lackawanna College, Neumann University and Saint Francis University. State-related institutions including Pennsylvania State University, Temple University and the University of Pittsburgh have varying levels of participation in PA TRAC.

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 entrée to all of the College's more than 70 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 full degree and certificate requirements in 10 program areas.

Full degree options available at one or more Regional Centers and online are:

- Accounting
- Applied Studies
- Automotive Technology
- Business
- Business Administration
- Culture, Science and Technology
- Justice
- Liberal Arts-General
- Liberal Arts-Social/Behavioral Science
- Science

Academic certificate options available at one or more Regional Centers and online are :

- Recovery and Transformation Academic 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 more than 70 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

In cooperation with Bucks, Delaware and Montgomery County community colleges, students from Community College of Philadelphia may enroll in some programs offered by the other area community colleges that are not offered here. Shared program students may complete some or all of their general education and elective courses at Community College of Philadelphia while taking the program-specialty courses at the community college offering the program. Students enrolled in shared programs at another community college pay only the in-district tuition rate and not the out-of-county tuition which would normally apply. Community College of Philadelphia students may enroll in:

Bucks County Community College

- Automotive Technology
- Fine Woodworking
- Furniture and Cabinetmaking
- Historic Preservation
- Respiratory Technology

Delaware County Community College

- Computer Service & Repair Technology
- Machine Tool Technology
- Mechanical Technology

Montgomery County Community College

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- Allied Health Courses
- American Sign Language/English Interpreting Courses
- Anthropology Courses
- Applied Science and Engineering Technology Courses
- Architecture, Design and Construction Courses
- Art Courses
- Automotive Technology Courses
- Behavioral Health/Human Services Courses
- Biology Courses
- Biomedical Technician Training Courses
- Chemistry Courses
- Clinical Laboratory Technician Courses
- College Success Courses
- Communications Arts Courses
- Computer Information Systems Courses
- Computer Science Courses
- Counseling Courses
- Culinary Arts and Hospitality Management Courses
- Dental Hygiene Courses
- Diagnostic Medical Imaging Courses
- Dietetics Courses
- Digital Forensics Courses
- Digital Video Production
- Earth Science Courses
- Economics Courses
- Education Courses

Course Offerings

The three numbers at the far right of each course title indicate (left to right): class hours per week, laboratory or required student practice time (Music, Foreign Language, English) hours per week and credit hours per semester, respectively.*

The four numbers at the far right of 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, and 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.)

Accounting
Allied Health
American Sign Language/English Interpreting
Anthropology
Applied Science and Engineering Technology
Architecture, Design and Construction
Art
Automotive Technology
Behavioral Health/Human Services
Biology
Biomedical Technician Training
Chemistry
Clinical Laboratory Technician
College Success Seminar
Computer Information Systems
Computer Science
Counseling
Culinary Arts and Hospitality Management (formerly Hospitality Technologies)

- Engineering Courses
- English Courses
- Entrepreneurship Courses
- Finance Courses
- Fire Science Courses
- Foreign Languages Courses
- Geographic Information Systems Courses
- Geography Courses
- Health Courses
- History Courses
- Humanities Courses
- Interdisciplinary Studies Courses
- Justice Courses
- Leadership Studies Courses
- Management Courses
- Marketing Courses
- Mathematics Courses
- Medical Assisting Courses
- Music Courses
- Nursing Courses
- Office Administration Courses
- Paralegal Studies Courses
- Philosophy Courses
- Photographic Imaging Courses
- Physics Courses
- Political Science Courses
- Process Technology Courses
- Psychology Courses
- Real Estate Courses
- Religious Studies Courses
- Respiratory Care Technology Courses
- Science, Technology and Society Courses
- Sociology Courses
- Women's Studies Courses
- Youth Work Courses

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Diagnostic Medical Imaging
Dietetics
Digital Forensics
Digital Video Production
Earth Science
Economics
Education
Engineering
English
Entrepreneurship
Finance
Fire Science
Foreign Languages
Geographic Information Systems
Geography
Health
History
Hospitality Technologies
Humanities
Interdisciplinary Studies
Justice
Leadership Studies
Management
Marketing
Mathematics
Medical Assisting
Music
Nursing
Office Administration
Paralegal Studies
Philosophy
Photographic Imaging
Physics
Political Science
Process Technology
Psychology
Real Estate
Religious Studies
Respiratory Care Technology
Science, Technology and Society
Sociology
Women's Studies
Youth Work

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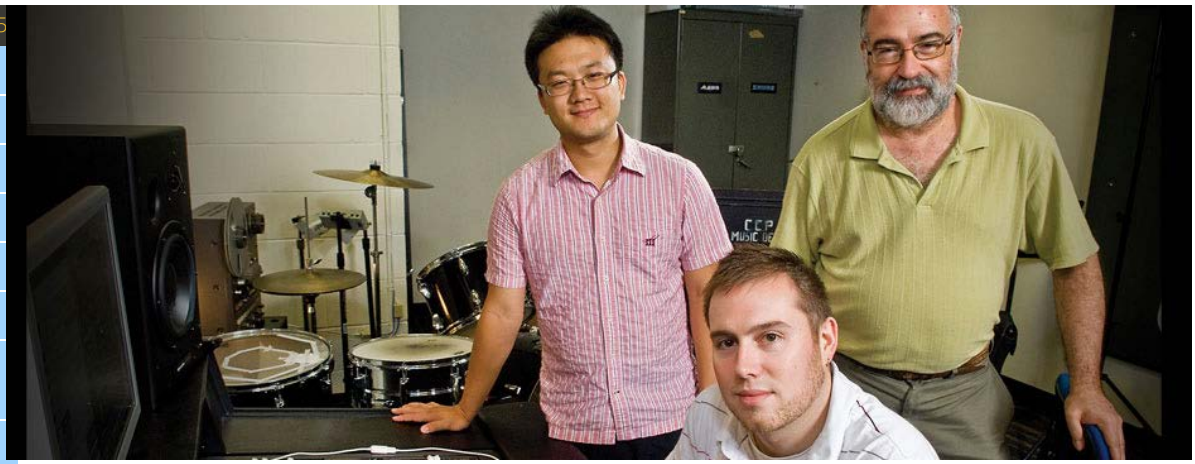

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Student Life - Beyond the Classroom

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.

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 10 sports for men and women, the College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region IX 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.

Student Leadership and Involvement

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**.
- Help plan student activities as a member of the **Student Programming Board**.
- Contribute to the ***Vanguard,*** the student newspaper.
- The College's two **honor societies,** 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.

New Student Welcome

Refund Dates

Spring 2014 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week – Main Campus, Regional Centers, and Online Learning	1/12/2014	1/13/2014 - 2/3/2014	2/4/2013
12A	12-week – Main Campus and Regional Centers	2/3/2014	2/4/2014 - 2/20/2014	2/21/2014
10A	10-week – Main Campus, Regional Centers, and Online Learning	2/10/2014	2/11/2014 - 2/26/2014	2/27/2014
10B	10-week – Accelerated Paralegal Studies Program Session I	2/12/2014	2/13/2014 - 2/27/2014	2/28/2014
7A	7-week – Accelerated Spanish	1/12/2014	1/13/2014 - 1/20/2014	1/21/2014
7B	7-week – Accelerated Spanish	3/9/2014	3/10/2014 - 3/17/2014	3/18/2014

* 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

Summer 2014 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
14A	14-week – Main Campus and Online Learning	5/11/2014	5/12/2014 - 6/2/2014	6/3/2014
7A	7-week – Main Campus, Regional Centers and Online Learning	5/11/2014	5/12/2014 - 5/20/2014	5/21/2014
10A	10-week – Accelerated Paralegal Studies Program	5/11/2014	5/12/2014 - 5/26/2014	5/27/2014
7B	7-week – Main Campus and Regional Centers	5/26/2014	5/27/2014 - 6/5/2014	6/6/2014

7N	7-week – Main Campus, Regional Centers and Online Learning	7/6/2014	7/7/2014 - 7/15/2014	7/16/2014

* 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

Fall 2014 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week – Main Campus, Regional Centers, and Online Learning	9/1/2014	9/2 – 9/21/2014	9/22/2014
12A	12-week – Main Campus and Regional Centers	9/22/2014	9/23 – 10/8/2014	10/9/2014
10A	10-week – Main Campus, Regional Centers, and Online Learning	9/29/2014	9/30 – 10/14/2014	10/15/2014
10B	10-week – Accelerated Paralegal Studies Program Session 1	9/1/2014	9/2 – 9/15/2014	9/16/2014
10C	10-week – Accelerated Paralegal Studies Program Session 2 and other Online Learning	11/11/2014	11/12 – 11/29/2014	11/30/2014
7A	7-week – Accelerated Spanish	9/1/2014	9/2 – 9/10/2014	9/11/2014
7B	7-week – Accelerated Spanish	10/20/2014	10/21 – 10/30/2014	10/31/2014

* 50% refund only for tuition, course fees, online learning course fees, general college fees, technology fees, and nonresident capital fees.

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Withdraw & Incomplete Dates

Spring 2014 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	4/7/2014
12A	12-week – Main Campus and Regional Centers	4/15/2014
10A	10-week – Main Campus, Regional Centers, and Online Learning	4/14/2014
10B	10-week – Accelerated Paralegal Studies Program Session 1	4/14/2014
7A	7-week Accelerated Spanish	2/14/2014
7B	7-week Accelerated Spanish	4/10/2014

Spring 2014 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week – Main Campus, Regional Centers, and Online Learning	6/12/2014
12A	12-week – Main Campus and Regional Centers	6/12/2014
10A	10-week – Main Campus, Regional Centers, and Online Learning	6/12/2014
10B	10-week – Accelerated Paralegal Studies Program Session	6/11/2014
7A	7-week Accelerated Spanish	3/28/2014
7B	7-week Accelerated Spanish	5/31/2014

Summer 2014 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	7/28/2014

7A	7-week – Main Campus, Regional Centers and Online Learning	6/16/2014
10A	10-week – Accelerated Paralegal Studies Program	7/10/2014
7B	7-week – Main Campus and Regional Centers	6/30/2014
7N	7-week – Main Campus, Regional Centers and Online Learning	8/8/2014

Summer 2014 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
14A	14-week – Main Campus and Online Learning	10/3/2014
7A	7-week – Main Campus, Regional Centers and Online Learning	8/7/2014
10A	10-week – Accelerated Paralegal Studies Program	9/8/2014
7B	7-week – Main Campus and Regional Centers	9/4/2014
7N	7-week – Main Campus, Regional Centers and Online Learning	10/3/2014

Fall 2014 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	11/18/2014
12A	12-week – Main Campus and Regional Centers	11/17/2014
10A	10-week – Main Campus, Regional Centers, and Online Learning	11/24/2014
10B	10-week – Accelerated Paralegal Studies Program Session 1	10/27/2014
10C	10-week – Accelerated Paralegal Studies Program Session 2 and other Online Learning	1/28/2015
7A	7-week Accelerated Spanish	10/6/2014
7B	7-week Accelerated Spanish	12/1/2014

Fall 2014 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week – Main Campus, Regional Centers, and Online Learning	1/27/2015
12A	12-week – Main Campus and Regional Centers	1/27/2015
10A	10-week – Main Campus, Regional Centers, and Online Learning	1/27/2015
10B	10-week – Accelerated Paralegal Studies Program Session 1	12/22/2014
10C	10-week – Accelerated Paralegal Studies Program Session 2 and other Online Learning	3/25/2015
7A	7-week Accelerated Spanish	12/1/2014

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College Catalog, April - August 2014

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.

2014

April 2014	Event
April 2, Wednesday	Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2014 classes
April 15, Tuesday	Priority deadline for Fall 2014 for financial aid
April 16, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2014
April 18, Friday	Last day for Monday, Wednesday and Friday lecture-only classes (term code 15A)
April 21, Monday	Final day of classes for Spring 2014 semester
April 22, Tuesday	Professional Development Day (Potential Emergency Closing make-up day)
April 23, Wednesday	Professional Development Day (Potential Emergency Closing make-up day)
April 24, Thursday	Professional Development Day/Study Day (Potential Emergency Closing make-up day)
April 25-30, Friday-Wednesday	Final examinations, Spring 2014 semester

May 2014	Event
May 1, Thursday	Final examinations, Spring 2014 semester 2014-2015 PHEAA grant filing deadline for all renewal applicants Final day to resolve all outstanding financial aid issues for the Spring 2014 semester
May 3, Saturday	Commencement
May 4, Sunday	Deadline for faculty submission of grades for Spring 2014 (15-week and 10-week) terms
May 5, Monday	Summer four-day work week begins — College closed on Fridays
May 12, Monday	Early Summer 2014 7-week (term code 7A) and 14-week (term code 14A) terms begin
May 26, Monday	Memorial Day Holiday — College Closed
May 27, Tuesday	Early Summer 2014 7-week (term code 7B) term begins

June 2014	Event
June 17, Tuesday	Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2014
June 24, Tuesday	Final day of classes for Early Summer 2014 7-week (term code 7A) term
June 25, Wednesday	Final Examination day for Early Summer 2014 7-week (term code 7A) term
June 26, Thursday	Final examination day for Early Summer 2014 7-week (term code 7A) term
June 28, Saturday	Deadline for faculty submission of grades for Early Summer 2014 7-week (term code 7A) term
June 30, Monday	No classes for 14-week (term code 14A) term

July 2014	Event
July 1-2, Tuesday-Wednesday	No classes for 14-week term (term code 14A)
July 3, Thursday	Independence Day Holiday — College closed
July 7, Monday	Late Summer 2014 7-week (term code 7N) term begins Deadline to submit application for financial aid reinstatement for Fall 2014 semester Priority deadline to submit application for academic reinstatement for Fall 2014 semester Deadline to submit all financial aid documents and resolve all financial aid issues to hold Fall 2014 classes
July 17, Thursday	Early Summer 2014 7-week (term code 7B) term ends

August 2014	Event
August 1, Friday	2014-2015 PHEAA grant filing deadline for all new applicants
August 7, Thursday	Final deadline to submit application for academic reinstatement for Fall 2014 semester
August 15, Friday	End of summer four-day work week — College closed
August 19, Tuesday	Final day of classes for Early Summer 2014 14-week (term code 14A) and Late Summer 2014 7-week (term code 7N) terms
August 20, Wednesday	Final examination day, Early Summer 2014 14-week (term code 14A) and Late Summer 2014 7-week (term code 7N) terms
August 21, Thursday	Final examination day, Early Summer 2014 14-week (term code 14A) and Late Summer 2014 7-week (term code 7N) terms Deadline to settle all outstanding financial aid matters for the current year (2013-2014); all aid will be canceled after this date

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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 at 215-751-8242.

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. The primary mission of the Developmental Education program is to prepare students to succeed at the College. For more information, please call 215-751-8980.

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, several 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, visit the ESL website or call 215-751-8829.

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 call 215-751-8531.

General Educational Development (GED®)

Classes are designed to help prepare students for the battery of GED® tests. You must be at least 18 years of age and not enrolled in high school to enroll in the GED® program. You must make their own GED® test appointments. For more information, call the GED 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 option 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, including program entry requirements, please refer to the degree program information or contact the Division of Liberal Studies at 215-751-8450, Room BR-21.

Specialized Honors courses in a variety of disciplines including English, Earth Science, History, Interdisciplinary Studies and Psychology offer students challenging activities and additional research opportunities. For additional information, contact the Division of Liberal Studies at 215-751-8450, Room BR-21.

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 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 Temporary Assistance for Needy Families (TANF) 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 to completion of their educational goals. You are connected with appropriate support services both in and outside the College. Academic performance is monitored and you are referred to needed services such as tutoring, advising, and career and personal counseling. In addition, KEYS can assist you in accessing benefits and services through the County Assistance Office and other community agencies.

KEYS is funded by the Pennsylvania Department of Public Welfare. 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 office at 215-751-8503.

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. These classes and workshops focus on areas such as cooking, sewing, dancing, yoga, horticulture, and photography and are offered at the College's Main Campus and Regional Centers. The variety of classes offered gives community members options to enhance their social development and personal enrichment. For more information, please call 215-751-8374.

TRiO Student Support Services

TRiO Student Support Services is a U.S. Department of Education grant-funded project for TRiO-eligible college students who are low-income, first-generation college students and/or have disabilities. Services and activities offered through TRiO Student Support Services include, academic support, summer bridge program, intersession activities, orientations, career and skills workshops, college transfer visits, cultural activities, study abroad and grant aid. For information about TRiO Student Support Services and eligibility requirements, please visit us online or call 215-751-8532.

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 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 pursing 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

The Gateway to College program at Community College of Philadelphia serves at-risk youth, 16 to 20 years old, who have dropped out of school. The program gives students the opportunity to complete their high school diploma while simultaneously achieving college success. You accumulate high school and college credits, earning your high school diploma while progressing toward an associate's degree or certificate.

Gateway to College is supported by Portland Community College, a national intermediary of the Bill & Melinda Gates Foundation, and its partners — the Carnegie Corporation of New York, the Ford Foundation and the W.K. Kellogg Foundation. 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 U.S. Department of Education grant-funded project for high school students who are either low-income or from families where neither parent holds a bachelor's degree. Students from Benjamin Franklin, Edison-Fareira, Germantown, South Philadelphia and West Philadelphia high schools are eligible to participate. 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 215-751-8780 or 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

Counselors help students plan to meet their educational goals. A goal of many students is to earn a bachelor's degree. Counselors can assist students in the development of an educational plan and the exploration of academic programs and transfer institutions. Students may also develop a file of recommendations to be used for college applications. You are urged to visit the Counseling Center for transfer workshops or individual counseling. To schedule an appointment, call 215-751-8169 or stop by room BG-7.

Students who need assistance in choosing a major or career are encouraged to use Center resources, including computerized career guidance for self-assessment, occupational information, government publications and Internet links to career information. Professional counselors are available to guide you through the career assessment process and the use of career resources.

The Counseling Center is located in Room BG-7. You may also find more information on the department website.

Transfer Agreements

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

To participate in dual admissions, core-to-core and program-to-program agreements, students must earn an appropriate associate's 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 website.

Dual Admissions

Community College of Philadelphia has developed dual admissions agreements with area colleges and universities. These agreements are designed to assist students in seamless transition to enrollment in 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 by the time they have completed 30 college-level credits. You should meet with a counselor or academic advisor 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:

- Arcadia University
- Cabrini College
- Chestnut Hill College
- Cheyney University
- Eastern University
- Holy Family University
- Immaculata University
- La Salle University
- Peirce College
- Rosemont College
- Saint Joseph's University
- Temple University

For additional information about the dual admissions process, please visit the Division of Educational Support Services in Room W1-1, email dualadm@ccp.edu or visit us online.

Core-to-Core

These agreements specify the acceptance of approved associate's degree programs in which the general education reflects the core requirements of the four-year institution's curriculum. If you earn an appropriate associate's 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, foreign language). Below is a list of four-year institutions with which Community College of Philadelphia has core-to-core agreements:

- Arcadia University
- Cabrini College
- Chestnut Hill College
- La Salle University
- Temple University

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's degree advanced standing in a specific bachelor's degree program. The College maintains selected program-to-program agreements with the following colleges and universities:

- Alvernia University
- Arcadia University
- Cabrini College
- Chestnut Hill College
- Cheyney University
- Drexel University Online
- Philadelphia University
- Rosemont College
- Rowan University
- Saint Joseph's College of Maine
- Saint Joseph's University
- Springfield College School of Human Services

- Eastern University
- Holy Family University
- Immaculata University
- Indiana Institute of Technology
- Kaplan University
- La Salle University
- Lincoln University
- Moore College of Art and Design
- Neumann University
- Peirce College
- Pennsylvania Academy of the Fine Arts
- Pennsylvania College of Technology
- Strayer University
- Temple University
- Thomas Jefferson University
- Universidad Del Sagrado Corazon
- University of the Arts
- University of Phoenix
- University of Saint Francis
- Villanova University
- West Chester University
- Western Governors University
- Widener University
- Wilmington University

The College continues to seek and implement new agreements. Students should confer with their academic advisor or the curriculum coordinator in their area of interest to find out about specific agreements. Transfer agreement guidelines are available in the Counseling Center and on the College's website.

Pacollegetransfer.net

Pacollegetransfer.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 of Arts and Associate of Science degrees into parallel baccalaureate programs with full junior standing, recognizing all the competencies attained within the associate degree programs.

Students can explore information about the institutions and obtain information on course and program transfer at pacollegetransfer.net. Pennsylvania's 14 community colleges are Statewide Transfer System members, as are the Pennsylvania State System of Higher Education's 14 universities. State-related institutions, Lincoln University and Pennsylvania College of Technology, have opted to be full Statewide Transfer System members. Private institutions that have opted to participate as full members are Carlow University, Lackawanna College, Neumann University and Saint Francis University. State-related institutions including Pennsylvania State University, Temple University and the University of Pittsburgh have varying levels of participation in PA TRAC.

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 entrée to all of the College's more than 70 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 full degree and certificate requirements in 10 program areas.

Full degree options available at one or more Regional Centers and online are:

- Accounting
- Applied Studies
- Automotive Technology
- Business
- Business Administration
- Culture, Science and Technology
- Justice
- Liberal Arts-General
- Liberal Arts-Social/Behavioral Science
- Science

Academic certificate options available at one or more Regional Centers and online are :

- Recovery and Transformation Academic 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 more than 70 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

In cooperation with Bucks, Delaware and Montgomery County community colleges, students from Community College of Philadelphia may enroll in some programs offered by the other area community colleges that are not offered here. Shared program students may complete some or all of their general education and elective courses at Community College of Philadelphia while taking the program-specialty courses at the community college offering the program. Students enrolled in shared programs at another community college pay only the in-district tuition rate and not the out-of-county tuition which would normally apply. Community College of Philadelphia students may enroll in:

Bucks County Community College

- Automotive Technology
- Fine Woodworking
- Furniture and Cabinetmaking
- Historic Preservation
- Respiratory Technology

Delaware County Community College

- Computer Service & Repair Technology
- Machine Tool Technology
- Mechanical Technology

Montgomery County Community College

Applied Studies

The Applied Studies curriculum is designed for students who seek a degree that recognizes the value of experience and work as part of college learning. It assists individuals in their preparation for career advancement or change. With the coordinator, the student will develop an individualized program of study directly related to career or educational preferences.

This select curriculum has three components: (1) a 24-credit core curriculum; (2) 15 credits of directed electives; and (3) 21 credits of concentration courses that have a unifying career or personal focus; a block of 6 to 18 credits of these 21 credits must be earned through portfolio evaluation.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Articulate the unifying focus in their area of concentration and demonstrate how their prior work or other experience is equivalent to college-level academic work.
- Successfully adapt to challenges presented in the changing workplace.
- Integrate and utilize communication, critical thinking and technology skills into their chosen field of work.

Curriculum Entry Requirements:
This is a select curriculum. Prospective students must attend a program orientation prior to admission. All students need to take the College's placement tests 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 curriculum. Students are accepted into the curriculum upon successful completion of their portfolio review and the awarding of Applied Studies block credits.

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 Applied Studies.

Applied Studies Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
Math 118 - Intermediate Algebra (or higher)		3	Mathematics
CIS 103 - Applied Computer		3	Tech Comp

Technology			
Concentration course*		3	
Concentration course*		3	

Second Semester

Social Science Elective		3	Social Sciences
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Science Elective		3/4	Natural Science
Humanities Elective		3	Humanities
Social Science Elective		3	

Third Semester

Directed elective: a total of 15 credits of directed electives are required. Student must choose at least three credits from each category of communications, critical thinking and technology. Students are encouraged to take courses in sequence in the same discipline. See Course Selection Guide.		3	
Directed Elective - see above		3	
Directed Elective - see above		3	
Directed Elective - see above		3	
Directed Elective - see above		3	

Fourth Semester

Concentration Course*		3	
Concentration Course*		3	
Concentration Course*		3	
Concentration Course*		3	
Concentration Course*		3	

Minimum Credits Needed to Graduate: 60

General Education Requirements All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

*Concentration Courses - Students must earn at least 21 credits in an area of concentration. Courses must have a clear, unifying focus in an individualized plan of study designed in collaboration with and approved by the coordinator. Six to 18 of the required 21 credits must be earned through portfolio assessment as block credits in Applied Studies. These Applied Studies credits will be awarded upon acceptance into the curriculum. Concentration courses may not be taken until block credit is awarded through portfolio assessment.

Applied Studies Course Selection Guide - Directed Electives

Communications: BHHS 105, BHHS 106[1], ENGL 114[2], ENGL 115[3], and ENGL 116[3].

Critical Thinking: ANTH 112, ANTH 202[4], ANTH 211[4], ANTH 215[5], ADC 221[2], ADC 222[6], ART 103, ART 104, ART 205, CHEM 105[7], ENGL 208[2], ENGL 209[2], ENGL 211[2], ENGL 212[2], ENGL 221[2], ENGL 222[2], ENGL 232[2], ENGL 241[2], ENGL 245[2], ENGL 246[2], ENGL 250[2], ENGL 251[2], HIST 101, HIST 102, HLTH 110, HUM 120[2], HUM 130[2], HUM 180[2], HUM 190[2], LEAD 104, LEAD 114, MATH 150[9], PHIL 111, PHIL 152, PHIL 211, SOC 212[8], SOC 215[9], SOC 231[8] and SOC 233[8].

Technology: For purposes of this curriculum, approved courses from the following disciplines that specifically use technology in that field are considered to be technology courses: Architecture, Automotive Technology, CAD, Computer Forensics, Computer Information Systems, Computer Science, Construction Technology, Dietetics, Electronics, Engineering, Paralegal and Photographic Imaging. (See Applied Studies coordinator for list.)

[1] Prerequisite: BHHS 105
[2] Prerequisite: ENGL 101
[3] Prerequisite: ENGL 101 or ENGL 114
[4] Prerequisite: ENGL 101 plus one of the following: ANTH 101, ANTH 112 or SOC 101
[5] Prerequisite: Any Social or Behavioral Science course
[6] Prerequisite: ADC 221
[7] Prerequisite: ENGL 101 ready
[8] Prerequisite: ANTH 112, SOC 101
[9] Prerequisite: ANTH 112 or SOC 101

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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:
   1. The student must be transferring from one Community College of Philadelphia curriculum to a different Community College of Philadelphia curriculum;
   2. The student must not have received Academic Amnesty for past performance.
   3. 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:
   1. Exclude previous "D" and "F" grades, for which Academic Amnesty has been granted, from the GPA calculation;
   2. 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:
   1. The student must be currently enrolled and attending classes at the time of the amnesty request;
   2. Three or more years must have elapsed since the last grade was received;
   3. The student must have successfully completed six (6) credits, with at least a grade of "P" or "C" in each course;
   4. The student must not have received Time Amnesty prior to the amnesty request.
   5. 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
   6. 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:
   1. Exclude from the GPA calculation previous "D" or "F" grades;
   2. Eliminate course credits for "D" grades from the student's academic record;
   3. 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.

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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 *My*CCP. 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

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Policy on Academic Standards and Progress

Policy on Academic Standards and Progress

I. Academic Standards and Progress Policy
(Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in section VI.)

A. **GPA Policy:** Students must maintain a cumulative grade point average for all college-credited courses according to the following College schedule. GPA will be assessed after a student has attempted 12 college credited hours. (Note: Developmental courses will not count toward GPA calculation.)

Minimum Required	GPA Credit Hours
Cumulative GPA	**Cumulative Attempted**
1.40	12
1.50	18
1.60	25
1.75	37
1.85	49
2.00	Graduation

B. **Progress Policy:** Students must maintain satisfactory progress for all courses. Satisfactory progress will be based on a cumulative successful completion of 67% of all credits attempted and will be assessed after a student has attempted 12 credit hours. For the purposes of calculating satisfactory progress, withdrawals made within the refund period will not count toward the calculation of progress. A grade of "A," "B," "C," "D," "P" or "MP" will be considered a successful completion. However, a grade of "MP" cannot be given in the same course more than two times. On the third attempt, a grade of "MP" will be converted to a grade "F".

C. Student who do not maintain satisfactory course completion and/or GPA will:
   1. Be put on full-time (13 credits maximum) **academic probation**. Students on academic probation of any kind must meet with a counselor before registering for any term.
   2. At the end of any full-time academic probation term, a student will be evaluated as follows:
      a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
      b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for that term, he/she will continue on full-time academic probation. When the student achieves the cumulative 67% completion rate and GPA requirements, he/she will be removed from academic probation. Students may not register until they have met with a counselor.
      c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for the term, he/she will be placed on part-time (7 credits maximum) academic probation. Students on part-time academic probation during any summer term will be limited to 3 credits or 6 credits for offerings spanning 14 weeks. Students may not register until they have met with a counselor. Students wishing to appeal their part-time academic probation status may do so through the Counseling Department. Final adjudication will rest with the Reinstatement Committee.
   3. At the end of the first part-time academic probation term, a student will be evaluated as follows:
      a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she

will be removed from academic probation.

b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in all credits attempted for that term, he/she will be permitted to continue on part-time (7 credits) academic probation until such time that the student achieves the cumulative 67% completion rate and GPA requirements, and is removed from academic probation. Students may not register until they have met with a counselor.

c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in all credits attempted for the term, he/she will be dropped from the College for **poor scholarship and/or insufficient progress.**

4. After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. Students wishing to appeal the requirement to sit out for one term may do so through the Counseling Department. Final adjudication will rest with the Reinstatement Committee.
5. After a student has sat out the minimum of one term, he/she may return to the college on part-time (7 credits) academic probation but cannot be registered until he/she has met with a counselor. Students who return to the College after dismissal will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.
6. Students who are dropped for either **insufficient progress** or **poor scholarship** following reinstatement may not be reinstated until they appeal successfully to the Reinstatement Committee. All students who are reinstated based on appeals will be placed on part-time (7 credits) academic probation and will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

The chart below shows sample calculations of necessary course completion rates based on the 67% completion rate and minimum GPA requirements.

Attempted Credits	Minimum GPA	Calculation Applied	Required Completion Rate
12	1.40	12 x 67% =	8 credits completed
18	1.50	18 x 67% =	12 credits completed
25	1.60	25 x 67% =	17 credits completed
37	1.75	37 x 67% =	25 credits completed
49	1.85	49 x 67% =	33 credits completed
60	2.00	60 x 67% =	40 credits completed
72	2.00	72 x 67% =	48 credits completed
84	2.00	84 x 67% =	56 credits completed
90	2.00	90 x 67% =	60 credits completed

II. Policy on Repeated Courses

A. Students may repeat courses to improve an initial grade of "B," "C," "D" or "F."
   The following conditions apply:
   1. When a student repeats a course for the first time (second attempt), the higher grade earned (either initial grade or grade of second attempt) will be the grade counted in the calculation of the GPA.
   2. When a student repeats a course for the second time (third attempt), the highest grade earned (either initial grade or grades of second or third attempt) will be the final grade counted in the calculation of the GPA.
   3. Courses repeated three or more times (fourth attempt or greater) are not calculated in the GPA.

B. A grade of “MP” will not be given for a third time in the same course. The “MP” grade may be awarded no more than twice. Any "MP" for a third subsequent attempt will be converted to an "F."

C. Credit for a course is given only once. Each attempted grade will appear on a transcript. Note: Some colleges to which students may wish to transfer do not accept this method of calculating grade point averages.

III. Incomplete Work

A. The letter "I" on a student's grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.
B. The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the department head through the use of the incomplete grade form.
C. An incomplete grade becomes a failing grade ("F") if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned.
D. An "I" will not be counted in the student's grade point average and academic progress in determining academic standing.
E. Since only completed work can be counted as making progress toward the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites.

IV. Withdrawals from Courses

A. Students may withdraw from a course(s) but must do so by the published deadline for each term. After this date, students will be assigned the grades they have earned. Students who withdraw after the refund period and before the deadline date for any term will earn a grade of "W" on their transcript. Note that excessive withdrawals will affect academic progress.
B. Students may drop a class via *My*CCP or by completing the necessary form, available from the Office of Student Records and Registration, and submitting the form to this same office. Students are strongly encouraged to consult a counselor, if on academic probation, or an academic advisor prior to dropping courses.
C. Students completely withdrawing from a term must complete the necessary form, available from the Office of Student Records and Registration, and submit the form to this same office. Students must consult a counselor prior to withdrawing from an entire roster of classes for any term.
D. The date when the Office of Student Records and Registration is in receipt of the appropriate drop or withdrawal form is the official date of withdrawal. A student who cannot appear in person to fill out a withdrawal form must send a letter or e-mail stating the date and reason for the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. An instructor may initiate a withdrawal (according to Policies and Procedures No. 5). (Note: Students should not assume that an instructor will initiate such withdrawals.)
E. Students who are unable to complete a course(s) because of serious illness or other emergency may apply for an excused withdrawal within two years of the occurrence to the Office of Student Records and Registration. Excused withdrawals are not counted in determining academic progress; however, excused withdrawals are counted as an attempt when awarding financial aid. Satisfactory documentation of the illness or emergency will be required.

V. Reinstatement

Students applying for reinstatement to the College must submit an Application for Reinstatement Form to the Reinstatement Committee. Applications may be obtained in the Division of Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College Catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Students will be notified in writing of the Committee's decision.

VI. Satisfactory Academic Progress Requirements for Students Receiving Financial Aid

A student receiving financial aid is required to make progress towards his or her program of study each term. To maintain eligibility for financial aid, the course completion rate is two-thirds successful completion (67%) and maintaining minimum GPA requirements. However, academic progress standards set by Financial Aid Regulations are stricter than the College's Academic Standards and Progress Policy:

A. Neither academic nor time amnesty, which the College approved, can be used when computing financial aid satisfactory academic progress (SAP).
B. All excused withdrawals are counted as attempted credits.
C. Financial aid eligibility is limited to 150% of the credits needed to graduate for each program of study. All attempted credits are counted toward this maximum, regardless of whether or not a student received aid during previous periods of enrollment. Credits transferred into the College are counted toward the 150% maximum limit.
D. There is a maximum limit of 30 developmental course credits.
E. Incomplete ("I") or unreported ("NR") grades are counted as attempted credits.
F. All attempted credits are counted whether or not a student received financial aid.
The following new provisions became effective July 1, 2011 and are applicable to all students receiving federal student aid:

G. Financial aid can be applied only once to repeat any course where the student received a passing grade of "A," "B," "C," "MP," "P" and "D". Students who failed (grade of "F") or withdrew from a course ("W") in any previous attempts are not restricted by this one repeat limitation. However, once the student does earn a passing grade, then financial aid will only pay once to repeat that course.
The Office of Financial Aid will review academic progress after the Fall and Spring semesters, and Summer. Students deemed not to be making satisfactory academic progress will be placed on a financial aid warning status for the next term. Students may continue receiving financial aid while on financial aid warning status. No appeal is necessary. After the financial aid warning period, a student who fails to meet the Satisfactory Academic Progress Requirements for Students Receiving Financial Aid (as outlined above), will be ineligible for aid. Students may submit to the Financial Aid Academic Progress Appeals Committee a request to have his/her financial aid eligibility reinstated based on:
    1. Death of a relative;
    2. Injury or illness of the student; or
    3. Other special circumstances.
        a. The appeal must be submitted along with written explanation about why the student failed to make satisfactory academic progress and what has changed that will allow the student to be successful for the next term. Students must also provide appropriate supporting documentation, e.g., doctor's note, receipts or obituary with their appeals. Students who successfully appeal their aid ineligibility will be placed on financial aid probation. The decision of the Financial Aid Academic Appeals Committee is final.
        b. A student on financial aid probation may receive financial aid for one semester or summer. At that point, the student must meet the College's Academic Standards and Progress policy or the requirements of an established individual probation conditions plan to maintain financial aid eligibility. The probation conditions plan is a set of academic performance expectations to ensure that the student is able to meet satisfactory academic progress (SAP) standards by a specified point in time. If a student begins and continues to follow the set plan, she/he may continue receiving financial aid.

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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 *My*CCP 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 *My*CCP.

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 at least 5 business days 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 veteran's 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.

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.

Attendance

Students' participation in regularly scheduled sessions or classes is an essential part of the instructional process. College students are expected to fulfill their academic responsibilities by attending all classes unless prevented from doing so by illness or emergency.

If a student misses the equivalent of two weeks' work in any class without an acceptable excuse, the instructor may initiate an official drop for the student, and the student will be notified about the drop. If the drop occurs after the 20 percent point of a term, the student will receive a "W" grade for the course. No drop can be processed after the equivalent of the eleventh week of classes, except in the case of excused withdrawals (see Withdrawals from Courses under the section entitled **Policy on Academic Standards and Progress**).

Faculty submit attendance reports after the 20 percent point for all terms and the 50 percent point for any term that meets longer than 10 weeks.

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

College policy requires faculty members to maintain accurate attendance records for certification to outside funding agencies.

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 x 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

*Number of **quality points** 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

(Not factored into grade point average)

Other Designations

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.

Reporting Grades

Mid-term grades reflecting a student's level of academic performance as of the 50 percent point of the semester are assigned by faculty members. These grades are unofficial and do not appear on the student's transcript. The grades 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 and final grade information online using *My*CCP. 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 for the first time who wish to change their residency must visit Enrollment Central to submit the appropriate documents and complete the change of residency form. Returning students must visit the Office of Student Records and Registration to change their residency status. 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 the Counseling Center and discuss the proposed change. With the counselor's advice and approval, the student must complete a change of curriculum form for processing. 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.

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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.

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. 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, *My*CCP, 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.

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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 a Transcript Evaluation Request form. These forms are available at the Enrollment Services counters (Main Campus and Regional Centers), the Transfer Credit and Placement Office (MG-17) or online.

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:
   1. 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:
   1. A one-year course of nine credits taken over three quarters will transfer in as six semester hours.
   2. 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.
   3. 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.

I. 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.

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Architecture

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.

Student Learning Outcomes:

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

- Demonstrate an understanding of the design process by solving specific design problems, synthesizing and applying technical, historical, cultural and theoretical concepts.
- Develop design drawings and models utilizing freehand drawing and modeling, mechanical drawing, and computer drafting and modeling.
- Demonstrate knowledge of various building materials and methods, and related building technologies.
- Communicate effectively and work as part of a team using graphic, oral and written modes.

Program Entry Requirements:

Architecture is a select program. To be accepted into the program, students must complete ADC 109 - Design Studio I with a minimum grade of "C." Students should begin their program of study in the non-select Computer-Assisted Design Technology (CADT) program which requires the same first semester departmental course (ADC designations). Students listing Architecture as their intended field of study on their application to the College will be placed into the CADT program. When ADC 109 has been completed with a "C" or better, students will be accepted into the Architecture program. Students with college-level design work can be evaluated on an individual basis by the department faculty for admission prior to completing ADC 109.

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 take the College's placement tests 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.

Architecture Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ADC 101 - Introduction to Design and Construction		3	Tech Comp*
ADC 103 - CAD Basics		3	Tech Comp*
ADC 109 - Design Studio I		4	
ART 105 - Drawing I		3	
ENGL 101 - English Composition I		3	ENGL 101
Second Semester			
ADC 159 - Design Studio II	ADC 103 , ADC 109	4	
ADC 112 - Construction Materials and Detailing: Properties	ADC 103, ADC 109	3	
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3	
MATH 161 - Precalculus I (or above as per placement) **	MATH 118 with a grade of "C" or better	3	Mathematics
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Third Semester			
ADC 209 - Design Studio III	ADC 159, ADC 160	4	
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3	
ADC 260 - Advanced Presentation Techniques	ADC 160; and ADC 209 which may be taken be taken concurrently, or ADC 163 which may be taken concurrently	3	
Humanities Elective		3	Humanities
Fourth Semester			
ADC 222 - History of Architecture and Interiors II	ADC 221 and ENGL 102 which may be taken concurrently	3	
ADC 253 - Environmental Systems I or	ADC 101 and ADC 103 or ADC	3	

ADC 254 - Environmental Systems II	109		
ADC 259 - Design Studio IV	ADC 209	4	
Science Elective		3/4	Nat Science
Social Science Elective **		3	Soc Science
Minimum Credits Needed to Graduate: 64			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive**, **Interpretive Studies** and **American/Global Diversity** requirements. Therefore, in order to graduate, students in this program must choose one course that is designated Writing Intensive, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

* 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.

Art and Design

The Art and Design curriculum leads to the Associate in Arts (A.A.) degree for students planning to transfer to baccalaureate programs or professional 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.

This foundation program will allow students to continue their studies leading to careers in the fine arts, a range of design fields (such as graphic and media arts, industrial and product design, fashion/textile design), crafts, art education and art therapy.

Student 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.
- Demonstrate knowledge of the arts through associated terminology, historical practices and contemporary developments.

Program Entry Requirements:
Applicants to the program must submit a portfolio with 8 to 10 pieces of original art work to demonstrate ability, talent and originality, though potential rather than competence is the primary measure for admission.

Students are 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 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.

Art and Design Course Sequence

Course Number and Name	Prerequisites and	Credits	Gen Ed Req.

	Corequisites		
First Semester			
ART 105 - Drawing I		3	
ART 125 - Design I (black and white)		3	
ART 111 - 3-D Design I		3	
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 101 - English Composition I		3	ENGL 101
Second Semester			
ART 106 - Drawing II	ART 105	3	
ART 126 - Design II	ART 125	3	
ART 112 - 3-D Design II	ART 111	3	
ART 103 - History of Art: Ancient to Renaissance		3	Interpretive Studies AM/Global Diversity
ART 150 - Intro to Computer Art/Graphics		3	
Third Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 Info Lit
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
ART 290 - Portfolio Prep	ART 106, ART 111, ART 125	3	
ART 207 - Drawing III	ART 106	3	
ART 104 - History of Art: Renaissance to Modern		3	Humanities
Directed Elective - Choose One		3	
ART 109 - Ceramics I			
ART 115 - Painting I			
ART 151 - Graphic Design I	Art 125, Art 150 prereq. for Art 151		
ART 205 - Modern American Art	Art 103 and Art 104 prereq. for Art 205		
ART 209 - Ceramics II	Art 109 prereq. for Art 209		
ART 215 - Painting II	Art 115 prereq. for Art 215		
ART 251 - Graphic Design II	Art 151 prereq. for Art 251		
PHOT 101 - Basic Photography			
PHOT 151 - Digital Imaging			
Fourth Semester			

Social Science Elective		3	Social Sciences
ART 208 - Drawing IV	ART 207	3	
Directed Elective - choose TWO from list above		6	
Natural Science Elective		3/4	Natural Science
Minimum Credits Needed to Graduate: 63			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated Writing Intensive. The same course may be used to fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

Business

The Business program is designed to prepare students for transfer to four-year universities or colleges, to provide students with the foundation of business knowledge necessary to gain entry-level employment, or to upgrade their present level of employment. The Business program is recommended for students who prefer to take more courses within the business disciplines with less emphasis on higher level mathematics.

(Note: If students are planning to transfer to business schools accredited by the Association to Advance Collegiate Schools of Business (AACSB), it is recommended that students select the Business Administration program, which is specifically designed for transferring to AACSB schools.)

Student 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.
- Evaluate basic managerial and marketing problems and develop solutions to them.
- Utilize common business technology effectively.
- Develop and write an elementary marketing plan that considers the economic and social impacts.
- Apply quantitative methods to solve common business problems.

Program Entry Requirements:
Students are required to take the College's placement test at their 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, a student must complete a minimum of 62 credit hours as prescribed earning a 2.0 grade point average. Some transfer institutions require a higher grade point average.

Business Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
MNGT 121 - Introduction to Business		3	
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 101 - English Composition		3	ENGL 101
Math Elective[1]		3/4	Mathematics

FIN 151 - Risk Management and Insurance			

Second Semester

ACCT 101 - Financial Accounting		4	
MNGT 111 - Business Math		3	
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Science Elective		3/4	Natural Science

Third Semester

ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3	
ECON 181 - Principles of Economics (Macroeconomics)		3	
ECON 112 - Statistics I	MATH 118, or higher than MATH 118 placement on placement test	4	
MKTG 131 - Principles of Marketing	Pre- or coreq: MNGT 121	3	
Social Science Elective		3	Social Sciences

Fourth Semester

ECON 182 - Principles of Economics (Microeconomics)		3	
MNGT 142 - Management Information Systems	MNGT 121	3	
MNGT 262 - Business Law		3	
Business Elective		3	
Humanities Elective		3	Humanities

Minimum Credits Needed to Graduate: 62

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Math 118 or higher determined by MATH placement.

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Business Administration

The Business Administration program is specifically designed to prepare students to transfer to those business schools that are accredited by the Association to Advance Collegiate Schools of Business (AACSB). In keeping with the AACSB's educational philosophy, this program requires a strong foundation in higher level mathematics and quantitative reasoning that underlies business administration.

(Note: It is recommended that students desiring a more inclusive foundation in the business disciplines with less emphasis on higher level mathematics select the Business program, which is also a transfer program.)

Student 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.
- Discuss the legal, economic and social impact of business decisions.
- Quantitatively evaluate the impact of business decisions, activities and events.
- Demonstrate an understanding of and discuss the role business has historically taken in different societal and economic systems.

Program Entry Requirements:
Students are required to take the College's placement test at their 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 Administration, a student must complete a minimum of 61 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 Administration program, the Career and Transfer Center here at Community College of Philadelphia or the four-year college to which they intend to transfer.

Business Administration Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
MNGT 121 - Introduction to Business		3	
ACCT 101 - Financial Accounting		4	
	MATH 161 with a grade of "C"		

MATH 162 - Precalculus II	or better or MATH 162 placement	3/4	Mathematics
or			
MATH 171 - Calculus I [1]	MATH 162 with a grade of "C" or better or MATH 171 placement		
ENGL 101 - English Composition I		3	ENGL 101
ECON 181 - Principles of Economics (Macroeconomics)		3	

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Math 171 - Calculus I [1, 2]	Math 162 with a grade of "C" or better or Math 171 placement		
or			
Math 172 - Calculus II	Math 166 with a grade of "C" or better or Math 171 with a grade of "C" or better	4	
ACCT 102 - Managerial Accounting	ACCT 101 with grade of "C" or better	3	
ECON 182 - Principles of Economics (Microeconomics)		3	
Social Science[1]		3	Social Sciences

Third Semester

ECON 112 - Statistics I	MATH 118, or higher than MATH 118 on placement test	4	
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3	
History Elective[1]		3	
CIS 103 - Applied Computer Technology		3	Tech Comp
Laboratory Science[1]		4	Natural Science

Fourth Semester

MNGT 262 - Business Law		3	
MKTG 131 - Principles of Marketing	Pre- or coreq: MNGT 121	3	
Business Elective[1] select one from:		3	
ECON 114 - Statistics II	ECON 112		
FIN 151 - Risk Management and Insurance			
MNGT 142 - Management Information Systems	MNGT 121		
Humanities[1]		3	Humanities

Minimum Credits Needed to Graduate: 61

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Select based on transfer institution's requirements.

[2] Must complete one of the following 2-course sequences in Math: MATH 162 & MATH 171 or MATH 171 & MATH 172, required by intended transfer institution.

Communication Studies

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 new 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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Apply the basic theories and principles of human communication to their lived experience in various contexts.
- Demonstrate a functional proficiency in oral communication, including one-on-one conversation, small group communication, and public speaking.
- Demonstrate a functional proficiency in written communication, especially as a mode of interpersonal communication.
- Demonstrate an understanding of communication ethics, with an ability to communicate in ways that promote dialogue, and demonstrate a basic sense of rhetorical sensitivity toward a diverse audience.
- Demonstrate an understanding of the value of knowledge of diverse cultures as it applies to communication competence.
- Recognize and apply multiple perspectives on communication events and situations.
- Recognize ways that other academic disciplines provide valuable insight into the study of communication.
- Demonstrate a refined ability to think critically, especially in regard to solving communication problems and in the consumption of various forms of media.
- Transfer to a broad range of four-year programs in communication, with a strong foundation in communication theory and practice.

Program Entry Requirements:
The program is open to interested students. 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 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.

Communication Studies Course Sequence

Course Number and Name	Prerequisites and	Credits	Gen Ed Req.

	Corequisites		
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
Math 118 - Intermediate Algebra[1]		3	Math
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 114 - Introduction to Speech Communication	ENGL 101 which may be taken concurrently	3	
ENGL 117 - Group and Team Communication	ENGL 101 which may be taken concurrently	3	
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 and Info Lit
Science Elective-Lab		4	Natural Science
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3	
ENGL 116 - Interpersonal Communication	ENGL 101 or ENGL 114	3	
Third Semester			
ENGL 118 - Intercultural Communication	ENGL 101 which may be taken concurrently	3	
SOC 101 - Introduction to Sociology or PSYC 101 - Introduction to Psychology or ANTH 112 - Cultural Anthropology		3	Social Science
Directed Elective - Choose One[2] ANTH 112 - Cultural Anthropology ANTH 202 - Gender Roles in Cross Cultural Perspective BHHS 105 - Introduction to Group Dynamics ENGL 120 - Voice and Articulation ENGL 125 - Community Involvement: Theory and Practice ENGL 131 - Acting I ENGL 132 - Acting II ENGL 137 - Introduction to Theater Any 200 level ENGL course LEAD 104 - Introduction to Leadership Studies MNGT 121 - Introduction to Business MNGT 141 - Principles of Management PHIL 111 - Critical Thinking PSYC 101 - Introduction to Psychology PSYC 110 - Descriptive Research Methods in Psychology PSYC 221 - Social Psychology SOC 101 - Introduction to Sociology		3	

SOC 212 - Sociology of Marriage and Family SOC 231 - Social Problems SOC 233 - The Sociology of Ethnic and Minority Group Relations WS 101 - Introduction to Women's Studies		
Humanities Elective[2]	3	Humanities
Literature Elective - Choose from: ENGL 190, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265	3	

Fourth Semester

General Elective[2]	3	
General Elective[2]	3	
General Elective[2]	3	
Directed Elective - Choose one from list above[2]		
Directed Elective - Choose one from list above[2]		
Minimum Credits Needed to Graduate: 61		

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated Interpretive Studies, and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one requirement. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1]For appropriate transfer credit, math courses should be chosen in consultation with an advisor.

[2]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.

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Culture, Science and Technology

The Culture, Science and Technology A.A. degree curriculum is designed to provide students with the educational foundation necessary to deal with the complex interrelationships among technical, scientific and societal changes in the modern world. The program is designed for students planning to transfer to baccalaureate programs or professional schools after study at Community College of Philadelphia, for students selecting a specialized associate's degree, for students planning to enter certain select programs at a later date and for students undecided about their long-term educational goals.

Students are expected to consult with an academic advisor or counselor upon entry to the program and in subsequent semesters. Planning should begin early so that the student can gain the most benefit from the curriculum. Students who follow the Culture, Science and Technology 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. Students who plan to apply for admission to one of the College's select programs should meet with an advisor or counselor for course selection.

Students can choose to follow a Science/Technology concentration or a Health Careers concentration. The Science/Technology concentration is appropriate for students interested in careers in science and technology. The Health Careers concentration is appropriate for students who want to study in a health-related field. This concentration is specifically for students interested in one of the College's allied health programs, the College's Nursing program, or in transferring to a baccalaureate program in a discipline such as nursing, public health, therapeutic recreation, health information management, occupational therapy or other health careers.

Students with specialized academic interests or plans to major in a certain subject after transfer should consider one of the more specialized degree programs offered by the College.

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

- Demonstrate knowledge in mathematics beyond the intermediate level.
- Demonstrate a depth of understanding in a scientific or technological discipline.
- Demonstrate an understanding of subject matter in the humanities and social sciences.
- Transfer successfully to a four-year university.
- Successfully transition to a program in health care or science.

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 the degree program.

Program Of Study And Graduation Requirements:
To qualify for the A.A. degree in Culture, Science and Technology, a student must complete a minimum of 60

credit hours as prescribed and attain a grade point average of 2.0 ("C" average). Students are required to take five core courses, five concentration courses, three Social Science electives, two Humanities electives and four general electives to bring the total to 60 credits.

The five core courses are: ENGL 101, ENGL 102, MATH 118 and a second math course (level 135 or higher) and CIS 103. Students can choose either a Science/Technology concentration or a Health Careers concentration.

View a list of courses that can be used as social science and humanities electives.

Health Careers Concentration:
To earn the degree in this concentration students are required to successfully finish five concentration courses referred to as the Science and Health requirement and three Social Science courses. To provide both breadth and depth, the Science and Health requirement includes four Natural Science courses with labs and one Health course. One of the Natural Science courses must be in a different discipline than the other three courses, to satisfy the breadth requirement. Three Natural Science courses have to be in the same discipline to satisfy the depth requirement. Students must take either AH 103 - Medical Terminology or DIET 111 - Introduction to Nutrition or AH 101 - Introduction to the Health Care Profession for the Health requirement. Students planning to transfer to Bachelor of Science in Nursing programs or other bachelors programs in health care are often required to take Statistics (ECON 112 or MATH 251). Students should first check the requirements of the transfer institutions before selecting a second math course.

Science/Technology Concentration:
To earn the degree in this concentration students are required to successfully finish five concentration courses. The Science/Technology concentration is satisfied with one of two options: 1) Students complete four Natural Science courses with labs and one technology course. One of the Natural Science courses must be in a different discipline than the other three courses, to satisfy the breadth requirement. The depth option is satisfied by taking three Natural Science courses in the same discipline. 2) Students complete two Natural Science courses with labs in two different disciplines to satisfy breadth requirement and three technology courses in the same discipline which satisfies the depth requirement.

Technology courses acceptable for the Science/Technology concentration include Architecture Design and Construction (ADC) 103, 163 or 263, Paralegal Studies (PLS) 115, or any courses in Computer Information Systems (CIS) with the exception of CIS 103, Computer Science (CSCI), Computer Forensics (CF) and Geographic Information Systems (GIS). Each technology course must be a minimum of 3 credits.

For purposes of this curriculum, the natural sciences include biology, chemistry and physics. Courses in these disciplines, as well as STS 101, will fulfill the natural science requirement.

Students with specialized academic interests or plans to major in a certain subject after transfer should consider one of the more specialized degree programs offered by the College.

Culture, Science and Technology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
English 101 - English Composition I		3	ENGL 101
Math 118 - Intermediate Algebra or above		3	Mathematics
Social Science Elective		3	Social Sciences
CIS 103 - Applied Computer Technology		3	Tech Comp
Natural Science Course with Lab (depth requirement)		4	Natural Science
Second Semester			
Second Math or Statistics course[1]		3/4	

English 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Social Science Elective		3	
Natural Science Course with Lab (depth requirement)		4	
Humanities Elective		3	Humanities

Third Semester

Concentration Elective[2]		3	
Natural Science Course with Lab or Technology Requirement ((depth requirement)		3/4	
Social Science Elective		3	
Humanities Elective		3	
General Elective		3	

Fourth Semester

Natural Science Course with Lab or Technology Requirement (breadth requirement)		3/4	
General Elective		3	
General Elective		3	
General Elective[3]		3	

Minimum Credits Needed to Graduate: 60

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1]Take second math course at MATH 135 level or higher.

Students planning to transfer to Bachelor of Science in Nursing programs or other bachelors programs in health care are often required to take Statistics (ECON 112 or MATH 251). Students should first check the requirements of the transfer institutions before selecting a second math course.

[2]Science/Technology concentration: choose elective from list of technological disciplines. Health Career concentration: choose either DIET 111 or AH 101 or AH 103.

[3]Students will need to complete enough credits in elective courses so that their total number of credits is 60 or higher. The actual number of elective credits needed depends on the credit count of courses chosen to fulfill other degree requirements.

Education: Early Childhood (Birth to 4th Grade)

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.

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

- Demonstrate effective oral and written communication skills in the discourse of the discipline.
- Demonstrate knowledge of professional ethics and advocacy.
- Discuss and apply theories of child development explaining patterns of physical, cognitive, social/emotional, language, and moral development and learning for young children ages birth to 10 years.
- Explain aspects of the history of early childhood education, including the American education system, and the social and cultural mores that shaped that history and affect contemporary practices.
- Plan developmentally appropriate differentiated instruction and curriculum based on formative assessment and needs of diverse learners.
- Demonstrate understanding of classroom dynamics, classroom management strategies, and inclusive classroom models.
- Demonstrate an understanding of how family diversity issues affect teaching and learning.
- Identify career opportunities open to graduates, and describe the path required for Pennsylvania Teacher Certification.

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.

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. 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.

Life Experience Credits:
Students may be eligible to apply for credits for life experience. Interested students should contact the program coordinator for further information regarding the criteria and an application.

Education: Early Childhood (Birth to 4th Grade) Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition		3	ENGL 101
CIS 103 - Applied Computer Technology		3	Tech Comp
ED 105 - Foundations of Early Childhood Education		3	
PSYC 101 - Introduction to Psychology		3	Social Science
MATH 123 - Elementary Mathematics I		3	Mathematics
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL102 & Info. Lit.
ED 135 - Family and Community Relationships		3	
MATH 133 - Elementary Mathematics II	MATH 123	3	
PSYC 201 - Child Psychology	PSYC 101	3	
ED 204 - Curriculum & Instruction: Engaging Young Children in the Learning Process OR ED 214 - Cognition and Learning in the Classroom	ED 105 ENGL 101 and PSYC 101	3	
Third Semester			
ED 222 - Language and Literacy Development in Early Childhood	PSYC 201 ED 204 or ED 214	3	

ED 230 - Integrating the Arts into Early Childhood Education	ED 105	3	
ED 245 - Assessment of Young Children	ED 204 or ED 214	3	
Lab Science elective		4	Natural Science
ED 250 - Infant and Toddler Development and Curriculum	ED 204 or ED 214	3	

Fourth Semester

ED 255 - Teaching English Language Learners	ED 105 or ED 201 and ED 204 or ED 214	3	
ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3	
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		3	Humanities, Writing Intensive, Interpretive Studies, Am/Global Div.
ED 290 - Early Childhood Education Practicum	ED 222 and ED 245	4	
Directed Elective - choose one Science Elective Literature Elective (ENGL 190, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265) GEOG 101 Introduction to Physical Geography or GEOG 180 - Urban Geography ENGL 115 - Public Speaking ED 151 - Health, Safety and Nutrition for the Young Child		3/4	

Minimum Credits Needed to Graduate: 62

General Education Requirements

All General Education requirements are met through required courses as indicated above. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1]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.
[2]*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 Math 118-Intermediate Algebra and thus will need 65 credits to graduate.

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Education: Middle Level (4th to 8th Grades)

The Education: Middle Level (4th to 8th grades) Program prepares students for transfer to baccalaureate-degree granting institutions. After successful completion of the Program, 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 Grades 4-8. The curriculum helps students to apply the knowledge, concepts, and skills essential for successful elementary/middle years instruction.

Because students have options with respect to specific content areas they would like to pursue, and because transfer institutions require specific courses, it is highly recommended that students consult catalogues of schools to which they might transfer and transfer worksheets available in the Career and Transfer Center, as well as their advisor to make appropriate course selections.

According to Pennsylvania mandates, under Chapter 354, students need a 3.0 G.P.A. 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.

Student Learning Outcomes:
Upon successful completion of the Education: Middle 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
- Explain key concepts in adolescent development
- Conduct effective assessments and use information gathered for diagnostic and lesson planning purposes
- Demonstrate an understanding of classroom dynamics, including: motivation, teacher expectations, classroom management/behavior modification, special education and the inclusive classroom models, discourse of the discipline, teaching techniques, and curriculum planning and organization
- Demonstrate knowledge within four content areas: math, science, English/language arts/reading, and social studies
- Demonstrate knowledge of accommodations and adaptations for diverse learners.

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.

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 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: Middle Level (4th to 8th grades), a student must complete a minimum of 61 credit hours as described in the course listing on the following page. 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: Middle Level (4th to 8th grades) 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.

Education: Middle Level (4th to 8th Grades) Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology		3	Tech Comp
PSYC 101 - Introduction to Psychology		3	Soc Science
MATH 151 - Linear Mathematics (or higher math)	"C" or better in MATH 118 or Math 161 placement level	3	Mathematics
HIST 101 - U.S. History: Colonial America through the Revolutionary Era or HIST 102 - U.S. History: The 19th Century* or HIST 103 - U.S. History: The 20th Century		3	Am/Global, Diversity Studies, Interpretive Writing Intensive, Humanities
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 & Info Lit
ED 201 - Introduction to Education	ENGL 101	3	
Literature Elective: ENGL 211 , ___ 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265 (choose one)	ENGL 101	3	
MATH 152 - Probability (or higher math)	"C" or better in MATH 118 or MATH 161 placement	3	
Laboratory Science		4	Natural Science
Third Semester			
ED 214 - Cognition and Learning in the Classroom	ENGL 101 and PSYC 101	3	
PSYC 209 - Adolescent Psychology	PSYC 101	3	
Science Elective		3/4	

Content Elective		3
Content Elective		3

Fourth Semester

ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3
ED 255 - Teaching English Language Learners	ED 105 or ED 201 and ED 204 or ED 214	3
Art/Music course ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art: Renaissance to Modern or MUS 103 - Introduction to Music 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
Content Elective		3
Content Elective		3
Minimum Credits Needed to Graduate: 61		

*Students planning to transfer to Temple University should take Hist 101 or HIST 103, not HIST 102.

Content Electives

The following information regarding content electives is for informational purposes only. It is provided to guide students in choosing content elective courses. Students in this program do not need to declare a content area or an option while at the College although they should consider which subjects they wish to teach when choosing content electives. Students will not earn all of the necessary content electives in this program. They will need to take content electives both here and at the baccalaureate school to which they transfer.

Pennsylvania Department of Education (PDE) requires candidates for 4th-8th grade teacher certification to earn credits across four content areas — mathematics, science, English/language arts/reading and social studies. Students may earn these credits at the College and at their transfer institution. PDE provides two options for distribution of credits.

Option 1	Option 2
30 credits in one content area 12 in each of the other three Total = 66 credits Schools or districts could impose additional requirements, but by PDE regulations a teacher candidate who follows Option 1 would be eligible to teach all subjects at 4th-6th grade level, but only one subject at the 7th-8th grade level.	21 credits in one content area 21 credits in second content area 12 credits in the other two areas Total = 66 credits Schools or districts could impose additional requirements, but by PDE regulations a teacher candidate who follows Option 2 would be able to teach all subjects at the 4th-6th grade level and two subjects at the 7th and 8th grade levels.

Note: Under Option 2, a student must choose either Mathematics or Science as one of the two content areas. PDE does not allow teacher candidates to choose English and Social Studies as their two content areas. Therefore, there are five content combinations possible under Option 2:

- Mathematics and Science

- Mathematics and English/Language Arts/Reading
- Mathematics and Social Studies
- Science and English/Language Arts/Reading
- Science and Social Studies

When choosing content electives, students should keep in mind that the Program requires

- 6 credits in mathematics (MATH 151 and MATH 152)
- 9 credits in English (ENGL 101, ENGL 102 and Literature elective)
- 7 credits in science
- 3 credits in social studies (HIST 101, HIST 102 or HIST 103)

These required courses may count towards the totals listed on the table above depending on the transfer institution.

Students should choose content electives in consultation with an advisor based on the requirements of their intended transfer institution and the content area(s) in which they plan to teach. PDE only certifies baccalaureate programs in education; PDE does not certify Associate programs. Therefore, the College cannot guarantee that the content courses 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.

Content Area (as defined by PDE)	**CCP courses recommended**
English/Language Arts/Reading	ENGL 190, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265 (literature courses) ENGL 205, 280, 281, 282, 283 (creative writing courses)
Social Studies	ANTH 112 ECON 181, 182 GEOG 101, 103, 180, 222 HIST 101, 102, 103, 121, 122 220, 221 POLS 111, 112 RS 151 SOC 101, 233
Mathematics	MATH 161, 162, 171, 172, 251, 270, 271
Science	CHEM 105, 110, 121, 122 EASC 111 BIOL 106-107 or BIOL 123-124 PHYS 111-112 or PHYS 141-240
Other Content Electives (Not required by PDE for 4th-8th grade teacher certification but may be required by some four year colleges. Students should consult an advisor or the transfer guides in the Career and Transfer Center.)	Foreign Language courses Religious Studies courses ENGL 115 - Public Speaking

General Education Requirements

All General Education requirements are met through required courses as indicated above. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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Education: Secondary Humanities/Social Studies Education Option

The Education curriculum prepares students for transfer to baccalaureate degree-granting institutions by introducing them to the field of education while guiding them through a coherent sequence of liberal arts and sciences courses. By doing this, they prepare for careers in the field of education. After successful completion of this curriculum, students receive an Associate in Arts (A.A.) degree.

The Education: Secondary Humanities/Social Studies Education Option is appropriate for students who plan to pursue careers teaching humanities (such as English and foreign languages) or social studies education (including such subjects as history, government and political science) in secondary schools. This option emphasizes humanities and social science courses which students select according to their field of interest.

The Education curriculum has many transfer agreements with baccalaureate degree-granting institutions in the region. Because transfer institutions require specific courses to be taken prior to entry, it is highly recommended that students consult catalogues of schools to which they might transfer and transfer worksheets available in the Career and Transfer Center, as well as their advisors, in order to make appropriate selections for their elective courses. According to Pennsylvania mandates under Chapter 354, students will need a 3.0 G.P.A. for entry into teacher certification courses. In addition, they must pass the Pre-Professional Academic Performance Assessment (PAPA) before entry into upper level teacher certification courses at the transfer institution.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Identify career options open to an individual with a background in education and describe the path required to State Teacher Certification and tenure.
- Explain the history of the American education system, philosophical perspectives, and the social and cultural mores that shape contemporary practices in education.
- Demonstrate an understanding of school structure, governance and finance.
- Demonstrate an understanding of classroom dynamics including: motivation, teacher expectations, classroom management / behavior modification, special education and the inclusive classroom models, discourse of the discipline, teaching techniques and curriculum planning and organization.
- Demonstrate competence in the use of technology for teaching through teacher record keeping and differentiating instruction.
- Demonstrate effective oral and written communication skills.
- Demonstrate an understanding of how various theoretical frameworks apply to learning and development

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:
A minimum of 64 credits and a grade point average of 2.0 are required for graduation.

Education: Secondary Humanities/Social Studies Education Option Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
MATH 150 - Introductory Data Analysis or MATH 151 - Linear Mathematics[1]	"C" or better in MATH 118 or equivalent placement	3	**Mathematics**
Lab Science (BIOL 106 - General Biology I or other BIOL, CHEM or PHYS)		4	Natural Science
PSYC 101 - Introduction to Psychology		3	Social Sciences
CIS 103 – Applied Computer Technology		3	Tech Comp
Second Semester			
ENGL 102 The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
MATH 152 - Probability[1]	"C" or better in MATH 118 or MATH 161 placement	3	
Science (Lab or non-lab science)		3/4	
HIST 101 - U.S. History: The Colonial Period[2] or HIST 102 - U.S. History: The 19th Century or HIST 103 - U.S. History: The 20th Century		3	Humanities, Interpretive Studies
ED 201 - Introduction to Education	ENGL 101 which may be taken concurrently	3	
Third Semester			
Literature Elective or HUM 101 - Cultural Traditions or HUM 102 - Cultural Traditions	ENGL 101 ENGL 101, which may be taken concurrently	3	
ED 214 - Cognition and Learning in the Classroom	ENGL 101 and PSYC 101	3	Tech Comp
PSYC 209 - Adolescent Psychology	PSYC 101	3	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3	
Content Elective (see chart below for choice of content electives)		3	
Content Elective (see chart below for choice of content electives)		3	

Fourth Semester		
ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3
Art/Music/Philosophy - select one ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art: Renaissance to Modern or MUS 103 - Introduction to Music or MUS 105 - Music of the Baroque and Classical Eras or MUS 106 - Great Romantic Music or MUS 120 - Music of Music of African-Americans or MUS 121 - Modern American Music or PHIL 101 - Introduction to Philosophy or PHIL 211 - Ethical Problems or PHIL 151 - World Religion or PHIL 152 - Philosophy of Religion		3
Content Elective (see chart below for choice of content electives)		3
Content Elective (see chart below for choice of content electives)		3
Content Elective (see chart below for choice of content electives)		3
Minimum Credits Needed to Graduate: 64		

General Education Requirements
All General Education requirements are met through required courses as indicated above. A more detailed explanation of the College's general education requirements can be found on the following degree requirements Web page.

[1] Or higher mathematics courses selected in consultation with an advisor.
[2] Students planning to transfer to Temple University should take Hist 101 or HIST 103, not HIST 102. Literature is strongly recommended; consult with advisor or transfer worksheets for best choice of course.

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.

Content Electives

Students should choose five content electives based on the subject they plan to teach as illustrated below				
English	**Foreign Languages**	**Social Studies**	**Art**	**Music**
				Five music courses are required. MUS 105 and 106 are particularly recommended.

	Five courses in literature, creative writing, or other humanities	Recommended minimum of two semesters in the language they plan to teach and three humanities electives. (Students who are already fluent in the language they intend to teach should take five humanities electives instead.)	Choose any five: POLS 111 Econ 181 or 182 History 101, 102, 103[2], 121, 122, 220, 221 GEOG 101, 103, 180, 222 Sociology 101, 233 Anthropology 112	Art 103 Art 104 Art 105 Art 109 Art 115 Students who intend to teach art at the secondary level should also prepare a portfolio.	MUS 111, 113, 114, 120 and 121 are also recommended. 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

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Education: Secondary Math/Science Option

The Education curriculum prepares students for transfer to baccalaureate degree-granting institutions by introducing them to the field of education while guiding them through a coherent sequence of liberal arts and sciences courses. By doing this, they prepare for careers in the field of education. After successful completion of this curriculum, students receive an Associate in Arts (A.A.) degree.

The Education: Secondary Math/Science Option is appropriate for students who plan to pursue careers in teaching mathematics, science or related fields in secondary schools.

The Education curriculum has many transfer agreements with baccalaureate degree-granting institutions in the region. Because transfer institutions require specific courses to be taken prior to entry, it is highly recommended that students consult catalogues of schools to which they might transfer and transfer worksheets available in the Career and Transfer Center, as well as their advisors, in order to make appropriate selections for their elective courses. According to Pennsylvania mandates under Chapter 354, students will need a 3.0 G.P.A. for entry into teacher certification courses. In addition, they must pass the Pre-Professional Academic Performance Assessment (PAPA) before entry into upper level teacher certification courses at the transfer institution.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Identify career options open to an individual with a background in education and describe the path required to State Teacher Certification and tenure.
- Explain the history of the American education system, philosophical perspectives, and the social and cultural mores that shape contemporary practices in education.
- Demonstrate an understanding of school structure, governance and finance.
- Demonstrate an understanding of classroom dynamics including: motivation, teacher expectations, classroom management / behavior modification, special education and the inclusive classroom models, discourse of the discipline, teaching techniques and curriculum planning and organization.
- Demonstrate competence in the use of technology for teaching through teacher record keeping and differentiating instruction.
- Demonstrate effective oral and written communication skills.
- Demonstrate an understanding of how various theoretical frameworks apply to learning and development.

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.

Since students in the Math/Science Option begin mathematics with Calculus I, it is necessary for those students who have not tested into this level of mathematics to take the prerequisite math courses (MATH 161 and MATH 162, or to have taken their equivalents at another college) either before enrolling or while

enrolled in the program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:
A minimum of 63 credits and a grade point average of 2.0 are required for graduation.

Education: Secondary Math/Science Option Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
MATH 171 - Calculus I	MATH 162 or permission of dept. head	4	Mathematics
PSYC 101 - Introduction to Psychology		3	Social Sciences
HIST 101 - U.S. History: Colonial America through the Revolutionary Era or HIST 102 - U.S. History: The 19th Century or HIST 103 - U.S. History: The 20th Century[1]		3	Am/Global Diversity Interpretive Writing Intensive
CIS 103 - Applied Computer Technology*		3	Tech Comp
Second Semester			
Content Elective (see chart below for choice of content electives)		4 or 5	Natural Science
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
MATH 172 - Calculus II	MATH 171	4	
EDUC 201 - Introduction to Education	ENGL 101 which may be taken concurrently	3	
Third Semester			
Content Elective (see chart below for choice of content electives)		4 or 5	Natural Science
Content Elective (see chart below for choice of content electives)		4 or 5	Natural Science
ED 214 - Cognition and Learning in the Classroom	ENGL 101 & PSYC 101	3	
PSYC 209 - Adolescent Psychology	PSYC 101	3	
Literature Elective or HUM 101 or HUM 102 - Cultural Traditions[2]	ENGL 101 ENGL 101, which may be taken concurrently.	3	
Fourth Semester			
EDUC 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201, & PSYC 201, or PSYC 209, or PSYC 215	3	

ANTH 112 - Cultural Anthropology or ECON 181 - Principles of Economics (Macroeconomics) or ECON 182 - Principles of Economics (Microeconomics) or SOC 101 - Introduction to Sociology or GEOG 101 - Introduction to Geography or GEOG 103 - Cultural Geography or GEOG 180 - Urban Geography or GEOG 222 - World Regional Geography[1]	GEOG 101 or GEOG 103	3	
Art/Music/Philosophy/Foreign Language course ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art: Renaissance to Modern or MUS 103 - Introduction to Music or MUS 105 - Music of the Baroque and Classical Era or MUS 106 - Great Romantic Music or MUS 120 - Music of African-Americans or MUS 121 - Modern American Music or PHIL 101 - Introduction to Philosophy or PHIL 211 - Ethical Problems or PHIL 151 - World Religions or PHIL 152 - Philosophy of Religion or Foreign language: any 100 or 200-level course[1]		3	Humanities
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3	
Content Elective (see chart below for choice of content electives)		4 or 5	
Minimum Credits Needed to Graduate: 63			

General Education Requirements

All General Education requirements are met through required courses as indicated above. A more detailed explanation of the College's general education requirements can be found on the degree requirements Web page.

[1] Consult with your advisor and use transfer worksheets to determine the best course choice.
[2] Literature is strongly recommended; consult with advisor and transfer worksheets for best choice of courses.

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.

Content Electives

All students must take four content electives. Students may earn the Associate's degree with any combination of four of the courses listed on the chart below.

Students planning to teach secondary **mathematics** or **physics** should take the	Students planning to teach secondary **chemistry** should take the following content	Students planning to teach secondary **biology** or **general science** should take the

following content electives:	electives:	following content electives:
Math 270 and		

English

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. 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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate how elements typical of a literary genre help to create a work's theme or artistic impact.
- Demonstrate a basic understanding of critical approaches to literary study, including relevant terminology.
- Analyze a work of literature written in English in its cultural and historical context.
- Engage in effective academic writing within the discipline of literature.

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 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)

English Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
Math 118 - Intermediate Algebra (or higher)		3	Mathematics
CIS 103 - Applied Computer Technology		3	Tech Comp
Social Science Elective		3	Soc. Sci.

ENGL 190 - Introduction to Literature	ENGL 101 which may be taken concurrently	3	Writing Intensive, Interpretive Studies, Humanities

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Literature Survey Elective - Choose Two: 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	6	Am/Global Diversity
Laboratory Science		4	Natural Science
Humanities Elective**		3	

Third Semester

ENGL 245 - World Literature: From Antiquity to 1500 OR ENGL 246 - World Literature: From 1500 to the Present	ENGL 101	3	
Literature Survey Choose One: 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	3	
General Elective		3	
Humanities Elective		3	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3	

Fourth Semester

English Elective - Choose Two: ENGL 106 - Grammar Or ENGL 137 - Introduction to Theater Or ENGL 205 - Creative Writing Or ENGL 208 - Introduction to Prose Or ENGL 209 - Introduction to Poetry Or 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 Or ENGL 230 - Asian Literature Or ENGL 232 - Introduction to Drama Or ENGL 241 - Introduction to Shakespeare Or ENGL 245 - World Literature: From Antiquity to 1500 Or ENGL 246 - World Literature: From 1500 to the Present Or ENGL 250 - African-American Literature I Or ENGL 251 - African-American Literature II Or ENGL 256 - African Literature Or ENGL 260 - Women in Literature Or ENGL 265 - Science Fiction Or ENGL 271 - The Language of Film Or ENGL 272 - Topics in Film Study Or ENGL 280 - Poetry Writing Or ENGL 281 - Fiction Writing Or ENGL 282 - Scriptwriting Or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism	For ENGL 106 & ENGL 137 - No prerequisite For ENGL 205 through ENGL 271, ENGL 101 prerequisite For ENGL 272, ENGL 101 prerequisite For ENGL 280, 281 & 282 ENGL 205 prerequisite For ENGL 283 prerequisite ENGL 102 or ENGL 205 FOR ENGL 285 - Enrollment in the certificate program in Creative Writing. Two of the following: ENGL 280, 281, 282, 283 one of which may be taken concurrently	6

Or ENGL 285 - Portfolio Development	
Humanities Elective	3
Social Science Elective	3
General Elective	3
Minimum Credits Needed to Graduate: 61	

General Education Requirements
All General Education requirements are met through required courses.

*Students with computer skills may apply for credit by exam through the Computer Technologies Department.

** ENGL 205 is recommended for students also pursuing the Creative Writing Academic Certificate. Students who wish to study a foreign language or who plan to transfer to an institution that requires a foreign language are advised to take two semesters of a foreign language as their humanities electives.

Health Services Management

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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate effective communication, critical thinking and problem-solving skills while serving the needs of the profession.
- Identify current issues and trends affecting the U.S. health care delivery system and strategies to address them.
- Analyze federal, state and local health care policies and critique their effectiveness in serving the needs of the intended stakeholders.
- Critically analyze a broad spectrum of cultural, economic, ethical, moral, physiological, and social factors to be able to make sound, independent decisions regarding health care practice and management.
- Maintain professional competence by utilizing opportunities for continuing education and career advancement.
- Utilize their knowledge and skills to successfully transfer to a baccalaureate degree program in health services administration.

Program Entry Requirements:
This program is open to all 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:
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.

Health Services Management Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

First Semester

AH 116 - Interpersonal and Professional Skills in the Health Care Setting		3	Am/Global Diversity
AH 103 – Medical Terminology		3	
ENGL 101 – English Composition I		3	ENGL 101
BIOL 109 – Anatomy and Physiology I		4	Natural Science
CIS 103 – Applied Computer Technology		3	Tech Comp

Second Semester

AH 112 - Medical Administrative Procedures		3	
AH 120 - Reimbursement Methodologies in Health Care		3	
PSYC 101 – Introduction to Psychology		3	
ENGL 102 – The Research Paper	ENGL 101	3	
MATH 118 - Intermediate Algebra or higher		3	Mathematics

Third Semester

AH 204 - Medical Law and Ethics	ENGL 101	3	
ACCT 101 – Financial Accounting		4	
AH 220 - Information Management Systems in Health Care	CIS 103, AH 112	3	
Social Science Elective		3	Social Science
Humanities Elective		3	Humanities

Fourth Semester

AH 260 - Supervisory Management in Health Care	AH 204	3	
AH 222 - Health Care Policy and Administration	AH 120, AH 204	3	
Math 150 - Introductory Data Analysis or ECON 112 - Statistics 1		3/4	
AH 224 - Current Issues and Trends in Health Care	AH 120, AH 204	3	

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Interior Design

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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate an understanding of programming, planning and designing interior spaces by solving specific design problems, synthesizing and applying technical, historical, cultural and theoretical concepts.
- Develop design drawings and models utilizing freehand drawing and modeling, mechanical drawing, and computer drafting and modeling.
- Demonstrate knowledge of various finish materials and methods, furnishings and related interior products.
- Communicate effectively and work as part of a team, using graphic, oral and written modes.

Program Entry Requirements:
Interior Design is a select program. To be accepted into the program, students must complete ADC 109 - Design Studio I with a minimum grade of "C" Students should begin their program of study in the non-select Computer-Assisted Design Technology (CADT) program which requires the same first semester departmental course (ADC designations). Students listing Interior Design as their intended field of study on their application to the College will be placed into the CADT program. When ADC 109 has been completed with a "C" or better, students will be accepted into the Interior Design program. Students with college-level design work can be evaluated on an individual basis by the department faculty for admission prior to completing

ADC 109.

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 take the College's placement tests 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).

INTERIOR DESIGN COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ADC 101 - Introduction to Design and Construction		3	Tech Comp*
ADC 103 - CAD Basics		3	Tech Comp*
ADC 109 - Design Studio I		4	
ENGL 101 - English Composition I		3	ENGL 101
ART 105 - Drawing I		3	
SECOND SEMESTER			
ADC 159 - Design Studio II	ADC 103, ADC 109	4	
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3	
ADC 192 - Color and Lighting	ADC 101	3	
MATH 137 - Geometry for Design (or above as as per placement) **	MATH 118 placement	3	Mathematics
ENGL 102 - The Research Paper	ENGL 101 with a grade of “C” or better	3	ENGL 102, Info Lit
THIRD SEMESTER			
ADC 209 - Design Studio III	ADC 159, ADC 160	4	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3	
ADC 260 - Advanced Presentation Techniques	Prereq: ADC 160 and ADC 209 which may be taken concurrently; or ADC 163 which may be taken concurrently	3	
Directed Elective - select one of the following		3	
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109		
ADC 163 - Digital Documentation	ADC 103		
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109		

ART 106 - Drawing II	ART 105		
ART 111 - Three - Dimensional Design I			
ART 125 - Design I			
ART 126 - Design II	ART 125		
Humanities Elective		3	Humanities
FOURTH SEMESTER			
Social Science Elective		3	Social Sciences
ADC 259 - Design Studio IV	ADC 209	4	
ADC 222 - History of Architecture and Interiors II	Prereq:ADC 221 and ENGL 102 which may be taken concurrently	3	
Directed Elective - select one from the list above		3	
Science Elective **		3/4	Natural Science

MINIMUM CREDITS NEEDED TO GRADUATE: 64

General Education Requirements
All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive**, **Interpretive Studies** and **American/Global Diversity** requirements. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

* 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.

International Studies

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 foreign 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 foreign language proficiency at least through the intermediate level. It is recommended that students complete, if possible, a foreign language through the intermediate level. Students should consult with the Career and Transfer Center about foreign language requirements at transfer institutions.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Analyze, explain, and evaluate a wide range of global and international topics and demonstrate cultural and global awareness.
- Communicate effectively in another language-at least at the elementary level in all four language skills (listening, speaking, reading and writing).
- Write effectively in English.
- Access, organize, document and present data in written form using technological means.
- Examine and describe the natural world by using scientific/research methods and problem-solving strategies.

Program Entry Requirements:
The program is open to all interested students. New students are required to take the College's placement test at the 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 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).

International Studies Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

First Semester

ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
Foreign Language[1]		3	Am/Global Diversity
CIS 103 - Applied Computer Technology		3	Tech Comp
Science Elective[2]		3/4	Natural Science

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Humanities Elective[3]		3	Humanities
Artistic/Oral		3	
Foreign Language[1]		3	
Social Science Elective		3	Social Sciences

Third Semester

American Diversity[3]		3	
Science Elective[2]		3/4	
Foreign Language or Social Science (Global Diversity) or Humanities Elective (Global Diversity)[1,3]		3	
Social Science Elective (Global Diversity)[3]		3	
Humanities Elective (Global Diversity)[3]		3	

Fourth Semester

Foreign Language or Social Science (Global Diversity) or Humanities Elective (Global Diversity)[1,3]		3	
Any 200-level Anthropology, Geography, Psychology or Sociology		3	
Humanities Elective (Global Diversity)[3]		3	
General Elective		3	
General Elective		3	

Minimum Credits Needed to Graduate: 61

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement and the **Interpretive Studies** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, and one course that is designated **Interpretive Studies**. The same course may be used to fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] One year of foreign language study is required. Students may do so at the elementary or intermediate level. It is recommended that students study a foreign language through the intermediate level.

[2] One course must be a laboratory science.

[3] See Liberal Arts Course Selection Guide

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Liberal Arts - General Option

The Liberal Arts degree program is for liberal arts students planning to transfer to baccalaureate programs or professional schools after study at Community College of Philadelphia; for students seeking a non-specialized associate's degree; for students planning to enter certain select programs at a later date; and for students undecided about their long-term educational goals. 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 gain the most benefit from the curriculum. Students who follow the Liberal Arts 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.

Compared to the other designated options, the General Option is the most flexible model, leaving the most choices open to students. It therefore makes students and advisors responsible for shaping the selection of courses to meet individual goals.

Note: Many, but not all, transfer institutions require some knowledge of a foreign language (from one semester to two years of study at the college level or the equivalent). Some accept American Sign Language and some allow non-native speakers of English to count proficiency in their primary language, or to count English as their language. Students planning to transfer should be aware of foreign language requirements which may affect their acceptance into certain colleges and programs.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate competence in both oral and written communication through a variety of means such as essays, research papers, presentations and class discussions.
- Demonstrate an informed understanding of cultural diversity, both in the United States and internationally.
- Demonstrate the ability to think critically about ideas and concepts in the arts, humanities, social and natural sciences, and mathematics.

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 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).

Students with particular academic interests or plans to major in a certain subject after transfer should consider one of the more specialized options available within the Liberal Arts curriculum.

Liberal Arts - General Option Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
CIS 103 - Applied Computer Technology*		3	Tech Comp
Social Science or Humanities Elective		3	
Social Science or Humanities Elective		3	
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
1st in Social Science Cluster		3	Social Sciences
1st in Humanities Cluster		3	Humanities
General Elective		3	
Science (at least one science must include a lab)		3/4	Natural Science
Third Semester			
2nd in Social Science Cluster		3	
2nd in Humanities Cluster		3	
General Elective		3	
Science (at least one science must include a lab)		3/4	
Artistic/Oral		3	
Fourth Semester			
General Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	
Minimum Credits Needed to Graduate: 61			

General Education Requirements
All General Education requirements are met through required courses (as indicated above) except for the **Interpretive Studies**, **Writing Intensive** and **Am/Global Diversity** requirements. Therefore, in order to graduate, students in this program must choose **one** course that is designated **Interpretive Studies**, **one** course that is designated Writing Intensive and **one course that is designated American Diversity and two courses designated Global Diversity**. The same course may be used to fulfill more than one of these requirements.

View the Liberal Arts Course Selection Guide to see which courses fulfill Liberal Arts requirements.

* Students with computer skills may apply for credit by exam through the Computer Technologies Department.

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Liberal Arts - Honors Option

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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Articulate and demonstrate an understanding of the role of theory in academic discourse.
- Apply strategies for interpretation of texts within and across disciplines.
- Use academic modes of reading, writing and speaking to interpret texts and participate in academic discourse.

Program Entry Requirements:
This program is open to interested students who have demonstrated appropriate Honors program placement on the College's writing and reading comprehension examinations. Students who enter the Honors curriculum after completing some college work must have at least a 3.0 GPA in humanities and social science courses. Acceptance into the Honors curriculum requires 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.

Honors Designated Courses
ENGL 101H, ENGL 102H, ENGL 195H, ENGL 196H

Courses generally offered in full time 15 credit schedule are blocked together and cannot be taken

separately. These typically include: ART 104H, ENGL 297H, ENGL 298H, HIST 297H, HIST 298H, HUM 101H, PHIL 297H, PHIL 298H

Courses generally offered in part time 6 credit schedule include: EASC 111H, HIST 103H, PSYC 101H, PSYC 215H, SOC 101H, Honors Writing

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

Liberal Arts - Honors Option Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I or (ENGL 101H)		3 credits	ENGL 101
Humanities Elective		3 credits	Humanities
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
Lab Science Elective		4 credits	Natural Science
Second Semester			
ENGL 102 or ENGL 102H - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	ENGL 102, Info Lit
IDS 297H - Seminar in the Humanities and Social Sciences: Ancient and Medieval		3 credits	Interpretive Studies, Social Sciences
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
Third Semester			
IDS 298H - Seminar in the Humanities and Social Sciences: Modern		3 credits	
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
		3	

Honors Designated Course	credits

Fourth Semester

Science Elective (non-lab or lab)	3/4 credits
Humanities Elective	3 credits
General Elective*	3 credits
General Elective*	3 credits
General Elective*	3 credits

Minimum Credits Needed to Graduate: 61

General Education Requirements

All General Education requirements are met through required coursesas indicated above except for the American/Global Diversity and Writing Intensive requirements. One course may fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

*Depending on the student's major, many, but not all, transfer institutions require some knowledge of a foreign 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.

Liberal Arts - Social/Behavioral Science Option

The Liberal Arts degree program is for liberal arts students planning to transfer to baccalaureate programs or professional schools after study at Community College of Philadelphia; for students seeking a non-specialized associate's degree; for students planning to enter certain select programs at a later date; and for students undecided about their long-term educational goals. 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 gain the most benefit from the curriculum. Students who follow the Liberal Arts 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.

The Social/Behavioral Science Option is appropriate for students who wish to emphasize social science fields, whether for personal interest or with the goal of transfer to major in such subjects as sociology, social work, urban studies, political science, geography, anthropology, economics, history or related fields.

Note: Many, but not all, transfer institutions require some knowledge of a foreign language (from one semester to two years of study at the college level or the equivalent.) Some accept American Sign Language and some allow non-native speakers of English to count proficiency in their primary language, or to count English as their language (as does the College). Students planning to transfer should be aware of foreign language requirements which may affect their acceptance into certain colleges and programs.

Student 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.
- Understand principles of human behavior and social structures.
- Understand how the scientific method is used to study human behavior and social structures.

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 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).

Liberal Arts - Social/Behavioral Science Option Course Sequence

Course Number and Name	Prerequisites and	Credits	Gen Ed Req.

	Corequisites		
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
CIS 103 - Applied Computer Technology*		3	Tech Comp
Social Science or Humanities Elective		3	
Social Science Elective		3	
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
1st in Social Science Cluster		3	Social Sciences
1st in Humanities Cluster		3	Humanities
Social Science Elective		3	
Science (at least one science must include a lab)		3/4	Natural Science
Third Semester			
2nd in Social Science Cluster		3	
2nd in Humanities Cluster		3	
Social Science Elective		3	
Science (at least one science must include a lab)		3/4	
Artistic/Oral		3	
Fourth Semester			
Social Science Elective		3	
Social Science Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	
Minimum Credits Needed to Graduate: 61			

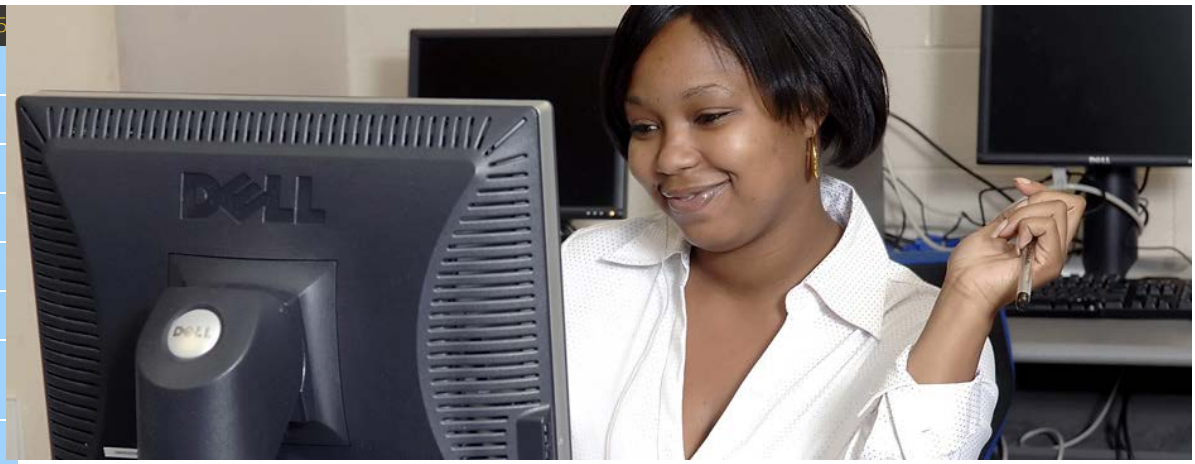
General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Interpretive Studies**, **Writing Intensive** and **Am/Global Diversity** requirements. Therefore, in order to graduate, students in this program must choose **one** course that is designated **Interpretive Studies**, **one** course that is designated **Writing Intensive**, and **one course that is designated American Diversity and two courses designated Global Diversity**. The same course may be used to fulfill more than one of these requirements.

View the Liberal Arts Course Selection Guide to see which courses fulfill Liberal Arts requirements.

* Students with computer skills may apply for credit by exam through the Computer Technologies

Department.



Management of Computer Information Technology

The Management of Computer Information Technology curriculum leads to an Associate in Arts (A.A.) degree. The primary goal of the program is to prepare students for transfer to a baccalaureate program in Computer Information Systems, Information Technology, Business Administration or a related field. The curricular focus is a set of courses that develop business managers who understand and implement information management methods that are joined with automation to support business decision making. The curriculum emphasizes the use of technology to manage information and business processes. Upon receiving the associate's degree, students are prepared to obtain employment as computer support specialists at an entry- or mid-level position. Further education is recommended for students who wish to advance to higher level positions.

Electives are to be selected form the CIS course offerings above CIS 105 but in any case are not to include CIS 100, CIS 101 or CIS 102. Directed electives should be based on transferability to the student's intended transfer institution. Non-CIS courses may also be selected with the guidance of an academic advisor.

Student 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 and business management processes.
- Design and implement computer information systems for business analysis.
- Demonstrated a broad knowledge of computer information systems terminology and practices, including those related to networking and data communications technology.
- Explain basic principles of project management.
- Demonstrate a fundamental knowledge of business activities and the role of data and information technology in these activities.

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 identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Students who have had prior computer-related experience may be placed in more advanced courses after consultation with and approval of the department head.

Program of Study and Graduation Requirements:
A minimum of 63 credit hours as prescribed must be satisfactorily completed with a grade point average of at least 2.0 ("C" average).

Students wishing to transfer 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. In particular, students should check math requirements at the college or university to which they plan to transfer.

Management of Computer Information Technology Course Sequence

Course Number and Name	Prerequisites	Credits	Gen Ed Req. and Corequisites
First Semester			
CIS 103 – Applied Computer Technology		3	Tech Comp
ACCT 101 – Financial Accounting		4	
Math Elective – MATH 118 or above		3	Mathematics
ENGL 101 – English Composition I		3	ENGL 101
MNGT 121 – Introduction to Business[1]		3	
Second Semester			
CIS 105 – Computer Systems Maintenance		4	
ACCT102 – Managerial Accounting	ACCT 101 with the grade of "C" or better	3	
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Science Elective		3/4	Natural Science
CIS 106 – Introduction to Computer Programming		4	
Third Semester			
CIS 150 Network Technology		4	
MNGT 141 – Principles of Management[1]	MNGT 121	3	
CIS 205 – Database Management Systems	CIS 103	4	
Social Science Elective		3	Social Sciences
Humanities Elective		3	Humanities
Fourth Semester			
CIS 270 – Systems Analysis and Design	CIS 205	4	
ECON 181 – Principles of Economics (Macroeconomics) or ECON 182 Principles of Economics (Microeconomics)		3	
Directive Elective[2]		3	
Directive Elective[2]		3	
Minimum Credits Needed to Graduate: 63			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity**

requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

1. This course may transfer as a general elective depending on the transfer institution.
2. Electives are to be selected with the guidance of an academic advisor. Directed electives are to be chosen from the CIS course offerings above CIS 105 (these electives may not include CIS 100, CIS 101 or CIS 102) and should be based on transferability to the target institution. However, non-CIS course offerings may be selected depending on students' career and transfer goals. The student should confer with the transfer counselor, representative(s) from the intended transfer institution and the CT department head or CT advisor.

Mass Media

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.

Student Learning Outcomes:
Upon completion of the program graduates will be able to:

- Demonstrate an understanding of the history, theories and practical applications of mass media.
- Demonstrate an understanding of the theories and principles of communication in various contexts.
- Display basic proficiency in writing for mass media.
- Display basic proficiency in the production of mass media.
- Adapt as professionals in the rapidly changing field of mass media.
- Explain the legal and ethical issues of communication and of creating and distributing information through mass media.

Program Entry Requirements:
The Program is open to interested students. 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:
A minimum of 61 credits and a grade point average of 2.0 (C average) are required for graduation.

Mass Media Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra or above[1]		3	Mathematics

CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 114 - Introduction to Speech Communication	ENGL 101 which may be taken concurrently	3	
Social Science Elective[2]		3	Social Sciences

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 & Info Lit.
Lab Science		4	Natural Science
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3	
General Elective[2]		3	

Third Semester

ENGL 122 - Writing for Mass Media	ENGL 101	3	
Humanities Elective[2]		3	Humanities
General Elective[2]		3	
PHOT 151 - Digital Imaging		3	
Directed Elective[2] (Choose one of the following) Engl 112, 117, 118, 120, 131, 132, 137 any 200 level Engl, or Phot 104, 217, or Art 101, 125, 150, 151, or CIS 130, 230	ENGL 101 for ENGL 205, 206, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 271 and 272 ENGL 131 for ENGL 132, ENGL 205 for ENGL 210, 280, 281 and 282, ENGL 102 or 205 for ENGL 283 PHOT 152 for 217, ART 125 and 150 for ART 151 CIS 130 for CIS 230	3	

Fourth Semester

ENGL 124 - Introduction to Mass Media Design	Engl 107 Prerequisite, Phot 151 which may be taken concurrently	3	
General Elective[2]		3	
Directed Elective[2] (see above list		3	
Directed Elective[2] (see above list)		3	
General Elective[2]		3	

Minimum Credits Needed to Graduate: 61

General Education Requirements:
All General Education requirements are met through required courses (as indicated above) except for the **Interpretive Studies** requirement, **Writing Intensive** requirement and **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Interpretive Studies**, one course that is designated **Writing Intensive**, and one course that is **designated American/Global Diversity**. The same course may be used to fulfill more than one

requirement. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1]To ensure appropriate transfer credit, math courses should be selected with an advisor.

[2] 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.

Music

The music curricula give students a thorough academic and applied preparation in music combined with a liberal arts background. Graduates receive the Associate in Arts (A.A.) degree. The curricula are transfer programs structured to be compatible with the first two years of music curricula leading to the Bachelor of Music degree offered at most undergraduate colleges. There is an Associate in Arts (A.A.) degree non-performance option for students seeking to transfer to a Bachelor of Arts in Music program or a Bachelor of Science in Music program. Additionally, an A.A.S. degree in Sound Recording and Music Technology is offered.

Student Learning Outcomes:

Music – Non-Performance Option

Upon completion of this program graduates will be able to:

- Demonstrate knowledge of instrumental and vocal music making so as to be able to make an informed choice of a major performing medium as required by all four-year music baccalaureate programs.
- Demonstrate basic musicianship and knowledge of the theoretical, historical, technological and practical backgrounds needed to understand how music is created, understood and performed.
- Apply knowledge in the areas listed above so as to intelligently choose areas of concentration beyond performance such as: historical research, composition/arranging, education and recording/music technology.

Music – Performance Option

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 pass 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 applying for admission as performance majors must meet with the music department chair as well as audition and take a music theory placement test. The audition requires evidence of proficiency as performers or composers: preparation, technical facility, expressiveness in performance or compositional arranging, musical sensitivity and familiarity with a variety of repertoire. The music theory placement test covers key signatures, major and minor scales, intervals, chords and rhythmic recognition. Applicants with deficiencies in music theory must pass a fundamental theory course, Music 100 (Music Reading), with a minimum grade of "B."

In addition to satisfying audition criteria, performance majors must qualify for English 101 and MATH 118 to take applied music. Non-performance applicants are exempt from the audition but must take the music

theory placement test. Applicants who successfully meet the requirements listed above are accepted into the music curriculum.

Program of Study and Graduation Requirements:
To qualify for the A.A. degree, a student must complete 65-69 credits, depending upon their concentration, as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Music - Non-Performance Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Summer Session			
MUS 100 - Music Reading		3	
MUS 101 - Piano I		1	
First Semester			
MUS 102 - Piano II	MUS 101	1	
MUS 196 - Ensemble I		1	
MUS 103 - Introduction to Music		3	American/Global Diversity Interpretive Studies
ENGL 101 – English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra or higher		3	Mathematics
CIS 103 – Applied Computer Technology*		3	Tech Comp
Second Semester			
MUS 201 - Piano III	MUS 102	1	
MUS 197 - Ensemble II		1	
MUS 111 - Aural Theory I	MUS 100	3	
MUS 114 - Harmony I	MUS 100	3	
MUS 105 - Music of the Baroque and Classical Eras		3	Humanities
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Third Semester			
MUS 202 - Piano IV	MUS 201	1	
MUS 296 - Ensemble III		1	
MUS 113 - Aural Theory II	MUS 111	3	
MUS 214 - Harmony II	MUS 114	3	
MUS 106 - Great Romantic Music		3	
Social Science Elective		3	Social Sciences
MUS 115 - Introduction to Music			

Technology		3	

Fourth Semester

MUS 297 - Ensemble IV		1	
MUS 120 - Music of African-Americans or HUM 101 - Cultural Traditions		3	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3	
MUS 211 - Aural Theory III	MUS 113	3	
MUS 121 - Modern American Music or HUM 102 - Cultural Traditions		3	
PHYS 125 – Musical Acoustics		3	Natural Science
Minimum Credits Needed to Graduate: 65			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

* Students with computer experience may apply for credit by exam through the Computer Technologies Department.

Music - Performance Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Summer Session			
MUS 100 - Music Reading		3	
MUS 101 - Piano I[1]		1	
First Semester			
MUS 102 - Piano II[1]	MUS 101	1	
MUS 196 - Ensemble I		1	
MUS 111 - Aural Theory I	MUS 100	3	
MUS 114 - Harmony I	MUS 100	3	
MUS 141 - Applied Music I	Performance Option	2	
MUS 142 - Applied Music II	Performance Option	2	
ENGL 101 – English Composition I		3	ENGL 101
CIS 103 – Applied Computer Technology[2]		3	Tech Comp
Second Semester			
MUS 201 - Piano III	MUS 102	1	

MUS 197 - Ensemble II		1	
MUS 113 - Aural Theory II	MUS 111	3	
MUS 214 - Harmony II	MUS 114	3	
MUS 143 - Applied Music III	Performance Option	2	
MUS 144 - Applied Music IV	Performance Option	2	
Music History Elective – choose one from the following		3	Humanities
MUS 105 - Music of the Baroque and Classical Eras			
MUS 106 - Great Romantic Music			
MUS 120 - Music of African-Americans			
MUS 121 - Modern American Music			
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit

Third Semester

MUS 202 - Piano IV[1]	MUS 201	1	
MUS 296 - Ensemble III		1	
MUS 211 - Aural Theory III	MUS 113	3	
MUS 115 - Introduction to Music Technology		3	
MUS 241 - Applied Music V	Performance Option	2	
MUS 242 - Applied Music VI	Performance Option	2	
MATH 118 - Intermediate Algebra or higher		3	Mathematics
Music History Elective – choose one from the list above		3	

Fourth Semester

MUS 297 - Ensemble IV		1	
MUS 243 - Applied Music VII	Performance Option	2	
MUS 244 - Applied Music VIII	Performance Option	2	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3	
Social Science Elective		3	Social Sciences
PHYS 125 – Musical Acoustics		3	Natural Science
Minimum Credits Needed to Graduate: 69			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View

the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Keyboard majors are exempt from Music 101, 102, 201, 202.

[2] Students with computer experience may apply for credit by exam through the Computer Technologies Department.

Psychology

The Psychology degree program is for students planning to transfer to baccalaureate programs in psychology after study at Community College of Philadelphia and for students undecided about their long-term educational goals, but interested in the behavioral sciences. Because transfer institutions require specific courses to be taken prior to entry, it is highly recommended that students consult catalogues of schools to which they might transfer and transfer worksheets available in the Career and Transfer Center, as well as their advisors and mentors, in order to make appropriate selections for their elective courses.

The A.A. degree in Psychology is appropriate for students who wish to emphasize behavioral science fields, whether for personal interest or with the goal of transfer to major in psychology or in related fields such as cognitive science, counseling, and educational psychology.

Student Learning Outcomes
Upon successful completion of this program students will be able to:

- Demonstrate a basic understanding of psychology's major concepts, theoretical perspectives, empirical findings and historical trends.
- Demonstrate a basic knowledge of the principles of research design and an ability to apply them.
- Demonstrate the ability to think critically, creatively, and when possible, to use the scientific approach to solve problems related to behavior and mental processes.
- Demonstrate an understanding of the ways psychology is applied in the realms of work, personal life, education and other real-world situations.
- Demonstrate understanding of the career choices open to psychology students and of how to plan individual career goals.

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 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).

Psychology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101

Math 151 - Linear Mathematics (or higher)	Math 118 with a C or better or Math 161 placement	3	Mathematics
CIS 103 - Applied Computer Technology		3	Tech Comp
PSYC 101 - Introduction to Psychology		3	Social Sciences
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology		3	

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 & Info Lit
PSYC 167 - Foundations of Statistical Methods for Social and Behavioral Sciences	Math 118 or Math 161 placement	3	
Humanities Elective		3	Humanities
PSYC 110 - Descriptive Research Methods in Psychology		3	
Lab Science: Biology recommended		4	Natural/Lab Science

Third Semester

Humanities Elective		3	
PSYC 205 - Psychopathology/Abnormal Psychology	PSYC 101	3	Writing Intensive
Science: Biology recommended		3/4	
PSYC 210 - Experimental Research Methods in Psychology	ENGL 101 PSYC 101, PSYC 110, PSYC 167	3	
PSYC 215 - Developmental Psychology	PSYC 101	3	Amer/Global Diversity

Fourth Semester

Psychology Elective	PSYC 101	3	
General Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	

Minimum Credits Needed to Graduate: 61

General Education Requirements:
Sociology 101 fulfills the College's Interpretive Studies requirement. If a student does not take Sociology 101 then that student needs to fulfill the Interpretive Studies requirement through a Humanities Elective or General Elective. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

Religious Studies

The Religious Studies program is designed for students preparing to transfer to a baccalaureate degree-granting institution with a major in religion or theology, students contemplating a career in religion either as a scholar or a cleric, students who want to explore their own religious beliefs in relation to the beliefs of others, and students interested in the role of religion in the contemporary world.

The Religious Studies curriculum is for students planning to transfer to baccalaureate programs or professional schools after study at the Community College of Philadelphia. Students are expected to consult with an academic advisor, counselor and or Department Chair 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 Religious 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.

Student 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.
- Discuss and analyze the history and significance of major world religious traditions as cultural, social and intellectual phenomena.
- Identify and explain the use of history, philosophy, social science and theology in the study of religion.

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 Arts (A.A.) degree in Religious Studies, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Religious Studies

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			

ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology*		3	Tech Comp
MATH 118 - Intermediate Algebra or higher		3	Mathematics
RS 101 - Introduction to Religion		3	Interpretive Studies
PHIL 101 - Introduction to Philosophy		3	
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL102, Info Lit
RS/PHIL 151 - World Religions		3	Am/Global Diversity
PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology		3	Social Sciences
Religious Studies Electives—choose one from the list below RS/PHIL 152 - Philosophy of Religion RS/HIST 170 - Religion in American History RS 175 - Religions of the Middle East, or RS 180 - Asian Religions		3	
Laboratory Science		4	Natural Science
Third Semester			
Humanities Elective		3	Humanities
Artistic/Oral**		3	
Science Elective		3/4	
Religious Studies Electives—choose one from the list above		3	
Social Science Elective (Global Diversity)**		3	
Fourth Semester			
General Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 61

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive requirement**. Therefore, in order to graduate, students in this program must choose one course that is designated as **Writing Intensive**. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your

selection.

* Qualified students are eligible to earn credit by examination for CIS 103.

** View the Liberal Arts Course Selection Guide to see which courses fulfill Liberal Arts requirements.

Theater

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.

Studies within the Theater program will enhance a student's ability to work effectively in fields such as acting, directing, technical theater or any related career in the theater.

Student Learning Outcomes:
Upon completion of the Theater program the student will be able to:

- Understand and write about performance and theater with the vocabulary of the field.
- Create characters, perform scenes and monologues, and improvise in performance.
- Use the body as a performance instrument and understand and perform the basic principles, techniques and styles of body movement and dance.
- Build, design, paint and light stage scenery.
- Read and write about significant dramatic literature, with particular emphasis on an understanding and appreciation of both theatrical and literary techniques.
- Participate in every aspect of the rehearsal process and the presentation of a play.

Program Entry Requirements:
The program is open to interested students. 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 complete satisfactorily 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.

Theater Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 137 - Introduction to Theater		3	Humanities, Interpretive Studies

ENGL 101 - English Composition I		3	ENGL 101
ENGL 115 - Public Speaking		3	
ENGL 131 - Acting I		3	
CIS 103 - Applied Computer Technology		3	Tech Comp

Second Semester

ENGL 135 - Movement and Dance I		3	
ENGL 132 - Acting II	ENGL 131	3	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or higher	3	ENGL 102, Info Lit
Social Science Elective		3	Social Sciences
MATH 118 - Intermediate Algebra or higher		3	Mathematics

Third Semester

ENGL 232 - Introduction to Drama	ENGL 101	3	
ENGL 141 - Introduction to Technical Theater		4	
Directed Elective		3	
Directed Elective		3	
Humanities Elective[1]		3	

Fourth Semester

Science Elective		3/4	Natural Science
ENGL 142 - Rehearsal and Performance or ENGL 146 - Technical Theater II	ENGL 132 ENGL 141	4	
Literature Elective (choose one of the following): ENGL 211, ENGL 212, ENGL 221, ENGL 222, ENGL 230, ENGL 241, ENGL 245, ENGL 246, ENGL 250, ENGL 251, ENGL 256, ENGL 260, ENGL 265	ENGL 101	3	
Humanities Elective		3	
General Elective		3	
Minimum Credits Needed to Graduate: 62			

Directed Electives

Course Number and Name	Prerequisites and Corequisites
ENGL 142 - Rehearsal and Performance	ENGL 131, ENGL 132
ENGL 146 - Technical Theater II	ENGL 141
ENGL 205 - Creative Writing	ENGL 101

ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently
ENGL 120 - Voice and Articulation	
ENGL 136 - Movement and Dance II	ENGL 135
ENGL 271 - Language of Film	ENGL 101
ENGL 282 - Scriptwriting	ENGL 205
PHOT 104 - Introduction to Video Production	

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement and **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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Biology

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.

Student 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. Students who enter the program must 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, students must take BIOL 106 and/or CHEM 110, although these courses cannot count toward the degree. Additional science and mathematics courses are desirable. In order to enter the program, students must be at the ENGL 101 and MATH 162 placement levels.

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 (“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.

Associate of Biology Recommended Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
CHEM 121 - College Chemistry I	CHEM 110 or Department Head approval and MATH 118	4	Mathematics
CIS 103 – Applied Computer Technology		3	Technical Competency
ENGL 101 - English Composition I		3	ENGL 101
MATH 162 - Precalculus II	MATH 161, MATH 162 placement	3	Mathematics
Social Science Elective		3	Social Science
Second Semester			
BIOL 123 - Cellular and Molecular Biology	CHEM 121 or CHEM 110	4	
CHEM 122 - College Chemistry II	CHEM 121 with a grade of C or better	4	
ENGL 102 – The Research Paper	ENGL 101 with a grade of C or better	3	ENGL 102, Info Lit Humanities
Humanities Elective		3	
Directed Elective (choose one): ANTH 101, ECON 181, ECON 182, HIST 101, HIST 102, HIST 103, HIST 121, HIST 122, POLS 111, PSYC 101, PSYC 201, SOC 101, SOC 231		3	
Third Semester			
BIOL 124 - Organismal Biology	BIOL 123	4	
CHEM 221 – Organic Chemistry I	CHEM 122	5	
MATH 171 - Calculus I	MATH 162	4	
Biology Elective (choose one): BIOL 211 - Genetics or BIOL 241 - Principles of Microbiology or BIOL 255 - Biotechnology I: Basic Laboratory Techniques in Biotechnology		4	
Fourth Semester			
CHEM 222 - Organic Chemistry II	CHEM 221	5	
ENGL 115 – Public Speaking	ENGL 101	3	
Biology Elective (choose one): BIOL 211 - Genetics or BIOL 241 - Principles of Microbiology or BIOL 255 - Biotechnology I: Basic Laboratory Techniques in Biotechnology		4	

Directed Elective (choose one): ART 105, ART 115, ENGL 190, FREN 101, FREN 102, MUS 103, PHIL 101, PHIL 211, SPAN 101, SPAN 102	3

Minimum Credits Needed to Graduate: 65

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the Writing Intensive requirement, the Interpretive Studies requirement and the American/Global Diversity requirement. Therefore, in order to graduate, students in this program must choose one course that is designated Writing Intensive, one course that is designated Interpretive Studies and one course that is

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Computer Science

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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Use technology effectively to communicate and analyze information related to computer programming, algorithm development and software engineering.
- Work as a part of a professional team to design, code, test and debug mathematically-based, object-oriented computer software.
- Demonstrate a fundamental knowledge of information transfer and control in modern computer systems, including knowledge of assembly languages, computer architecture and computer organization.
- Demonstrate a basic understanding of mathematical concepts important in computer science and software engineering, including differential and integral calculus, linear algebra and discrete mathematics.
- Develop object-oriented algorithms and data structures using the structured sequential logic of computer programming languages in an object-oriented environment and implement those solutions as Java applications and Java applets.
- Analyze the temporal and spatial efficiency of algorithms and data structures and redesign them for increased efficiency where possible.

Program Entry Requirements:
This program is open to interested students. However, new students are normally required to take the College's placement test at their time of entry. Students' test results must show readiness for English 101 and at least a grade of "C" in Math 118 or its equivalent for admission to the program. Those students whose test results identify them 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:
Two sets of physics courses are permitted within the program. This is because some transfer institutions require calculus-based physics, while others have a more lenient requirement. Students who do well in their first-year math courses should be able to handle the 10 credits of calculus-based physics, while those less mathematically inclined may opt for eight credits of algebra-based physics.

To qualify for the A.S. degree in Computer Science, students must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Computer Science Course Sequence

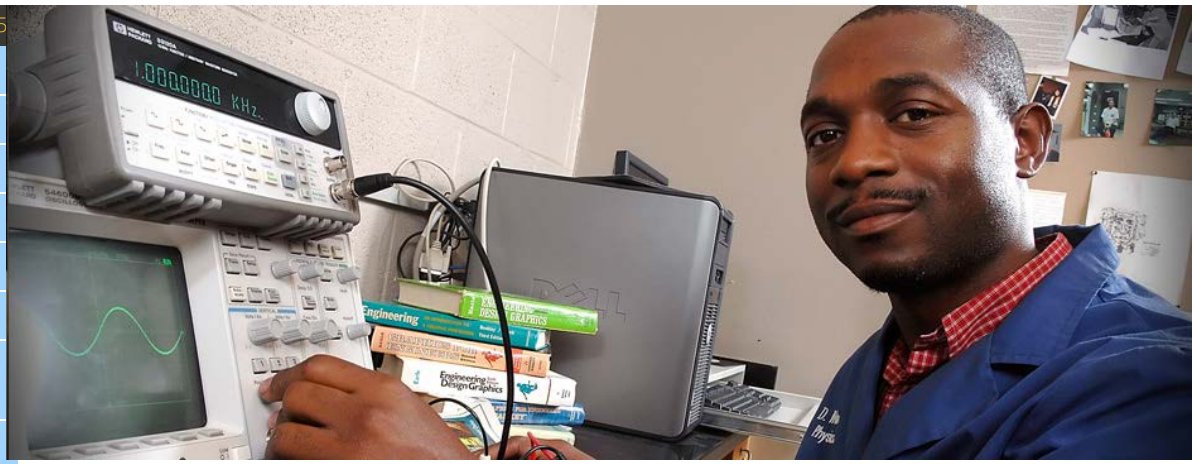
Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
CSCI 111[1] - Computer Science I with Java	MATH 118 Placement or higher; or MATH 161 placement	4	Tech Comp
MATH 163 - Discrete Mathematics	MATH 161 ('C" or better) or MATH 162 or higher placement	4	Mathematics
MATH 171 - Calculus I	MATH 162 or dept. approval	4	
ENGL 101 - English Composition I		3	ENGL 101
Second Semester			
CSCI 112[1] - Computer Science II with Java	CSCI 111 with a "C" or better	4	Tech Comp
MATH 251 - Statistics for Science	MATH 118 placement or higher	4	
MATH 172 - Calculus II	MATH 171 or dept. approval	4	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Third Semester			
CSCI 211 - Data Structures and Algorithms	CSCI 112 with a "C" or better	4	
CIS 150 - Network Technology or CIS 205 - Database Management Systems	CIS 103	4	
PHYS 111[2] - General Physics I or PHYS 140 - Mechanics, Heat and Sound	MATH 162 MATH 171	4/5	
Humanities Elective		3	Humanities
Fourth Semester			
CSCI 213 - Introduction to Computer Organization	CSCI 111 or CIS 106 with a "C" or better	4	
PHYS 112[2] - General Physics II or	PHYS 111 or dept approval	4/5	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172 or dept. approval		
Social Science Elective		3	Social Sciences
Directed Elective[3]		3	
Minimum Credits Needed to Graduate: 61			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is

designated Writing Intensive, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements.View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Students must complete CSCI 111 and CSCI 112 to meet the Technological Competency requirement.
[2] If students choose PHYS 111 and PHYS 112, they will need two additional credits from elective courses to complete the 61 credits required for the degree.
[3] Any Computer Science, Computer Information Systems, or Mathematics course of at least three credits, above the 100-level, will satisfy the directed elective requirement.



Engineering Science

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.

Student 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.

Preparation for Transfer:
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 W2-2, students may obtain information and guidance in selecting elective courses required by their transfer institutions.

Engineering Science Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			

ENGR 102 - Engineering Design and Laboratory I	MATH 162	4	
MATH 171 - Calculus I	MATH 161 - MATH 162	4	Mathematics
CHEM 121 - College Chemistry I	CHEM 110 (or H.S. chemistry)	4	
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology		3	Tech Comp

Second Semester

ENGR 202 - Engineering Design and Laboratory II	ENGR 102	4	Writing Intensive
PHYS 140 - Mechanics, Heat and Sound	MATH 171	5	Natural Science
MATH 172 - Calculus II	MATH 171	4	
MATH 270 - Linear Algebra	MATH 171, MATH 172	4	

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ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102

Third Semester

MATH 271 - Calculus III	MATH 172, MATH 270	4	
CHEM 122 - College Chemistry II	CHEM 121	4	
ENGR 221 - Statics[1]	PHYS 140, MATH 172	3	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140, MATH 172	5	

Fourth Semester

Humanities Elective		3	Humanities
Social Science Elective		3	Social Sciences
MATH 272 - Differential Equations	MATH 172, MATH 270	4	
ENGR 222 - Dynamics[1]	ENGR 221, MATH 271	3	
CSCI 111 - Computer Science I with Java or ENGR 205 - Materials Engineering	Math 118 placement or higher; or MATH 161 placement PHYS 241, MATH 172	4	

Minimum Credits Needed to Graduate: 71

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill both of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] A student planning to major in Chemical Engineering at a transfer institution may substitute CHEM 221 -

CHEM 222 for ENGR 221 and ENGR 222.

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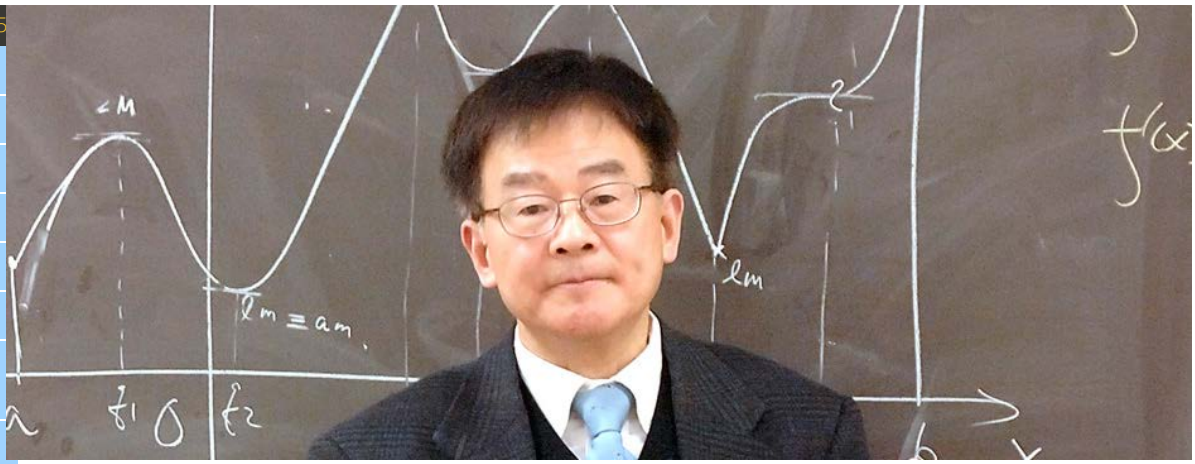

Mathematics

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.

Student 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 test 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 63 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.

Mathematics Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
MATH 171 - Calculus I	MATH 162	4	Mathematics
ENGL 101 – English Composition I		3	ENGL 101
MATH 163 - Discrete Math I	MATH 161	4	
Lab Science Elective		4	Natural Science
Second Semester			
MATH 172 - Calculus II	MATH 171	4	

MATH 263 - Discrete Math II	MATH 163	4	
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Lab Science Elective	ENGL 101	4	Natural Science

Third Semester

MATH 270 - Linear Algebra	MATH 171, MATH 172	4	
CSCI 111 – Computer Science I with Java	MATH 118 placement or higher; or MATH 161 or higher placement	4	
CIS 103 - Applied Computer Technology		3	Tech Comp
Lab Science Elective		4	

Fourth Semester

MATH 271 - Calculus III	MATH 172, MATH 270	4	
CSCI 112 – Computer Science II with Java	CSCI 111 with a grdae of "C" or better	4	
Humanities Elective		3	Humanities
Social Science Elective		3	
MATH 272 - Differential Equations	MATH 172, MATH 270	4	
Minimum Credits Needed to Graduate: 63			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated Interpretive Studies and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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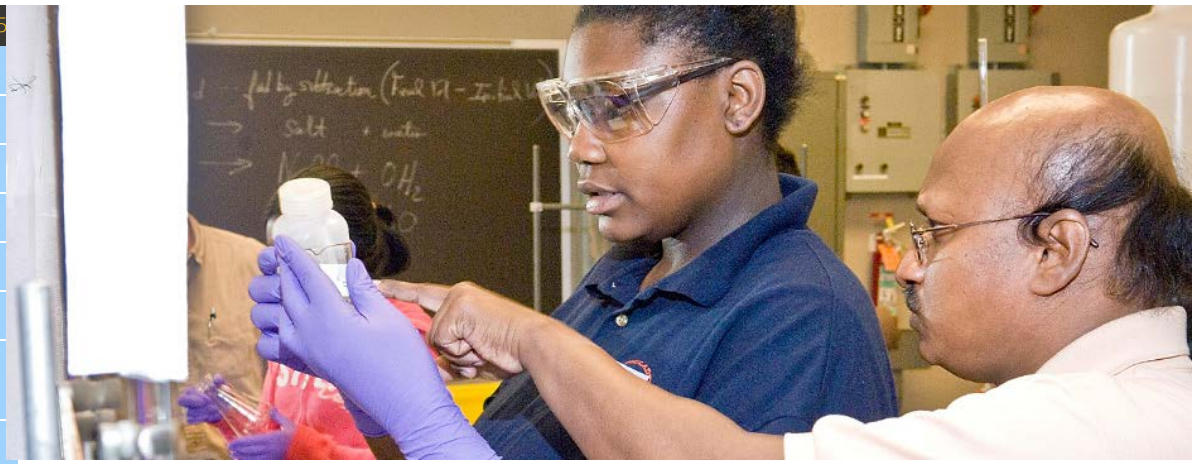

Science

The Associate in Science (A.S.) degree program is for students who wish to pursue baccalaureate studies in biological or physical sciences or who plan to continue with professional studies, such as prepharmacy, premedical or predental programs. This curriculum parallels the first two years of study offered in the science programs of other colleges and universities.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Successfully transfer into a science-based program at a four-year institution.
- Demonstrate an understanding of scientific principles and concepts and be able to apply this knowledge to the solution of problems and performance of experiments in one or more of the natural science disciplines.
- Competently perform laboratory tasks related to their scientific discipline.
- Communicate information in a manner appropriate to their scientific discipline using verbal, written and graphical means.

Program Entry Requirements:
Students who enter the program should have completed one year of high school biology, chemistry and physics. In addition, students should have completed one year of geometry and two years of algebra. Additional science and mathematics courses are desirable. Students without proper high school preparation can take appropriate basic college courses. Students who seek entrance into this select program must demonstrate competence at the ENGL 101 and MATH 161 level.

Program of Study and Graduation Requirements:
To qualify for the Associate in Science (A.S.) degree, students must successfully complete a minimum of 60 credit hours as prescribed and attain a grade point average of 2.0 (“C” average). All program core courses must be passed with a grade of “C” or better.

To ensure appropriate course selections, students must consult academic advisors in the departments concerned.

Students wishing to transfer the 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.

Science Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			

ENGL 101 – English Composition I		3 credits	ENGL 101
MATH 171 - Calculus I or MATH 165/166 - Differential Calculus I and II	MATH 162 or dept. head approval or placement	4	Mathematics
Natural Science with Lab Elective[1]		4	Natural Science
CIS 103 – Applied Computer Technology		3	Tech Comp

Second Semester

ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
MATH 172 - Calculus II or Natural Science with Lab Elective[1]	MATH 171 or MATH 166 dept. head approval	4	Natural Science with Lab Elective
Humanities Elective		3	Humanities
Natural Science with Lab Elective[1]		4	
Natural Science with Lab Elective[1]		4	

Third Semester

Natural Science with Lab Elective[1]	4	
Social Science Elective	3	
Humanities Elective	3	
General Elective	3	
Natural Science with Lab[1] or General Elective	3/4	

Fourth Semester

Natural Science with Lab[1] or General Elective	3/4	
Social Science Elective	3	
General Elective	3	
General Elective	3	
Minimum Credits Needed to Graduate: 60		

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Students interested in pursing science-related Bachelors' degrees, should consult with an academic advisor to assure proper course selection. In general, appropriate lab science courses for this degree would be BIOL 109 and above, CHEM 121 and above and PHYS 111 and above.

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Accounting

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.

Student 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:
The program is open to interested students. However, all new students are normally 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:
A minimum of 62 credits and a grade point average of 2.0 ("C" average) are required for graduation.

Accounting Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ACCT 101 - Financial Accounting		4 credits	
ECON 181 - Principles of Economics (Macroeconomics)		3 credits	
ENGL 101 - English Composition I		3 credits	ENGL 101
MATH 151 - Linear Mathematics or	MATH 118 with a "C" or better OR MATH 161 or	3	Mathematics

	higher placement	credits	
MATH 161 - Precalculus I or	MATH 118 with a "C" or better OR MATH 161 or higher placement		
MATH 162 - Precalculus II or	MATH 161 with a "C" or better OR MATH 162 or higher placement		
MATH 171 - Calculus I	MATH 162 with a "C" or better OR MATH 171 placement		
MNGT 121 - Introduction to Business		3 credits	

Second Semester

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	ENGL 102, Info Lit
ECON 182 - Principles of Economics (Microeconomics)		3 credits	
ACCT 103 - Microcomputers in Accounting	ACCT 101 with a grade of "C" or better	3 credits	
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3 credits	

Third Semester

ACCT 201 - Intermediate Accounting I	ACCT 101	3 credits	
Humanities Elective		3 credits	Humanities
ECON 112 - Statistics I	MATH 118 or higher than Math 118 on placement test	4 credits	
Social Science Elective		3 credits	Social Sciences
CIS 103 - Applied Computer Technology		3 credits	Tech Comp

Fourth Semester

ACCT 202 - Intermediate Accounting II	ACCT 201	3 credits	
Accounting Elective (choose one of the following):		3 credits	
ACCT 203 - Cost Accounting	ACCT 102		
ACCT 208 - Tax Accounting or			
ACCT 215 - Nonprofit Accounting or	ACCT 102 or ACCT 101 and department approval		
ACCT 206 - Auditing or	ACCT 201		

ACCT 250 - Advanced Accounting	ACCT 202		
ECON 114 - Statistics II	ECON 112	3 credits	
Science Elective		3 or 4 credits	Natural Science
MNGT 262 - Business Law		3 credits	
Minimum Credits Needed to Graduate: 62			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement, and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies**, and one course that is designated **American/Global Diversity**. The same course may be used to fulfill several requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

* 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 MATH 118 - Intermediate Algebra and thus will need 65 credits to graduate.

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American Sign Language/English Interpreting (INT)

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.

Student Learning Outcomes:
Upon completion of this curriculum, the student will be able to:
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 "B" in both ASL 101 and 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 "B" in ASL 101, 102, 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.

ASL/English Interpreting Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Summer Session I			
ASL 201 - Intermediate American Sign Language I	ASL 102 (or Program placement)	3	Am/Global Diversity
ENGL 101 - English Composition		3	ENGL 101
Summer Session II			
ASL 202 - Intermediate American Sign Language II	ASL 201	3	
CIS 103 - Applied Computer Technology		3	Tech Comp
First Semester			
ASL 230 - Structure of American Sign Language	ASL 202 with a "B" grade or higher, ENGL 101 which may be taken concurrently	3	
ASL 231 - Advanced American Sign Language I	ASL 202 with a "B" grade or higher	3	Am/Global Diversity
INT 105 - Introduction to American Deaf Community		3	
ASL 215 - ASL Fingerspelling &	ASL 202 with a "B" grade or		

Numbers	higher	3	

Second Semester

ASL 232 - Advanced American Sign Language II	ASL 231 with a "C" grade or higher	3	
INT 106 - American Deaf Culture	INT 105 with a "C" grade or higher	3	
INT 240 - Introduction to the Field of ASL/English Interpreting	ASL 230, ASL 231, INT 105, ENGL 101 all with a "C" grade or higher, Pre- or coreq: INT 242	3	
INT 242 - Introduction to Interpreting Processes	ASL 215, ASL 230, ASL 231 all with a "C" grade or higher, Pre- or coreq: INT 240	3	

Summer Session I

INT 251 - ASL/English Interpreting I	ASL 230, ASL 232, INT 240, INT 242 all with a "C" grade or higher	3	
Science Elective		3/4	Natural Science

Summer Session II

Math Elective (MATH 118 or higher)		3	Mathematics
Humanities Elective (Choose one of the following) ENGL 115, ENGL 116, ENGL 120 or ENGL 131		3	Humanities

Third Semester

INT 252 - ASL/English Interpreting II	INT 251 with a "C" grade or higher	3	
INT 255 - Transliterating	INT 251 with a "C" grade or higher	3	
Social Science Elective		3	Social Sciences
ENGL 102 - The Research Paper	ENGL 101 with a "C" grade or higher	3	ENGL 102, Info Lit

Fourth Semester

INT 260 - Interpreting in Specialized Settings	Pre- or coreq: INT 252	3	
INT 297 - Internship in Interpreting	INT 252, INT 255 both with a "C" grade or higher	4	

Minimum Credits Needed to Graduate: 67

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement and the **Interpretive Studies** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive** and one course that is designated **Interpretive Studies**. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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Applied Science and Engineering Technology

The Applied Science and Engineering Technology program 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 biotechnology and process technology, among others.

The program includes a set of courses required of all students and gives students the opportunity to select specialized courses in a particular field of interest, leading to a certificate of completion in a specialized field. Some students may initially opt to finish a certificate without completing the degree in order to directly enter the workforce. Students who do so and who later decide to pursue the associate"s degree will have a seamless transition to the degree program, since all credits earned through the certificate of completion will also count toward the degree itself.

Student Learning Outcomes:
Upon completion of the Applied Science and Engineering Technology curriculum, the student will be able to:

- Demonstrate foundation knowledge in at least one technology field.
- Demonstrate laboratory skills in basic sciences.
- Demonstrate the ability to approach current societal issues from a scientific perspective.
- Present technical information in oral, written or graphic format.
- Work effectively as part of a team.
- Articulate and practice professional skills as applied to a technical area of expertise.

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 Requirement:
This program is open to all interested students. However, some certificates offered as part of the degree are select, and students interested in particular certificate programs should consult with the department head. All 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.

Admission to the Biomedical Technician Training program (BTTP) is selective. BTTP is a partnership between Community College of Philadelphia and Wistar Institute. To apply, students must have completed a minimum of 12 credits at an accredited college or university with a GPA of 2.5 or better and also completed the following courses with a grade of "C" or better: Math 118, English 101, Chemistry 110 or 121 and Biology 123. Students must successfully complete an in-person interview with the BTTP Academic coordinator and BTTP program director from Wistar Institute.

Students interested in one of these select programs should contact the Division of Math, Science and Health Careers in Room W2-7 or by telephone at 215-751-8430 in order to learn more about the application process.

Program of Study and Graduation Requirements:
A minimum of 60 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 certificate and required program courses. Specific certificates taken in conjunction with the degree may require more than 60 credits.

Applied Science and Engineering Technology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ASET 101 - Science, Technology and Public Policy		3	Science
Math 118 - Intermediate Algebra		3	Mathematics
ENGL 101 - English Composition I		3	Composition
CIS 103 - Applied Computer Technology		3	Tech Comp
Choose one* PHYS 105 - Survey of Physics (or higher) or Chem 110 - Introductory Chemistry (or higher) or BIOL 106 - General Biology I or higher		4	
Second Semester			
ASET 110 - Safety, Health and the Environment or ENGR 211 - Material, Safety & Equipment Overview for Nanofabrication		3	
Choose one*: PHYS 105 - Survey of Physics (or higher) or Chem 110 - Introductory Chemistry (or higher) or BIOL 106 - General Biology I or higher		4	
Math Elective		3	
ENGL102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Directed Elective***		3	
Third Semester			
ASET 130 - Quality Control/Quality Assurance			
Choose one*: PHYS 105 - Survey of Physics (or higher) or CHEM 110 - Introductory Chemistry (or higher) or BIOL 106 - General Biology I or higher		4	
Lab Science or Applied Science Course**		3/4	
Lab Science or Applied Science		3/4	

Course**			
Directed Elective		3	

Fourth Semester

Directed Elective***		3	
ENGL 117 - Group and Team Communication	ENGL 101 which may be taken concurrently	3	Humanities
Social Science Elective		3	Social Science
Lab Science or Applied Science Course**		3	

Minimum Credits Needed to Graduate: 60

Directed Electives
Any BTT course
Any PTEC course
Any Biology course above BIOL 106 except BIOL 109-110
Any Chemistry course above CHEM 110
Any Engineering course
Any Physics course above PHYS 105 except PHYS 108 Descriptive Astronomy
Any Math course above MATH 118 except MATH 153 Mathematics of Personal Finance
Any Computer Science course
Earth Science EASC 111 or EASC 111H
Management MNGT 121, MNGT 141 or MNGT 250
ADC 103 CAD Basics

General Education Requirements
Students in this program are required to complete at least one course that is designated **Writing Intensive**, at least one course that is designated **Interpretive Studies** and at least one course that is designated **American/Global Diversity**. Students must choose electives that fulfill these requirements. Students may use the same course to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College"s general education requirements to help in your selection.

* Students must take at least one Physics course, at least one Biology course and at least one Chemistry course.

** Lab Science or Applied Science courses are selected to meet specialized employment and/or transfer requirements and are selected with the approval of the department head.

*** Directed Elective Courses

For More Information Contact:
The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

Automotive Technology - Automotive Management and Marketing Option

The Automotive Technology curriculum offers a specialized option leading to an Associate in Applied Science (A.A.S.) degree in Automotive Management and Marketing, which prepares students for employment as automotive management and marketing specialists, service managers, service writers, parts personnel, sales personnel, aftermarket and retail managers.

This option provides the students with an opportunity to earn a degree that utilizes both their technical and business skills by building upon a strong academic core. Students will also develop technical skills in selected automotive maintenance and repair areas. The business courses will develop skills in management, marketing and sales.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Apply a basic foundation in theory, business, management and customer relations in the automotive service industry.
- Integrate and analyze repair orders, written repair material, labor and service guides, and technical service bulletins to communicate data to both a customer and a service technician.
- Demonstrate sales skills, provide estimates, identify vehicle needs, explain benefits and overcome objections.
- Demonstrate ethical behavior, professionalism and the ability to work as a team.
- Manage work flow, identify labor operations and demonstrate knowledge of sublet procedures.
- Achieve ASE certification in customer service consultant and/or parts specialist.

Option Entry Requirements:
Students interested in automotive fields may enroll in this curriculum. Students must take College placement tests prior to or at the time of entry in order to receive correct course placement. If needed, students must complete developmental work in English and mathematics as part of their degree program.

Program of Study and Graduation Requirements:
The program of study and graduation requirements to qualify for the Associate in Applied Science degree in the Automotive Management and Marketing Option include completion of 62 credits as prescribed and attainment of a grade point average of 2.0 ("C" average).

Automotive Technology - Automotive Marketing and Management Option Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			

AT 100 - Introduction To Automotive Technology		2	
MNGT 121 - Introduction to Business	ENGL 101, which may be taken concurrently	3	
ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra		3	Mathematics
CIS 103 - Applied Computer Technology		3	Tech Comp

Second Semester

AT 121 - Automotive Electricity and Electronics	AT 100, which may be taken concurrently	3	
ACCT 101 - Financial Accounting		4	
MNGT 141 - Principles of Management	Pre- or Corequisite MNGT 121	3	
ENGL 102 - The Research Paper	ENG 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Social Science Elective		3	Social Sciences

Third Semester

AT directed elective, choose one:		4	
AT 111 - Automotive Suspension and Steering Systems or	AT 100, which may be taken concurrently		
AT 131 - Automotive Manual Transmissions and Drivelines or	AT 100, which may be taken concurrently		
AT 181 - Automotive Engine Mechanical Repair	AT 100, which may be taken concurrently		
MKTG 131 - Principles of Marketing	MNGT 121	3	
PHYS 105 - Survey of Physics or STS 101 - Intro to Science, Technology and Society or CHEM 101 - General Chemistry		4	Natural Science
Humanities Elective		3	Humanities
AT 210 - Customer Service Techniques	AT 121	3	

Fourth Semester

AT directed elective, choose one:		3	
AT 221 - Advanced Automotive Engine Performance or	AT 121; Math 118, which may be taken concurrently		
AT 271 - Air Conditioning and Heating Systems	AT 121		
AT directed elective:		4	
AT 241 - Automatic Transmissions and Transaxles	AT 121		
AT 261 - Engine Performance and Diagnosis	AT 121; Math 118, which may be taken concurrently		

ECON 181 - Principles of Economics (Macroeconomics) or ECON 182 - Principles of Economics (Microeconomics)	3
Social Science Elective	3
MNGT 262 - Business Law	3

Minimum Credits Needed to Graduate: 62

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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Automotive Technology - Automotive Service Technology Option

The Automotive Service Technology curriculum 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 Service Technology Option 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. Graduates are also prepared to take the National Institute of Automotive Service Excellence Certification examinations. This program is certified by the National Automotive Technicians Education Foundation (NATEF).

Student 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.
- Obtain Pennsylvania state emissions and mechanical safety licenses.
- Achieve ASE certifications in all eight automotive service areas.
- Obtain employment in the automotive service industry.

Option Entry Requirements:
Students interested in automotive fields may enroll in this curriculum. Students must take College placement tests prior to or at the time of entry in order to receive correct course placement. If needed, students must complete developmental work in English and mathematics as part of their degree program.

Program of Study and Graduation Requirements:
To qualify for the A.A.S. degree in Automotive Service Technology, a student must complete a minimum of 62 credits as prescribed and attain a grade point average of 2.0 ("C" average).

Automotive Service Technology Option Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			

AT 100 - Introduction to Automotive Technology		2	
AT 111 - Automotive Steering and Suspension	AT 100, which may be taken concurrently	4	
AT 121 - Automotive Electricity and Electronics	AT 100, which may be taken concurrently	3	
AT 181 - Automotive Engine Mechanical Repair	AT 100, which may be taken concurrently	4	
ENGL 101 - English Composition I		3	ENGL 101

Second Semester

CIS 103 - Applied Computer Technology		3	Tech Comp
AT 131 - Automotive Manual Transmissions	AT 100, which may be taken concurrently	4	
AT 150 - Automotive Braking Systems	AT 100, which may be taken concurrently	2	
MATH 118 - Intermediate Algebra		3	Mathematics
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit

Summer Session II

AT 221 - Advanced Automotive Electrical Systems	AT 121, MATH 118, which may be taken concurrently	4	

Third Semester

AT 250 - Advance Braking Systems and Controls	AT 121, AT 150	2	
AT 261 - Engine Performance and Diagnosis	AT 221, MATH 118	4	
AT 271 - Air Conditioning and Heating Systems	AT 121	3	
Social Science Elective		3	
PHYS 105 - Survey of Physics or STS 101 - Intro to Science, Technology and Society or CHEM 101 - General Chemistry		4	Natural Science

Fourth Semester

AT 241 - Automatic Transmissions and Transaxles	AT 221, AT 131	4	
AT 281 - Advanced Engine Performance and Diagnosis	AT 221, AT 261	4	
Humanities Elective		3	Humanities
AT 289 - Automotive Technology Internship* or	AT 111, AT 121, AT 181, AT 250, AT 261, AT 271 and department head approval	2	

AT 210 - Customer Service Techniques*	AT 121	3

Minimum Credits Needed to Graduate: 62

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated Interpretive Studies and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation

Behavioral Health/Human Services

This curriculum is designed for students interested in working with people in need. 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 others both one-on-one and in groups. 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. As a major part of their study, they will also have the opportunity to work directly with people in need by being assigned two field placements with agencies and institutions in the community.

The curriculum is designed to help students interested in working in a wide variety of helping settings, including: alcohol and drug rehabilitation facilities, behavioral health agencies, geriatric centers and life care facilities, youth centers, criminal justice facilities, schools serving special needs children and youth, and community outreach programs.

Students will be prepared to work as substance abuse and behavioral disorder counselors, caseworkers, case managers, mental health counselors, health educators, social and human service assistants, and community and social service specialists.

Students in the curriculum are expected to challenge their own values and personal biases as they relate to working with people. This is a personal experience that requires students to engage in activities aimed at raising self-awareness and often requires self-disclosure. Students can expect to encounter a variety of experiences during their course of study that will be personally challenging and require a willingness to be introspective. Above all, students must be open to change.

Special arrangements for students currently employed in behavioral health/human services facilities can be made to enable them to use their place of employment for their two field placement experiences. Final approval for such an arrangement rests with the faculty member(s) in charge of field placements.

The curriculum is designed to prepare students to enter employment after completing the associate's degree. However, the curriculum is also useful for students who may want to continue their education at a baccalaureate institution. To this end, a number of articulation agreements with four-year colleges and universities exist.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Discover a stronger professional identity through personal growth experience
- Develop self within the ethical and culturally sensitive standards of helping
- Distinguish the major theories that inform multidimensional practice
- Demonstrate the ability to use common helping skills, critical thinking and communications

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:
The BHHS curriculum is a coherent program of study for students. The mix of curriculum-specific and general education courses is designed to give students both academic and practical experience for understanding and working with people in need in our contemporary multicultural society. Students will become familiar with the use of the computer as a tool of their profession. Students must complete two practice placements in a BHHS approved agency. Many agencies will require a criminal background check and child abuse clearance. Students are to complete these forms before signing up for the practicum courses (BHHS 195 or BHHS 213). Students who do not meet this requirement are limited to agencies not having this requirement, and must meet with the Field Placement Coordinator before signing up for the practicum courses. Students who do not meet these requirements cannot enroll in the practicum courses.

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.

Behavioral Health/Human Services Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
BHHS 101 - Introduction to Behavioral Health and Human Services		3	
CIS 103 - Applied Computer Technology*		3	Tech Comp
BHHS 105 - Introduction to Group Dynamics		3	
BHHS 111 - Introduction to Helping Skills	BHHS 101 which may be taken concurrently	3	
Second Semester			
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
BHHS 103 - Human Development and Behavior in the Social Environment		3	Am/Global Diversity
BHHS 194 - Case Management Practice	BHHS 111 with a "C" grade or better	3	
BHHS 195 - Practicum in Behavioral Health and Human Services I**	BHHS 111 with a "C" grade or better	3	
Social Science Elective		3	Social Sciences
Humanities Elective		3	Humanities
Third Semester			
BHHS 212 - Resolution-Focused Helping Skills	BHHS 111 with a "C" grade or better Coreq: BHHS 213	3	

Social Science Elective		3	
General Elective***		3	
BHHS 213 - Practicum in Behavioral Health and Human Services II**	BHHS 195 with a "C" grade or better; BHHS 212 must be taken concurrently	3	
BHHS 106 - Analysis of Group Participation	BHHS 105	3	

Fourth Semester

BHHS 293 - Family and Relationship Counseling	BHHS 111 with a "C" grade or better	3	
Mathematics Elective (MATH 118 or higher)		3	Mathematics
Science Elective		3/4	
General Elective***		3	
General Elective***		3	

Minimum Credits Needed to Graduate: 63

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement and **Interpretive Studies** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive** and one course that is designated **Interpretive Studies**. The same course may be used to fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

*Students with computer skills may apply for credit by exam through the Computer Technologies Dept.

**YW 196 - Practicum in Youth Work (prerequisites YW 101, YW 110) may be substituted for one of the following: BHHS 195 or BHHS 213. Students taking or planning to take YW 196 must enroll in either BHHS 194 or 212 so that they will have completed all these courses for their BHHS degree.

***Students should choose General Electives in consultation with an advisor. Students who wish to earn one of the Certificates listed below are advised to use their General Electives to take courses required for that Certificate.

Disability Studies Academic Certificate
Recovery and Transformation Academic and Proficiency Certificates
Social and Human Services Assistant Proficiency Certificate
Social Gerontology Academic Certificate
Youth Work Academic and Proficiency Certificates

Building Science

This program prepares students for a variety of careers in the energy conservation industry and related fields, such as energy auditors, renewable energy installers and designers, energy conservation installers and computer energy modelers. Individuals interested in developing small independent energy conservation 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 scientific methods, instruments and software for determining the energy consumption profile for buildings.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Conduct performance audits of energy consumption in existing buildings.
- Interpret and produce mechanical, electrical and plumbing drawings and details.
- Plan energy renovation projects.
- Plan and detail alternative energy installations including photovoltaic, solar thermal, and wind turbine systems.
- Organize and run an independent energy conservation contracting business.
- Interpret architectural and construction drawings and documents, demonstrating knowledge of various building materials and methods and related building technologies.
- Utilize computer systems for project planning and management and to produce estimates of probable construction cost, including analysis of costs and benefits
- Investigate and resolve problems in construction planning, scheduling and management.
- Provide leadership in creating and maintaining a safe working environment.

Program Entry Requirements:
Students are normally required to take the College's placement tests at the time of entry. 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 Building Science, a student must complete a minimum of 63 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Building Science Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ADC 101 - Introduction to Design & Construction		3	Tech Comp

ADC 103 - CAD Basics		3	Tech Comp
ADC 136 - Construction Safety and Building Codes		3	
ENGL 101 - English Composition I		3	ENGL 101
MATH 137 - Geometry for Design (or higher MATH)		3	Math

Second Semester

ADC 112 - Construction Materials & Detailing: Principles	ADC 103 OR 109	3	
ADC 146 - Construction Supervision & Business Practices	ADC 101	3	
ADC 161 - Introduction to Building Science	ADC 101	3	
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101	3	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 & Info Lit

Third Semester

ADC 163 - CAD Building Documentation	ADC 103	3	
ADC 236 - Construction Cost Estimating I	ADC 101	3	
ADC 246 - Contracts and Specifications	ADC 101	3	
ADC 253 - Environmental Systems I	ADC 101; ADC 103 or ADC 109	3	
EASC 111 - Environmental Conservation		3	Social Sciences
Humanities Elective		3	Humanities

Fourth Semester

ADC 237 - Construction Cost Estimating II — Computer Methods & Cost/Benefit Analysis	ADC 236	3	
ADC 254 - Environmental Systems II	ADC 253	3	
ADC 255 - Alternative and Renewable Energy Systems	ADC 103, ADC 253	3	
ADC 261 - Construction Management and Scheduling	ADC 246	3	
Science Elective		3/4	Natural Science
Minimum Credits Needed to Graduate: 63			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the

Writing Intensive requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated Writing Intensive, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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Chemical Technology

Students in the Chemical Technology curriculum receive a balanced program of practical laboratory training and theoretical concepts in inorganic, organic and analytical chemistry for the Associate in Applied Science (A.A.S.) degree. Graduates of the curriculum will have laboratory skills that will enable them to adjust quickly to industrial laboratory work. They will also have the basic foundation for further professional growth.

Students have an opportunity to use a variety of analytical instruments such as infrared, visible and ultraviolet spectrographs, vapor and liquid phase chromatography and polarography. Most of the instruments are computer interfaced. Exercises in routine instrumental analyses, as well as more challenging problems in such topics as structure determinations, are given.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Enter the workforce as entry-level technicians in industrial, research and governmental settings.
- Demonstrate a foundational knowledge of general inorganic and organic chemistry principles and concepts and be able to apply this knowledge to the solution of problems and performance of experiments.
- Demonstrate a basic understanding of analytical and instrumental concepts and techniques and develop complementary practical laboratory skills related to the science of chemistry.
- Effectively collect, interpret, evaluate and communicate scientific data in multiple formats using computer technology as needed.

Program Entry Requirements:
This program is open to interested students, assuming space is available. The curriculum is well aligned with the courses required of students who are working toward a bachelor's degree in chemistry. Students are 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:
A minimum of 63 credits and a grade point average of 2.0 ("C" average) are required for graduation.

Chemical Technology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
Math 118 - Intermediate Algebra[1]		3	Mathematics

CIS 103 - Applied Computer Technology		3	Tech Comp
CHEM 121 - College Chemistry I	CHEM 110 or dept head approval	4	Natural Science
PTEC 101 - Intro to Process Tech[2]		4	

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Math 251 - Stat. for Science[1]	Math 118	4	
Humanities Elective		3	Humanities
CHEM 122 - College Chemistry II		4	
Natural Science Elective with Lab[3]		4	

Third Semester

Social Science Elective		3	Social Science
ASET 130 - Quality Control/Quality Assurance		3	
CHEM 221 - Organic Chemistry I	CHEM 122	5	
Natural Science elective with Lab[3]		4	

Fourth Semester

CHEM 214 - Instrumental Analysis	CHEM 122	5	
CHEM 222 - Organic Chemistry II	CHEM 221	5	
ASET 110 - Safety, Health and the Environment		3	

Minimum Credits Needed to Graduate: 63[4]

General Education Requirements:
All General Education requirements are met through required courses (as indicated above) except for the **American/Global Diversity** requirement, the **Interpretive Studies** requirement and the **Writing Intensive** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **American/Global Diversity**, one course that is designated **Writing Intensive** and one course that is designated **Interpretive Studies**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Students who qualify are encouraged to take MATH 161 or higher courses in a calculus related sequence in place of MATH 118 and MATH 251.
[2] Experienced students may replace PTEC 101 with an elective to be selected with the approval of the Department Chair.
[3] To meet the Natural Science with a Lab Elective, students should take either a Biology or Physics course, or Chem 121 or above.
[4] Students who are required to take Chem 110 prior to Chem 121 will need 67 credits to graduate.

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Clinical Laboratory Technician

The Clinical 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.

Under appropriate supervision, 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 Clinical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).* Graduates of the CLT curriculum are eligible to take the ASCP Board of Certification Exam.

* 5600 N. River Road
Suite 720
Rosemont, IL 60018
773-741-8880
www.naacls.org

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Safely apply laboratory techniques according to standard operating procedures in the collection and analysis of biological samples.
- Demonstrate a broad knowledge of basic laboratory departments and sit for a certification exam.
- Integrate ethical and professional 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 English 101 and MATH 118 as determined by the College's placement tests or by successfully completing identified developmental course work.
4. Results of a physical examination, TB tests and immunizations must be on file prior to beginning any Clinical Laboratory Technician classes. Health problems which would interfere with the applicant's ability

to meet program objectives will be dealt with on an individual basis.
5. Second year students must receive a second TB test prior to the start of their second year in the program.
6. All students must show proof of health insurance prior to the start of each semester.
7. Applicants must obtain a Criminal Record Check and a Child Abuse Clearance prior to entering 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 CLT program.

Criminal Background Check

- Any felony conviction within the past 10 years results in denial of admission to the CLT 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 students. (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 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 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 CLT curriculum supervisor.

Drug Screening:
The CLT program requires participation in clinical education. Some clinical affiliates of the CLT program require evidence of a negative drug screening test in order for a student to participate in the clinical part of the clinical laboratory program at their facility. Therefore, any student with a positive drug screening test cannot be admitted into the CLT program.

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 CLT 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.

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.

To remain in the program, students must receive a grade of "C" or better in each professional course and in each science course. All general science prerequisites must be completed prior to entering the second year of the program.

A student in the Clinical Laboratory Technician program whose skills, attitude and behavior are viewed as inconsistent with professional standards may be dropped from the program by the program director.

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 CLT faculty. Students may be readmitted to the program only once. Part-time students must complete the program within five years of their initial enrollment.

Program of Study and Graduation Requirements: To qualify for the Associate in Applied Science (A.A.S.)

degree as a clinical laboratory technician, a student must complete 63 credit hours as prescribed, attain a grade point average of 2.0 or better and no grade below "C" in any required course for the curriculum.

Clinical Laboratory Technician Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
CLT 102 - Phlebotomy		4	
ENGL 101 - English Composition I		3	ENGL 101
BIOL 108 - Fundamentals of Human Anatomy and Physiology or BIOL 109 and BIOL 110 - Anatomy and Physiology[1]		4/8	Natural Science
MATH 118 - Intermediate Algebra		3	Mathematics
CHEM 110 - Introductory Chemistry or CHEM 121 - College Chemistry		4	
Second Semester			
CIS 103 - Applied Computer Technology		3	Tech Comp
CLT 155 - Clinical Hematology	BIOL 108 or BIOL 110 (may be concurrent)	4	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
CHEM 118 - Intro to Biochemistry or CHEM 122	CHEM 110	4	
BIOL 241 - Principles of Microbiology	BIOL 108 or BIOL 110	4	
Summer Session I			
CLT 205 - Immunohematology and Immunology	BIOL 108 or BIOL 110	4	
Third Semester			
CLT 225 - Clinical Chemistry	BIOL 108 or BIOL 110, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122, CLT 155	4	
CLT 245 - Clinical Microbiology	BIOL 241, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122, CLT 155	4	
Social Science Elective		3	Social Sciences
Fourth Semester			
Humanities Elective		3	Humanities
CLT 265 - Current Topics in Clinical Lab Sciences	CLT 225 and CLT 245, CLT 155	3	
	CLT 102, CLT 225 and CLT		

CLT 295 - Clinical Practice	245, CLT 155 and CLT 265 (may be concurrent)	6

Minimum Credits Needed to Graduate: 63

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Students in this program must take either BIOL 107 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

CLT 102 - Phlebotomy 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 program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).* Students who successfully complete the program are eligible to take the PBT (ASCP) Certification exam.

Admission requirements are:

1. High school diploma or general education diploma (GED).
2. English 101 readiness.
3. Results of a physical examination, immunizations, including Hepatitis B and a current PPD 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.

Students are not required to take the certification exam to receive the Phlebotomy Certificate.

* 5600 N. River Road
Suite 720
Rosemont, IL 60018
773-741-8880
www.naacls.org

Computer-Assisted Design Technology

Computer-Assisted Design, or CAD, is a field that utilizes specialized computer software to graphically communicate (or "draft") ideas into technically precise drawings. CAD drafting is used in the design and documentation process by architects, engineering and construction professionals. Additionally, the software is used to create the three-dimensional images used in animation and rendering. In this program, students master the CAD software packages used most commonly in design, documentation and presentation, with an emphasis on the architecture, design and building construction fields.

The curriculum is designed to help students develop strong marketable skills. Students acquire excellent computer graphic skills, as well as the technical background that allows for accurate, informed decisions. Students become versatile draftspeople who have diverse job opportunities. Graduates are prepared to enter the professional and technical services as drafters and technicians, primarily in architecture, engineering and construction, or in architectural animation. Drafters translate ideas, sketches and technical information into complete, accurate drawings needed to make buildings, structures or products. Technicians assist design, construction or art professionals to create renderings and animations or other three-dimensional simulations. They also can create the computer drawings and data required for the execution of creative ideas in a wide range of disciplines, such as film and industrial design. Graduates may also become CAD software support specialists, customizing software for specific companies or providing technical support to the computer users.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Develop drawings and models utilizing manual and computer drafting in both two and three dimensions.
- Interpret architectural and construction drawings and documents.
- Develop solutions for design and construction problems by utilizing graphic techniques including rendering and animation.
- Demonstrate knowledge of various building materials and methods and related building technologies.
- Communicate effectively and work as part of a team, using graphic, oral and written modes.

Program Entry Requirements:
The program is open to all interested students, assuming space is available. Students selecting this curriculum will be assigned a faculty mentor who will guide them throughout their course of study. Students are required to take the College's placement tests at the time of entry. 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 Computer-Assisted Design Technology, a student must complete a minimum of 65 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Computer-Assisted Design Technology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ADC 101 - Introduction to Design and Construction		3	Tech Comp*
ADC 103 - CAD Basics		3	Tech Comp*
ADC 109 - Design Studio I		4	
MATH 137 - Geometry for Design[1] or higher level Mathematics course		3/4	Mathematics
ENGL 101 - English Composition I		3	ENGL 101
Second Semester			
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3	
ADC 159 - Design Studio II	ADC 103, ADC 109	4	
ADC 163 - Digital Documentation in Architecture and Construction	ADC 103	3	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3	
Third Semester			
Directed Elective[2] - Select two of the following:		6	
ADC 136 - Building Codes	ENGL 101 which may be taken concurrently		
ADC 186 - Surveying	ADC 101		
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109		
ADC 226 - Structures I - Analysis	ADC 101 and MATH 118 or higher		
ADC 227 - Structures II - Design	ADC 226		
ADC 246 - Contracts and Specifications	ADC 101		
ADC 253 - Environmental Systems I	ADC 101 and ADC 103 or ADC 109		
ADC 254 - Environmental System IIs	ADC 253		
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101		
CIS 105 - Computer Systems Maintenance		3	
ADC 263 - Digital Animation and Rendering	ADC 103 or ART 150	3	
	ADC 160; and ADC 209 which		

ADC 260 - Advanced Presentation Techniques	may be taken concurrently; or ADC 163 which may be taken concurrently	3	
Social Science Elective[1]		3	Social Science

Fourth Semester

Science Elective[1]		3/4	Natural Science
Directed Elective[2] - select two from the list above		6	
ADC 273 - Advanced CAD Applications	ADC 163	3	
Humanities Elective		3	Humanities
Social Science Elective		3	

Minimum Credits Needed to Graduate: 65

General Education Requirements
All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive**, **Interpretive Studies** and **American/Global Diversity** requirements. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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

[1]Transfer institutions vary on the courses accepted for transfer. Consult with departmental advisors or the specific schools to determine choice.
[2]Selection of Directed Electives will be made in consultation with departmental advisors.

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Computer Information Systems - Information Technology

Information Technology is designed for those wishing to earn an associate's degree in the foundations of modern information technology. This program provides students with a core of general education and computer information systems courses coupled with a flexible set of elective requirements. Students who complete the program will enter the job market as computer specialists who have a solid foundation in the areas of computing 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.

Elective courses beyond the core may be chosen to develop specialization in a selected area or to obtain a broader understanding of certain computer technologies and how they fit together.

Student 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, new students are normally required to take the College's placement test at their time of entry.

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 Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ENGL 101 - English Composition I		3	ENGL 101
OA 102 - Keyboarding or OA 110 - Professional Keyboarding		1/3	
CIS 103 - Applied Computer Technology		3	Tech Comp
CIS 106 - Introduction to Computer Programming		4	
CIS 105 - Computer Systems Maintenance		4	
Second Semester			
MATH 118 - Intermediate Algebra or above		3	Mathematics
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
CIS 150 - Network Technology		4	
MATH 121- Computer and Logic or MATH 163 - Discrete Math	For MATH 163 a Prerequisite of MATH 161 with a grade of "C" or better or MATH 162 or higher	3/4	
CIS 205 - Database Management Systems	CIS 103	4	
Third Semester			
CIS or CSCI Elective*		3/4	
Natural Science Elective		3/4	Natural Science
CIS or CSCI Elective*		3/4	
CIS 270 - Systems Analysis and Design	CIS 205	4	
CIS or CSCI Elective*		3/4	
Fourth Semester			
Social Science Elective		3	Social Sciences
Humanities Elective		3	Humanities
CIS or CSCI Elective*		3/4	
CIS or CSCI Elective (if necessary to reach the minimum of 15 credits of CIS or CSCI electives)*		3/4	

MINIMUM CREDITS NEEDED TO GRADUATE: 60

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is

designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

* CIS 100 and CIS 104 are for non-majors and do not count toward degree.

Construction Management

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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Interpret and produce property surveys.
- Interpret and produce structural drawings and details.
- Plan building renovation projects.
- Organize and run an independent construction business.
- Interpret architectural and construction drawings and documents, demonstrating knowledge of various building materials and methods and related building technologies.
- Utilize computer systems for project planning and management and to produce estimates of probable construction cost, including analysis of costs and benefits.
- Investigate and resolve problems in construction planning, scheduling and management.
- Provide leadership in creating and maintaining a safe working environment.

Program Entry Requirements:
Students are normally required to take the College's placement tests at the time of entry. 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).

Construction Management Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ADC 101 - Introduction to Design & Construction		3	Tech Comp

ADC 103 - CAD Basics		3	Tech Comp
ADC 136 - Construction Safety and Building Codes		3	
ENGL 101 - English Composition I		3	ENGL 101
MATH 137 Geometry for Design (or higher MATH[1])		3	Math

Second Semester

ADC 112 - Construction Materials & Detailing: Principles	ADC 103 or ADC 109	3	
ADC 146 - Construction Supervision & Business Practices	ADC 101	3	
ADC 186 - Surveying	ADC 101	3	
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101	3	
ENG 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 & Info Lit

Third Semester

ADC 163 - Digital Documentation in Architecture & Construction	ADC 103	3	
ADC 226 - Structures I	ADC 101 & MATH 118 or higher	3	
ADC 236 - Construction Cost Estimating I	ADC 101	3	
ADC 246 - Contracts and Specifications	ADC 101	3	
Social Science Elective[1]		3	Social Sciences
Humanities Elective[1]		3	Humanities

Fourth Semester

ADC 212 - Construction Materials & Detailing: Methods	ADC 103 or ADC 109	3	
ADC 227 - Structures II	ADC 226	3	
ADC 237 - Construction Cost Estimating II - Computer Methods & Cost/Benefit Analysis	ADC 236	3	
ADC 261 - Construction Management and Scheduling	ADC 246	3	
Science Elective		3 or 4	Natural Science
Minimum Credits Needed to Graduate: 63			

[1] Students intending to transfer to baccalaureate programs in Construction Management are advised to consult that institution's requirements in Mathematics, Social Sciences and Humanities.

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive**, **Interpretive Studies** and **American/Global Diversity** requirements. Therefore, in order

to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

Culinary Arts

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.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate skills and knowledge required of culinarians in basic and quantity food preparation.
- Demonstrate industry-standard knowledge and skills regarding sanitation and food safety.
- Demonstrate industry-standard knowledge and skills regarding nutrition.
- Demonstrate the ability to make educated, lawful, ethical and productive decisions in food-service related supervisory positions.

Program Entry Requirements:
New students are required to take College placement tests at the time of entry. Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program Of Study Requirements:
Culinary Arts students are responsible for purchasing uniforms, knife sets, and other related materials required for the program.

Graduation Requirements:
To qualify for the Associate in Applied Science (A.A.S.) degree in Culinary Arts, students must complete a minimum of 65 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.

For More Information Contact:
The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164; or the College Information Center (215) 751-8010.

Culinary Arts Associate in Applied Science Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

First Semester

CAHM 161 - Food Service Safety and Sanitation		2	
CAHM 110 - Introduction to the Hospitality Industry		3	
ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra		3	Mathematics
CAHM 170 - Elementary Food Prep., Principles & Practices		4	

Second Semester

CIS 103 - Applied Computer Technology		3	Tech Comp
CAHM 171 - Quantity Food Preparation	CAHM 170	4	
CAHM 151 - Elementary Baking and Pastry		4	
DIET 106- Nutrition for a Healthy Lifestyle		3	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit

Summer

CAHM 198 - Work Experience (400 hours)	CAHM 110, CAHM 171, CAHM 161	3	

Third Semester

CAHM 185 - Dining Room Management	CAHM 110, CAHM 170	3	
CAHM 210 - American Cuisine	CAHM 171, CAHM 161	4	
Social Science Elective		3	Social Sciences
Humanities Elective		3	Humanities
CAHM 271 - Food, Beverage Management & Labor Cost Controls	CAHM 110, CAHM 170, CIS 103 and MATH 118 or higher	3	

Fourth Semester

CAHM 211 - International Cuisine	CAHM 171, CAHM 161	4	
CAHM 270 - Advanced Culinary Skills	CAHM 171, CAHM 161	4	
Science elective *	CAHM 171	3/4	Natural Science
CAHM 280 - Introduction to Supervision in the Hospitality Industry	CAHM 110 & CAHM 198	3	

Minimum Credits Needed to Graduate: 65

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the

American/Global Diversity requirement, the **Interpretive Studies** requirement and the **Writing Intensive** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **American/Global Diversity**, one course that is designated **Writing Intensive** and one course that is designated **Interpretive Studies**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

* Students who plan to transfer to four-year institutions should choose their science elective based on the science requirements of their intended transfer institution.

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Dental Hygiene

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 can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL, 60611.

Student 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 tests 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.

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. Students who were dropped for unprofessional conduct or safety issues will not be considered for readmission.
5. The program must be completed within five years of initial enrollment.

Program Of Study 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.

Dental Hygiene Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Summer Session II			
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 101 - English Composition I		3	ENGL 101
First Semester—Fall			
DH 115 - Oral Head and Neck Anatomy	ENGL 101, CIS 103	3	
DH 135 - Dental Radiology	ENGL 101, CIS 103	3	
DH 150 - Dental Auxiliary Practices	ENGL 101, CIS 103	4	
DH 191 - Clinical Dental Hygiene I	ENGL 101, CIS 103, CPR Certification	3	
BIOL 109 - Anatomy and Physiology I		4	Natural Science
Second Semester—Spring			
DH 165 - Nutrition and Biochemistry	BIOL 109, DH 115, DH 135, DH 150, DH 191	4	
DH 192 - Clinical Dental Hygiene II	BIOL 109, ENGL 102, DH 115, DH 135, DH 150, DH 191	3	

DH 121 - Oral Histology and Embryology	BIOL 109, DH 115, DH 135, DH 150, DH 191	2	
BIOL 110 - Anatomy and Physiology II	BIOL 109	4	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit

Summer Session I

DH 210 - Local Anesthesia	DH 121, 165, 192, and BIOL 110	3	
PSYC 101 - Introduction to Psychology		3	Social Sciences

Summer Session II

SOC 101 - Introduction to Sociology		3	Am/Global Diversity, Writing Intensive, Interpretive
BIOL 241 - Principles of Microbiology		4	

Third Semester—Fall

DH 241 - Oral Pathology	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102	2	
DH 245 - Dental Pharmacology and Pain Management	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102	2	
DH 247 - Periodontics	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102	4	
DH 293 - Clinical Dental Hygiene III	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102	6	

Fourth Semester—Spring

ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3	Humanities
DH 271 - Community Dentistry	BIOL 241, DH 241, DH 245, DH 247, DH 293; ENGL 115 which may be taken concurrently	3	
DH 294 - Clinical Dental Hygiene IV	BIOL 241, DH 241, DH 245, DH 247, DH 293; ENGL 115 which may be taken concurrently	6	
MATH 118 or Higher		3	Mathematics

Summer Session I

DH 295 - Clinical Dental Hygiene V	DH 271, DH 294, ENGL 115	2	

Minimum Credits Needed to Graduate: 83

General Education Requirements

All General Education requirements are met through required courses (as indicated above).

Diagnostic Medical Imaging

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.

The program 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; website: www.jrcert.org) and graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT - www.arrt.org). All 146 graduates of the Diagnostic Medical Imaging program since 2004 have passed the national certification examination on the first attempt for a 100% pass rate. Seventy five graduates took the certification examination of the ARRT in 2009–2013 and 100% passed on the first attempt. Forty seven graduates actively sought employment in medical imaging in 2009–2013 and 100% are employed. Twenty eight students started the program in July 2011 and 17 of them graduated in June 2013 for a program completion rate of 61%. Additional information can be obtained here.

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. In the Clinical Education components, the student-radiographer is supervised by College faculty and clinical staff while interacting with the patient in the general radiographic/fluoroscopic setting, the emergency room, the operating room, the CT suite, doing mobile (portable) x-rays, and in the angiographic/interventional radiology suite.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

1. Competently and safely perform radiographic/fluoroscopic procedures as American Registry of Radiologic Technologists (ARRT) certified radiographers.

- Apply knowledge of routine radiographic procedures
- Demonstrate quality patient care
- Practice/apply appropriate radiation protection of patients, supervisors and peers.

2. Communicate effectively with patients, supervisors and peers.

- Demonstrate effective written and oral communication skills

3. Think critically and problem solve in various patient care situations.

Demonstrate logical image sequencing for patients with multiple exams
- Identify diagnostic quality images and correct non-quality images accordingly

4. Demonstrate the importance of lifelong learning and professionalism through advanced education and professional continuing education.

- Indicate membership in professional organizations
- Utilize professional judgment in delivering patient care

5. Fulfill the community's need for nationally certified radiographers.

- Pass the national examination of the American Registry of Radiologic Technologists (ARRT)
- Actively gain employment in the imaging field or continue education into advanced imaging modalities

Program Entry Requirements:
Admission is selective and competitive, and requires that potential students fulfill all admission requirements of the College. Applications received from October 1 until February 1 will receive priority in the testing and review process. The requirements for admission to the Diagnostic Medical Imaging program are:

1. High school diploma or general education diploma (GED).
2. A minimum of one year of high school biology or Biology 106 or equivalent with "C"or better grades in the past 10 years.
3. Applicants must demonstrate readiness for ENGL 101 and MATH 118 as determined by the College's placement tests 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. The most recent previous college experience with at least 12 credits will be used for evaluation.
5. Participation in the pre-entrance Allied Health testing program.
6. Once all Program entry requirements are met, students will receive instruction arranging and completing a six to eight hour observation in a local hospital radiology department and observe routine radiography procedures.

Clinical experience in the program includes contact with children. In order to participate in this experience, students must obtain a criminal records check and child abuse history clearance prior to entrance into the 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 criminal background check to determine whether there is any conviction which may bar the student from taking the certifying examination of the American Registry of Radiologic Technologists (ARRT). 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 curriculum coordinator of DMI.

Conditions For Acceptance:

1. Results of complete physical examination, including required laboratory test results performed within six months. An immunization record, including Hepatitis B, H1N1 and any seasonal vaccination(s) required by any clinical affiliations must be on file in the Program office before the start of any DMI course (July of starting year). Prior to beginning the second year of the Program, students will be required to repeat the PPD test.
2. Verification of medical insurance is mandatory.
3. Attendance at a scheduled program orientation prior to entry.
4. Purchase of DMI student-radiographer uniform
5. Attendance at Late Summer Session Study Skills Workshops.
6. Obtain a criminal record check and a child abuse clearance prior to the entrance into the program. This DMI requirement is mandated by the Commonwealth of Pennsylvania 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law.
7. Obtain drug screening clearance.
8. Clinical education requires a full range of motion. Pushing, pulling, twisting lifting and bending, standing and walking are required for the entire clinical day (7 hrs). 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.
9. Meet essential functions requirements.

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 DMI program.

Criminal Background Check:

- All felony convictions are subject to review by the ARRT Ethics Board. These include plea of guilty, plea of nolo contendere (no contest), withheld or deferred adjudication, suspended or stay of sentence, military court-martial. This review should be completed prior to applying to the DMI program.
- Misdemeanor speeding convictions involving alcohol or drug use are required to be reviewed by the ARRT prior to admission to the DMI program.
- Conviction of serious and/or violent crimes results in denial of admission to the DMI program.

Drug Screening Clearance:

Clinical affiliates require evidence of a negative drug screening test in order for a student to participate in clinical education at their facility. Therefore any student with a positive drug screening test cannot be admitted into the DMI Program.

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 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 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 curriculum coordinator of DMI.

Additional Requirements:

Possess current CPR certification - health care provider

Readmission:

1. One-time readmission into the DMI program is permitted.
2. Students requesting a readmission must meet program entry requirements and conditions for acceptance and are selected on a competitive basis as space permits.
3. Students may be required to retake DMI or general education courses as determined by the curriculum coordinator.
4. Students requesting readmission must petition to the program no later than May 1 for the fall semester or October 1 for the spring semester, and their records are subject to review by the program faculty and the Advisory Committee.
5. The program must be completed within five years after initial enrollment.
6. Students who were dropped for unprofessional conduct or safety issues may not be considered for a readmission.

Program Of Study Requirements:

1. Students in the DMI curriculum may be dropped at any time if, in the opinion of the faculty and

curriculum coordinator, such students are not suited to be radiographers.
2. Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the program faculty and Advisory Committee.
3. Students may not continue in the DMI curriculum with a grade of "D" or below in any DMI or general education courses.
4. DMI students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the curriculum coordinator.
5. DMI students must submit proof of two-year CPR certification prior to entering the first year's spring semester (January).

Graduation Requirements:
To qualify for the Associate in Applied Science (A.A.S.) degree in Diagnostic Medical Imaging, students must complete 76 credit hours as prescribed and attain a grade point average of 2.0 in all program core courses and no grade below a "C"in any course.

Note: Since radiation could be dangerous to a fetus, students who become pregnant while in the Diagnostic Medical Imaging program are strongly encouraged to notify the program's curriculum coordinator in writing of their special circumstances. Students who elect this option must submit appropriate documentation from their obstetrician. Neither the College nor the clinical affiliate can assume responsibility for any harm that might occur to a fetus as a result of exposure to ionizing radiation. A pregnant student may choose to continue in the education process without modification. A student who withdraws from the Diagnostic Medical Imaging program because of pregnancy can gain readmission to the program by following the established procedure.

For Reference:
The American Registry of Radiologic Technologists (ARRT) reserves the right to deny or reject an application for certification as stated in the STANDARDS OF ETHICS of the ARRT from an applicant convicted of a crime, including a felony; a gross misdemeanor; or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication or guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.

Any breach of the Standard of Ethics of the ARRT will result in immediate dismissal of the student.

Diagnostic Medical Imaging Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Summer Session II			
DMI 101 - Introduction to Diagnostic Medical Imaging		2	
MATH 118 or higher		3	Mathematics
First Semester—Fall			
DMI 105 - Image Production and Evaluation I	Coreq: DMI 131	4	
DMI 119 - Intro to Radiologic Physics		2	
DMI 131 - Patient Care and Procedures I	Coreq: DMI 105	5	
DMI 181 - Radiographic Osteology and Pathology I		2	
BIOL 109 - Anatomy & Physiology I		4	Natural Science
Second Semester—Spring			
DMI 106 - Image Production and			

Evaluation II	DMI 105, Coreq: DMI 132	2	
DMI 120 - Radiographic Equipment and Operation	DMI 119	2	
DMI 132 - Patient Care and Procedures II	DMI 105 & DMI 131 Coreq: DMI 106	5	Am/Global Diversity
DMI 182 - Radiographic Osteology and Pathology II	DMI 181	2	
BIOL 110 - Anatomy & Physiology II	BIOL 109	4	

Summer Session I

DMI 198 - Clinical Education III	DMI 132	2	
CIS 103 - Applied Computer Technology		3	Tech Comp

Summer Session II

DMI 199 - Clinical Education IV	DMI 198	2	

Third Semester—Fall

DMI 221 - Advanced Imaging/Computer Modalities	DMI 106, DMI 120, DMI 199 Coreq: CIS 103	4	
DMI 231 - Patient Procedures III	DMI 132	5	
DMI 261 - Radiation Biology and Protection	DMI 119, DMI 120	2	
ENGL 101 - English Composition I		3	
Social Science Elective		3	Social Sciences

Fourth Semester—Spring

DMI 222 - Angiographic/Interventional Procedures	DMI 221	2	
DMI 232 - Patient Procedures IV	DMI 231	5	
Humanities Elective		3	Humanities
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C"or better	3	ENGL 102, Info Lit

Summer Session I

DMI 299 - Clinical Education VII	DMI 232	2	

Minimum Credits Needed to Graduate: 76

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement and the **Interpretive Studies** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive** and one course that is designated **Interpretive Studies**. The same course may be used to fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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Digital Forensics

The Digital Forensics program provides a sound educational foundation for the performance of professional activities within the digital forensics arena. A sequence of courses is offered which will enable students to: (1) develop a knowledge base about computer crime, digital evidence and technological investigations; (2) adopt a set of professional values; and (3) develop skills related to professional activity in the field of digital forensics. Students completing the Digital Forensics program will be prepared to enter the field of digital forensics in a public or private environment as technology focused crime investigators, digital forensics analysts or examiners, digital evidence technicians, Internet security specialists and network security analysts. Individuals currently working in this or a related field will substantially enhance their knowledge and skills.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Apply criminal investigation techniques to basic digital forensic investigations.
- Conduct analyses of digital media and recover digital evidence.
- Explain the concept of network intrusions and describe the techniques that intruders use to penetrate and damage networks.
- Employ surveillance methods to prevent intrusions.
- Uncover digital evidence of criminal activity in networks, computers, and other digital devices.

Program Entry Requirements:
Students entering the curriculum are required to demonstrate competency in basic skills by acceptable performance on the College's placement tests (English 101 placement). Some students, as part of the curriculum, may be required to complete appropriate developmental English and mathematics courses.

Students will also be required to submit to a criminal record check and may be excluded from the program for convictions.

Program of Study and Graduation Requirements:
To qualify for the Associate in Applied Science (A.A.S.) degree in Digital Forensics, the student must complete a minimum of 62 prescribed credit hours and attain a minimum grade point average of 2.0 (“C” average).

Credit for Prior Academic Experiences:
Persons who have graduated from the Philadelphia Police Academy may be eligible to receive academic credit for Justice 101, Justice 221, Justice 241 and Justice 261. For more information, contact the Digital Forensics curriculum coordinator.

Digital Forensics Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			

ENGL 101 - English Composition I		3	ENGL 101
JUS 101 - Survey of Justice		3	
CIS 103 - Applied Computer Technology		3	Tech Comp
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
CIS 105 - Computer Systems Maintenance		4	

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
CIS 150 - Network Technology		4	
JUS 221 - Criminal Investigation	JUS 101	3	
DF 101 - Introduction to Digital Forensics	CIS 105 and PLS 101 or JUS 101	3	
JUS 241 - Criminal Law	JUS 101 or PLS 101	3	

Third Semester

JUS 261 - Criminal Evidence and Procedure	JUS 101	3	
DF 201 - Digital Forensics II	DF 101	3	
DF 203 - Networking and Forensics	DF 101, CIS 150	3	
Natural Science Elective		3/4	Natural Science
Social Science Elective		3	Social Science

Fourth Semester

Social Science Elective		3	
Humanities Elective		3	Humanities
DF 220 - Intrusion Response	DF 101, CIS 150	3	
DF 250 - Digital Forensics Case and Laboratory Management	DF 201	3	
General Elective		3	

Minimum Credits Needed to Graduate: 62

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

Digital Video Production

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.

Student 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, new students are required to take the Colleges 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 must complete PHOT 104 with a grade of B or better to continue in the DVP curriculum.

Requirements for Graduation:
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 (C average.)

Digital Video Production Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
PHOT 104 - Introduction to Video Production		3	

Math 118 -Intermediate Algebra or higher		3	Mathematics
PHOT 151 - Digital Imaging		3	
ENGL 101 - English Composition		3	ENGL101
CIS 103 - Applied Computer Technology		3	Tech Comp

Second Semester

DVP 120 - Camera and Lighting Techniques for Digital Video Production	PHOT 104 with grade B or better	4	
DVP 130 - Audio Techniques for Digital Video Production	PHOT 104 with grade B or better	4	
DVP 140 - Video Editing Techniques for Digital Video Production	PHOT 104 with grade B or better	4	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit

Third Semester

DVP 150 - Producing and Directing Techniques for Digital Video Production	PHOT 104 with B grade or better	4	
Social Science Elective		3	Social Science
Science Elective		3	Natural Science
Humanities Elective		3	Humanities
Directed* Elective		3	

Fourth Semester

DVP 210 - Advanced Techniques for Digital Video Production-Location	DVP 120, DVP 130, DVP 140, DVP 150	4	
DVP 240 - Advanced Video Editing Techniques for Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150	4	
PHOT 299 - Professional Practices in Photographic Imaging and Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150; DVP 210 and DVP 240 may be taken concurrently	3	
Directed Elective*		3/4	

Minimum Credits Needed to Graduate: 60

* Directed Electives from which to choose

ENGL 107 - Society and Mass Communications
ENGL 116 Interpersonal Communication
ENGL 117 - Group and Team Communication
ENGL 205 Creative Writing
ENGL 282 Script Writing
ENGL 271 - Language of Film
ENGL 272 Topics in Film Study
PHOT 211 - Event and Corporate Videography

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **American/Global Diversity**. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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Facility Management - Construction Option

The Facility Management program leads to an Associate of Applied Science (A.A.S.) degree in Facility Management. Facility 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 Facility Management curriculum addresses gaining the basic technical knowledge of construction materials, processes and systems, as well as the business management and real estate areas.

The Facility Management – Construction Option 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. They will work closely with those in the design areas. In any of these roles, the students will be prepared to interact with the senior management of their employer, dealing with multiple real estate issues.

The Construction Option 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 program 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 Facility Management program also offers a Design Option (listed separately) that focuses on developing a student's planning and design skills to apply on both new and renovated buildings.

Students who are interested in the program are encouraged to consult an advisor within the program for a more detailed explanation of the two options. Also, the program has a set of core courses which are common to both degrees. Students who are unsure as to which option they would like to pursue may wish to begin with those courses which are required by both options, so that they may change their option more easily at a later point.

The Facility Management program is accredited by the International Facility Management Association (IFMA) Foundation.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Interpret architectural and construction drawings and documents.
- Demonstrate knowledge of various building materials and methods and related building technologies.
- Utilize computer systems for communication in technical drafting and documentation, project planning

and management.
- 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.

Program Entry Requirements:
Students are required to take the College's placement tests at the time of entry. 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 Facility Management, a student must complete a minimum of 62 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Facility Management - Construction Option Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ADC 101 – Introduction to Design and Construction		3	Tech Comp*
ADC 103 – CAD Basics		3	Tech Comp*
ADC 136 – Construction Safety and Building Codes		3	
ENGL 101 – English Composition I		3	ENGL 101
MATH 137 - Geometry for Design (or higher MATH[1])		3	Mathematics
Second Semester			
ADC 112 – Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3	
ADC 163 – Digital Documentation in Architecture and Construction	ADC 103	3	
MNGT 121 – Introduction to Business		3	
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
ECON 182 – Principles of Economics		3	Soc Sci
Third Semester			
ADC 146 – Construction Supervision & Business Practices	ADC 101	3	
ADC 236 – Construction Cost Estimating I	ADC 101	3	
ADC 246 – Contracts and Specifications	ADC 101	3	
ADC 253 – Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3	
Humanities Elective		3	Humanities
Fourth Semester			

ADC 254 – Environmental Systems II	ADC 253	3	
ADC 261 – Construction Management and Scheduling	ADC 246	3	
RE 101 – Real Estate Fundamentals		3	
Management Elective Choose one: MNGT 141 –Principles of Management Or MNGT 142 – Management Information Systems Or MNGT 262 – Business Law	MNGT 121	3	
Science Elective[1]		3/4	Natural Science
Minimum Credits Needed to Graduate: 60			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive**, **Interpretive Studies** and **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated Writing Intensive, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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

[1]Transfer institutions vary on the courses accepted for transfer. Consult transfer agreements and departmental advisors or the specific schools to determine choice.

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Facility Management - Design Option

The Facility Management curriculum leads to an Associate of Applied Science (A.A.S.) degree in Facility Management. Facility 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 multidisciplinary character of the field, thereby allowing for diverse job opportunities. The core of the Facility Management curriculum addresses gaining the basic technical knowledge of construction materials, processes and systems, as well as the business management and real estate areas. The Design Option focuses particularly on developing planning and design skills for both new and renovated buildings.

The Facility Management – Design Option is intended to prepare a student for an entry-level position as a facility manager, space programmer, space planner or move coordinator. Their design skills will be utilized in designing renovations, planning expansions and supervising outside design consultants. They will work closely with those in the construction areas. In any of these roles, the students will be prepared to interact with the senior management of their employer, dealing with multiple real estate issues.

The Design Option listed here gives the student an opportunity to acquire design skills to 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.

The Facility Management program also offers a Construction Option (listed separately) which 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.

Students who are interested in the program are encouraged to consult an advisor within the program for a more detailed explanation of the two options. Also, the program has a set of core courses which are common to both degrees. Students who are unsure as to which option they would like to pursue may wish to begin with those courses which are required by both options, so that they may change their option more easily at a later point.

The Facility Management program is accredited by the International Facility Management Association (IFMA) Foundation.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate an understanding of the design process by solving specific design problems, synthesizing and applying technical, historical, cultural and theoretical concepts.
- Develop design drawings and models utilizing freehand drawing and modeling, mechanical drawing,

and computer drafting and modeling.
- Apply basic principles of planning, management and real estate practice.
- Demonstrate knowledge of various finish materials and methods, furnishings and related interior products.
- Communicate effectively and work as part of a team, using graphic, oral and written modes.

Program Entry Requirements:
Students are required to take the College's placement tests at the time of entry. 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 Facility Management – Design Option, a student must complete a minimum of 62 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Facility Management - Design Option Course Sequence
which may be taken concurrently

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
ADC 101 – Introduction to Design and Construction		3	Tech Comp*
ADC 103 – CAD Basics		3	Tech Comp*
ADC 136 – Construction Safety and Building Codes		3	
ENGL 101 – English Composition I		3	ENGL 101
MATH 137 - Geometry for Design (or higher MATH[1])		3	Mathematics
Second Semester			
ADC 109 - Design Studio I		4	
ADC 112 – Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3	
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
MNGT 121 – Introduction to Business		3	
ECON 182 - Principles of Economics (Microeconomics)		3	Social Sciences
Third Semester			
ADC 146 - Construction Supervision & Business Practices	ADC 101	3	
ADC 159 Design Studio II	ADC 103 & ADC 109	4	
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3	
ADC 253 – Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3	
Humanities Elective		3	Humanities
Fourth Semester			

ADC 192 - Color & Lighting	ADC 101	3	
ADC 254 - Environmental Systems II	ADC 253	3	
RE 101 – Real Estate Fundamentals		3	
Management Elective Choose One:		3	
MNGT 141 - Principles of Management	MNGT 121		
MNGT 142 - Management Information Systems Management			
MNGT 262 - Business Law			
Science Elective[1]		3/4	Natural Science
Minimum Credits Needed to Graduate: 62			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive**, **Interpretive Studies** and **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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

[1]Transfer institutions vary on the courses accepted for transfer. Consult transfer agreements and departmental advisors or the specific schools to determine choice.

Fire Science

Continued technical progress and expanded emphasis on fire prevention, fire safety and pre-fire planning have created increased demands for skilled fire service personnel. The Fire Science curriculum 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 Curriculum also serves students interested in becoming fire safety professionals. 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.

Student 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.
- Demonstrate their understanding of fireground strategy and tactics, the occupational risks firefighters face and the health and safety management strategies available to reduce injuries.
- Articulate the requirements for fire detection and suppression systems in various types of buildings.
- Prepare a pre-fire plan for a building using computer-assisted design software to draw floor and site plans.
- Articulate their understanding of the scientific approach to fire investigation as well as the important role that fire investigation and fire prevention programs play in reducing a community's risk of fire.
- Demonstrate their understanding of building construction and hazardous materials.

Program Entry Requirements:
This program is open to all interested students. New students are normally required to take College placement tests at their time of entry. 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 ("C" average).

Fire Science Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

First Semester

FSCI 104 – Fire Prevention and Building Codes		3	
ENGL 101 - English Composition I		3	ENGL 101
FSCI 111 – Emergency Scene Management		3	
MATH 118 - Intermediate Algebra or higher		3	Mathematics
FSCI 142 – Introduction to Occupational Health and Safety for Firefighters		3	

Second Semester

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
FSCI 181 – Building Construction for the Fire Service		3	
CHEM 110 - Introductory Chemistry		4	Natural Science
FSCI 271 – Hazardous Materials		3	
CIS 103 – Applied Computer Technology		3	Tech Comp

Third Semester

Social Science Elective		3	Social Sciences
FSCI 172 – Fire Detection and Suppression Systems		3	
FSCI 221 – Fire Prevention and Protection		3	
Foreign Language (first of two semester sequence)		3	Humanities, Am/Global Diversity
PHYS 105 – Survey of Physics		4	

Fourth Semester

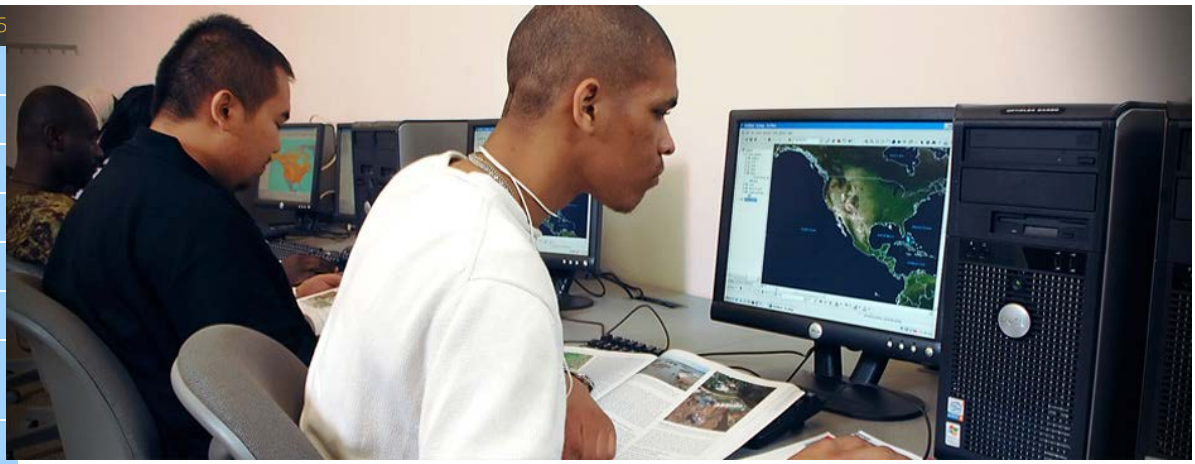
Social Science Elective		3	
FSCI 281 – Fire Investigation		3	
FSCI 241 – Fire Administration		3	
FSCI 291 – Computer Assisted Pre-Fire Planning		3	
Foreign Language (second of two semester sequence)		3	

Minimum Credits Needed to Graduate: 62

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement and the **Interpretive Studies** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive** and one course that

is designated **Interpretive Studies**. The same course may be used to fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.



Geographic Information Systems

Geographic Information Systems is a computerized spatial database management system for capture, storage, retrieval, analysis, and display of geographic information. Along with general education, the GIS program will provide students with the knowledge and practical skills necessary to develop and manage geospatial projects and to interpret and implement GIS as a decision support tool.

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

- Identify how geospatial technologies can be utilized within various organizations/applications
- Identify necessary equipment (software and hardware) and data needed to complete projects
- Manage geodatabases (creating, obtaining and updating geospatial data resources)
- Effectively use various geospatial technologies such as Geographic Information Systems (GIS), Global Positioning Systems (GPS) and Remote Sensing (RS)
- Conduct geospatial analyses and operations (geocoding, buffer, clip, distribution, correlation, and network)
- Work productively on geospatial projects, both independently and in teams
- Design cartographic representations (maps) of geospatial analyses, draw conclusions, and prepare reports and presentations that convey geospatial research/application/conclusions

The curriculum is designed to prepare students to enter employment after completing the AAS degree or to continue their education at a baccalaureate institution. For those students who plan to work upon program completion, they will be prepared to enter the field of GIS in the public or private sector in such positions as GIS technician or specialist.

Program Entry Requirements:
New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of the Program.

Program of Study and Graduation Requirements:
To qualify for the Associate in Applied Science (A.A.S.) degree in Geographic Information Systems, students must complete the appropriate 60 credit hours with a minimum cumulative grade point average of 2.0 (C average). All students must earn a C or better in all GIS courses.

Geographic Information Systems Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
GIS 101 - Introduction to GIS		3	

GEOG 101 -Introduction to Physical Geography or GEOG 103 - Introduction to Human Geography		3	Social Science
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology		3	Tech Comp
MATH 118 - Intermediate Algebra or higher		3	Mathematic

Second Semester

GIS 102 - Intermediate GIS	GIS 101	3	
GIS 104 - Principles of Computer Cartography & Visualization	GIS 101	3	
GEOG 101 - Introduction to Physical Geography or		3	
GEOG 103 - Introduction to Human Geography or			
GEOG 180 - Urban Geography or			
GEOG 222 - World Regional Geography	GEOG 101 or GEOG 103		
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102 and Info Lit
Directed Elective (see list below)		3	

Third Semester

GIS 201 - Advanced Geospatial Applications	GIS 102	3	
GEOG 101 - Introduction to Physical Geography or		3	
GEOG 103 - Introduction to Human Geography or			
GEOG 180 - Urban Geography or			
GEOG 222 - World Regional Geography	GEOG 101 or GEOG 103		
EASC 111 - Environmental Conservation		3	Natural Science
Directed Elective (see list below)		3	
General Elective		3	

Fourth Semester

GIS 203 - Remote Sensing and Global Positioning Technologies	GIS 101, Math 118	3	
GIS 206 - Introduction to Web GIS	GIS 101	3	
Humanities Elective		3	Humanities

Directed Elective (see list below)	3
General Elective	3

Minimum Credits Needed to Graduate: 60

Directed Electives

ADC 101 - Introduction to Design and Construction
ADC 103 - CAD Basics
ADC 163 - Digital Documentation in Architecture and Construction
ADC 186 - Surveying
ADC 273 - Advanced CAD Applications
ART 105 - Drawing I
ART 125 - Design I
ART 150 - Introduction to Computer Art/Graphics
ART 151 - Graphic Design I
CIS 105 - Computer System Maintenance
CIS 106 - Introduction to Computer Programming
CIS 130 - Web Page Design I
CIS 150 - Network Technology
CIS 205 - Data Base Management Systems
CIS 230 - Web Page Design II
CSCI 111 - Computer Science I with Java
CSCI 112 - Computer Science II with Java
MATH 121 - Computer Mathematics and Logic
MATH 137 - Geometry for Design
MATH 161 - Precalculus I
MATH 162 - Precalculus II
MATH 163 - Discrete Mathematics
MATH 251 - Statistics for Science

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

Hospitality Management

The Hospitality Management degree program gives students a broad foundation of courses enabling them to enter a range of industry segments including but not limited to contract services, sports stadiums, casinos, health care and university foodservices, as well as hotels and restaurants.

The Hospitality Management program offers courses in the management of personnel, equipment maintenance, food preparation, lodging, merchandising and other related aspects of lodging, restaurant or food service operations. Graduates of the program are prepared for positions as managers of food, catering, banquet, conference services, front desk, concierge and housekeeping.

Following completion of the Hospitality Management Associate in Applied Science (A.A.S.) degree requirements, some students may wish to use the program as a foundation for continuing their education at a four-year college or university.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate their knowledge and skills of basic hospitality/food service management principles.
- Demonstrate the ability to effectively perform various functions of supervisors and managers in the hospitality industry and make educated, lawful, ethical and productive decisions.
- Demonstrate the ability to assess and resolve conflicts in situations involving customers, employees and other parties in the hospitality industry.

Program Entry Requirements:
New students are required to take College placement tests at the time of entry. 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 Hospitality Management Associate in Applied Science (A.A.S.) degree, a student must complete a total of 66 credit hours and attain a minimum grade point average of 2.0 (“C” average). Additional expenses for students in the program include uniforms, knife sets, medical and dental examinations and a field trip to New York City.

Hospitality Management Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
CAHM 110 – Introduction to the Hospitality Industry		3	

ENGL 101 – English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra or higher		3	Mathematics
CAHM 170 – Elementary Food Preparation, Principles, and Practices		4	

Second Semester

CIS 103 – Applied Computer Technology		3	Tech Comp
CAHM 171 – Quantity Food Preparation	CAHM 170	4	
CAHM 120 – Hotel Front Office Management	CAHM 110, CIS 103, MATH 118 or higher placement	3	
ECON 181 – Principles of Economics (Macroeconomics)		3	
Social Science Elective		3	Social Science

Summer I

CAHM 198 – Hospitality Work Experience	CAHM 110, CAHM 170	3	
Humanities Elective		3	Humanities

Third Semester

CAHM 185 – Dining Room Management	CAHM 110, CAHM 170	3	
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	
CAHM 266 – Hospitality Law		3	
ACCT 101 – Financial Accounting		4	
CAHM 130 – Hotel Facilities Management	CAHM 110	3	

Fourth Semester

Science Elective*		3/4	Natural Science
CAHM 278 – Hospitality Marketing		3	
CAHM 271 – Food, Beverage Management & Labor Cost Controls	CAHM 110, CAHM 170, CIS 103 & MATH 118 or higher	3	
CAHM 276 – Food & Beverage Management	CAHM 171	3	
CAHM 280 – Introduction to Supervision in the Hospitality Industry	CAHM 110, CAHM 198	3	

Minimum Credits Needed to Graduate: 66

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **American/Global Diversity** requirement, the **Interpretive Studies** requirement and the **Writing Intensive** requirement. Therefore, in order to graduate, students in this program must choose one course that is

designated **American/Global Diversity**, one course that is designated **Writing Intensive** and one course that is designated **Interpretive Studies**. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

*Students who plan to transfer to four-year institutions should choose their science elective based on the science requirement for their intended transfer institution.

**Although not required, it is recommended that Hospitality Management students take CAHM 161 Foodservice Safety and Sanitation. Consult the curriculum coordinator or an academic advisor for for more information.

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Justice

The Justice curriculum provides the education, knowledge and skills needed to fight crime, protect the public and work within the court and corrections systems. A sequence of courses is offered to accomplish the following objectives: (1) establish a knowledge base about Justice, (2) transmit a set of professional values and (3) facilitate the development of skills related to professional activity. Whether the setting is a police, parole, probation, corrections, corporate or homeland security agency, the curriculum starts with the assumption that the need for knowledge, values and skills is critical for the performance of professional activity.

An anticipated outcome is that persons already working in a justice setting will substantially enhance their knowledge, values and skills. Another anticipated outcome of the Justice curriculum is that students will be prepared to transfer to a four-year institution or enter a justice setting at a beginning professional level.

Students completing the 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.

In addition to four core Justice courses (JUS 101, JUS 171, JUS 241 and JUS 291), the curriculum offers four concentrations. Students are required to select five concentration courses. Each concentration is career oriented, focuses on a different area in the Justice field and is designed to enable students to pursue their own professional interests. It is recommended that students select their concentration and the courses within it in consultation with a Justice faculty advisor. The **Police concentration** is designed for students interested in the law enforcement profession. It provides them with the skills and knowledge needed to respond to and protect a crime scene, retrieve and analyze evidence, and maintain and protect the chain of evidence throughout the entire prosecution process. The **Corrections concentration** provides students with a strong foundation in the correctional process. It provides them with the knowledge to safely and successfully work within the American correctional system from the moment a defendant is convicted through his/her incarceration period and subsequent reintegration into society. The **Parole/Probation concentration** provides students with the skills and knowledge needed to manage cases from a defendant's conviction to his/her completion of probation or parole. Finally, the **Corporate/Homeland Security concentration** provides students with a broad foundation in key aspects of the corporate environment such as asset protection, homeland security and the investigation of corporate crimes.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate the skills and knowledge necessary to succeed as professionals in the Justice field.
- Articulate the role and importance of law and evidence in formalized legal proceedings, and apply these concepts to worksites.
- Explain the intricate interrelationships of the police, courts and the correctional process in the field of criminal justice.
- Work with troubled youth and apply contemporary techniques used in the investigation and apprehension of the juvenile offender.

Program Entry Requirements:
All students interested in the 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 Justice, the student must complete a minimum of 60 prescribed credit hours and attain a minimum grade point average of 2.0 ("C" average).

Philadelphia Police Academy Program:
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. The award of academic credit is contingent upon recommendation of the curriculum coordinator.

Justice Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
JUS 101 - Survey of Justice		3	
JUS 171 - Juvenile Justice		3	Social Sciences
ENGL 101 - English Composition I		3	ENGL 101
SOC 101 - Introduction to Sociology		3	Writing Intensive, Interpretive Studies, Am/Global Diversity
CIS 103 - Applied Computer Technology		3	Tech Comp
Second Semester			
PSYC 101 - Introduction to Psychology		3	
JUS 241 - Criminal Law	JUS 101 or PLS 101	3	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
Third Semester			
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
JUS 291 - Contemporary Issues in Justice	JUS 101, 171 and 241	3	
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
Natural Science		3/4	Natural Science

Fourth Semester			
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
Directed Elective[1]		3	
Directed Elective[1]		3	
Directed Elective[1]		3	
Humanities Elective		3	**Humanities**
Minimum Credits Needed to Graduate: 60			

Concentration Course - Select courses from the following clusters according to career goal. All concentration courses except BHHS 121 have JUS 101 as a prerequisite.

Police:
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 251 - Comparative Police Systems
JUS 261 - Criminal Evidence and Procedure
JUS 281 - Organized Crime

Corrections:
JUS 121 - Legal Issues in Justice and Human Services
JUS 221 - Criminal Investigation
JUS 235 - American Correctional Institutions
JUS 237 - Community-Based Corrections
JUS 281 - Organized Crime
BHHS 121 - Foundations of Addiction Studies

Parole/Probation:
JUS 121 - Legal Issues in Justice and Human Services
JUS 181 - Community Relations
JUS 221 - Criminal Investigation
JUS 237 - Community-Based Corrections
JUS 281 - Organized Crime
BHHS 121 - Foundations of Addiction Studies

Corporate/ Homeland Security:
JUS 105 - Introduction to Corporate and Homeland Security*
JUS 181 - Community Relations
JUS 201 - Introduction to Terrorism
JUS 221 - Criminal Investigation
JUS 261 - Criminal Evidence and Procedure
JUS 281 - Organized Crime

Minimum Credits Needed to Graduate: 60

General Education Requirements
All General Education requirements are met through required courses (as indicated above). View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] Students planning to transfer are strongly advised to take SOC 215 - Criminology as one of their electives, because of its emphasis on theory.

* All students in the Corporate/Homeland Security Concentration must take JUS 105 - Introduction to Corporate and Homeland Security as one of their concentration courses.

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Nursing

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 (formerly known as the National League for Nursing Accrediting Commission), 3343 Peachtree Road, NE Suite 850, Atlanta, GA 30326, 404-975-5000, *www.acenursing.org* and is approved and on provisional status by the Pennsylvania State Board of Nursing.

Student 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 MATH 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 BIO 106 and CHEM 110.

Deadlines

- Attend an information session for nursing between October and December.
- Applications are due by January 15.
- All prerequisite courses must be complete by January 31.
- All transfer credits must be posted to the students Community College of Philadelphia record by January 31.
- Allied Health test must be completed by March 13, 2015.

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 in the Nursing department office before applicants can begin a Nursing course. A physical examination is also required of students prior to the beginning of the second year of the program. Immunizations may be supplemental 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 work day (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, with out compromising the objective, integrity, or essential nature of the course of the program.

- **Background Checks**:
  The Professional Nursing law permits the Nursing Board to consider the "moral character of any nursing candidate." The Pennsylvania Board of Nursing makes the final determination concerning an applicant's eligibility for R.N. licensure. The Pennsylvania 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 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

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.

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. Applications for readmission can be obtained through the Counseling department.

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 Life Experience 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.

All Advance Placement Option applicants must complete the following courses, with a C or higher, by July 31 prior to the anticipated January enrollment. Transfer credits must be posted on the student record by July

31.

- GPA of 2.75 or higher
- Chemistry 110 (or high school equivalent less than 10 years old)
- Math 118
- Biology 109
- Diet 111
- English 101

Documentation of life experience 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 U.S. 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.

For Reference:
Clinical experience in the Nursing program includes contact with children. 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 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.

Nursing Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
NURS 101 – Nursing I	BIOL 109, DIET 111, ENGL 101 (must be taken concurrently or prior)	7	
BIOL 109 – Anatomy and Physiology		4	Natural Science
DIET 111 – Introduction to Nutrition	BIOL 109	3	
ENGL 101 – English Composition I		3	ENGL 101

Second Semester

NURS 132 – Nursing II	NURS 101 must be taken prior; BIOL 110, ENGL 102, MATH 118 or above (must be taken concurrently or prior)	7	Writing Intensive
BIOL 110 – Anatomy and Physiology	BIOL 109	4	
ENGL 102 – The Research Paper	ENGL 101 with a grade of C or better	3	ENGL 102, Info Lit
MATH 118 or higher		3	Mathematics

Third Semester

NURS 231 – Nursing III	NURS 132 must be taken prior; BIOL 241, SOC 101, CIS 103 (must be taken concurrently or prior)	7	
BIOL 241 – Principles of Microbiology	BIOL 106, BIOL 107, BIOL 109 or BIOL 123	4	
SOC 101 – Introduction to Sociology		3	Social Sciences, Am/Global Diversity, Interpretive
CIS 103 – Applied Computer Technology		3	Tech Comp

Fourth Semester

NURS 232 – Nursing IV	NURS 231	7	
Humanities Elective (excluding ENGL 108)		3	
General Elective		3	
Minimum Credits Needed to Graduate: 64			

General Education Requirements

All General Education requirements are met through required courses as indicated above. A more detailed explanation of the College's general education requirements can be found on the following degree requirements Web page.

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Paralegal Studies

The Paralegal Studies curriculum leads to the Associate in Applied Science (A.A.S.) degree. 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.

Student 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, 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:
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.

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.

Accelerated Program:
Designed primarily for students who have already completed most or all of their general education requirements (either at the College or by transfer), the Paralegal Studies Accelerated Program sequences the ten Paralegal Studies courses required for graduation. Below is a sample schedule.
(Early fall, mid-fall, spring and summer)
PLS 101 Introduction to Paralegal Studies
PLS 111 Legal Research & Writing I or PLS elective
PLS 121 Civil Litigation I

Session Two
(Fall, mid-fall, spring and summer)
PLS 115 Legal Technology
Three paralegal electives (TBA) or PLS 111 and two paralegal electives

Session Three
(Spring, summer and fall)
PLS 211 Legal Research & Writing II
PLS elective (TBA)
PLS elective (TBA)

Courses in the Accelerated Program are offered one night per week with some online options. Students may take courses in both the Accelerated Program and the regular semester format provided there are no conflicts.

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 120 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.

Paralegal Studies Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			

ENGL 101 – English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra or higher		3	Mathematics
PLS 101 –Introduction to Paralegal Studies		3	
CIS 103 – Applied Computer Technology		3	Tech Comp
Social Science Elective		3	Social Sciences

Second Semester

ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
PLS 111 – Legal Research & Writing I	PLS 101	3	Writing Intensive, Interpretive Studies
PLS 115 – Legal Technology	CIS 103 & PLS 101	3	
Natural Science Elective		3/4	Natural Science
PLS 121 – Civil Litigation I	PLS 101	3	

Third Semester

Social Science Elective		3	
Humanities Elective[1]		3	Humanities
PLS 211 – Legal Research & Writing II	PLS 111, ENGL 102	3	
Concentration Course – Select one from the following[2]:		3	
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 & 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	PLS 111, PLS 121, completion of 36 credits and GPA of 2.5 or better		
JUS 241 – Criminal Law	JUS 101 or PLS 101		

Concentration Course – Select one from the list above	3

Fourth Semester

General Elective	3
General Elective	3
Concentration Elective – Select one from the list above	3
Concentration Elective – Select one from the list above	3
Concentration Elective – Select one from the list above	3
Minimum Credits Needed to Graduate: 60	

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **American/Global Diversity**. The same course may be used to fulfill both requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

[1] See a Paralegal Studies academic advisor.

[2] 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.

Photographic Imaging

The Photographic Imaging 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 photographic imaging and related occupations. Students completing the Photographic Imaging program will be prepared to work as photographers, studio assistants and imaging lab technicians. Extensive darkroom, studio and imaging lab work is required, using both silver-based and digital technologies in both black and white and color.

Location or studio assignments are required in all courses. Professional practices and production are emphasized, and students are encouraged to develop artistic appreciation and imagination in their work. Upper-level courses emphasize working with advanced techniques and portfolio preparation.

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, at their own expense, an approved professional quality 35mm SLR camera ($150-$300), film, paper, digital storage media, textbooks, a digital SLR camera ($500-$800) and other supplies. Approximate supply costs appear after each course description. In addition, students in large format and studio courses are required to have an incident/reflected light meter ($200-$400).

Student 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 photographic imaging.

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.

Requirements For Graduation:
To qualify for the Associate in Applied Science (A.A.S.) degree in Photographic Imaging, a student must complete at least 63 credit hours and attain a grade point average of 2.0 ("C" average).

Photographic Imaging Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
PHOT 101 - Basic Photography		4	
PHOT 104 - Introduction to Video Production		3	
PHOT 111 - History of Photography		3	
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 – Applied Computer Technology		3	Tech Comp
Second Semester			
PHOT 103 - Large Format Photography	PHOT 101	4	
PHOT 151 - Digital Imaging		3	
PHOT 152 - Introduction to Color Photography and Digital Printing	PHOT 151, which may be taken concurrently	3	
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
MATH 118 - Intermediate Algebra or higher		3	Mathematics
Third Semester			
PHOT 201 - Commercial Photography Basic Studio	PHOT 103	4	
PHOT 202 - Commercial Photography Portraiture	PHOT 152, which may be taken concurrently	4	
PHOT 217 - Digital Photojournalism	PHOT 104, PHOT 151; PHOT 152, which may be taken concurrently	4	
Science Elective		3/4	Natural Science
Fourth Semester			
PHOT 205 - Commercial Photography Advanced Studio	PHOT 152 and PHOT 201	4	
PHOT 211 - Corporate and Event Videography	PHOT 104	3	
PHOT 299 - Professional Practices in Photographic Imaging and Digital Video Production	PHOT 202 and PHOT 205 which may be taken concurrently	3	
Humanities Elective		3	Humanities
Social Science Elective		3	Social Science
Minimum Credits Needed to Graduate: 63			

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

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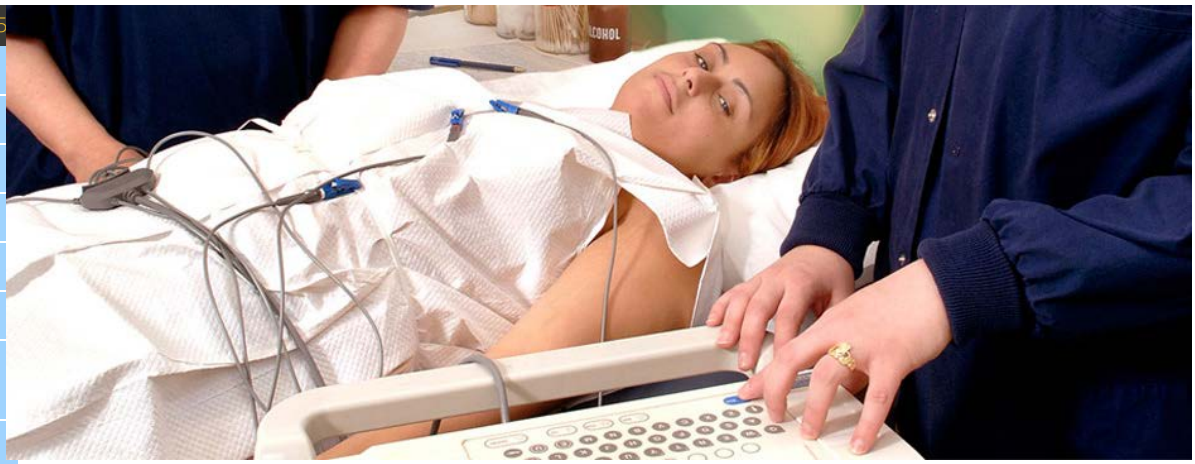

Respiratory Care Technology

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 Committee for Accreditation of Respiratory Care. 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.

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 tuberculosis skin test is also required and, if indicated, a chest X-ray may be necessary. In addition, recent immunization documentation must be provided for measles, mumps, rubella, diphtheria, pertussis, tetanus, polio and Hepatitis B. 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.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Successfully complete all level Board exams offered through the National Board for Respiratory Care.
- Obtain a professional license to practice as a respiratory therapist in Pennsylvania and/or any state requiring licensure.
- Obtain gainful employment as a respiratory therapist.

Program Entry Requirements:
Applicants for the program must have successfully completed a high school diploma or GED with a grade of "C" or better, high school biology (or a 4-credit college biology course) and high school algebra (or MATH 118 or placement into a higher level math course). It is recommended that applicants have high school chemistry (or CHEM 110 or equivalent) and high school physics (or PHYS 105). These requirements must have been met within the past 10 years. For applicants holding a high school diploma, the 10-year requirement is calculated from the date of graduation.

Students petitioning for admission must have a minimum of a 3.0 grade point average and must meet other

department admission requirements, and will be admitted only upon favorable recommendation of the entire faculty.

All applicants are required to participate in the pre-entrance standardized testing program. Applicants may be interviewed by the program director, department head and/or members of the department's admission Committee. 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.

To remain in the Respiratory Care program students must maintain a grade of "C" or better in all Respiratory Care and required pre- and corequisite 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.

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 Affairs whose decision is final.

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 69 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:

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.

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.

Respiratory Care Technology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
First Semester			
RESP 100 - Introduction to Respiratory Care Technologies	RESP 101	4	
RESP 101 - Fundamentals of Respiratory Care Techniques I	RESP 100	4	
ENGL 101 – English Composition I		3	ENGL 101
BIOL 109 – Anatomy and Physiology I		4	Natural Science
MATH 118 - Intermediate Algebra	MATH 117	3	Mathematics
Second Semester			
RESP 102 - Fundamentals of Respiratory Care Techniques II	RESP 100, RESP 101	4	
CIS 103 – Applied Computer Technology		3	Tech Comp
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
BIOL 110 – Anatomy and Physiology	BIOL 109	4	
Summer Session I			
RESP 103 - Fundamentals of Respiratory Care Techniques III	RESP 102	3	
CHEM 110 - Introductory Chemistry or CHEM 101 - General Chemistry		4	
Summer Session II			
RESP 104 - Clinical Practicum I	RESP 103	1	
Fall Semester			
RESP 210 - Cardiopulmonary Pathophysiology I	RESP 104 Coreq:RESP 220	1	
RESP 220 - Advanced Respiratory Care			

Procedures I	RESP 104 Coreq: RESP 210	5	
BIOL 241 – Principles of Microbiology	BIOL 106, BIOL 107, BIOL 109 or BIOL 123	4	

Spring Semester

Humanities Elective		3	Humanities
RESP 211 - Cardiopulmonary Pathophysiology II	RESP 210 Coreq: RESP 227	4	
Social Science Elective		3	Social Sciences
RESP 221 - Advanced Respiratory Care Procedures II	RESP 220 Coreq: RESP 211	5	

Summer Session I

RESP 299 - Clinical Practicum II	RESP 211 and RESP 221	1	

Minimum Credits Needed to Graduate: 69

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

Sound Recording and Music Technology

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 broadcast technicians, sound recording technicians, 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 ProTools to provide them with the necessary skills for employment.

Student 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:
Students applying for admission must consult with the Music Department Chair before entry to the program. They must also take a music theory placement test. The music theory placement test covers key signatures, major and minor scales, intervals, chords and rhythmic recognition. Applicants with deficiencies in music theory must pass a fundamental theory course, Music 100 (Music Reading), with a minimum grade of "B" Students admitted into the program must qualify for English 101 and MATH 118. Applicants who successfully meet the requirements listed above are accepted into the Sound Recording and Music Technology curriculum.

Program of Study and Graduation Requirements:
To qualify for the A.A.S. degree, a student must complete 67 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.

Sound Recording and Music Technology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Summer Session			
MUS 100 - Music Reading		3	
MUS 101 - Piano I		1	
First Semester			

MUS 102 - Piano II	MUS 101	1	
MUS 196 - Ensemble I or MUS 197 Ensemble II or MUS 296 Ensemble III or MUS 297 Ensemble IV		1	
MUS 115 - Introduction to Music Technology		3	
MATH 118 - Intermediate Algebra or higher		3	Mathematics
CIS 103 – Applied Computer Technology		3	Tech Comp
ENGL 101 – English Composition I		3	ENGL 101
MUS 111 - Aural Theory I	MUS 100	3	

Second Semester

MUS 103 - Introduction to Music		3	
MUS 114 - Harmony I	MUS 100	3	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3	
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3	ENGL 102, Info Lit
MUS 197 - Ensemble II or MUS 196 - Ensemble I or MUS 296 - Ensemble III or MUS 297 Ensemble IV		1	
MUS 113 - Aural Theory II	MUS 111	3	

Third Semester

ACCT 101 – Financial Accounting		4	
MUS 214 - Harmony II	MUS 114	3	
MUS 220 - ProTools - Digital Audio Editing	MUS 215	3	
MUS 180 - Music Business		3	
MUS 211 - Aural Theory III	MUS 113	3	

Fourth Semester

PHYS 125 – Musical Acoustics		3	Natural Science
MUS 260 - Sound Reinforcement and Recording Session	MUS 220	3	
MUS 107 - Music Composition	MUS 100, MUS 115	3	
Social Science Elective		3	Social Science
MUS 290 - Music Internship	MUS 180, MUS 260 which may be taken concurrently	2	

Minimum Credits Needed to Graduate: 67

General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill all three requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection.

Computer-Assisted Design Technology Academic Certificate

Computer-Assisted Design, or CAD, is a field that utilizes specialized computer software to graphically communicate (or "draft") ideas into technically precise drawings. CAD drafting is used in the design and documentation process by architects, engineering and construction professionals. Additionally, the software is used to create the three-dimensional images used in animation and rendering. In this program, students master the CAD software packages used most commonly in design, documentation and presentation, with an emphasis on the architecture, design and building construction fields.

This program 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 documentation drafters and technicians. Entry-level documentation drafters and technicians assist design professionals in architecture, engineering and construction. Drafters translate ideas, sketches and technical information into complete, accurate drawings needed to make buildings, structures or products. Technicians assist design, construction or art professionals to create renderings and animations or other three-dimensional simulations.

Department faculty are dedicated to helping each student develop strong, marketable skills. Students acquire excellent computer graphic skills as well as the technical background that allows for accurate, informed decisions. Students become versatile draftspeople who have diverse job opportunities. The certificate is offered for students interested in a short-term career preparatory experience. All courses required for the certificate also apply to the A. A. S. degree, so students have the option of continuing in the degree program.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Develop drawings and models utilizing computer drafting in both two and three dimensions.
- Interpret architectural and construction drawings and documents.
- Demonstrate knowledge of various building materials and methods and related building technologies.
- Communicate effectively and work as part of a team, using graphic, oral and written modes.

Program Entry Requirements:
The program is open to all interested students, assuming space is available. Students selecting this curriculum will be assigned a program advisor who will guide them throughout their course of study.

Students are required to take the College's placement tests at the time of entry. 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 academic certificate in Computer-Assisted Design Technology, a student must complete a minimum of 33 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Computer Assisted Design Technology - Academic Certificate Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits
First Semester		
ADC 101 - Introduction to Design and Construction		3
ADC 103 - CAD Basics		3
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3
ENGL 101 - English Composition I		3
Math 137 - Geometry for Design or higher level mathematics course	Math 118 placement	3
Second Semester		
ADC 163 - Digital Documentation in Architecture and Construction	ADC 103	3
Select one course from the following:		3
ADC 136 - Building Codes	ENGL 101 must be taken concurrently or prior	
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	
ADC 226 - Structures I - Analysis	ADC 101 and Math 118 or higher	
ADC 246 - Contracts and Specifications	ADC 101	
ADC 253 - Environmental Systems I	ADC 101 and ADC 103 or ADC 109	
CIS 105 - Computer Systems Maintenance		
ADC 263 - Digital Animation and Rendering	ADC 103 or Art 150	3
Humanities/Social Science Elective		3
ADC 273 - Advanced CAD Applications	ADC 163	3
ENGL 102 - The Research Paper or ENGL 112 - Report and Technical Writing	ENGL 101 with a grade of "C" or better	3
Minimum Credits Needed to Graduate: 33		

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 Information

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

Creative Writing Academic Certificate

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.

Student 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).

Creative Writing Academic Certificate Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits
Summer Session		
ENGL 101 - English Composition I		3
First Semester		
MATH 118 - Intermediate Algebra or higher		3
CIS 103 - Applied Computer Technology		3
Social Science Elective		3

ENGL 205 - Creative Writing	ENGL 101	3

Second Semester

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
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3
Directed Elective - Select one of the following: Literature course or ENGL 137 - Introduction to Theatre (ENGL 137 recommended for students taking ENGL 282)	ENGL 101	3
Select one of the following: ENGL 280 - Poetry Writing ENGL 281 - Fiction Writing ENGL 282 - Scriptwriting ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism	ENGL 205 ENGL 205 ENGL 205 ENGL 102 or ENGL 205	3

Third Semester

Select one of the following: ENGL 280 - Poetry Writing ENGL 281 - Fiction Writing ENGL 282 - Scriptwriting ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism	ENGL 205 ENGL 205 ENGL 205 ENGL 102 or ENGL 205	3
ENGL 285 - Portfolio Development	Prerequisite: Enrollment in the certificate program in Creative Writing. Two of the following: ENGL 280, 281, 282, 283 one of which may be taken concurrently	3

Minimum Credits Needed to Graduate: 33

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 Information

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Disability Studies Academic Certificate

The certificate program in Disability Studies is designed to prepare students for a career in the field of disability service provision. Such careers include social and human service assistants, community and social service specialists, rehabilitation counselor assistants, and personal and home care aides. Students will gain the theoretical knowledge and practical skills that will allow them to effectively provide services that meet the unique needs of adults with disabilities. Courses in the program assist students in developing an understanding and knowledge of disabilities that take into consideration the individual with a disability, societal influences, the environmental setting and the mandates of disability law. Students will also learn to employ assessment techniques, programming strategies, goal planning and life skills training that support self-advocacy, productivity, and community and family inclusion for adults with developmental disabilities. This certificate may also be taken in conjunction with the degree program in Behavioral Health/Human Services (BHHS) curriculum.

Student 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 field of disability service provision.
- 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 prior to program entry. Students requiring developmental mathematics courses must complete them in addition to the requirements of the certificate program.

Program of Study and Graduation Requirements:
Graduation from the Disability Studies academic certificate program is based upon successful completion of the 33 required credits of coursework with a grade of "C" or better in all core courses and minimum cumulative grade point average of 2.0 ("C" average).

Disability Studies Academic Certificate Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits
First Semester		
BHHS 161 - Introduction to Disabilities		3
BHHS 101 - Introduction to Behavioral Health		3

and Human Services		
BHHS 111 - Introduction to Helping Skills	BHHS 101, which may be taken concurrently	3
ENGL 101 - English Composition I		3
CIS 103 - Applied Computer Technology*		3
MATH 118 - Intermediate Algebra (or higher)		3

Second Semester

BHHS 105 - Introduction to Group Dynamics		3
BHHS 194 - Case Management Practice	BHHS 111 with a "C" grade or better	3
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111 with a "C" grade or better	3
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3
BHHS 261 - Developmental Disabilities Support Services	BHHS 161 prerequisite	3

Minimum Credits Needed to Graduate: 33

*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

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 Information

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

Energy Conservation Academic Certificate

This program prepares students for a variety of careers in the energy conservation industry and related fields, such as energy auditors, product specifiers, quality control supervisors, materials testers, and site inspectors. Individuals interested in developing small independent energy conservation contracting businesses will also find this program useful toward achieving that goal. Courses within this program utilize the latest industry-standard scientific methods, instruments and software for determining the energy consumption profile for buildings.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Conduct performance audits of energy consumption in existing buildings.
- Plan energy renovation projects.
- Provide leadership in creating and maintaining a safe working environment.
- Organize and run an independent construction business.

Program Entry Requirements:
Students are normally required to take the College's placement tests at the time of entry. 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 Academic Certificate in Energy Conservation, a student must complete a minimum of 30 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Energy Conservation Academic Certificate

Course Number and Name	Prerequisites and Corequisites	Credits
First Semester		
ADC 101 - Introduction to Design & Construction		3
ADC 103 - CAD Basics		3
ADC 136 - Construction Safety and Building Codes		3
ENGL 101 - English Composition I		3
MATH 137 - Geometry for Design (or higher MATH)		3
Second Semester		
ADC 112 - Construction Materials & Detailing:		

Principles	ADC 103 or 109	3
ADC 146 Construction Supervision & Business Practices	ADC 101	3
ADC 161 - Energy Auditing, Mediation and Monitoring	ADC 101	3
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101	3
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3

Minimum Credits Needed to Graduate: 30

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 Information

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

Geographic Information Systems (GIS) Academic Certificate

GIS is a computerized database management system for capture, storage, retrieval, analysis and display of geographic information.

The GIS certificate program will provide students with the knowledge and practical skills necessary to develop and manage Geographic Information projects and to interpret and implement GIS as a decision support system.

The core sequence of five GIS courses will enable students to:

- Develop substantial theoretical and practical competencies relating to GIS
- Develop foundational understanding and skills in the use of industry-standard software
- Be able to demonstrate to employers the ability to perform GIS tasks at the entry level

Students completing the Geographic Information Systems academic certificate program will be well prepared to enter the field of GIS in a public or private environment as entry-level GIS technicians. Individuals currently working in this or a related field will substantially enhance their knowledge and skills.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Identify how geospatial technologies can be utilized within various organizations/applications.
- Identify necessary equipment (software and hardware) and data needed to complete project.
- Effectively use various geospatial technologies (Geographic Information Systems/GIS, Global Positioning Systems/GPS).
- Conduct geospatial analyses and operations (geocoding, buffer, clip, distribution, correlation and network).
- Work productively both independently and in teams on geospatial projects.

Program Entry Requirements:
New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of the program.

Program of Study and Graduation Requirements:
To qualify for the academic certificate in Geographic Information Systems, students must complete the appropriate 30 credit hours with a minimum cumulative grade point average of 2.0 (C average). All students must earn a C or better in all GIS courses.

Geographic Information Systems - Academic Certificate Course Sequence

Course Number and Name	Prerequisites	Credits

Summer Session		
CIS 103 – Applied Computer Technology		3
GIS 101 – Introduction to Geographic Information Systems		3
First Semester		
ENGL 101 – English Composition I		3
MATH 118 - Intermediate Algebra or higher		3
GIS 102 - Intermediate Geographic Information Systems	GIS 101	3
GIS 104 - Principles of Computer Cartography and Visualization	GIS 101	3
Second Semester		
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3
GIS 203 - Remote Sensing and Global Positioning Technologies	GIS 101, MATH 118	3
GIS 201 - Advanced GIS Systems	GIS 102	3
Summer or Third Semester		
GIS 206 - Introduction to Web GIS	GIS 201	3
Minimum Credits Needed to Graduate: 30		

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 Information

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

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Human Services Academic Certificate

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.

Student 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.

Human Services Academic Certificate Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits
First Semester		
BHHS 101 - Introduction to Behavioral Health and Human Services		3

BHHS 111 - Introduction to Helping Skills	BHHS 101, which may be taken concurrently	3
BHHS 105 - Introduction to Group Dynamics		3
ENGL 101 - English Composition I		3
YW 101 - Foundations of Youth Work or BHHS 121 - Foundations of Addiction Studies or BHHS 171 - Introduction to Social Gerontology or BHHS 161 - Introduction to Disabilities		3
CIS 103 - Applied Computer Technology*		3

Second Semester

BHHS 194 - Case Management Practice	BHHS 111 with a "C" grade or better	3
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111 with a "C" grade or better	3
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3
BHHS 151 - Family Violence, Abuse and Trauma or BHHS 241 - Crisis Intervention		3
MATH 118 - Intermediate Algebra (or higher)		3

Minimum Credits Needed to Graduate: 33

*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

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 Information

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

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Justice Academic Certificate

The Justice academic certificate program provides the education, knowledge and skills needed to fight crime, protect the public and work within the court and corrections systems. A sequence of courses is offered to accomplish the following objectives: (1) establish a knowledge base about Justice, (2) transmit a set of professional values and (3) facilitate the development of skills related to professional activity. Whether the setting is a police, parole, probation, corrections, corporate or homeland security agency, the program starts with the assumption that the need for knowledge, values and skills is critical for the performance of professional activity.

An anticipated outcome is that persons already working in a justice setting will substantially enhance their knowledge, values and skills. Another anticipated outcome of the Justice academic certificate program is that students will be prepared to continue working towards their A.A.S. degree in Justice, or enter a justice setting at a beginning professional level.

Students completing the Justice academic certificate program will be prepared to work as state or municipal police officers/troopers, state or municipal corrections officers, private security managers, private investigators and homeland security investigators/screeners.

In addition to three core Justice courses, (JUS 101, JUS 171, JUS 241), students are also required to select three concentration courses. Each concentration is career oriented, focuses on a different area in the Justice field and is designed to enable students to pursue their own professional interests. It is recommended that students select their concentration area and the courses within it in consultation with a Justice faculty advisor. The Police concentration is designed for students interested in the law enforcement profession. It provides them with the skills and knowledge needed to respond to and protect a crime scene, retrieve and analyze evidence, and maintain and protect the chain of evidence throughout the entire prosecution process. The Corrections concentration provides students with a strong foundation in the correctional process. It provides them with the knowledge to to safely and successfully work within the American correctional system from the moment a defendant is convicted through his/her incarceration period and subsequent reintegration into society. The Parole/Probation concentration provides students with the skills and knowledge needed to manage cases from a defendant's conviction to his/her completion of probation or parole. Finally, the Corporate/Homeland Security concentration provides students with a broad foundation in key aspects of the corporate environment such as asset protection, homeland security and the investigation of corporate crimes.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Demonstrate an understanding of basic concepts and principles of criminal justice.
- Demonstrate the skills and knowledge necessary for employment in entry level criminal justice positions such as police officer, corrections officer or private security manager.
- Demonstrate an understanding of and commitment to the values of the criminal justice profession.

Program Entry Requirements:

New students are 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 academic certificate program.

Program of Study and Graduation Requirements:
Graduation from the academic certificate program is based upon the successful completion of the required 30 credits of course work with a minimum cumulative grade point average of 2.0 ("C" average).

Justice Academic Certificate Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits
First Semester		
JUS 101 - Survey of Justice		3
JUS 171 - Juvenile Justice		3
ENGL 101 - English Composition I		3
CIS 103 - Applied Computer Technology		3
MATH 118 - Intermediate Algebra (or higher)		3
Second Semester		
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3
JUS 241 - Criminal Law	JUS 101 or PLS 101	3
Concentration course - select one from the list below	JUS 101	3
Concentration course - select one from the list below	JUS 101	3
Concentration course - select one from the list below	JUS 101	3

Concentration course - Selection of courses from one of the following designated "clusters" should be guided by the choice of career goal, as shown. All concentration courses except BHHS 121 have JUS 101 as a prerequisite.

Police:
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 251 - Comparative Police Systems
JUS 261 - Criminal Evidence and Procedure
JUS 281 - Organized Crime

Corrections:
JUS 121 - Legal Issues in Justice and Human Services
JUS 221 - Criminal Investigation
JUS 235 - American Correctional Institutions
JUS 237 - Community-Based Corrections
JUS 281 - Organized Crime
BHHS 121 - Foundations of Addiction Studies

Parole/Probation:
JUS 121 - Legal Issues in Justice and Human Services
JUS 181 - Community Relations

JUS 221 - Criminal Investigation
JUS 237 - Community-Based Corrections
JUS 281 - Organized Crime
BHHS 121 - Foundations of Addiction Studies

Corporate/ Homeland Security:
JUS 105 - Introduction to Corporate and Homeland Security*
JUS 181 - Community Relations
JUS 201 - Introduction to Terrorism
JUS 221 - Criminal Investigation
JUS 261 - Criminal Evidence and Procedure
JUS 281 - Organized Crime

Minimum Credits Needed to Graduate: 30

*All students in the Corporate/Homeland Security concentration must take JUS 105 - Introduction to Corporate and Homeland Security as one of their concentration courses.

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 Information

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Recovery and Transformation Academic Certificate

The Behavioral Health/Human Services (BHHS) curriculum 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 certificate also 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.

Student 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 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. 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 Recovery and Transformation, a student must complete 33 credit hours as prescribed and attain a grade point average of 2.0 (“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.

Recovery and Transformation Academic Certificate

Course Number and Name	Prerequisites and Corequisites	Credits
First Semester		
BHHS 121 - Foundations of Addiction Studies		3
BHHS 101 - Introduction to Behavioral Health and Human Services		3
BHHS 111 - Introduction to Helping Skills	BHHS 101, must be taken concurrently or prior; acceptance into the BHHS curriculum or related certificate program	3
ENGL 101 - English Composition I		3
CIS 103 - Applied Computer Technology*		3
MATH 118 - Intermediate Algebra (or higher)		3
Second Semester		
BHHS 105 - Introduction to Group Dynamics		3
BHHS 131 - Faith and Spirituality in Human Services or BHHS 194 - Case Management Practice	BHHS 111	3
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111 with "C" grade or better	3
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3
BHHS 222 - Assessment and Service Planning in Recovery	BHHS 121	3
Minimum Credits Needed to Graduate: 33		

*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

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.

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Social Gerontology Academic Certificate

More services for the aging have increased the need for educated, well-trained students. Those new to gerontology will develop skills and acquire knowledge in preparation for employment. Those already working in the field will add to their knowledge. Students must meet regular College admission requirements and requirements for the Behavioral Health/Human Services (BHHS) curriculum. The certificate may also be taken in conjunction with the degree program in the Behavioral Health/Human Services curriculum. Graduates of the Social Gerontology certificate program will be prepared to work as social and human service assistants, community and social service specialists, personal and home care aides, and social work assistants.

Student 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 successful employment in agencies providing services for the aging.
- 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:
To qualify for the academic certificate in Social Gerontology, students must complete 33 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Social Gerontology Academic Certificate Course Sequence

Course Number and Name	Prerequisites	Credits
First Semester		
BHHS 171 – Introduction to Social Gerontology		3
BHHS 101 – Introduction to Behavioral Health and Human Services		3
BHHS 111 – Introduction to Helping Skills	BHHS 101 - which may be taken concurrently	3
ENGL 101 – English Composition I		3

CIS 103 – Applied Computer Technology		3
MATH 118 - Intermediate Algebra or higher		3

Second Semester

BHHS 105 – Introduction to Group Dynamics		3
BHHS 194 – Case Management Practice	BHHS 111 with a "C" grade or better	3
BHHS 195 – Practicum in Behavioral Health/Human Services I	BHHS 111 with a "C" grade or better	3
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3
BHHS 277 – Behavioral Development and Social Processes of Aging	BHHS 171	3

Minimum Credits Needed To Graduate: 33

*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

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.

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Youth Work Academic Certificate

The academic certificate program in Youth Work prepares students for careers in youth services. Graduates of this program will be prepared for employment as youth service workers and youth development practitioners. Students receive a background in the principles and practices of service to children and adolescents, including programs for dependent, delinquent and special needs youth. Courses in this program address topics such as adolescent growth and behavior, approaches to practice, and practice with family and community systems. Students complete a 12-week field placement at a youth service agency under the supervision of a College instructor and site administrator.

Prior to graduation, students are expected to demonstrate through class participation, course assignments, term papers, projects and field assignments: knowledge of key concepts and research; competence in working with individuals and groups; ability to plan basic environments and activities for youth; and skills for working with families, community representatives and coworkers.

Student Learning Outcomes:
Upon completion of this program graduates will be able to:

- Explain basic concepts and principles of youth development.
- Design activities and environments that promote the healthy development of youth.
- Communicate effectively orally with youth and with other professionals.
- Communicate effectively in writing through documents typical of the profession such as progress reports and incident reports.

Program Entry Requirements:
This program is open to all interested students meeting College admission requirements. Admission to the certificate program in Youth Work is gained through application to the College and selection of this program by the student. Students must complete the placement tests required for all new admissions. Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program. Prior to placement at a practicum site, students must submit current copies of clearance for criminal history, child abuse and health, which will be evaluated by Youth Work faculty.

Program of Study and Graduation Requirements:
Graduation from the program is based upon successful completion of the required 33 credits of course work with a grade of "C" or better in all core courses, and a minimum cumulative grade point average of 2.0.

Youth Work Academic Certificate Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits
First Semester		

YW 101 – Foundations of Youth Work		3
ENGL 101 – English Composition I		3
YW 110 – Family and Community Engagement		3
CIS 103 – Applied Computer Technology		3
Directed Elective* – choose one:		3
BHHS 101 – Introduction to Behavioral Health and Human Services		
BHHS 105 – Introduction to Group Dynamics		
BHHS 111 – Introduction to Helping Skills	BHHS 101	
BHHS 151 –Child Abuse and Family Violence		
JUS 171 Juvenile Justice		
PSYC 101 – Introduction to Psychology		
PSYC 201 – Child Psychology		
PSYC 215 – Developmental Psychology	PSYC 101	
MATH 118 - Intermediate Algebra or higher		3

Second Semester

YW 115 – Critical Issues in Youth Work		3
ENGL 102 – The Research Paper	ENGL 101 with a grade of "C" or better	3
Directed Elective – Choose one from list above		3
Directed Elective – Choose one from list above		3
Youth Work 196 – Practicum in Youth Work**		3/4
Minimum Credits Needed to Graduate: 33		

*Students planning to obtain the A.A.S. degree in Behavioral Health and Human Services (BHHS) should select their courses to match BHHS requirements in consultation with an advisor.

**Students may substitute BHHS 195 or BHHS 213 with permission of the Youth Work certificate program coordinator.

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

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Accounting Paraprofessional Proficiency Certificate

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.

Student 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 in as an accounting clerk or tax preparer.
- Effectively communicate with users of financial information orally and in writing.

Program Entrance 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

Course Number	Course Title	Prerequisites	Credits
ACCT 101	Financial Accounting		4 credits
ENGL 101	English Composition I		3 credits
ACCT 102	Managerial Accounting I	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 ACCT 215	Tax Accounting; or Nonprofit Accounting	For ACCT 215: ACCT 102 or ACCT 101 and department approval	3 credits
			Total Credits: 16

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete exams, writing assignments and participate in class activities.

Automotive Service Proficiency Certificate

Description:
The Automotive Service 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 chain-based repair facility. When completed, the courses may be applied towards the Automotive Technology-Automotive Service Technology Option Associate in Applied Science Degree.

Student Learning Outcomes:
After completing the identified courses, the students will be able to:

- Diagnose and repair an automotive braking system, including anti-lock braking concerns.
- Repair and align an automotive steering and suspension system using Hunter alignment equipment.
- Analyze an electrical fault using a wiring schematic and repair the electrical system.

Entrance Requirements:
Students must complete the College placement test prior to entering this certificate program. Courses for the certificate require students to be ENGL 101 ready.

Courses:

Applied Science and Engineering Technology Program Course Sequence

Course Number	Course Title	Prerequisites	Credits
AT 100	Introduction to Automotive Technology		2
AT 111	Automotive Suspension and Steering Systems	AT 100, which may be taken concurrently	4
AT 121	Principles of Automotive Electricity and Electronics	AT 100, which may be taken concurrently	3
AT 150	Automotive Braking Systems	AT 100, which may be taken concurrently	2
AT 181	Automotive Engine Mechanical Repair	AT 100, which may be taken concurrently	4
AT 250	Advanced Braking Systems and Controls	AT 121, AT 150	2
		Total Credits:	**17**

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. 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.

For More Information Contact:
The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164; or the College Information Center (215) 751-8010.

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Biomedical Technician Proficiency Certificate

Description:

In conjunction with the Wistar Institute, a national cancer research center, the College offers the Biomedical Technician Training Program. This program provides the only on-site professional biomedical research training in the Philadelphia region for post-high school, undergraduate students and for persons making a career change to become a biomedical research laboratory assistant. At Wistar and affiliate institutions, students selected for the BTT program receive an orientation to biomedical research technologies from mentors at these institutions. Laboratory Practicum training also takes place at the basic science research institutions, while internships take place in research institutions and at regional biotech and biopharmaceutical companies during the summer sessions. Approximately 50% of those who complete the 2-year BTT program obtain positions as biomedical research assistants within 6 months. Two options exist for a student to obtain this certificate. The student may:

1. Take only the courses leading to the certificate.
2. Take the courses leading to the certificate as part of the Applied Science and Engineering Technology Associate Degree Program.

Student Learning Outcomes:

Upon completion of the Biomedical Technician Proficiency Certificate the student will be able to:

- Build upon the knowledge and skills acquired from other science courses.
- Demonstrate the ability to work safely, effectively, and efficiently with living cells and the proteins and genetic material extracted from them.
- Understand the role of research technicians in the laboratory.
- Enter the job-market as a skilled, competent biomedical laboratory research assistant.

Entrance Requirements:

The Biomedical Technician Proficiency Certificate is a select proficiency certificate. To apply for the certificate the student must have completed a minimum of 12 credits at an accredited college or university with a GPA of 2.5 or better. Students must have completed English 101 and have successfully completed an in-person interview with the BTTP Academic Coordinator and the BTTP Program Director from the Wistar Institute.

Biomedical Technician Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
ENGL 101	English Composition		3
MATH 118	Intermediate Algebra (or Placement in MATH 161 or higher)		3
CHEM 110 or CHEM 121	Introductory Chemistry or College Chemistry	MATH 118 placement ENGL 101 ready	4
BIOL 123	Cellular and Molecular Biology	CHEM 121 or CHEM 110	4

BTT 100	Introduction to Biomedical Technology	BIOL 123, MATH 118 or higher, ENGL 101	1
BTT 101	Biomedical Technician Training	BTT 100	2
BTT 201	Biomedical Technician Training	BTT 101	4
			Total Credits: 21

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

For More Information Contact:
The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

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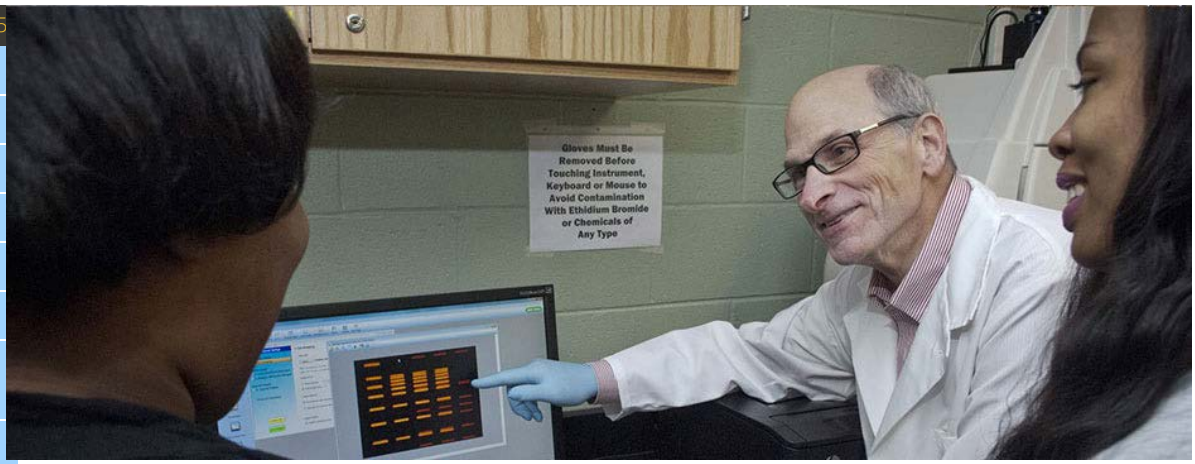

Biotechnology Proficiency Certificate

DESCRIPTION:

Biotechnology is an exciting and rapidly changing high technology field employing specially trained individuals. Laboratories in the biotechnology industry rely on technicians who are proficient at common tasks such as solution preparation, electrophoresis, microbial growth, and column chromatography. The Biotechnology Proficiency Certificate prepares students to meet biotechnology industry needs in the area of bioprocessing and fermentation. A strong industry need was also identified in the area of quality control and quality assurance, which is also addressed by this certificate. The curriculum has been reviewed and validated by biotechnology industries thus providing students with the knowledge and training to seek employment in biotechnology companies such as pharmaceutical manufacturing, research, medical and testing laboratories, biotechnology companies and agricultural industries. Several options exist for a student to obtain this proficiency certificate. The student may:

1. Take only the courses leading to the certificate.
2. Take the courses leading to the certificate as part of the Applied Science and Engineering Technology Associate Degree Program.

STUDENT LEARNING OUTCOMES:

Upon completion of the Biotechnology Proficiency Certificate the student will be able to:

- Apply the practical application of basic biotechnology laboratory skills
- Understand the theory underlying the performance and application of these laboratory techniques.
- Develop a working knowledge of industry regulations and guidelines, such as standards for good laboratory practice (GLP), biosafety and personal safety.
- Gain a broad overview of the biotechnology industry, and understand the scientific principles and basic practical skills employed in the manufacture of biological materials via the fermentation process.

ENTRANCE 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 satisfactory complete the appropriate English and mathematics course as part of the certificate.

BIOTECHNOLOGY PROFICIEnCY CERTIFICATE COURSE SEQUENCE

Course Number	Course Title	Prerequisites	Credits
CHEM 121	College Chemistry	CHEM 110, MATH 118	4
BIOL 123	Cellular and Molecular Biology	CHEM 121 or CHEM 110	4

BIOL 211	Genetics	BIOL 106 or BIOL 107 or BIOL 123	4
BIOL 241	Principles of Microbiology	BIOL 106 or BIOL 107 or BIOL 109 or BIOL 123	4
BIOL 255	Biotechnology	BIOL 123, CHEM 110 or CHEM 121, MATH 118	4
BIOL 256	Biotechnology II	BIOL 255	4
CHEM 122	College Chemistry	CHEM 121	4
			Total Credits: 28

SUCCESSFUL COMPLETION:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

FOR MORE INFORMATION CONTACT
The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

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Clinical Assistant Proficiency Certificate

Clinical Assistants are professionals that perform clinical procedures that include: obtaining patient medical histories; taking vital signs; administering medication; performing electrocardiography; vision screening; assisting the physician with general and specialty examinations; performing point-of-care laboratory testing. Clinical Assistants serve as a patient advocate and health coach to patients. Professional settings that offer career opportunities to the Clinical Assistant include: outpatient clinics, physicians'; offices, and other health care facilities.

Students who complete the proficiency certificate for the Clinical Assistant will be able to use these courses to continue their education and obtain an Associate Degree in Liberal Studies.

Student Learning Outcomes

Upon successful completion of the Clinical Assistant Proficiency Certificate, students will be able to

- Use the correct terminology for diseases, symptoms, diagnostic treatment and surgical procedures.
- Demonstrate competency in the clinical skills needed for working in health care systems.
- Integrate knowledge and skills related to the clinical responsibilities in order to effectively perform various tasks in an ambulatory setting.

Entrance 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 satisfactory complete the appropriate English and mathematics course as part of the certificate.

Clinical Assistant Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
AH 103	Medical Terminology		3 credits
AH 116	Interpersonal and Professional Skills in Health Care		3 credits
BIOL 108*	Essentials of Human Anatomy and Physiology		4 credits
DIET 106	Nutrition for a Healthy Lifestyle		3 credits
MA 110	Introduction to Clinical Skills		3 credits
MA 115	Medications and Medical Specialty Procedures		3 credits

Total Credits: 19

*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.

Successful Completion:
Successful completion of the program requires a "C"; grade or better in each of the courses listed above. In order to receive a "C"; grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

For More Information Contact:
The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or email health@ccp.edu.

Gainful Employment Information

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Computer Programming and Software Development Proficiency Certificate

Description:

The courses in the Computer Programming and Software Development Proficiency Certificate will prepare students for collecting and analyzing information to determine the limitations and possibilities of application programs and to project the timing and performance of software designs. When completed, the courses may be applied to the Computer Science Associate in Science Degree.

Student Learning Outcomes:

Upon successful completion of the Computer Programming and Software Development Proficiency Certificate students will be able to:

- Design, code, test, and debug object-oriented applications software.
- Demonstrate proficiency using the java computer programming language.
- Analyze the temporal and spatial efficiency of existing computer software and of computer software designs.
- Work with users and business managers to develop clear, concise and correct specifications for computer software, and to test completed software to see if it meets given specifications.
- Design and implement efficient data structures for applications software.

Entrance Requirements:

Students should be ENGL 101 and MATH 118 ready. Students who wish to prepare for employment developing software related to database operations may also wish to complete CIS 205 - Database Management Systems.

Computer Programming and Software Development Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
CSCI 111	Computer Science I with Java	MATH 118 or higher; or MATH 161 placement	4
CSCI 112	Computer Science II with Java	CSCI 111 with a grade of "C" or better	4
CSCI 211	Data Structures and Algorithms	CSCI 112 with a 'C' or better	4
MATH 163	Discrete Mathematics	MATH 161 completed or MATH 162 or higher placement	4
			Total Credits: 16

Successful Completion:
Successful completion of the program requires a "C"; grade or higher 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.

For More Information Contact:
The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164.

Gainful Employment Information

Federal Student Aid regulations require each institution to disclose to prospective students the following information about its 'Gainful Employment Programs.'

Program Description	Software Development
Award level	Proficiency Certificate
Program length in credits	16 credits
Program length in semesters	2 semesters
Expected tuition for completing the program within normal time	$2,448[1]
Expected fees for completing the program within normal time	$1,056[2]
Typical costs for books and supplies	$1,600[3]
Department of Labor's Standard Occupational Classification (SOC) code	15-132 15-1133 15-1134
Link to occupational profiles on the U.S. Department of Labor's O*NET website	http://www.onetcodeconnector.org/

[1] Tuition is based on in-county rate of $153/credit.

Digital Imaging 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 Photographic Imaging.

Student Learning Outcomes:

Upon completion of this Digital Imaging proficiency certificate students will be able to:

- Demonstrate proficiency with film camera operation and black and white darkroom techniques.
- Demonstrate an understanding of the principles 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.

Entrance 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 satisfactory complete the appropriate English and mathematics course as part of the certificate.

Digital Imaging Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
PHOT 101	Basic Photography		4
PHOT 104	Introduction to Video Production		3
PHOT 151	Digital Imaging		3
PHOT 152	Introduction to Color Photography and Digital Printing	PHOT 151 which may be taken concurrently	3

Total Credits: 13

Successful Completion:

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

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Entrepreneurship Proficiency Certificate

Description:

The Entrepreneurship Proficiency Certificate is a 12 credit-hour program for students who are interested in becoming entrepreneurs. Students will learn the basics of how to launch an entrepreneurial venture including planning, funding, accounting, and marketing. When completed, the courses may be applied to the Liberal Arts-General Option degree.

Student Learning Outcomes:

Upon successful completion of the Entrepreneurship Proficiency Certificate, the students will be able to:

- Describe the characteristics of a successful entrepreneur and explain the key aspects of entrepreneurship.
- Describe the essentials of a marketing plan for an entrepreneurial venture.
- Demonstrate knowledge of key financial and accounting concepts and be able to apply those concepts to an entrepreneurial venture.
- Develop a business plan including a concept statement, feasibility study, and business model.

Entrance 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 course as part of the certificate.

Courses:

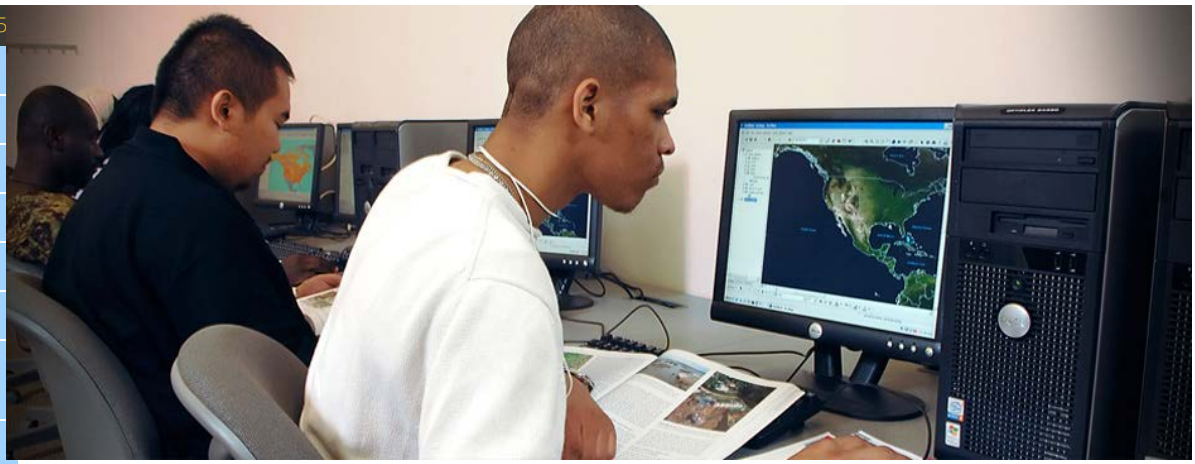
Course Number	Course Title	Prerequisites	Credits
ENTR 110	Fundamentals of Entrepreneurship		3
ENTR 120	Entrepreneurial Marketing		3
ENTR 130	Entrepreneurial Financial Intelligence		3
ENTR 140	Business Plan Development for Entrepreneurs		3
		Total Credits:	**12**

Intended Audience:

The Entrepreneurship Proficiency Certificate is designed to attract students who are currently entrepreneurs or who aspire to be entrepreneurs.

Successful Completion:

Successful completion of the program requires a "C" grade or better in each of the courses listed above. 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



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.

Students who complete the proficiency certificate can continue seamlessly in the academic certificate or the associate degree program in Geographic Information Systems.

Student 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.

Entrance 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 satisfactory 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.

Geographic Information Systems Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites and Corequisites	Credits
Select 3 of the following courses			9
GIS 101	Introduction to Geographic Information Systems		3
GIS 102	Intermediate Geographic Informarion Systems	GIS 101	3
	Principles of Computer Cartography and		

GIS 104	Visualization	GIS 101	3
GIS 201	Advance Geospatial Applications	GIS 102	3
GIS 203	Remote Sensing and Global Positioning Technologies	GIS 101	3
GIS 206	Introduction to Web GIS	GIS 201	3
			Total to Graduate: 9

Successful Complettion:

Successful completion of the program requires a "C" or better in each of the courses listed above. In order to achieve a "C" or better and thus demonstrate competency students must complete exams, writing assignments, and participation in class activities.

Medical Insurance Billing Proficiency Certificate

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 degree in Health Services Management or Liberal Studies.

Student Learning Outcomes:
Upon successful completion of the Medical Insurance Billing proficiency certificate, students will be able to:

- Know the correct terminology for diseases, symptoms, diagnostic treatment and surgical procedures.
- Gauge the susceptibility of the patient, the nature of the disease agent and the chain of infection.
- Identify and describe diagnostic tests and procedures, the normal findings, the disease indicated by the test or procedure if the results are abnormal, and common treatments recommended to treat the illness or condition.
- Identify the major sections found in the CPT manual, interpret the information contained in the Guidelines and notes, recognize symbols used and select the appropriate code which reflects type(s) of procedures performed.
- Differentiate among major types of voluntary, commercial, government-sponsored and managed care health insurance plans.
- Identify the components of the revenue cycle.
- Define revenue cycle management.
- Describe the importance of effective revenue cycle management in a provider's fiscal stability.
- Define fraud and abuse issues in health care.
- Explain health care compliance issues.

Entrance 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 satisfactory complete the appropriate English and mathematics course as part of the certificate.

Medical Insurance Billing Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
AH 103	Medical Terminology		3
ENGL 101	English Composition I		3
BIOL 108			

or BIOL 109-110	Essentials of Human Anatomy and Physiology Anatomy and Physiology I and II		4/8
AH 190	Human Disease and Treatment	AH 103 and BIOL 108 or BIOL 109	3
AH 120	Reimbursement Methodologies in Health Care	ENGL 101	3
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
			Total Credits: 20

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

For More Information Contact:
The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or e-mail health@ccp.edu

Gainful Employment Information

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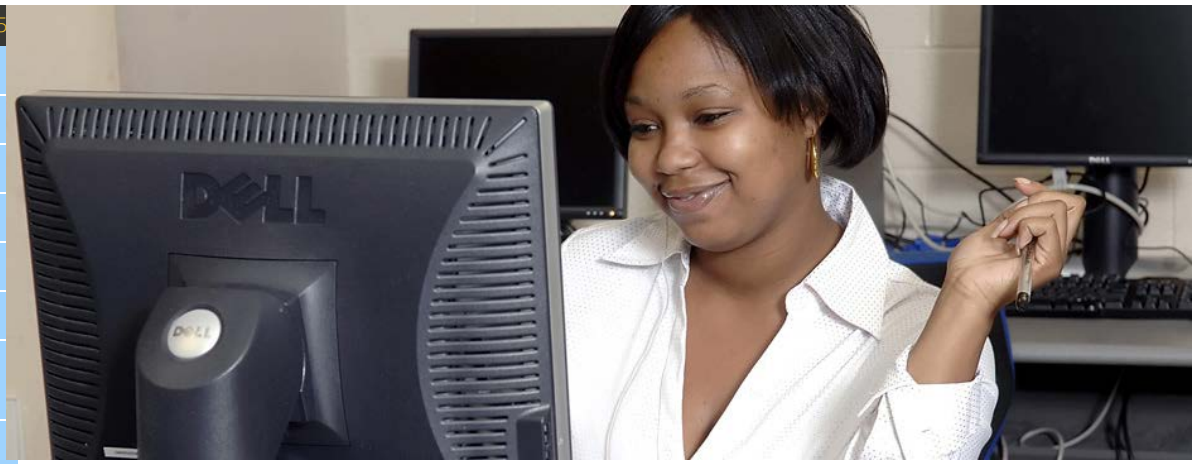

Network and Systems Administration Proficiency Certificate

Description:

The courses in the Network and Systems Administration Proficiency Certificate are closely linked to professional certification from Comp TIA and Microsoft, and engage students in both the development of technical skills needed to support and maintain computer networks, and the application of analytical skills needed to analyze and manage computer networks. When completed, the courses may be applied to the Computer Information Systems Information Technology Associate in Applied Science Degree or the Management of Computer Information Technology Associate in Arts Degree.

Student 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.

Entrance Requirements:

Students who possess personal computer application skills may test out of CIS 103 - Applied Computer Technology. Students who wish to seek employment as systems analysts may also complete CIS 270 - Systems Analysis and Design.

Network and Systems Administration Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
CIS 103	Applied Computer Technology		3
CIS 105	Computer Systems Maintenance		4
CIS 150	Network Technology		4
CIS 252	Windows Server Administration	CIS 150	4
CIS 204	Linux and Unix Operating Systems or	CIS 104 or CIS 105	3/4

CIS 253	Windows Active Directory Services	CIS 252

Total Credits: 18 or 19

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

For More Information Contact:
The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164.

Industry Certification Preparation:

- Microsoft Office Users Specialist certification in Word and Excel
- Microsoft Windows Professional Certification Exam
- Microsoft Windows Server Administration Certification Exam
- Microsoft Windows Active Directory Services Certification Exam

Gainful Employment Information

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Paralegal Studies Proficiency Certificate

This American Bar Association Approved Paralegal Studies certificate is designed to provide students who have earned an associate'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 who complete the proficiency certificate for Paralegal Studies will be able to use these courses to continue their education and obtain an Associate in Applied Science degree in Paralegal Studies.

Student 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.

Entrance 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 will 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:

Students may follow the Accelerated Paralegal Studies curriculum (as follows) and/or may also attend the College 15-week semester. Students must meet with an advisor to ensure that the number of online courses taken do not exceed the maximum number allowed by the American Bar Association.

Session One Accelerated Paralegal Studies Program: (*Early fall, mid-fall, spring and summer)*
PLS 101 Introduction to Paralegal Studies
PLS 111 Legal Research & Writing I or PLS elective
PLS 121 Civil Litigation I

Session Two Accelerated Paralegal Studies Program: *(Fall, mid-fall, spring and summer)*
PLS 115 Legal Technology
Two Paralegal Studies electives (TBA) or PLS 111 and one paralegal elective

Session Three Accelerated Paralegal Studies Program: *(spring, summer and fall)*
PLS 211 Legal Research & Writing II
PLS elective (TBA)
PLS elective (TBA)

Courses:

Course Number	Course Title	Prerequisites	Credits
PLS 101	Introduction to Paralegal Studies	ENGL 101 readiness	3
PLS 121	Civil Litigation I	PLS 101	3
PLS 111	Legal Research and Writing I	PLS 101	3

PLS 115	Legal Technology	CIS 103, PLS 101	3
PLS 211	Legal Research and Writing II	PLS 111 and ENGL 102	3
Note: students must select four courses from the electives below:			
PLS 221	Civil Litigation II	PLS 101 and PLS121	3
PLS 231	Family Law	PLS 111 and PLS 121	3
PLS 241	Tort Law	PLS 121	3
PLS 251	Real Estate Law for the Paralegal	PLS 111	3
PLS 255	Business Organizations for Paralegals	PLS 111, ENGL 101	3
PLS 261	Wills, Trusts and Estate Administration	PLS 111	3
PLS 265	Intellectual Property	PLS 111	3
PLS 271	Bankruptcy Law	PLS 121	3
PLS 275	Employment Law	PLS 111	3
PLS 281	Environmental Law	PLS 111	3
PLS 285	Immigration Law	PLS 101, PLS 121	3
PLS 295	Legal Internship	PLS 101, PLS 111, PLS 121, completion of 36 credits and a GPA of 2.5 or better	3
			Total Credits: 27

Successful Completion:

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.

Patient Service Representative Proficiency Certificate

Description:

The Patient Service Representative 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 degree in Liberal Studies.

Student Learning Outcomes:

Students who successfully complete the courses in this certificate will be able to:

- Know the correct terminology for diseases, symptoms, diagnostic treatment and surgical procedures.
- Demonstrate competency in the technological skills needed for working in health care systems.
- Integrate knowledge and skills related to the front office administrative responsibilities in a medical office in order to effectively handle various tasks.
- Utilize effective therapeutic communication knowledge and skills in a professional setting.
- Understand the financial implications of various health care plans and the impact of these plans on a medical office.
- Know the correct terminology for diseases, symptoms, diagnostic treatment and surgical procedures.
- Demonstrate competency in the technological skills needed for working in health care systems.
- Integrate Knowledge and skills related to the front office administrative responsibilities in a medical office in order to effectively handle various tasks.
- Utilize effective therapeutic communication knowledge and skills in a professional setting.
- Demonstrate understanding of basic ethical and legal issues in health care.
- Utilize industry standard software to manage electronic health records.

Entrance 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 satisfactory complete the appropriate English and mathematics course as part of the certificate.

Patient Service Representative Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
First Semester			
AH 101	Introduction to Health Care Professions		3
AH 112	Medical Administrative Procedures		3
ENGL 101	English Composition I		3
CIS 103	Applied Computer Technology		3
Second Semester			
AH 103	Medical Terminology		3
AH 116	Interpersonal and Professional Skills in the Health Care Setting		3
AH 204	Medical Law and Ethics	ENGL 101	3
AH 220	Information Management Systems in Health Care	CIS 103 with a grade of "C" or better	3
			Total Credits: 24

Successful Completion:
Successful completion of the certificate requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

For More Information Contact:
The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or e-mail health@ccp.edu.

Gainful Employment Information

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Process Technology I Proficiency Certificate

Description:
Process Technology is a controlled and monitored series of operations, steps, or tasks that converts raw material into a product. A process technician monitors and controls mechanical, physical and/or chemical changes that constitute a process, troubleshoots equipment problems and analyzes, evaluates and communicates data. A proficiency certificate in level one process technology will prepare students for an entry-level position in the industries that use Process Operators — organizations such as Philadelphia Gas Works, the Philadelphia Water Department, Tasty Baking Company and pharmaceutical companies. The proficiency certificate is a credential recognized for preparing students with the basic knowledge and skills to perform entry-level operations in process control.

Several options exist for a student to obtain this certificate. The student may:

1. Take only the courses leading to the certificate.
2. Take the courses leading to the certificate as part of the Applied Science and Engineering Technology Associate Degree Program.

Student Learning Outcomes:
Students who complete this certificate will be able to:

- Utilize technology to retrieve, prepare, and compile operator specific documentation.
- Interpret processing schedules, operating logs, and test results to determine operating parameters for assigned equipment.
- Analyze specifications, monitor and adjust controls to meet product requirements.
- Establish proper operating conditions for specific production equipment.
- Work as part of a team to ensure safe and effective product output.

Entrance Requirements:
Students must be English 101 ready. 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 satisfactory complete the appropriate English and mathematics course as part of the certificate.

Process Technology I Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
PTEC 101	Introduction to Process Technology	ENGL 101 ready, MATH 118 ready.	4
CHEM 110	Introductory to Chemistry	MATH 118 placement ENGL 101 ready	4
CIS 103	Applied Computer Technology		3

PTEC 102	Plant Equipment	PTEC 101	3
MATH 118	Intermediate Algebra		3
ASET 110	Safety, Health and the Environment		3
			Total Credits: 20

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Professional Cooking 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 elementary and quantity food preparation, baking, and American cuisine or menu planning and food production. When completed, the courses may be applied to the Culinary Arts Associate in Applied Science Degree.

Student Learning Outcomes:
After completing the Professional Cooking Proficiency Certificate, the students will be able to:

- Apply their acquired skills by preparing regional cuisines, cold foods, and international cuisine.
- Apply their acquired skills by preparing basic quick breads, rolls, breakfast items, basic desserts, icings, cakes, cookies, and pies.
- Enhance their opportunities for employment as an entry-level cook.

Entrance Requirements:
*Students who have proof of current ServSafe Certification and who have the equivalent of one year full time paid experience within the past five years in a commercial kitchen may register directly for CAHM 171 and may earn the certificate in 12 credits. Students must be ENGL 098 ready and FNMT 017 ready.

Professional Cooking Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
CAHM 170	Elementary Food Preparation, Principles and Practices*		4
CAHM 151	Elementary Baking and Pastry		4
CAHM 171	Quantity Food Preparation	CAHM 170	4
CAHM 210 or CAHM 270	American Cuisine Advanced Food Production, Nutrition and Finishing	CAHM 170 CAHM 171	4
			Total Credits: 16

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to achieve a "C" grade or better and thus demonstrate competency, students must complete exams, writing assignments, projects and presentations.

For More Information Contact:

The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164; or the College Information Center (215) 751-8010.

Gainful Employment Information

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

Receptionist and Office Clerk Proficiency Certificate

Description:
The courses in the Receptionist and Office Clerk Proficiency Certificate provide students with the basic skills necessary to work in an office environment and prepare various business documents using Microsoft Office software applications. When completed, the courses may be applied to the Liberal Arts-General Option Associate in Arts Degree or the Computer Information Systems-Information Technology Associate in Applied Science Degree.

Student Learning Outcomes:
Upon completion of the Receptionist and Office Clerk Proficiency Certificate, students will be able to:

- Prepare and distribute business documents, such as memos and letters, using word processing software and e-mail.
- Use a search engine to effectively locate information on the Internet.
- Use electronic spreadsheet software to create tables of data, graphs and charts.

Entrance Requirements:
*Students may test out of OA 110 if they have keyboarding skills

Receptionist and Office Clerk Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
OA 110*	Professional Keyboarding I		3
OA 106	Introduction to Word, Excel and PowerPoint		3
OA 161	Business Communications I		3
CIS 103	Applied Computer Technology		3
		Total Credits:	**12**

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

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Recovery and Transformation Proficiency Certificate

Description:

This certificate provides students with a basic understanding of recovery, resilience and transformation in the field of substance abuse treatment. The biopsychosocial aspects of various addictive behaviors 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. The historical perspective will be surveyed, along with introducing students to various treatment approaches to addictive behavior. The psychosocial, cultural and spiritual aspects of addictive lifestyles will be examined through the study of alcohol and other drugs of abuse. The student will be introduced to counseling techniques, case management concerns, assessment issues, professional responsibility and ethical practice. Special populations such as dually diagnosed (co-occurring disorders) clients and HIV substance abusers will be discussed.

This certificate is designed for people interested in employment as entry-level case managers, counselor assistants, psychiatric technicians, mental health assistants and beginning human service workers. Individuals who complete this certificate can enter the field of human services as case managers, counselor assistant I and II, resident counselors or social work assistants. When completed, courses may be applied to the associate degree in Behavioral Health/ Human Services and related academic certificates.

Student Learning Outcomes:

At the completion of the Recovery and Transformation proficiency certificate students will be able to:

- Describe the social context and human meaning of drug and alcohol use in the American culture
- Describe chemical effects, psychological and social consequences of the use of the following drugs: marijuana, psychedelics and hallucinogens, stimulants, depressants, heroin and narcotics
- Demonstrate understanding of the societal issues associated with chemical dependency
- Discuss HIV/AIDS, codependency, enabling and family consequences of addiction
- Describe the relationship between micropractice and macropractice issues in substance abuse treatment
- Describe the relationship between counseling and spiritual-existential traditions in recovery
- Discuss the psychotherapeutic process of change as it relates to addictive behavior
- Demonstrate the professional responsibilities required of a helper, including ethical practice

Entrance 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 course as part of the certificate.

Recovery and Transformation Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits

BHHS 101	Introduction to Behavioral Health and Human Services		3
BHHS 111	Introduction to Helping Skills	BHHS 101, which may be taken concurrently	3
BHHS 121	Foundations of Addiction Studies		3
BHHS 131 or BHHS 222	Faith and Sprirtuality in Human Services Assessment and Service Planning in Recovery	BHHS 121	3
			Total Credits: 12

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to achieve a "C" or better and thus demonstrate competency students must complete exams, writing assignments, projects, and presentations.

Social and Human Service Assistant Proficiency Certificate

Description:

This certificate introduces students to the values, concepts, vocabulary, knowledge base and practice skills of time-sensitive approaches to helping relationships. It addresses how people change, extra-therapeutic factors and specific relationship variables that predict successful outcomes in helping individuals in need. Students learn to work with individuals of varying ages and abilities in a variety of human service settings and with groups using skills sets such as assessing readiness, identifying key challenges, establishing goals and taking specific action steps. Through this certificate students become familiar with community resources, the role of crisis intervention strategies and how to formulate and write specific goals which emphasize a continuum of care planning model.

This certificate is designed for individuals interested in employment as casework assistants, case managers, residential support staff, youth advocates, mental health assistants, peer counselor support staff, youth ministries. When completed, the courses may be applied to the associate degree program in Behavioral Health/Human Services or related Academic Certificates.

Student Learning Outcomes:

Upon completion of the Social and Human Service Assistant Proficiency Certificate students will be able to:

- demonstrate a fundamental understanding of intentional interviewing, levels of intervention, case conceptualization and models of care that are specific to working within a time-sensitive framework.
- demonstrate understanding of specific assessment instruments and use these in practice.
- select intervention techniques appropriate to desired goals and incorporate these in practice.
- demonstrate basic competency in basic motivational interviewing skills (MI) and beginning helping skills that are fundamental to briefer models of working clients.
- describe what constitutes a crisis and explain several theories of crisis and models of intervention.
- describe characteristics of effective crisis workers and how to apply crisis intervention models to a variety of situations.
- demonstrate use of techniques that foster a continuum of care model of support services.
- discuss ethical practices of crisis counselors when working with clients or networking with other agencies.

Entrance 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.

Social and Human Service Assistant Proficiency Certificate Program Course Sequence

Course Number	Course Title	Prerequisites	Credits
	Introduction to Behavioral Health and Human		

BHHS 101	Services		3
BHHS 111	Introduction to Helping Skills	BHHS 101, which may be taken concurrently	3
Select one of the following: BHHS 121 BHHS 151 BHHS 171 BHHS 161	 Foundations of Addiction Studies Family Violence, Abuse and Trauma Intro to Social Gerontology Intro to Disabilities		3
BHHS 241	Crisis Intervention		3
			Total Credits: 12

Successful Completion:
Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to achieve a "C" or better and thus demonstrate competency students must complete exams, writing assignments, and participate in class activities.

Youth Work Proficiency Certificate

Description:

This Certificate will prepare graduates to work with youth in a variety of youth serving agencies such as community centers, group homes, after school programs and mental health clinics. When completed, the courses may be applied to the academic certificate in Youth Work and to the Behavioral Health/ Human Services associate degree program.

Student Learning Outcomes:

Upon completion of this Youth Work proficiency certificate students will be able to:

- Develop positive empathic relationships with young people from diverse backgrounds.
- Create caring and supportive environments within youth programs that promote healthy development.
- Design activities that engage youth and foster growth.

Entrance 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 course as part of the certificate.

Youth Work Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
YW 101	Foundations of Youth Work		3
YW 110	Family and Community Engagement		3
YW 115	Critical Issues in Youth Work		3
		Total Credits: 9	

Successful Completion:

Successful completion of the program requires a "C" or better in each of the courses listed above. In order to achieve a "C" or better and thus demonstrate competency students must complete exams, writing assignments, projects and presentations.

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Computer Information Systems Courses
Computer Science Courses
Counseling Courses
Culinary Arts and Hospitality Management Courses
Dental Hygiene Courses
Diagnostic Medical Imaging Courses
Dietetics Courses
Digital Forensics Courses
Digital Video Production
Earth Science Courses
Economics Courses
Education Courses

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, 098 ESL and 099 ESL 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 Listening and Speaking for Non-Native Speakers of English

3-0-3 Credit Hours: 3

The first in a three-part series of academic speaking/listening courses. Speaking and listening practice with basic vocabulary and sentence structure. The course parallels the study of grammar in English 081 and English 091, and provides the competence in basic listening and speaking in preparation for college work. Credit will not be applied toward graduation.
Prerequisite: placement.

ENGL 072 Intermediate Listening and Speaking for Non-Native Speakers of English

3-0-3 Credit Hours: 3

Second in a three-part series of academic speaking/listening courses. Speaking, listening and writing practice with intermediate grammar and vocabulary. Increased emphasis on sociolinguistic and pronunciation rules. Introduction to formal speech making, class discussion techniques and college note-taking skills. Credit will not be applied toward graduation.
Prerequisite: "Pass" grade in ENGL 071 or placement.

ENGL 073 Advanced Listening and Speaking for Non-Native Speakers of English

3-0-3 Credit Hours: 3

Last course in a three-part series of academic speaking and listening courses, it provides practice in complex communication tasks, including oral presentations, with emphasis on sentence intonation and word

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Fire Science Courses
Foreign Languages Courses
Geographic Information Systems Courses
Geography Courses
Health Courses
History Courses
Humanities Courses
Interdisciplinary Studies Courses
Justice Courses
Leadership Studies Courses
Management Courses
Marketing Courses
Mathematics Courses
Medical Assisting Courses
Music Courses
Nursing Courses
Office Administration Courses
Paralegal Studies Courses
Philosophy Courses
Photographic Imaging Courses
Physics Courses
Political Science Courses
Process Technology Courses
Psychology Courses
Real Estate Courses
Religious Studies Courses
Respiratory Care Technology Courses
Science, Technology and Society Courses
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stress. It continues the study of grammar begun in English 071 and 072, and prepares the student for note-taking, discussion and advanced reading skills necessary for college work.
Prerequisite: ENGL 072 or placement; ENGL 082/092 or ENGL 083/093 placement.

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.
Prerequisite: Placement.
Corequisite: ENGL 091.

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.
Prerequisite: "Pass" grade in ENGL 081 and ENGL 091 or placement.
Corequisite: ENGL 092.

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.
Prerequisite: ENGL 082/092 or placement.
Corequisite: ENGL 093.

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.
Prerequisite: Placement.
Corequisite: ENGL 081.

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.
Prerequisite: "Pass" grade in ENGL 081 and ENGL 091 or placement.
Corequisite: ENGL 082.

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.
Prerequisite: ENGL 082/092 or placement.
Corequisite: ENGL 083.

ENGL 098 Fundamentals of Writing

3-0-3 Credit Hours: 3

Instruction and intensive practice in the development of academic reading and writing skills. Analysis of literary and non-fiction materials. Extensive practice in the writing process leading to the five-paragraph essay. Study of advanced grammar. Some sections will be linked to other English courses. Some linked sections are designated "ESL" for non-native speakers of English. Credit will not be applied toward graduation.

Prerequisite: "Pass" grade in ENGL 093 or ENGL 097 or placement.

ENGL 098 ESL Fundamentals of Writing: Advanced Writing for Non-Native Speakers of English

3-0-3 Credit Hours: 3

The writing component of an integrated pair of courses which is the last in a series of four pairs of integrated ESL reading and writing courses. Instruction and intensive practice in the development of academic reading and writing skills. Analysis of literary and non-fiction materials. Extensive practice in the writing process leading to the five-paragraph essay. Study of advanced grammar. Course is paired and integrated with ENGL 099 ESL.

Prerequisite: "Pass" grade in ENGL 083 and ENGL 093 or placement.

Corequisite: ENGL 099 ESL.

ENGL 099 Reading Improvement

3-0-3 Credit Hours: 3

Instruction and practice in developing strategies for college reading in fiction and non-fiction. Writing required. Some sections are designated for non-native speakers of English. Credit will not be applied toward graduation. ENGL 098 ESL and ENGL 099 ESL are linked courses.

Prerequisite: "Pass" grade in ENGL 083or appropriate score on placement test.

ENGL 099 ESL Reading Improvement: Advanced Reading for Non-Native Speakers of English

3-0-3 Credit Hours: 3

The reading component of an integrated pair of courses which is the last in a series of four pairs of integrated ESL reading and writing courses. Instruction and intensive practice in the development of academic reading and writing skills. Analysis of literary and non-fiction materials. Extensive practice in the writing process leading to the five-paragraph essay. Study of advanced grammar. Course is paired and integrated with English 098 ESL.

Prerequisite: "Pass" grade in ENGL 083 and 093 or placement.

Corequisite: ENGL 098 ESL.

ENGL 101 English Composition I

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.

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.

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.

Prerequisite: ENGL 101 with a "C" grade or higher.

ENGL 102H English Composition II (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.
Prerequisite: ENGL 101 or ENGL 101H with a "C" grade or higher.

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 Communications

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.
Prerequisite: ENGL 101, which may be taken concurrently.
Fulfills Writing Intensive requirement.

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.

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.

ENGL 114 Introduction to Speech Communication

3-0-3 Credit Hours: 3

Provides a general background in speech communication with emphasis on communication theory, nonverbal communication, listening, interviewing, small group behavior and informative briefings.
Prerequisite: ENGL 101, which may be taken concurrently.

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.
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.
Prerequisite: ENGL 101 or ENGL 114

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.
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.

Fulfills American/Global Diversity requirement.

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.

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.

Prerequisite: ENGL 101.

Fulfills Writing Intensive requirement.

ENGL 124 Introduction to Mass Media Design

3-0-3 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.

Prerequisite: ENGl 107, must be taken prior, PHOT 151, may be taken concurrently.

Additional course fee: $75.

ENGL 131 Acting I

3-0-3 Credit Hours: 3

A beginning acting course. Scene work, improvisation, the development of the body as an instrument and the dynamics of the person as character and actor.

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.

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

The theater experience from a spectator's point of view. All elements of making and performing a play are studied. Theater attendance at several plays is required. Students are required to pay their own admission to these plays.

Fulfills Interpretive Studies requirement.

ENGL 141 Introduction to Technical Theater

2-3-4 Credit Hours: 3

Beginning course which covers designing, building and painting scenery, as well as lighting a stage set. It should be of interest to the director, the actor and the general student of theater.
Additional course fee: $75.

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.
Prerequisite: ENGL 132.
Additional course fee: $75.

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.
Prerequisite: ENGL 101, may be taken concurrently.
Fulfills Interpretive Studies, Writing Intensive requirements.

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.
Prerequisite: ENGL 101 or ENGL 101H.
Fulfills Writing Intensive requirement.

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.
Prerequisite: ENGL 195H.
Fulfills Writing Intensive requirement.

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.
Prerequisite: ENGL 101.
Fulfills Writing Intensive requirement.

ENGL 211 Survey of British Literature: From Beginnings to 1750

3-0-3 Credit Hours: 3

Survey of British literature from its beginnings in the ninth century to 1750. Study of the major literary works and authors in British history. Emphasis on themes, styles and structures of British literature in their historical context. Highly recommended for future English majors.
Prerequisite: ENGL 101.
Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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. Study of the major literary works and authors in British history. Emphasis on themes, styles and structures of British literature in their historical context. Highly recommended for future English majors.
Prerequisite: ENGL 101.
Fulfills Interpretive Studies, American/Global Diversity requirements and Writing Intensive requirements.

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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.

Prerequisite: ENGL 101.

Fulfills Writing Intensive requirement.

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

ENGL 245 World Literature: From Antiquity to 1500

3-0-3 Credit Hours: 3

Selections from world literature representing the cultural heritage of various peoples of the world. Works of various literary genres from antiquity to the 1500s will be studied in a cross-cultural context.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

ENGL 246 World Literature: From 1500 to the Present

3-0-3 Credit Hours: 3

Selections from world literature representing the cultural heritage of various peoples of the world. Works of various literary genres from after 1500 to the present will be studied in a cross-cultural context.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

ENGL 250 African-American Literature I

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

ENGL 251 African-American Literature II

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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.

Fulfills Interpretive Studies and Writing Intensive requirements.

ENGL 271 The Language of Film

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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, Writing Intensive requirements.

ENGL 272 Topics in Film Study

3-0-0-3 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.

Fulfills Interpretive Studies requirement.

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.

Prerequisite: ENGL 205.

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.

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.

Prerequisite:ENGL 205.

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.

Prerequisites: ENGL 102 or ENGL 205.

Fulfills Writing Intensive requirement.

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.

Prerequisites: Enrollment in the certificate program in Creative Writing and ENGL 280, ENGL 281, ENGL 282 or ENGL 283.

Corequisite: One additional advanced creative writing course, ENGL 280, ENGL 281, ENGL 282 or ENGL 283.

Fulfills Writing Intensive requirement.

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.

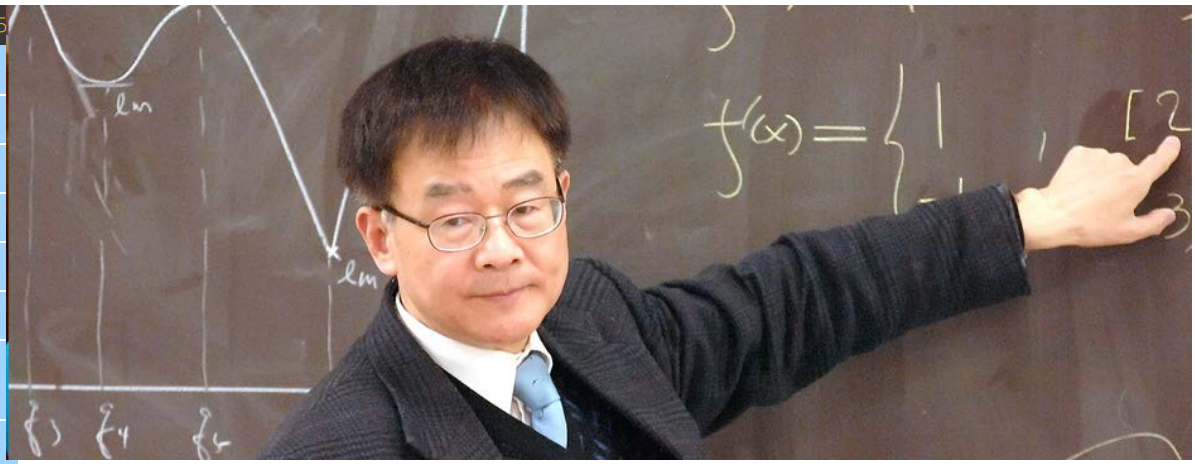
Prerequisite: ENGL 101 or ENGL 101H.

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.

Prerequisite: ENGL 101 or ENGL 101H.



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. A Departmental Exam is required with no calculators allowed. Credit will not apply toward graduation.

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. A Departmental Exam is required with no calculators allowed. Credit will not apply toward graduation.

Prerequisites: "Pass" grade in FNMT 016 or satisfactory score on mathematics placement test.

MATH 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. A Departmental Exam is required with no calculators allowed.

Prerequisite: MATH 017 or MATH 118 (or higher) placement.

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.

Prerequisite: MATH 017 or MATH 118 (or higher) placement.

**This course is open only to Computer Information Systems students.*

MATH 123 Elementary Mathematics 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.

Prerequisite: MATH 017 or MATH 118 (or higher) placement.

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Interdisciplinary Studies Courses
Justice Courses
Leadership Studies Courses
Management Courses
Marketing Courses
Mathematics Courses
Medical Assisting Courses
Music Courses
Nursing Courses
Office Administration Courses
Paralegal Studies Courses
Philosophy Courses
Photographic Imaging Courses
Physics Courses
Political Science Courses
Process Technology Courses
Psychology Courses
Real Estate Courses
Religious Studies Courses
Respiratory Care Technology Courses
Science, Technology and Society Courses
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MATH 133 Elementary Mathematics II

3-0-3 Credit Hours: 3

This course is a continuation of Elementary Mathematics 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.

Prerequisite: MATH 123 with a "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.

Prerequisite: MATH 017 or MATH 118 (or higher) placement.

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.

Prerequisite: MATH 118 with a grade of "C" or better or MATH 161 (or higher) placement.

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, Guass-Jordan elimination, matrices, matrix addition and multiplication, matrix inversion, geometric solution of linear programming problems, the Simplex method, duality.

Prerequisite: MATH 118 with a grade of "C" or better or MATH 161 (or higher) placement.

MATH 152 Probability

3-0-3 Credit Hours: 3

Elementary set theory, counting, inclusion-exclusion, permutations and combinations, the binomial theorem, probability, sample space, events, a priori and a posteriori probability models, conditional probability, independence, discrete random variables, mean, variance, standard deviation, normal approximation to the binomial distribution.

Prerequisite: MATH 118 with a grade of "C" or better or MATH 161 (or higher) placement.

MATH 153 Mathematics of Personal Finance

3-0-3 Credit Hours: 3

Practical introduction to basic mathematical concepts applied in the context of consumer decision making. Application of ratios, percents, powers, roots and other mathematical techniques and formulas in calculations of markup, markdown, discounts, interest compounding (earned and paid), mortgage, declining balances, depreciation, taxes payroll deductions, automobile financing, utility bills, credit card accounts, investments and savings.

Prerequisite: MATH 118 with a grade of "C" or better or MATH 161 (or higher) placement.

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.

Prerequisite: MATH 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.

Prerequisite: MATH 161 with a grade of "C" or better.

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 reductio ad absurdum; recursive equations; Boolean algebra and logic circuits; and applications in computer science. Number theory may also be discussion.
Prerequisite: MATH 161 (C or better) or MATH 162 or higher placement.

MATH 171 Calculus I

4-0-4 Credit Hours: 4

Functions, graphs, limits, continuity, derivatives and antiderivatives 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.
Prerequisite: MATH 162 with a grade of "C" or better.

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.
Prerequisite: MATH 166 with a grade of "C" or better or MATH 171 with a grade of "C" or better.

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.
Prerequisite: MATH 118 with a grade of "C" or better or MATH 161 (or higher) placement.

MATH 263 Discrete Mathematics II

4-0-4 Credit Hours: 4

Algorithms and algorithm efficiency; big-O, big-Ohm, big-Q 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.
Prerequisites: 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.)

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.
Prerequisites: MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better.

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.

Computer Information Systems Courses

CIS 103 Applied Computer Technology

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 and presentation software; library information systems; collaboration and social networking software; data communications and networking; and ethical issues related to technology.
Additional course fee: $75.

CIS 105 Computer Systems Maintenance

3-2-4 Credit Hours: 4

This course provides students with basic knowledge, practical skills, and experience in installing and supporting computer operating systems. It also prepares students for CompTIA A+220-802 and Microsoft MCTS Exam 70-680 certification exams.
Additional course fee: $75.

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 C++ 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: $75.

CIS 130 Web Page Design I

2-2-3 Credit Hours: 3

This course provides comprehensive instruction in the Hypertext Markup Language (HTML). Topics covered include how to create a simple Web page with images and hyperlinks, how to create and modify tables, how to create and modify forms, how to create and use frames to display multiple Web pages at the same time, and how to format a Web page using Cascading Style Sheets (CSS). Instruction is provided on how to enhance a Web page with sound, video and Java applets. The course also provides in-depth instruction on the World Wide Web and Internet technologies as they relate to retrieving and displaying Web pages. An introduction to Web page design concepts is also provided.
Prerequisite: CIS 103.
Additional course fee: $75.

CIS 140 Principles of Desktop and Electronic Publishing

2-2-3 Credit Hours: 3

This course is an introduction to the hardware, software and terminology involved in using computer technology to improve the visual impact and effectiveness of communication materials. The course includes discussion of typography, color theory and basic design principles. It provides hands-on computer

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experience with page composition software from the entry through intermediate levels. This course can be beneficial for anyone desiring to produce professional quality materials to communicate in a variety of media, encompassing both digital and print.
Additional course fee: $75.

CIS 150 Network Technology

3-2-4 Credit Hours: 4

This course in networking and data communications is designed to help students prepare for the CompTIA Network+ professional certification exam. The course is a prerequisite for most other networking courses at the College including Microsoft and Cisco certification courses.

CIS 202 Advanced Word Processing

2-2-3 Credit Hours: 3

This is a course in the development and application of advanced word processing skills through classroom exercises and simulations. Topics include object linking and embedding and other advanced word processing features that will increase productivity. Students will demonstrate an understanding of interpersonal skills and ethical issues important for modern office professionals.
Prerequisite: CIS 103 or OA 106.
Additional course fee: $75.

CIS 203 Microsoft Excel with Macro Programming

2-2-3 Credit Hours: 3

Thorough study of the world's most popular numerical processing software, the electronic spreadsheet. Includes basic, intermediate and advanced techniques that can be utilized to solve a wide range of financial and scientific problems without the need for customized programming. The course includes extensive use of macro programming to increase productivity by automating repetitive operations. It also covers the use of macros to provide customized solutions for specific problems.
Prerequisites: CIS 103 or departmental approval.
Additional course fee: $75.

CIS 204 Fundamentals of Linux and Unix

2-2-3 Credit Hours: 3

This course introduces students to the fundamental concepts and operations needed to use the Unix operating system and operating systems based on Unix, such as BSD Unix, Red Hat Linux, Mandrake Linux and Sun Solaris. Course topics include file and directory management, user account management, the Korn and C shells, shell scripting, the Common Desktop Environment (CDE), and Unix and Linux networking basics. Students will also be briefly introduced to Unix applications software, such as e-mail, Web browser and word processing software.
Prerequisite: CIS 104 or CIS 105.
Additional course fee: $75.

CIS 205 Database Management Systems

3-2-4 Credit Hours: 4

An introduction to relational database management systems and database programming for personal computers using Microsoft Access. The course covers fundamental database design and programming techniques and provides hands-on exercises for applying the techniques to real-world problems.
Prerequisite: CIS 103.
Additional course fee: $75.

CIS 230 Web Page Design II

2-2-3 Credit Hours: 3

This course provides beginning to intermediate level instruction in Dreamweaver, the current industry standard HTML generator software. Macromedia Dreamweaver is a WYSIWYG (What You See Is What You Get) HTML generator that contains a powerful collection of tools for creating and managing Web content. Through lecture and hands-on exercises, the student develops the skills necessary to create functional and well-designed Web pages and Web sites. Instruction is provided in features of the Dreamweaver interface, the basics of page creation as well as advanced skills such as the use of layers, behaviors, cascading style sheets and templates. Instruction is provided on using Dreamweaver to create advanced Web pages such as frame pages and Web pages with forms. Instruction is also provided in using Dreamweaver features to publish Web pages and Web sites to a Web server. Throughout the semester, emphasis is placed on using Dreamweaver to implement the Web design concepts taught in CIS 130.
Prerequisite: CIS 130.

Additional course fee: $75.

CIS 231 Adobe Flash

2-2-3 Credit Hours: 3

This course is designed to develop skills necessary to create Rich Internet Applications. Students will learn the terminology, concepts and development process involved in creating web-based multimedia applications using Adobe Flash. Flash is a development tool used to incorporate graphics, animation, sound, video and text into interactive experiences such as websites, games and product demonstrations that are used to inform, educate and to entertain. This course covers the objectives specified by Adobe for their Flash associate professional certification.

Prerequisite: CIS 130 with a grade of C or better.

Additional course fee: $75.

CIS 252 Windows Server Administration

3-2-4 Credit Hours: 4

Through lecture and hands-on experience, this course develops the skills students need to successfully administer Microsoft Windows Server network operating system. Topics covered include an overview of the Windows Server network operating system, Windows Server installation, system configuration, system support, user accounts, local groups, global groups, Windows Server administration, Windows Server security, Windows Server maintenance and Windows Server troubleshooting. Successful completion of this course prepares the student to sit for the computer-based Microsoft Windows Server Administration Certification Exam.

Prerequisite: CIS 150.

Additional course fee: $75.

CIS 253 Windows Active Directory Services

3-2-4 Credit Hours: 4

Through lecture and hands-on experience, this course develops the skills students need to successfully administer Windows Active Directory Services. Topics covered include: an overview of the Windows Server network operating system, installing, configuring, managing, monitoring, security and troubleshooting Active Directory Services. Successful completion of this course prepares the students to sit for the computer-based Microsoft Windows Active Directory Services Certification Exam.

Prerequisite: CIS 252.

Additional course fee: $75.

CIS 256 CISCO CCNA Networking Routing and Switching I

3-2-4 Credit Hours: 4

This course is the first of a two-part sequence designed to prepare students for certification and employment as Cisco Certified Network Associates (CCNA). The CCNA certification indicates a foundation in and apprentice knowledge of networking. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer).

Prerequisite: CIS 150

CIS 257 CISCO CCNA Networking Routing and Switching II

3-2-4 Credit Hours: 4

This course is the second in a two-part sequence designed to prepare the student for certification and employment as a Cisco Certified Network Associate (CCNA). Instruction includes the Open System Interconnection (OSI) Reference Model, Local Area Networks (LANs), Wide Area Networks (WANs), Transmission Control Protocol/Internet Protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, Internetwork Open System (IOS) images and network troubleshooting. Students will become familiar with the use of command protocols that are used when configuring networks and will learn how to troubleshoot a 5-router topology.

Prerequisite: CIS 256.

Additional course fee: $75.

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 (CompTIAs) 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.

Prerequisite: CIS 150 with a C or better.

Additional course fee: $75.

CIS 270 Systems Analysis and Design

3-2-4 Credit Hours: 4

This course provides an introduction to the analysis and design of modern computer-based information systems, including analysis of the need for computer-based information systems in particular organizational situations, the design of those systems and the design of the processes used to create and implement such systems. Students will receive instruction in conducting feasibility studies, managing projects and presenting proposals and reports.

Prerequisite: CIS 205.

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Degree Requirements Chart

COURSE	FULFILLS Writing Intensive	Interpretive Studies	American/Global Diversity	ALSO FULFILLS THE FOLLOWING MAJOR AREAS OF LEARNING REQUIREMENTS
Architecture, Design & Construction 176	✓	✓	✓	Humanities or Soc Sci
Allied Health 116			✓	
American Sign Language 101			✓	Humanities
American Sign Language 102			✓	Humanities
American Sign Language 201			✓	Humanities
American Sign Language 202			✓	Humanities
Anthropology 101			✓	Soc Sci
Anthropology 112	✓ (SP 12)	✓ (SP 12)	✓	Soc Sci
Anthropology 124		✓	✓	Soc Sci
Anthropology 202		✓	✓	Soc Sci
Anthropology 211		✓	✓	Soc Sci
Anthropology 215		✓	✓	Soc Sci
Arabic 101			✓	Humanities
Arabic 102			✓	Humanities
Arabic 201			✓	Humanities
Art 101		✓		Humanities
Art 103		✓	✓	Humanities
Art 103H		✓	✓	Humanities
Art 104		✓	✓	Humanities

Art 104H		✓		Humanities
Art 120		✓	✓	Humanities
Behavioral Health and Human Services 103			✓	
Chemistry 105	✓			Natural Science
Chinese 101			✓	Humanities
Chinese 102			✓	Humanities
Chinese 201			✓	Humanities
Chinese 202			✓	Humanities
Diagnostic Medical Imaging 132			✓	
Engineering 202	✓			
English 107	✓ (SP 11)			Humanities
English 118			✓	Humanities
English 122	✓			
English 137		✓		Humanities
English 190	✓	✓		Humanities
English 195H (formerly 295H)	✓			Humanities
English 196H (formerly 296H)	✓			Humanities
English 205	✓			Humanities
English 208	✓	✓		Humanities
English 209	✓ (FL 11)	✓		Humanities
English 211	✓ (FL 11)	✓	✓	Humanities
English 212	✓ (FL 11)	✓	✓	Humanities
English 221	✓ (FL 11)	✓	✓	Humanities
English 222	✓ (FL 11)	✓	✓	Humanities
English 230	✓ (FL 11)	✓	✓	Humanities
English 232	✓ (FL 11)			Humanities
English 241	✓ (FL 11)	✓	✓	Humanities
English 245	✓ (FL 11)	✓	✓	Humanities
English 246	✓ (FL 11)	✓	✓	Humanities
English 250	✓ (FL 11)	✓	✓	Humanities
English 251	✓ (FL 11)	✓	✓	Humanities
English 256	✓ (FL 11)	✓	✓	Humanities
English 260	✓ (FL 11)	✓	✓	Humanities
English 265	✓ (FL 11)	✓		Humanities
English 271	✓	✓		Humanities
English 272		✓		Humanities
English 283	✓			Humanities

English 285	✓			Humanities
English 298H			✓	Humanities
Foreign Language courses			✓	Humanities
French 101			✓	Humanities
French 102			✓	Humanities
French 201			✓	Humanities
French 202			✓	Humanities
Geography 180			✓	Soc Sci
Geography 222			✓	Soc Sci
Hebrew 101			✓	Humanities
Hebrew 102			✓	Humanities
History 101	✓ (SP 11)	✓	✓ (SP 11)	Soc Sci or Humanities
History 102	✓ (SP 11)	✓	✓ (SP 11)	Soc Sci or Humanities
History 103	✓ (SP 11)	✓	✓ (SP 11)	Soc Sci or Humanities
History 103H (Honors)		✓		Soc Sci or Humanities
History 121	✓ (FL 12)	✓	✓	Soc Sci or Humanities
History 122	✓ (FL 12)	✓	✓	Soc Sci or Humanities
History 142	✓	✓	✓	Soc Sci or Humanities
History 150	✓	✓	✓ (SP 11)	Soc Sci or Humanities
History 170/Religious Studies 170		✓	✓	Soc Sci or Humanities
History 176	✓	✓	✓	Soc Sci or Humanities
History 180		✓	✓	Soc Sci or Humanities
History 220		✓	✓	Soc Sci or Humanities
History 221		✓	✓	Soc Sci or Humanities
History 297H (Honors)			✓	Soc Sci or Humanities
Humanities 101		✓	✓	Humanities
Humanities 101H (Honors)		✓	✓	Humanities
Humanities 102		✓	✓	Humanities
Humanities 120		✓	✓	Humanities
Humanities 130		✓	✓	Humanities

Humanities 150		✓	✓	Humanities
Humanities 170		✓	✓	Humanities
Humanities 180		✓	✓	Humanities
Humanities 190		✓	✓	Humanities
Interdisciplinary Studies 297H (Honors)		✓		Soc Sci or Humanities
Interdisciplinary Studies 298H (Honors)		✓		Soc Sci or Humanities
Italian 101			✓	Humanities
Italian 102			✓	Humanities
Italian 201			✓	Humanities
Italian 202			✓	Humanities
Japanese 101			✓	Humanities
Japanese 102			✓	Humanities
Japanese 201			✓	Humanities
Japanese 202			✓	Humanities
Justice 251			✓	
Medical Assisting 299			✓	
Music 103		✓	✓ (FL 10)	Humanities
Music 120		✓ (SP 12)	✓ (SP 12)	Humanities
Nursing 132	✓			
Paralegal Studies 111	✓	✓		
Paralegal Studies 211	✓			
Philosophy 101		✓		Humanities
Philosophy 151/Religious Studies 151			✓	Soc Sci or Humanities
Philosophy 152/Religious Studies 152				Humanities
Philosophy 202		✓		Humanities
Philosophy 211		✓		Humanities
Philosophy 215		✓		Humanities
Psychology 101H (Honors)		✓		Soc Sci
Psychology 202			✓	Soc Sci
Psychology 205	✓ (SP 10)			Soc Sci
Psychology 210	✓	✓		Soc Sci
Psychology 211	✓ (FL 12)			Soc Sci
Psychology 215	✓		✓	Soc Sci
Psychology 215H	✓	✓		Soc Sci
Religious Studies 101		✓		Soc Sci or

				Humanities
Religious Studies 151/Philosophy 151			✓	Soc Sci or Humanities
Religious Studies 152/Philosophy 152		✓	✓	Humanities
Religious Studies 170/History 170		✓	✓	Soc Sci or Humanities
Religious Studies 175		✓	✓	Soc Sci or Humanities
Religious Studies 180		✓	✓	Humanities
Sociology 101	✓	✓	✓	Soc Sci
Sociology 101H	✓	✓	✓	Soc Sci
Sociology 115	✓	✓	✓	Soc Sci
Sociology 212			✓	Soc Sci
Sociology 231	✓	✓		Soc Sci
Sociology 233	✓	✓	✓	Soc Sci
Spanish 101			✓	Humanities
Spanish 102			✓	Humanities
Spanish 105			✓	Humanities
Spanish 106			✓	Humanities
Spanish 111			✓	Humanities
Spanish 112			✓	Humanities
Spanish 201			✓	Humanities
Spanish 202			✓	Humanities
Swahili 101			✓	Humanities
Swahili 102			✓	Humanities
Swahili 201			✓	Humanities
Swahili 202			✓	Humanities
Women's Studies 101			✓	Soc Sci

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Dietetics Courses
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Digital Video Production
Earth Science Courses
Economics Courses
Education Courses

Art Courses

NOTE: Some studio art courses have expenses beyond the traditional costs. Values in parentheses reflect the expected cost to students.

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.

Fulfills Interpretive Studies requirement.

ART 103 History of Art: Ancient to Renaissance

3-0-3 Credit Hours: 3

This course surveys the history and stylistic development of art forms from the ancient world through the Renaissance, including Islamic Art. The course requires students to analyze and interpret works of art and also explores concepts and media, as well as the political, social and religious developments related to important artistic changes. A field trip to a museum is required.

Fulfills American/Global Diversity and Interpretive Studies requirements.

ART 104 History of Art: Renaissance to Modern

3-0-3 Credit Hours: 3

Surveys the history and stylistic development of art forms from the European Renaissance to the Modern art of the twentieth century, including some non-western cultures. The course will focus on art concepts and media, as well as the socio-political and religious developments, which effected important artistic changes. At least one field trip to an art museum is included.

Fulfills American/Global Diversity and Interpretive Studies requirements.

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.

Fulfills the Interpretive Studies requirement.

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

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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: $115.

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.
Prerequisite: Art 105
Additional course fee: $115.

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: $115.

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: $115.

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.
Prerequisite: ART 111.
Additional course fee: $115.

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: $115.

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.
Fulfills Interpretive Studies, American/Global Diversity requirements.

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: $115.

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.)
Prerequisite: ART 125.
Additional course fee: $115.

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: $115.

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.
Prerequisites: ART 125 and ART 150.
Additional course fee: $115.

ART 171 Topics in Art

1-0-1 Credit Hours: 3

ART 172 Topics in Art

2-0-2 Credit Hours: 3

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.

ART 180 Topics in Art Studio

0-2-1 Credit Hours: 1

ART 182 Topics in Art Studio

0-4-2 Credit Hours: 2

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 (ART 183): $115.

ART 205 Modern American Art

3-0-3 Credit Hours: 3

Survey of American art, including painting, sculpture, architecture, photography, film and mixed media. Examination of influences from both nineteenth-century America and twentieth-century Europe. Includes various contexts such as modern psychology and sociology as they affect trends in American art and culture. Films, excursions to art galleries, museums and artists' studios; and guest lecturers.
Prerequisites: ART 103 and ART 104.

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.
Prerequisite: ART 106.
Additional course fee: $115.

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.
Prerequisite: ART 207.
Additional course fee: $115.

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.
Prerequisite: ART 109.
Additional course fee: $115.

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.
Prerequisite: ART 115.
Additional course fee: $115.

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.
Prerequisite: ART 151.
Additional course fee: $115.

ART 290 Portfolio Preparation

3-0-3 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 slides of work 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.

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.

MUS 101 Piano I

1-4-1 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.

MUS 102 Piano II

1-4-1 Credit Hours: 1

This course is designed as a continuation of studies begun in Music 101 to further develop skills needed for reading and performing piano music. Five minor scales will be studied. Chords based on major and minor scales will be learned and used to accompany simple melodies. Self-disciplined daily practice is needed to achieve the course goals.

Prerequisite: MUS 101.

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.

Fulfills the American/Global Diversity, Interpretive Studies requirements.

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.

Fulfills Interpretive Studies requirement.

MUS 106 Great Romantic Music

3-0-3 Credit Hours: 3

A survey of music in Western civilization during the nineteenth and early twentieth centuries: Schubert, Chopin, Liszt, Brahms, Tchaikovsky, Debussy, Ravel and others. Songs, tone poems, symphonies, sonatas, operas, ballets, concerti, nationalism and impressionism.

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MUS 107 Music Composition

3-0-3 Credit Hours: 3

Introduction to the basics of music composition and songwriting, stressing techniques and procedures for developing original musical ideas. Students learn skills for writing melody, harmony, and formal structures through score analysis, listening and composing.
Prerequisite: MUS 100 and MUS 115

NOTE: Music majors will supply their own instruments for all applied music courses.

MUS 108 Guitar I

1-4-1 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.

MUS 109 Guitar II

1-4-1 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.
Prerequisite: MUS 108 .

MUS 111 Aural Theory I

3-0-3 Credit Hours: 3

A practical course which develops initial skills in sight-singing and dictation: diatonic major mode melodies, simple and compound meters, intervals up to the sixth (excluding tritones), simple rhythms down to quadruple divisions of the beat, treble and bass clefs.
Prerequisite: MUS 100 or placement examination.

MUS 113 Aural Theory II

3-0-3 Credit Hours: 3

A continuation of Music 111 emphasizing sight-singing and dictation utilizing more complex musical materials: minor keys, intervals up to sevenths including tritones, alto and tenor clefs, advanced quadruple and sextuple divisions of the beat, and triplets.
Prerequisite: MUS 111 or placement examination.

MUS 114 Harmony I

3-0-3 Credit Hours: 3

An introduction to harmonic principles of classical music, jazz and popular music through analysis and composition: chord structure and relationship in major and minor keys, triads, seventh chords, figured bass and chord symbols.
Prerequisite: MUS 100.

MUS 115 Introduction to Music Technology

3-0-3 Credit Hours: 3

This hands-on course teaches students how to create, edit, and manipulate MIDI files in order to print publishable music, and to layer various tracks to create finished MIDI sequences for recording. Students will apply their compositional and editing skills using industry-standard computers and digital audio hardware and software. They will learn how to properly connect various pieces of MIDI equipment and how to set up for different typical music applications. In addition to the hands-on curriculum, students will learn about the history of electronic music, analog synthesis and the progression of the technology, noticing how developments in the past are directly affecting our technology of today and the future.
Additional course fee: $75.

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.
Fulfills the American/Global Diversity and Interpretive Studies requirements.

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.

MUS 141, 142, 143, 144, 241, 242, 243, 244 - Applied Music I, II, III, IV, V, VI, VII, VIII

.5-0-9-2 Credit Hours: 2

Fifteen weekly, half-hour, private music lessons: technique, repertoire and professional performing skills.
Prerequisite: performance major status. Student must see department chair prior to enrolling. Students may not audit Applied Music courses.

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.
Prerequisite: ENGL 101.

MUS 196, 197, 296, 297
Ensemble I - 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.
Additional course fee (MUS 196, 197, 296 and 297): $75.

MUS 201 Piano III

1-4-1 Credit Hours: 1

This course is a continuation of piano studies beyond Music 101 and 102, with additional major, harmonic minor and melodic minor scales. Chord progressions combining a sequencing of I, IV, V, I harmonies will be applied to compositions of both popular and traditional music.
Prerequisite: MUS 102.

MUS 202 Piano IV

1-4-1 Credit Hours: 1

Students completing this fourth semester of piano study will be well-versed in techniques needed to improve performance skills. Chord progressions combining a sequencing of I, IV, V, I harmonies will be applied to compositions of both popular and traditional music. Additional major, harmonic minor and melodic minor scales will be studied to complete the entire cycle of major and relative minor scales; students also learn arpeggios and expanded harmonies.
Prerequisite: MUS 201.

MUS 211 Aural Theory III

3-0-3 Credit Hours: 3

Continuation of MUS 113: chromatic melodies, mixed meters, syncopation, melodic and rhythmic dictation. Prerequisites: MUS 102, MUS 113, MUS 114 or placement examination.

MUS 214 Harmony II

3-0-3 Credit Hours: 3

The structures and relationships of chromatic chords in classical music, jazz and popular music: secondary dominants, full-and half-diminished seventh chords, Neapolitan chords, augmented sixth chords, and modulation.
Prerequisite: MUS 114.

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, synchronize multimedia and create a resulting DVD. Students also learn how to use MAX and other computer programming languages written specifically for creating music applications and interactive music compositions.

Prerequisite: MUS 115.

Additional course fee: $75.

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.

Prerequisite: MUS 215.

Additional course fee: $75.

MUS 260 Sound Reinforcement and Recording Session

2-2-3 Credit Hours: 3

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 220.

Additional course fee: $75.

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.

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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.

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.

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

ED 201 Introduction to Education

3-0-3 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. A 20-hour field experience is embedded in the 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. Clearances must be less than one year old at the start of the semester when the student is enrolled in this course. ENGL 101, may be taken concurrently.

ED 204 Curriculum and Instruction: Engaging Young Children in the Learning Process

3-0-1-3 Credit Hours: 3

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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.

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.
Prerequisites: ENGL 101 and PSYC 101.

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.
Prerequisites: PSYC 201 and ED 204 or ED 214.

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.
Prerequisite: ED 105.

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.
Prerequisites: ED 204 or ED 214.

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.
Prerequisites:ED 204 or ED 214.

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.

Prerequisites: ED 105 or ED 201 and ED 204 or ED 214.

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 multi-disciplinary and collaborative approaches to special education. Multicultural and diversity issues will also be discussed. 10 hours of observation in an inclusive learning environment 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.

Prerequisites: ED 105 or ED 201, and PSYC 201 or PSYC 209, or PSYC 215.

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.

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.

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JUS 101 Survey of Justice

3-0-3 Credit Hours: 3

History, development and philosophy of criminal justice in a democratic society. Introduction to agencies involved in the administration of criminal justice; career orientation; constitutional limitations of criminal justice.

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.

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.

Prerequisite: JUS 101.

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.

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.

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

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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.

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.
Prerequisite: JUS 101.

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.
Prerequisite: JUS 101.

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.
Prerequisite: JUS 101.

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.
Prerequisite: JUS 101.

JUS 241 Criminal Law

3-0-3 Credit Hours: 3

Local, state and federal laws; their development, application and enforcement.
Prerequisite: JUS 101 or PLS 101.

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.
Prerequisite: JUS 101.
Fulfills American/Global Diversity requirement.

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.
Prerequisite: JUS 101.

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.
Prerequisite: JUS 101 or permission of the department head.

JUS 291 Contemporary Issues in Justice

3-0-3 Credit Hours: 3

In this course students examine contemporary issues in justice. Areas of focus include ethics in justice, technology and justice, the influence of the media and politics on the justice system, and the myths in justice. The specific topics discussed within each area will vary, based in part on current trends and official court rulings in our judicial system.

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.
Fulfills Interpretive Studies requirement.

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.
Fulfills American/Global Diversity requirement.

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.
Fulfills Interpretive Studies requirement.

RS 170/HIST 170 Religion in American History

3-0-3 Credit Hours: 3

This course covers the origins, beliefs, practices and cultural significance of the major religious traditions and movements in American history. Close reading and interpretive analysis of primary texts constitute the major course activities.
FulfillsAmerican/Global Diversity and Interpretive Studies requirements.

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.
Prerequisite: ENGL 101.
FulfillsAmerican/Global Diversity requirements and Interpretive Studies.

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RS 180 Asian Religions

3-0-3 Credit Hours: 3

This course explores the similarities and differences among the various Asian religions (including Hinduism, Buddhism, Confucianism, Daoism, Sikhism and Jainism), with comparison to Western religious traditions, and references to the cultural traditions in which the religions arose.
Fulfills American/Global Diversity requirements and Interpretive Studies.

Unless otherwise noted, all college level courses require English 101 placement.

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ACCT 101 Financial Accounting

4-0-4 Credit Hours: 4

Introduction to the theory of accounts and generally accepted accounting principles as applied to a corporation. Emphasis is placed on completing the accounting cycle, inventory and asset valuation, and stockholder's equity.

ACCT 102 Managerial Accounting

3-0-3 Credit Hours: 3

Emphasis is placed on the evaluation of financial statements and the development of decision-making techniques. Specialized topics include: statements of cash flows, analysis of financial statements, cost-volume analysis, time-value of money, capital budgeting and introduction to cost accounting.

Prerequisite: ACCT 101 with grade of "C" or better.

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.

Prerequisite: ACCT 101 with a grade of "C" or better.

Additional course fee: $75.

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.

Prerequisite: ACCT 101.

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.

Prerequisite: ACCT 201.

ACCT 203 Cost Accounting

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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.

Prerequisite: ACCT 102.

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.

Prerequisite: ACCT 201.

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.

ACCT 209 Advanced Taxation

3-0-3 Credit Hours: 3

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.

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.

Prerequisite: ACCT 102 or ACCT 101 and departmental approval.

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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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, learn associated entry-level skills, and compare the educational and credentialing requirements, as well as job opportunities of various careers within health care. Students will be introduced medical terminology, patient safety, and clinical skills. Professional behavior, effective communication, and time management skills related to health care will also be examined, with an emphasis on ethics and cultural competence.

AH 103 Medical Terminology

3-0-0-3 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.

AH 112 Medical Administrative Procedures

3-0-0-3 Credit Hours: 3

This course introduces students to the administrative procedures performed in a health care facility. Appointment scheduling, medical records management, telephone management, billing and collection procedures, banking services, and accounting and bookkeeping procedures will be addressed.

AH 116 Interpersonal and Professional Skills in the Health Care Setting

3-0-0-3 Credit Hours: 3

This course introduces students to communication theories, modes of communication and factors that influence communication when interacting with patients, coworkers and other health care personnel. Therapeutic techniques, such as active listening and conflict resolution, as well as core professional attributes and values will be discussed through the use of case studies and role playing. The legal and ethical components associated with interpersonal communication in the health care setting will also be addressed. Strategies for job search and retention in the health care environment as well as for professional and personal growth will be explored.
Fulfills American/Global Diversity requirement.

AH 120 Reimbursement Methodologies in Health Care

3-0-0-3 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.

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AH 190 Human Disease and Treatment

3-0-0-3 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.
Prerequisites: AH 103 and BIOL 108 or BIOL 109 all with a grade of "C" or better. .

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.
Prerequisites: 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.

AH 204 Medical Law and Ethics

3-0-0-3 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.
Prerequisite: ENGL 101.

AH 220 Information Management Systems in Health Care

3-0-0-3 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.
Prerequisites:CIS 103 with a grade of "C" or better.

AH 222 Health Care Policy and Administration

3-0-0-3 Credit Hours: 3

In this course, students will analyze various health care policies and discuss the impact each policy has had on identified stakeholders. Students will also analyze policies in relation to their role as health service managers. By understanding the process through which policies are developed, including the economic, political and legal factors, students will learn how to influence policy as a health service manager.
Prerequisites: AH 120 and AH 204 with a grade "C" or better; MATH 118 with a grade "C" or better or placement into MATH 161.

AH 224 Current Issues and Trends in Health Care

3-0-0-3 Credit Hours: 3

This course explores significant trends in health care and the major political, social and economic problems and issues affecting the United States health care consumer. Topics such as health literacy, access to healthcare, health disparities and health-related social injustices will be studied in depth. Technological, legislative and financial issues will also be analyzed.
Prerequisites: AH 204 with a grade "C" or better; MATH 118 with a grade "C" or better or placement into MATH 161.

AH 260 Supervisory Management in Health Care

3-0-0-3 Credit Hours: 3

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.

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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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

ASL 215 ASL 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 "B" grade or higher.

ASL 230 Structure of American Sign Language

3-0-3 Credit Hours: 3

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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.
Prerequisites: ASL 202 a "B" grade or higher and ENGL 101, which may be taken concurrently.

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.
Prerequisite: ASL 202 with a "B" grade or higher.
Additional course fee: $75.

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.
Prerequisite: ASL 231 with a "C" grade or higher.
Additional course fee: $75.

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.

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.
Prerequisite: INT 105 with a "C" grade or higher.

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.
Prerequisites: ASL 215, 230, 231, and INT 240 (pre- or corequisite) with a "C"grade or higher.
Additional course fee: $75.

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.

Prerequisites: ASL 215, 230, 231 with a "C" grade or higher and INT 240 (pre- or corequisite).

Additional course fee: $75.

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.

Prerequisites: ASL 230, ASL 232, INT 240, INT 242 with a "C" grade or higher.

Additional course fee: $75.

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.

Prerequisite: INT 251 with a "C" grade or higher.

Additional course fee: $75.

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.

Prerequisite: INT 251 with a "C" grade or higher

Additional course fee: $75.

INT 260 Interpreting in Specialized Settings

3-0-3 Credit Hours: 3

Overview of issues related to interpreting for specialized populations and situations. Consumer populations that present unique challenges for Sign Language interpreters include: children, deaf-blind people, deaf individuals with minimal language skills (MLS) and deaf people in mental health settings. Interpreted situations and settings with distinct demands to be addressed include working in interpreting teams, video relay interpreting and performance/platform interpreting.

Prerequisite: INT 252 with a "C" grade or higher

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.

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ANTH 101 Introduction to Anthropology

3-0-3 Credit Hours: 3

Survey of the four sub-fields of anthropology; cultural, physical and linguistic anthropology; and archaeology. Topics include ancient civilizations, evolution, "primitive" peoples, "talking" apes, how our early ancestors lived, language, races and how people in other societies are both different and similar.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.

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 culture 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.

Fulfills American/Global Diversity and Interpretive Studies requirements.

ANTH 125 Physical Anthropology

3-0-3 Credit Hours: 3

Covers the biological side of human existence. Topics include race, the relationship between human biology and behavior, evolution, the evidence linking us to the "cavemen" or "ape-men," primates and their relationship to us, and the similarities and differences among modern peoples.

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.

Prerequisites: ENGL 101, plus one of the following: ANTH 101, ANTH 112 or SOC 101.

Fulfills Interpretive Studies and American/Global Diversity requirements.

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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.

Fulfills Interpretive Studies and American/Global Diversity requirements.

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.

Fulfills Interpretive Studies and American/Global Diversity requirements.

Unless otherwise noted, all college level courses require English 101 placement.

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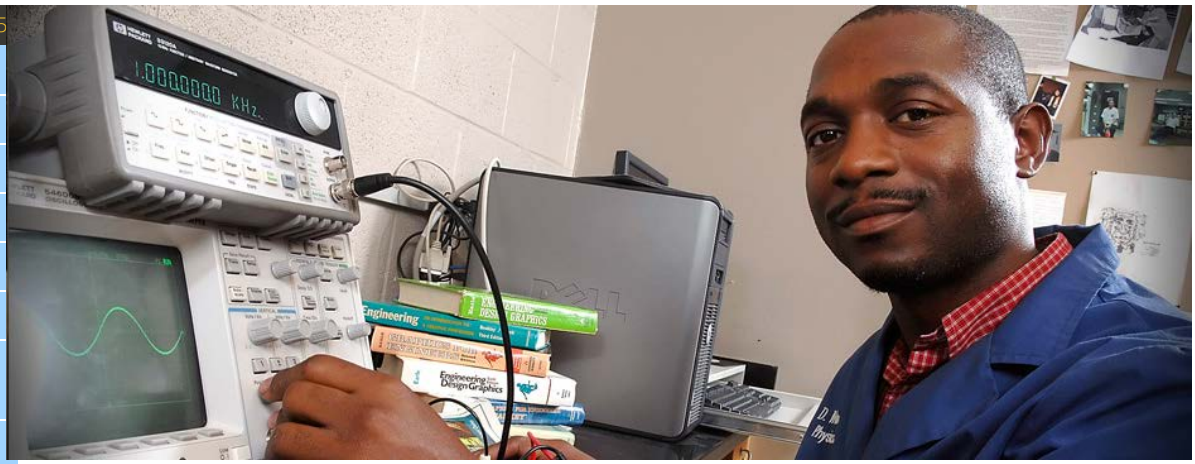

Applied Science and Engineering Technology Courses

ASET 101: Science Technology and Public Policy

3-0-3 Credit Hours: 3

The purpose of ASET 101 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.
Prerequisites: 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.

ASET 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.

ASET 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 in applied science are provided.
Prerequisite:MATH 118.

Unless otherwise noted, all college level courses require English 101 placement.

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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.

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: $115.

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: $115.

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.

Prerequisites: ADC 103 or ADC 109

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,

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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.

ADC 146 Construction Supervision and Business Practices

3-0-3 Credit Hours: 3

In this course, students will study the organization and operations of a small construction firm, a unit within a larger construction firm, and a facility management department. Topics will include business organization and operations, finance and administration, marketing, code compliance, contract bidding, and construction risk management. Supervision and human relations skills needed by those in supervisory and leadership roles are also studied. Leadership skills and problem solving are emphasized.

Prerequisite: ADC 101.

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.

Prerequisites: ADC 103 and ADC 109.

Additional course fee: $115.

ADC 160 Presentation Techniques

2-4-3 Credit Hours: 3

Introduction to materials and methods in the preparation of architectural presentations, drawings and models. Computer modeling and composition software will be introduced, and students will produce a portfolio with difital and manual pieces. Emphasis is placed on using technique and craftsmanship to make design intent clear and compelling.

Prerequisites: ADC 103, ADC 109.

Additional course fee: $115.

ADC 161 Introduction to Building Science

2-2-3 Credit Hours: 3

Students learn to perform traditional energy audits on buildings as well as comprehensive, whole-home assessments with diagnostic equipment. Students will learn to diagnose critical performance factors in buildings and increase the energy efficiency of the building and the comfort, health and safety of the building's occupants. Students learn to identify major energy related problems and prioritize solutions based on building science principles and cost-benefit analysis. Successful students will be prepared to sit for the Building Performance Institute's (BPI) Building Analyst (BA) Certification examination.

Prerequisite: ADC 101

ADC 163 Digital Documentation in Architecture and Construction

2-4-3 Credit Hours: 3

An introduction to architectural construction documents, the process by which they are developed, and their use and function in the progression of design through construction. Students learn to use parametric software (such as Architectural Desktop) and industry-standard symbols, terminology and graphics in the development of a complete set of construction documents. Additionally, students learn to utilize and apply advanced software features to increase productivity and accuracy.

Prerequisite: ADC 103.

Additional course fee: $115.

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.

Prerequisite: ADC 101.

Additional course fee: $75.

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.

Prerequisite: ADC 101.

Additional course fee: $75.

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.

Prerequisites: ADC 159 and ADC 160.

Additional course fee: $115.

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.

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.

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.

Prerequisites: ADC 221 and ENGL 102, which may be taken concurrently.

ADC 226 Structures I — Analysis

3-0-3 Credit Hours: 3

Study of the principles of statics and strength of materials as they pertain to the design of statically determinant structures. Course work includes the concepts of unit stress, strain, deformation and moment of inertia. End reactions, shear and moment diagrams are developed for simple beams. Prerequisites: ADC 101 and MATH 118 or higher.

ADC 227 Structures II — Design

3-0-3 Credit Hours: 3

Introduction to the means and methods employed in the design of structural members, including beams, columns, trusses and connections. Course work consists of structural applications for timber, steel and concrete.

Prerequisite: ADC 226.

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.

Prerequisite: ADC 101.

Additional course fee: $75.

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.

Prerequisite: ADC 236.

Additional course fee: $75.

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.

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.

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.

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 students ability to understand, interpret and represent architectural spaces. Projects will culminate in a formal juried presentation.

Prerequisite: ADC 209.

Additional course fee: $115.

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.

Prerequisite: ADC 160.

Pre- or corequisite: ADC 209 or ADC 163.

Additional course fee: $75.

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 246.

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.

Prerequisite: ADC 103 or ART 150.

Additional course fee: $115.

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.

Prerequisite: ADC 163.

Additional course fee: $75.

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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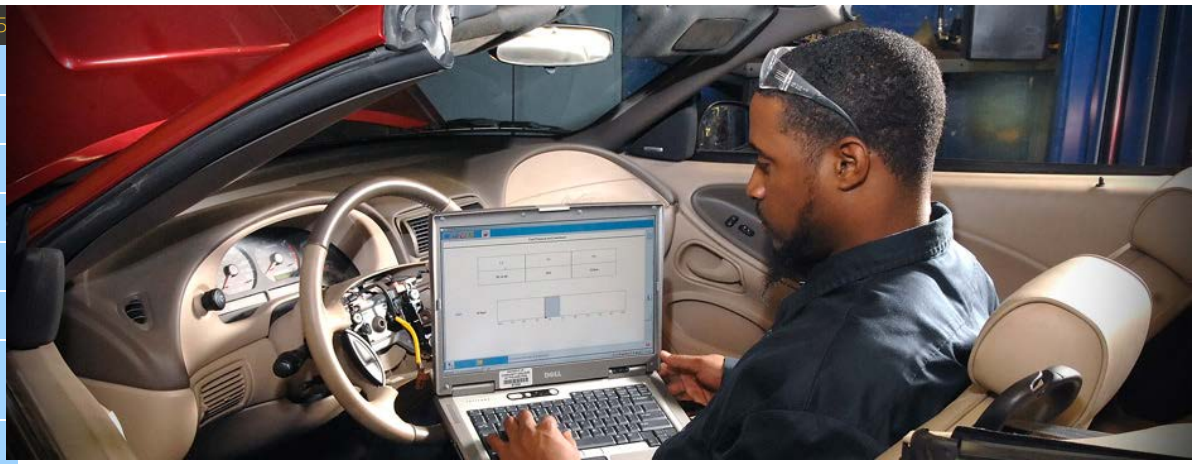

Automotive Technology Courses

AT 100 Introduction to Automotive Technology

1-4-2 Credit Hours: 2

This course is designed to provide students with a broad base of fundamental knowledge necessary for successful progression in both the Automotive Technology program and in industry. Topical coverage includes automotive systems overview, shop safety, automotive tools, measuring, fasteners, service information, vehicle maintenance, career planning, and ethical shop behavior and practice. Upon completion, students should have a clear understanding of the Automotive Technology program, the automotive service industry, basic shop skills, career opportunities and the steps necessary for success in the field.

*Additional course fee: $135.**

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.

Prerequisite: AT 100, which may be taken concurrently.

Fall only.

*Additional course fee: $135.**

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 text equipment in the Automotive Technology Center.

Prerequisite: AT 100, which may be taken concurrently.

*Additional course fee: $135.**

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

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utilizing state-of-the-art equipment in the Automotive Technology Center.
Prerequisite: AT 100, which may be taken concurrently.
Fall only.
*Additional course fee: $135.**

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.
Fall only.
Prerequisite: AT 100, which may be taken concurrently.
*Additional course fee: $135.**

AT 181 Automotive 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.
Prerequisite: AT 100, which may be taken concurrently.
*Additional course fee: $135.**

AT 210 Customer Service Techniques

3-0-3 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.
Prerequisites: AT 121

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.
Prerequisite: AT 121.
Corequisite:MATH 118.
Summer II only.
*Additional course fee: $135.**

AT 241 Automotive 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.
Prerequisites: AT 121 and AT 131.
Spring only.
*Additional course fee: $150.**

AT 250 Advanced Braking Systems and 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.

Prerequisites: AT 121 and AT 150.

Spring only.

*Additional course fee: $135.**

AT 261 Engine Performance and 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.

Prerequisites: AT 221 and MATH 118, which may be taken concurrently.

Spring only.

*Additional course fee: $150.**

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.

Prerequisite: AT 121.

Spring only.

*Additional course fee: $135.**

AT 281 Advanced Automotive Engine Performance

4-2-8 Credit Hours: 8

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.

Prerequisites: AT 221 and AT 261

*Additional course fee: $150.**

AT 289 Automotive Technology Internship

0-20-2 Credit Hours: 2

This elective course provides students with an opportunity to apply what they have learned in the classroom to a real world situation. Under the direction of an experienced automotive technician, the student will gain a greater appreciation of the material previously learned in the classroom. The internship additionally serves the purpose of bridging the school and work world. Students complete a minimum of 280 hours at an assigned work placement over 14 weeks.

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Behavioral Health/Human Services Courses

NOTE: Courses marked with an asterisk (*) are open only to BHHS students.

BHHS 101 Introduction to Behavioral Health and Human Services

3-0-3 Credit Hours: 3

This course introduces students to the field of Behavioral Health and Human Services. In this course, students gain an understanding of the historical underpinnings of the field. Students are also introduced to the work of the human service provider and the milieu in which client services are provided. An exploration of ethics, values and self-understanding as these apply to the human services worker also comprises an important element of the course. An overview of research methods is included as well.

BHHS 103 Human Development and Behavior in the Social Environment

3-0-3 Credit Hours: 3

The student will gain an understanding of human development throughout the life cycle using a person-in-environment framework that includes the biophysical, psychological and sociological dimensions. Using this framework, the student will learn how to assess the functioning of individuals, relevant to their particular life stage, for planning helping interventions.
Fulfills American/Global Diversity requirement.

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.

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.
Prerequisite: "C" grade or better in BHHS 105.

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.

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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.

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.

BHHS 151 Family Violence, Abuse and Trauma

3-0-3 Credit Hours: 3

This course will explore the causes and effects of family violence and appropriate professional response.

BHHS 161 Introduction to Disabilities

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. It provides students with the opportunity to develop an understanding and knowledge of disabilities that takes into consideration the individual with a disability, societal influences, the environmental setting and governance of disability law. The role of the disability support provider, types of services and the manner in which services are delivered are also examined in this course.

BHHS 171 Introduction to Social Gerontology

3-0-3 Credit Hours: 3

Survey course on issues affecting older adults. Among the topics are myths and realities, family, physical and mental health and health care, dying and death, minority status and retirement. Part of the special Gerontology certificate program.
Open to all students.

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.
Prerequisite: BHHS 111 with a "C" grade 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 "C" grade 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 "C" grade or better.
Corequisite: BHHS 213, which must be taken concurrently.

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 "C" grade or better.
Corequisite: BHHS 212.

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.
Prerequisite: BHHS 121.

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.

BHHS 261 Developmental Disabilities Support Services

3-0-3 Credit Hours: 3

Students will gain specific knowledge and skills that will assist them in better understanding and serving the unique needs of adults with developmental disabilities. Students will learn to employ assessment techniques, programming strategies, goal planning and life skills training that support self-advocacy, productivity, and community and family inclusion of individuals with developmental disabilities.
Prerequisite: BHHS 161.

BHHS 277 Behavioral Development and Social Processes of Aging

3-0-3 Credit Hours: 3

Focus on the biological, psychological and social issues affecting older adults. Application of research findings to practice and policy. Case study approach. Required for the Gerontology certificate.
Prerequisite: BHHS 171 or equivalent or permission of the coordinator.

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.

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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 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.

Prerequisites: MATH 118 (or higher) placement.

Additional course fee: $150.

BIOL 106 General Biology I

3-2-4 Credit Hours: 4

Introduction to the general principles of biology using the human organism as the model for study. Topics include structural organization, metabolism and energy, reproduction and inheritance, and evolution and ecology. This course is designed for non-majors, health career and transfer students.

Additional course fee: $150.

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.

Prerequisite: BIOL 106.

Additional course fee: $150.

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.

Prerequisite: MATH 118 (or higher) placement.

Additional course fee: $150.

BIOL 109-110 Anatomy and Physiology I & 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

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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 is a prerequisite for BIOL 110.
Additional course fee (BIOL 109 and BIOL 110): $150.

BIOL 123 Cellular and Molecular Biology

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.
Prerequisites: CHEM 121 or CHEM 110 and high school biology or permission of the department head.
Additional course fee: $150.

BIOL 124 Organismal Biology

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.
Prerequisite:BIOL 123.
Additional course fee: $150.

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.
Prerequisite: BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123 or permission of the department head.
Additional course fee: $150.

BIOL 241 Principles of Microbiology

3-2-4 Credit Hours: 4

Bacteria and viruses are studied. An emphasis is placed on the growth, metabolism, physiology and genetics of bacteria and viruses in lecture and laboratory experiences. Clinical aspects of selected microbes are discussed.
Prerequisite: BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123.
Additional course fee: $150.

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.
Prerequisites: MATH 118 or higher or MATH 161 placement; CHEM 110 or CHEM 121; BIOL 123 or BIOL 241
Additional course fee: $150.

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.
Prerequisite: BIOL 255 with a grade of "C" or better.
Additional course fee: $150.

BIOL 271 Pathophysiology I

4-0-0-4 Credit Hours: 4

Pathophysiology I offers an overview of abnormal physiological processes leading to human disease. Particular emphasis is placed on the etiology, pathogenesis, diagnostic findings, and clinical manifestations of specified illnesses. Also included are general overviews of risk factors, disease incidences and therapeutic managements as they apply to each pathophysiological condition discussed.

Prerequisites: BIOL 110 and BIOL 241.

BIOL 272 Pathophysiology II

4-0-0-4 Credit Hours: 4

This course provides an overview of abnormal physiological processes leading to human disease. Particular emphasis is placed on the etiology, pathogenesis, diagnostic findings and clinical manifestations of specified illnesses. Also included are general overviews of risk factors, disease incidences and therapeutic managements as they apply to each pathophysiological condition discussed. Topics covered in this course include alterations in hematology, and diseases of the cardio-vascular, respiratory, digestive, urinary and reproductive systems.

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BTT 100: Introduction to Biomedical Technology

0.5-3-1 Credit Hours: 1

This course provides students with the basic knowledge, practical laboratory skills and experience needed to engage successfully in the two laboratory internships that follow: BTT 101 and BTT 201. Topics covered include lab safety, the role of a laboratory research technician, the laboratory notebook, general research lab organization and procedures, the care and use of common laboratory instrumentation, solutions, reagents, buffers, pH, cell cultures, proteins and nucleic acids (isolation, purification and analysis), and microscopy. This course takes place at The Wistar Institute or a comparable research laboratory.

Prerequisites: ENGL 101, BIOL 123 and MATH 118 or MATH 161 or higher placement.

Additional course fee: $115.

BTT 101 Biomedical Technician Training Practicum

0-0-17.5-2 Credit Hours: 2

Hands-on experience with data record keeping, laboratory tasks and routines, and the use and maintenance of lab equipment and reagents. Includes 35 hours per week 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.

Unless otherwise noted, all college level courses require English 101 placement.

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CHEM 101 General Chemistry I

3-3-4 Credit Hours: 4

CHEM 102 General Chemistry II

3-3-4 Credit Hours: 4

A fundamental course for non-science majors requiring a laboratory science, including simple chemical computations, structure of matter, chemical equations, equilibrium, the nature of organic compounds, basic biochemistry and nuclear chemistry. Laboratory covers basic techniques and illustrates principles presented in class. Does not satisfy the requirements for Science, Engineering or Chemical Technology program students who should take CHEM 121-122. Students must be ENGL 101 ready.

Prerequisite for CHEM 102: CHEM 101 or CHEM 110 with a grade of "C" or better.

Additional course fee (CHEM 101 and CHEM 102): $225.

CHEM 103 General Chemistry I

3-0-3 Credit Hours: 3

CHEM 104 General Chemistry II

3-0-3 Credit Hours: 3

Lecture content is the same as CHEM 101-102. (See the course description under CHEM 101-102.) This is offered only as a distance education course without a laboratory. Students who require a laboratory should take CHEM 101-102. Prerequisite for CHEM 103: Students must be ENGL 101 ready.

Prerequisite for CHEM 104: CHEM 103 or CHEM 101 or CHEM 110, with a grade of "C" or better.

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.

Prerequisite: ENGL 101 ready.

Fulfills Writing Intensive requirement.

Additional course fee: $225.

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

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additional preparation prior to taking CHEM 121-122.
Prerequisites: MATH 118 placement and ENGL 101 ready.
Additional course fee: $225.

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.
Prerequisites: CHEM 101, CHEM 110 or CHEM 121 with a grade of "C" or better.
Additional course fee: $225.

CHEM 120 Chemistry Laboratory

0-3-1 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.
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.
Additional course fee: $115.

CHEM 121 College Chemistry I

3-3-4 Credit Hours: 4

CHEM 122 College Chemistry II

3-3-4 Credit Hours: 4

Atomic structure, classification of matter, chemical and physical properties of the different states of matter, driving forces for chemical reactions, types and geometry of chemical bonds, periodic law, equilibrium chemistry, inorganic chemistry of several groups of elements and an introduction to organic chemistry. Laboratory covers introductory quantitative techniques, equilibrium chemistry and the qualitative analysis of the more important anions and cations.
Prerequisites: CHEM 110 with a "C" or better and MATH 118. CHEM 121 with grade of "C" or better is prerequisite to CHEM 122. For Science, Engineering, pre-professional and Chemical Technology program students.
Additional course fee (CHEM 121 and CHEM 122): $225.

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.

CHEM 214 Instrumental Analysis

3-4-5 Credit Hours: 5

This course covers the theory and application of instrumentation in analytic chemistry with emphasis on spectroscopic and chromatographic techniques. Laboratory includes proton and C-13 nuclear magnetic resonance, infrared spectrometry, Fourier transform infrared spectrometry, x-ray fluorescence, mass spectrometry, atomic absorption, gas chromatography, high performance liquid chromatography and computer applications.
Prerequisite: CHEM 122 with a grade of "C" or better. *Only offered in the spring semester.*
Additional course fee: $225.

CHEM 221 Organic Chemistry I

3-4-5 Credit Hours: 5

CHEM 222 Organic Chemistry II

3-4-5 Credit Hours: 5

Chemistry of the more important classes of organic compounds; nomenclature, structure, reactions, methods of synthesis and identification. Current theoretical concepts of structure and mechanism are applied throughout the course to the interpretation of the properties and reactions of the carbon skeleton and important functional groups. Substances representative of the various classes of organic compounds are prepared in the laboratory. Identification, using infrared and proton magnetic resonance spectroscopy. Prerequisite for CHEM 221: CHEM 122 with a grade of "C" or better, or permission of the department head.
Prerequisite for CHEM 222: CHEM 221 with grade of "C" or better or permission of the department head.

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CLT 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. Therefore, students enrolled in this course must have health screening, drug screening, documentation of medical insurance, and an up-to-date negative child abuse and criminal background check prior to beginning this course.

Prerequisite: English Level V; ENMT 017 placement or higher and approval of department head or CLT curriculum coordinator.

Additional course fee: $150.

CLT 155 Clinical Hematology[1]

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. Clinical orientation included.

Prerequisite: BIOL 108 or BIOL 110 which may be taken concurrently.

Additional course fee: $90.

CLT 205 Immunology and Immunohematology[1]

3-3-0-4 Credit Hours: 4

Basic theory and concepts of antigen-antibody reactions, relationships of infection and immunity, and specific serological methods for the diagnosis of disease. Fundamental theories of blood group antigens and the genetics of their inheritance. Routine methods used to select donors and perform basic blood bank techniques. Clinical orientation included.

Prerequisite: BIOL 108 or BIOL 110.

Additional course fee: $90.

CLT 225 Clinical Chemistry[1]

3-3-0-4 Credit Hours: 4

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.

Prerequisite: Chem 122 or 118, Biol 108 or Biol 110, Math 118, CLT 102, and CLT 155.

Additional course fee: $90.

CLT 245 Clinical Microbiology[1]

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. Clinical

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orientation included.
Prerequisites: BIOL 241, CHEM 110 and CHEM 118 or CHEM 121 and Chem 122.
Additional course fee: $90.

CLT 265 Current Topics in Clinical Laboratory Sciences[1]

3-0-0-3 Credit Hours: 3

Discussions, seminars and lectures to correlate laboratory findings with pathological conditions in humans. Resume and job interview skills will be included. Students will present clinical case studies and a term paper.

Prerequisites: CLT 225, CLT 245 and CLT 155, which may be taken concurrently.

CLT 295 Clinical Practice[1]

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.
Prerequisites: CLT 102, CLT 225 and CLT 245. CLT 155 and CLT 265 may be taken concurrently.
Additional course fee: $150.

[1]Enrollment restricted to CLT majors.

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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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Communications Arts Courses

Courses in Communication Arts, Speech and Theatre are listed under English courses.

Computer Science Courses

CSCI 111 Computer Science I with Java

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. The course uses the Java programming language.

Prerequisite: Math 118 or higher; (or Math 161 placement)

Additional course fee: $75.

CSCI 112 Computer Science II with Java

3-2-4 Credit Hours: 4

A continuation of CSCI 111 presenting fundamental concepts in computer science and object-oriented programming using the Java programming language. Topics include recursion, event driven programming, inheritance, using application programming interfaces (APIs), software specifications and validation, fundamental sorting and searching algorithms, 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.

Prerequisite: CSCI 111 with a grade of "C" or better and MATH 161 or higher placement.

Additional course fee: $75.

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: $75.

CSCI 211 Data Structures and Algorithms

3-2-4 Credit Hours: 4

Introduction to a variety of the most commonly used data structures and related algorithms for maintaining and editing them. The notion of algorithmic complexity is introduced. Emphasis is placed on efficiency and appropriate use.

Prerequisites: CSCI 112 with a grade of "C" or better.

Additional course fee: $75.

CSCI 213 Computer Organization

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3-2-4 Credit Hours: 4

Introduction to the fundamentals of information transfer and control within a digital computer, coding and logic design.

Prerequisite: CSCI 111 or CIS 106 with a grade of "C" or better.

Additional course fee: $75.

CSCI 215 Introduction to Android Development

4-0-4 Credit Hours: 4

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 higher.

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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.

Prerequisite: ENGL 101 placement.

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Culinary Arts and Hospitality Management Courses

(Formerly Hospitality Technologies)

CAHM 110 Introduction to the Hospitality Industry

3-0-3 Credit Hours: 3

This course is an overview of the hospitality industry and includes an introduction to the principles of hospitality management. The course begins with the history of the industry and proceeds to examine various sectors in the industry including resorts, hotels, restaurants, tourism, and gaming. Career opportunities in each industry segment are identified.

CAHM 120 Hotel Front Office Management

3-0-3 Credit Hours: 3

In this course, students learn about the activities performed in today's lodging operation, from reservations to check-in and check out. The main focus is on the components of a hotel, including the front of house and back of house operations. These include basic procedures of front office personnel, the guest cycle, equipment and information systems, reservations registration, room status, accounting, auditing, check out procedures and housekeeping operations.

Prerequisites: CAHM 110, CIS 103, and MATH 118 or higher placement.

Additional course fee: $75.

CAHM 130 Hotel Facilities Management

3-0-3 Credit Hours: 3

The responsibilities and managerial functions of executive housekeepers including staffing, scheduling, and managing supplies and inventories are examined. Basic hotel engineering and maintenance problems and issues are studied.

Prerequisite: CAHM 110.

CAHM 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, kitchen sanitation and safety standards, basic food preparation and equipment handling as practiced in the food service industry. Special significance is placed on ingredient functions, product identification and weight measure 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: $75.

CAHM 161: Food Service Safety and Sanitation

2-0-2 Credit Hours: 2

In 2007, outside consultants were hired to evaluate the Culinary Arts program and their report recommended adding a course in food safety and sanitation. Government agencies and the hospitality industry have made safety and sanitation a higher priority in recent years. Benchmarking culinary arts programs at community colleges nationally revealed that most institutions have a food safety course. Finally,

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adding this course will allow the Program to become eligible for accreditation by the American Culinary Federation (ACF). Graduates of a Culinary Arts program that is accredited by the ACF are more valuable and marketable in the industry.

CAHM 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: $75.

CAHM 171 Quantity Food Preparation

2-4-4 Credit Hours: 4

Techniques and principles of quantity food preparation, production, controls and service are introduced and applied in this course. Laboratory experience includes quantity food preparation to be served in conjunction with dining room operations. Student will be exposed to equipment usage, sanitation principles, safety procedures, purchasing and menu planning.

Prerequisite: CAHM 170.

Additional course fee: $75.

CAHM 185 Dining Room Management

2-3-3 Credit Hours: 3

Students learn the structure and organization of the dining room and the job categories and service techniques most widely used in dining rooms within the hospitality industry. The course includes proper service techniques in American, French, Russian and English service, the different roles and attributes of dining room personnel, grooming and appearance, and interactions with guests and with those involved in food preparation. Dining room organization and table setting training includes proper use of linens, flatware, glassware and china. Hotel restaurant, room service, banquet and buffet service and stewarding are also explored.

Prerequisites: CAHM 110 and CAHM 170.

Additional course fee: $75.

CAHM 198 Hospitality Management Work Experience

1-15-3 Credit Hours: 3

Students will work in a supervised environment related to their hospitality management career interests. Students are expected to recognize the relationship between principles taught in the CAHM curriculum and the practices they experience and observe in the workplace.

Prerequisites: CAHM 110 and CAHM 170.

CAHM 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.

Prerequisite: CAHM 170.

Additional course fee: $75.

CAHM 211 Techniques of Garde Manger and International Cuisine

2-4-4 Credit Hours: 4

Traditions of food preparation and presentation of selected foreign cultures such as Northern Europe, the Mediterranean, Latin America, Middle East and the Far East are studied and practiced. Students will also focus on the art of cold food preparation, production and presentation for items such as pates, terrines, salads, sausages, hors d'oeuvres, vegetables and fruit carvings, ice sculptures and cold dishes.

Prerequisite: CAHM 170.

Additional course fee: $75.

CAHM 270 Advanced Food Production, Nutrition and Finishing

2-4-4 Credit Hours: 4

Students will learn the various stages of food production and will plan, prepare and serve a menu. Introduction to the science of nutrition with an emphasis on its importance in menu planning and food production will prepare students to take a nutrition certification exam from the National Restaurant Association Education Foundation (NRAEF).

Prerequisite: CAHM 171.

Additional course fee: $75.

CAHM 271 Food, Beverage Management, and Labor Cost Controls

3-0-3 Credit Hours: 3

This course focuses on analyzing and controlling food, beverage management, and labor costs. Students will explore current common control methods and techniques using data and computer software for making quantitative decisions necessary in food service operations.

Prerequisite: CAHM 110, CAHM 170, CIS 103 and MATH 118 or higher.

CAHM 278 Hospitality Marketing

3-0-3 Credit Hours: 3

Students learn and apply principles of marketing and selling products and services with specific reference to hospitality and leisure industries. Students create a marketing plan for a hospitality business.

CAHM 280 Introduction to Supervision in the Hospitality Industry

3-0-3 Credit Hours: 3

This course is a study of supervision in the food service industry. Emphasis is on the role of the first-line supervisor. Topics include the interrelated areas of self management, managing and leading others, organizational leadership, self assessment, and the various organizations and leadership styles. At the end of the course, students will be prepared to take a supervision certification exam from the National Restaurant Association Education Foundation (NRAEF).

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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.

Prerequisites: ENGL 101 and CIS 103.

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.

Prerequisites: DH 115, DH 135, DH 150, DH 191 and BIOL 109.

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.

Prerequisites: ENGL 101 and CIS 103.

*Additional course fee: $90.**

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.

Prerequisites: ENGL 101 and CIS 103.

*Additional course fee: $90.**

DH 165 Nutrition and Biochemistry in Dentistry

4-0-0-4 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.

Prerequisites: DH 115, DH 135, DH 150, DH 191, and BIOL 109.

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

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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.
Prerequisites: ENGL 101, CIS 103 and CPR certification.
*Additional course fee: $150.**

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.
Prerequisites: BIOL 109, DH 115, DH 135, DH 150, DH 191 and ENGL 102 (ENGL 102 may be taken concurrently with DH 192).
*Additional course fee: $150.**

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.
Prerequisites: DH 121, DH 165, DH 192 and BIOL 110.
*Additional course fee: $90.**

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.
Prerequisites: ENGL 102, BIOL 110, DH 165, DH 192 and DH 121.

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.
Prerequisites: ENGL 102, BIOL 110, DH 165, DH 121 and DH 192.

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.
Prerequisites: ENGL 102, BIOL 110, DH 121, DH 192 and DH 165.

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.
Prerequisites: DH 241, 245, 247, 293 and BIOL 241.
Pre- or corequisite: ENGL 115.
*Additional course fee: $90.**

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.
Prerequisites: BIOL 110, ENGL 102, DH 165, DH 121 and DH 192.
*Additional course fee: $300.**

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.
Prerequisites: DH 241, DH 245, DH 247, DH 293 and BIOL 241.
Pre- or corequisite: ENGL 115.
*Additional course fee: $300.**

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.
Prerequisites: DH 271, DH 294 and ENGL 115.

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DMI 101 Introduction to Diagnostic Medical Imaging

2-0-0-2 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 in the clinical setting, basic medico-legal issues, HIV/AIDS, standard precautions and the basic concepts of radiation biology and protection are presented and discussed.
Additional course fee: $90.

DMI 105 Image Production and Evaluation

4-0-0-4 Credit Hours: 4

This course presents the principles of radiographic exposure dealing with specific factors that control and affect radiographic image contrast and density, image recording and receiving systems including screen/film and digital radiography (DR). Radiographic image processing systems for these methods of image production are also discussed.
Corequisite: DMI 131.

DMI 106 Image Production and Evaluation II

2-0-0-2 Credit Hours: 2

Pharmacology, classifications, use and precautions in the administration of contrast media in radiography. Factors controlling and affecting recorded definition and distortion. Basics of quality control and evaluation of radiographic equipment and documentation of results. Synthesis and application of film quality factors to exposure problems.
Prerequisite: DMI 105.
Corequisite: DMI 132.

DMI 119 Introduction to Radiologic Physics

2-0-0-2 Credit Hours: 2

Survey of mechanics, matter, atomic theory, magnetism, electricity and electromagnetism relevant to the field of radiography. The study of step-up and step-down transformers and the autotransformer begins the introduction to X-ray equipment circuitry.

DMI 120 Radiographic Equipment and Operation

2-0-0-2 Credit Hours: 2

This course provides an introduction to the circuitry of radiation-producing equipment. The principles and operation of single-phase, three-phase and high-frequency generators are compared. Because radiographers must operate X-ray equipment responsibly, students learn about the design, function and safety protocols pertaining to the modern radiographic tube. In preparation for the study of radiobiology and protection in the following semester, the production, characteristics and hazards of ionizing radiation are explained. Students will also survey the theories of photon interaction in the patient in general diagnostic radiography.
Prerequisite: DMI 119.

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DMI 131 Patient Care and Procedures I

3-3-14-5 Credit Hours: 5

Radiographic terminology and positioning techniques of the upper and lower extremities, chest and abdomen. Application of technical factors and radiation protection. Clinical Objective Evaluation (COE) of respective radiographic examinations and evaluation of selected radiographs. Patient care skills in monitoring vital signs, body mechanics, and infection control and precautionary techniques with respect to the patient in radiology. Clinical Education I in hospital affiliate will be the application of knowledge from classroom to hospital setting; radiography of the patient with guided clinical supervision. Observation and evaluation of students; evaluation/critique of radiographic examinations completed by students conducted by College faculty.

Corequisite: DMI 105.

Additional course fee: $90.

DMI 132 Patient Care and Procedures II

3-3-14-5 Credit Hours: 5

DMI 132 is the second of four sequential courses presenting the art of positioning in radiography. This course consists of three components: Patient Procedures, Patient Care, and Clinical Education II. In Patient Procedures, students will continue to learn positioning skills in order to radiograph the skeletal anatomy and physiologic systems of the human body. In laboratory sessions they will apply materials presented in the lecture and practice the skills necessary to pass their Clinical Objective Evaluations (COE). The Patient Care component, a continuation of material learned in DMI 131, includes care and handling of various types of patients encountered in an imaging department. In Clinical Education II, students will apply knowledge gained in the classroom to the hospital setting where they will perform radiography of patients under clinical staff supervision. Corequisite: DMI 106.

Prerequisites: DMI 105 and DMI 131.

Fulfills American/Global Diversity requirement.

Additional course fee: $90.

DMI 181 Radiographic Osteology and Pathology I

2-0-0-2 Credit Hours: 2

Detailed study of the bone structure of the upper and lower extremities, pelvis and thorax; pathology of the respiratory, gastrointestinal and biliary systems. Case presentations of pathological conditions from clinical studies will be given by students.

DMI 182 Radiographic Osteology and Pathology II

2-0-0-2 Credit Hours: 2

Detailed study of the bone structure of the vertebral column and cranium; radiographic pathology of the skeletal, urinary, reproductive, cardiovascular and central nervous systems. Case presentations of pathological conditions from clinical studies will be given by students.

Prerequisite: DMI 181.

DMI 198 Clinical Education III

0-3-13-2 Credit Hours: 2

Clinical experience in a hospital affiliate. This course builds on skills learned in DMI 131 and DMI 132 with additional patient interaction under supervision. In addition to doing general radiography and fluoroscopy, students perform rotations through the operating room.

Prerequisite: DMI 132.

Additional course fee: $300.

DMI 199 Clinical Education IV

0-3-13-2 Credit Hours: 2

Clinical experience in a hospital affiliate. This course builds on skills previously learned in DMI 131, DMI 132 and DMI 198, and provides additional patient interaction under supervision. Students perform rotations through the operating room and emergency room in addition to doing general radiography and fluoroscopy.

Prerequisite: DMI 198.

Additional course fee: $300.

DMI 221 Advanced Imaging/Computer Modalities

4-0-0-4 Credit Hours: 4

Advanced imaging modalities such as body section radiography, automatic exposure control radiography,

fluoroscopy with image intensifiers, TV monitors, and cine; angiographic changers and ancillary equipment. Computer-enhanced imaging such as Computerized Axial Tomography (CT), Magnetic Resonance Imaging (MRI) and Positron Emission Tomography (PET) are surveyed in detail. Overview of cross-sectional anatomy (transverse and longitudinal) of the cranium, thorax, abdomen and pelvis.
Prerequisites: DMI 106, DMI 120 and DMI 199;
Pre- or corequisite: CIS 103.

DMI 222 Angiographic/Interventional Procedures

2-0-0-2 Credit Hours: 2

This course introduces students to arteriography and venography of the cranium, thorax, abdomen, pelvis and extremities to include clinical indications, patient care, contrast media, positioning and procedural methods for examination. Interventional procedures such as angioplasty, shunts, thrombolysis, embolization and atherectomy are detailed. Students will learn about the invasive diagnostic procedures of the central nervous system, salivary glands, reproductive system and joints. They will also gain a knowledge of ultrasound's historical development, production of sound waves and clinical applications.
Prerequisite: DMI 221.

DMI 231 Patient Procedures III

2-2-21-5 Credit Hours: 5

Radiographic positioning techniques of the cervical spine, ribs, cranium, advanced orthopedic studies and mammography. Application of technical factors and radiation protection. Clinical Objective Evaluation (COE) of respective radiographic examinations and evaluation of selected radiographs. Clinical Education V in hospital affiliate with the application of knowledge from classroom to hospital setting: radiography of the patient with guided clinical supervision. Observation and evaluation of students; evaluation/critique of radiographic examinations completed by students conducted by College faculty.
Prerequisite: DMI 132.
Additional course fee: $300.

DMI 232 Patient Procedures IV

2-5-21-5 Credit Hours: 5

This course consists of three components: Patient Procedures, Clinical Education, and Professional Skills Development Sessions (PSDS). Students will learn about radiographic positioning techniques of the facial bones and articulations, trauma and pediatric radiography emphasizing Clinical Objective Evaluation (COE) of these examinations and film evaluation of selected radiographs. Clinical Education IV is the main vehicle for real-life application of skills learned in the Procedures sections and is performed in an affiliate hospital applying knowledge from classroom to a hospital setting with guided clinical supervision. The PSDS focuses on reviewing for the ARRT examination through various classroom activities.
Prerequisite: DMI 231.
Additional course fee: $300.

DMI 261 Radiation Biology and Protection

2-0-0-2 Credit Hours: 2

This course identifies the sources of natural and artificial radiation and examines the effects of radiation on the cells, tissues and organs in the human body. Mathematical conversions of radiation measurement units, from traditional to the international system, are performed, calculations of dose equivalent and relative biological effectiveness are practiced, and the direct and indirect theories of biological effects, cellular radiosensitivity, and radiation dose-response curves are studied. The early and late effects of radiation exposure are defined and classified as either stochastic or deterministic. Because of their importance in clinical practice, methods of patient protection, operator protection, and radiation monitoring are also emphasized.
Prerequisites: DMI 119 and DMI 120.

DMI 299 Clinical Education VII

0-3-13-2 Credit Hours: 2

Continued clinical experience in hospital affiliate. Student-radiographer functions independently in all areas of the Radiology Department with limited supervision prior to completion of the Diagnostic Medical Imaging program.
Prerequisite: DMI 232.

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Dietetics Courses

DIET 106 Nutrition for a Healthy Lifestyle

3-0-0-3 Credit Hours: 3

Knowledge of basic nutrition principles is essential for culinary arts students so they can consider nutritional factors when preparing menus. In addition, a nutrition course is required in order for the Culinary Arts Program to become eligible for accreditation by the American Culinary Federation (ACF).

DIET 111 Introduction to Nutrition

3-0-0-3 Credit Hours: 3

This course provides foundational knowledge in the science of nutrition for nursing and other students interested in health careers. It will help students understand the scientific basis for promoting health. They will learn about factors affecting food selection, standards for assessing dietary quality and criteria for evaluating the reliability of nutrition information available to today's consumer. The course provides basic knowledge about normal nutrition throughout the lifecycle.

Prerequisites: ENGL 101 and BIOL 109.

Unless otherwise noted, all college level courses require English 101 placement.

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.

Prerequisites: CIS 105 and JUS 101 or PLS101

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.

Prerequisites: DF 101

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

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."

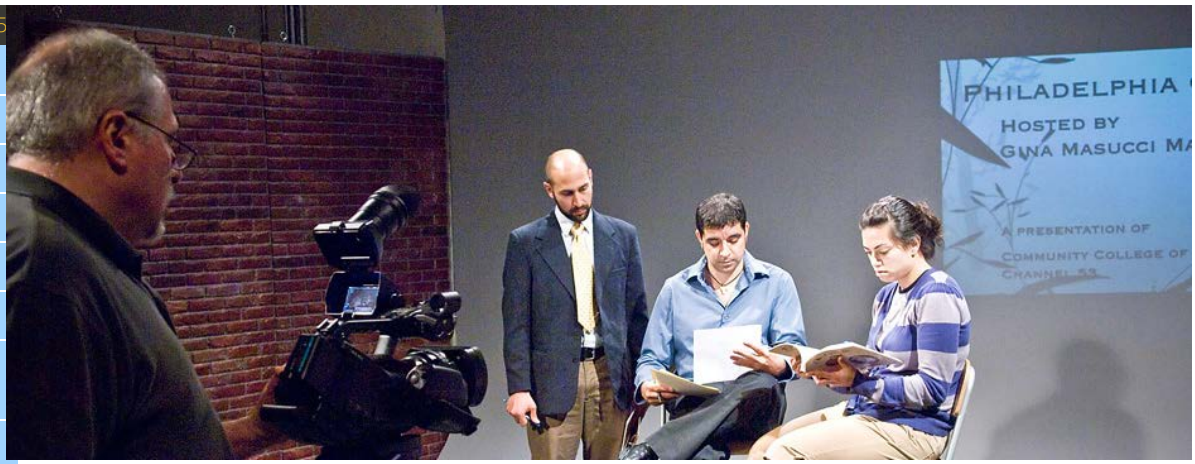
Prerequisites: DF 101 and CIS 150

DF 250 Digital Forensics Case and Laboratory Management

3-0-3 Credit Hours: 3

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

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.

Prerequisite: PHOT 104 with a B or better.

Additional course fee: $75.

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.

Prerequisite: PHOT 104 with a B or better.

Additional course fee: $75.

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.

Prerequisite: PHOT 104 with a B or better.

Additional course fee: $75.

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.

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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.

Prerequisite: PHOT 104 with B or better.

Additional course fee: $75.

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.

Prerequisites: DVP 120, 130, 140, and 150.

Additional course fee: $115.

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.

Prerequisites: DVP 140.

Additional course fee: $75.

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Earth Science Courses

NOTE: Geography/Earth Science courses are offered by the Social Sciences Department.

EASC 111 Environmental Conservation

3-0-3 Credit Hours: 3

Introduction to the many serious environmental problems facing the world today, the extent and causes of these problems and the kinds of solutions being proposed. Topics include ecological systems, population, land management, hunger and food production, energy supplies, waste management and environmental pollution. The course is organized around the theme of our relationship to the environment.

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.

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ECON 112 Statistics I

4-0-4 Credit Hours: 4

For students who have demonstrated their ability in mathematics. Theory, measurement and analysis of frequency distributions; measures of location, variation; probability theory, theoretical distributions, statistical inference; tests of hypotheses and chi square tests. Usefulness of statistical techniques and digital computers in modern decision-making.

Prerequisite: MATH 118, or higher than MATH 118 on placement test.

ECON 114 Statistics II

3-0-3 Credit Hours: 3

Continuation of ECON 112. Time series analysis, non-parametric techniques, analysis of variance, index numbers, bivariate and multiple regression and correlation analysis, and statistical decision theory. Students prepare research projects to demonstrate their proficiency in applying statistical techniques in the interpretation of resolution of problems using the modern digital computer.

Prerequisite: ECON 112.

ECON 181 Principles of Economics (Macroeconomics)

3-0-3 Credit Hours: 3

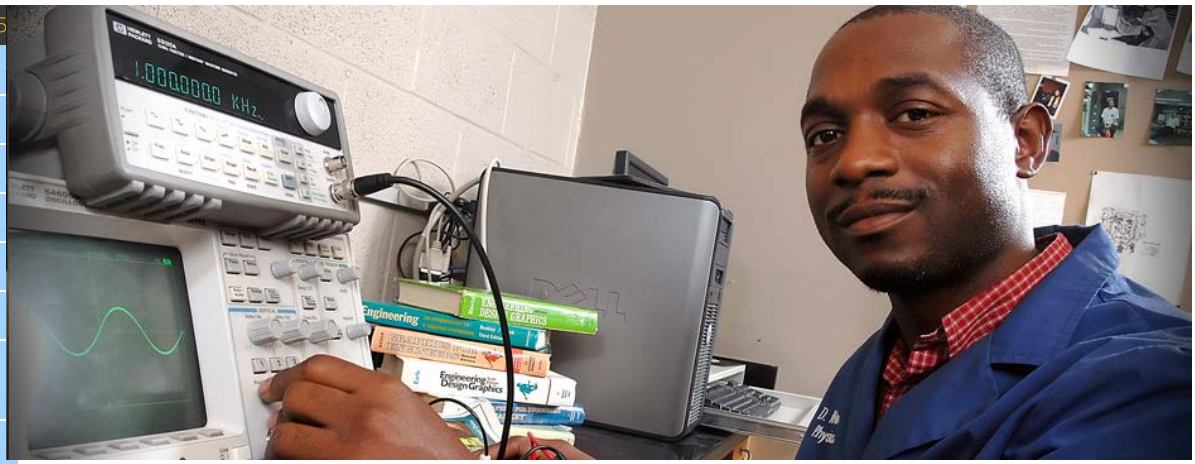
Provides an introduction to the discipline of Economics and an examination of the determinants of the level of income, employment and prices in the economy. Macroeconomics, often referred to as general equilibrium analysis, deals with the economy as a whole rather than with the individual or firm.

ECON 182 Principles of Economics (Microeconomics)

3-0-3 Credit Hours: 3

Topics include analysis of the economics of the firm and resource allocation, current domestic problems and international economics. Microeconomics deals with the significant aspects of the individual firm.

Unless otherwise noted, all college level courses require English 101 placement.



Engineering Courses

ENGR 102 Engineering Design and Laboratory I

2-4-4 Credit Hours: 3

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.

Prerequisite: MATH 162 or a higher-level Mathematics course.

Engineering Science majors only.

Additional course fee: $75.

ENGR 202 Engineering Design and Laboratory II

2-4-4 Credit Hours: 3

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.

Prerequisite: ENGR 102.

Engineering Science majors only.

Fulfills Writing Intensive requirement.

Additional course fee: $75.

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.

Prerequisites: PHYS 241 and MATH 172.

Engineering Science majors only.

Additional course fee: $75.

ENGR 221 Vector Mechanics I (Statics)

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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. Engineering Science majors only.

Prerequisites: PHYS 140 and MATH 172.

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.

Prerequisites: ENGR 221 and MATH 271.

Unless otherwise noted, all college level courses require English 101 placement.

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Entrepreneurship Courses

ENTR 110 Fundamentals of Entrepreneurship

3-0-3 Credit Hours: 3

This course introduces students to the characteristics, skills and challenges associated with entrepreneurship. Students will focus on aspects of entrepreneurship, including information, operations, human resources, finance, marketing, and general administration. Topics will include self-evaluation, how to recognize and shape new ideas and opportunities, planning, analysis, methods, technology, global impacts, and ethical responsibilities.

ENTR 120 Entrepreneurial Marketing

3-0-3 Credit Hours: 3

The focus of this course is on fulfilling the needs of potential customers as a driving force of entrepreneurship. Students in this course examine the role of marketing in start-up ventures and the role of entrepreneurial thinking in marketing efforts. Students will explore traditional and novel approaches to defining markets and market segments, will discover inexpensive ways to conduct relevant market research, and will learn to identify ways to leverage marketing resources and networks to accomplish marketing tasks. The course will also include e-marketing techniques and the use of social networking as they apply to marketing products and services. The course will conclude with the students submitting a working marketing plan.

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 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, and 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.

Prerequisite: ENTR 110.

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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.

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.

Unless otherwise noted, all college level courses require English 101 placement.

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.

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.

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.

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.

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

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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.

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.

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.

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: $75.

Unless otherwise noted, all college level courses require English 101 placement.

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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

It is recommended that students with prior experience in a language offered by the College be evaluated by the Department of Foreign Languages in order to be placed in the appropriate course. If it is determined by the instructor and/or department head 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, or by contacting the department head.

Only students who have completed 101-102 level courses successfully at the College or at another collegiate institution or those who have received department permission (based on the placement test) may enroll in intermediate level language courses.

American Sign Language

Arabic

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.

Fulfills American/Global Diversity requirement.

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 Arabic101. 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.

Fulfills American/Global Diversity requirement.

ARAB 201 Intermediate Arabic

3-1-3 Credit Hours: 3

Arabic 201, the first course of the intermediate sequence of Arabic 201 and 202, is a continuation of Arabic

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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.

Fulfills American/Global Diversity requirement.

Chinese

CHIN 101 Elementary Chinese

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

French

FREN 101 Introductory French

3-1-3 Credit Hours: 3

Introduction to spoken and written French for students who have had no previous French.

Fulfills American/Global Diversity requirement.

FREN 102 Introductory French

3-1-3 Credit Hours: 3

Introduction to spoken and written French for students who have completed French 101.

Prerequisite: FREN 101 or equivalent.

Fulfills American/Global Diversity requirement.

FREN 201 Intermediate French

3-1-3 Credit Hours: 3

Spoken and written French for students who have had French 101-102 or the equivalent.

Prerequisite: FREN 102 or permission of department head.

Fulfills American/Global Diversity requirement.

FREN 202 Intermediate French

3-1-3 Credit Hours: 3

Spoken and written French for students who have had French 201 or the equivalent.
Prerequisite: FREN 201 or permission of the department head.
Fulfills American/Global Diversity requirement.

Hebrew

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.
Fulfills American/Global Diversity requirement.

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.
Fulfills American/Global Diversity requirement.

Italian

ITAL 101 Elementary Italian

3-1-3 Credit Hours: 3

Elementary Italian introduces basic written and spoken Italian to students who have had little or no previous knowledge of the language. The main focus of the course is to help students begin to learn the Italian language in all its aspects, both orally and in writing. The goals of the course are to maximize each student's potential to communicate in Italian by speaking, reading and writing it. The course emphasizes communication skills and vocabulary, in terms of both everyday oral performance and basic reading knowledge. Students also learn aspects of the Italian culture.
Fulfills American/Global Diversity requirement.

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. The main focus of the course is to enable students to continue developing their basic communication skills in standard written and spoken Italian. Students will continue their study of classical Italian in addition to learning more aspects of the contemporary Italian culture.
Prerequisite: ITAL 101.
Fulfills American/Global Diversity requirement.

ITAL 201 Intermediate Italian

3-1-3 Credit Hours: 3

Intermediate Italian 201 emphasizes the four basic aspects of language learning—reading, writing, speaking and comprehension--building on the students' existing skills in Italian developed in Italian 101 and 102. More refined grammatical structures are introduced as well as additional idiomatic expressions used in everyday Italian.
Prerequisite: ITAL 102 or placement.
Fulfills American/Global Diversity requirement.

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 basic aspects of language learning--reading, writing, speaking and comprehension--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 or placement.
Fulfills American/Global Diversity requirement.

Japanese

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.
Fulfills American/Global Diversity requirement.

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.
Fulfills American/Global Diversity requirement.

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.
Fulfills American/Global Diversity requirement.

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.
Fulfills American/Global Diversity requirement.

Spanish

SPAN 101 Elementary Spanish

3-1-3 Credit Hours: 3

Introduction to spoken and written Spanish language and to selected aspects of Hispanic cultures. For students who have had little or no previous Spanish.
Fulfills American/Global Diversity requirement.

SPAN 102 Elementary Spanish

3-1-3 Credit Hours: 3

Introduction to spoken and written Spanish language and to selected aspects of Hispanic cultures. Continuation of Spanish 101.
Prerequisite: SPAN 101.
Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Prerequisite: SPAN 102.

Fulfills American/Global Diversity requirement.

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.

Prerequisite: SPAN 201.

Fulfills American/Global Diversity requirement.

Swahili

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Fulfills American/Global Diversity requirement.

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.

Geographic Information Systems Courses

GIS 101 Introduction to Geographic Information Systems

2-2-3 Credit Hours: 3

This course is an introduction to GIS concepts and software. Students will develop a basic understanding of what constitutes a GIS, how it is used in the contemporary workplace, and how to become a specialist in the GIS field. Students will develop skill working with industry standard GIS software.

Additional course fee: $75.

GIS 102 Intermediate Geographic Information Systems

2-2-3 Credit Hours: 3

A continuation of GIS 101, the course prepares students for more advanced geographic analyses. Students will integrate geographic concepts and techniques used in spatial data analysis, network analysis and 3-D analysis with both raster and vector data. A more advanced GIS analysis of spatial statistics, network routing and 3-D surface modeling will also be emphasized.

Prerequisite: GIS 101.

Additional course fee: $75.

GIS 104 Principles of Computer Cartography and Visualization

3-0-3 Credit Hours: 3

This course introduces students to computer cartography and the interpretation of map data. They will learn about cartographic representations, map design considerations and thematic mapping techniques, among other topics. The course will use examples of applications in both the private and public sectors.

Prerequisite: GIS 101.

GIS 201 Advanced Geospatial Applications

3-0-3 Credit Hours: 3

This course will focus on advanced geoprocessing topics and analysis workflows. The course will introduce a modeling environment for automation of geoprocessing and analysis functions. The course will cover database modeling and schema designs. It is also designed to increase students' understanding of Python scripting to automate GIS processes.

Prerequisite: GIS 102.

GIS 203: Remote Sensing and Global Positioning Technologies

3-0-3 Credit Hours: 3

This course introduces students to Remote Sensing and Global Positioning Technologies. Students will learn about Remote Sensing equipment and techniques and how these are used for analyzing earth surface changes and monitoring the environment. They will also learn about Global Positioning Systems (GPS) and how to utilize GPS field-data collection techniques to accurately gather and assess information about the position and characteristics of various objects. Emphasis will be placed on real-world applications in both the private and public sectors.

Prerequisites: GIS 101, MATH 118.

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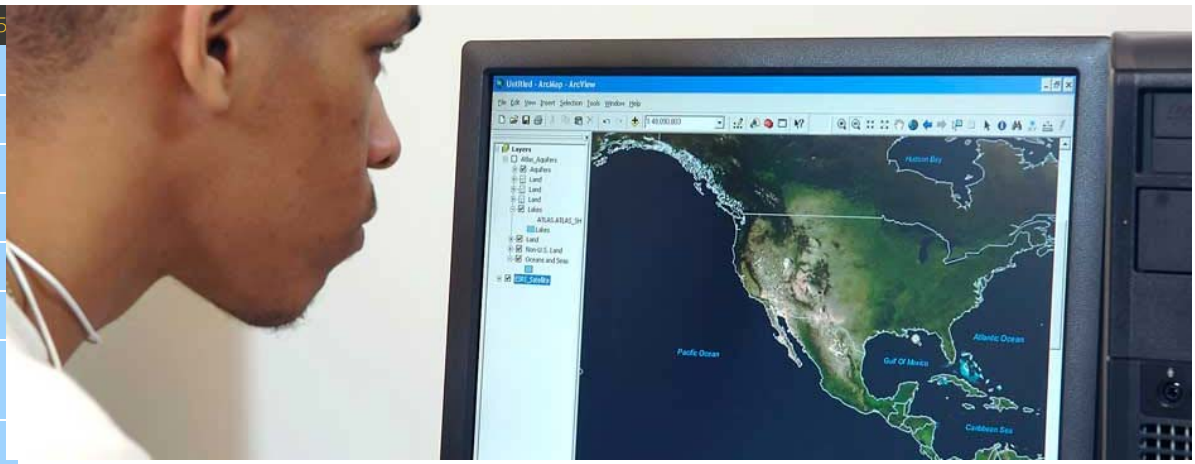
GIS 206 Introduction to Web GIS

3-0-3 Credit Hours: 3

This course is designed as an introduction to web GIS, exposing students to the programming concepts underlying web-based mapping applications. This course will focus on the basics of web GIS architecture, web technologies, web services, web mapping Application Programming Interfaces (API's) and mashups. This course is designed to increase students' understanding of developing web applications from start to finish. The course will focus on the most widely used API's at the time.

Prerequisite: GIS 201

Unless otherwise noted, all college level courses require English 101 placement.



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.

GEOG 103 Introduction to Human Geography

3-0-3 Credit Hours: 3

Human Geography examines the relationships among cultural patterns, economic activities and the physical environment. The course focuses on analyzing the ways language, religion, the economy, urbanization, government and other cultural phenomena vary or remain constant from one place to another and on how humans function spatially.

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.
Fulfills American/Global Diversity requirement.

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.
Fulfills American/Global Diversity requirement.

Unless otherwise noted, all college level courses require English 101 placement.

Health Courses

HLTH 110 Teaching Strategies for Health Professionals

2-0-0-2 Credit Hours: 2

This course introduces the role of teaching as an essential responsibility of the professional nurse. The application of the concepts of teaching and learning in client education is emphasized. The course investigates a systematic approach to assessing the needs and readiness of the learner, devising appropriate teaching strategies, and evaluating the teaching process. This is not an elective course for students enrolled in the Nursing program at Community College of Philadelphia.

Prerequisite: ENGL 101.

HLTH 120 Theoretical Foundations in Nursing

3-0-3 Credit Hours: 3

This course provides students with a theoretical foundation in the science of nursing. The application of theoretical concepts to current trends and issues in nursing is emphasized. An overview of the historical, philosophical, political and conceptual development of the profession of nursing is examined. This is not an elective course for students enrolled in the Nursing program at Community College of Philadelphia.

HLTH 211 Health Assessment

2-2-3 Credit Hours: 3

This course develops the skills of health assessment and clinical examination techniques using a critical thinking and reasoning approach. It emphasizes an understanding of the range of normal and abnormal findings in both the healthy client and the client experiencing a health alteration. The student actively utilizes the theoretical constructs of assessment to complete course activities. A systematic method of obtaining and documenting findings is learned through case studies and hands-on practice. This is not an elective course for students enrolled in the Nursing program at Community College of Philadelphia.

Prerequisites: ENGL 101 and BIOL 110.

Corequisite: BIOL 271.

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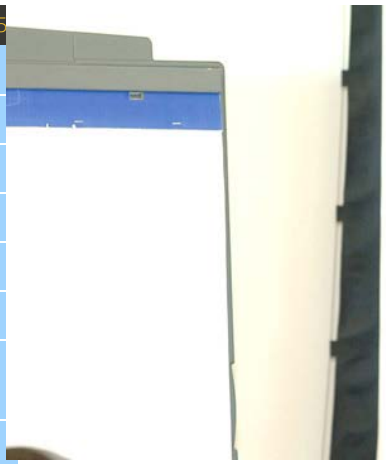

History Courses

NOTE: History 101, 102 and 103 may be taken in any order.

HIST 101 United States 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.

Fulfills the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.

HIST 102 United States History: The 19th Century

3-0-3 Credit Hours: 3

United States History: The 19th Century surveys the political, social, economic, cultural and ideological characteristics of the United States from the early Republic 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.

Fulfills the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.

HIST 103 United States History: The 20th Century

3-0-3 Credit Hours: 3

United States History: The 20th Century 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.

Fulfills the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.

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.

Prerequisites: None.

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Fulfills Interpretive Studies requirement.

NOTE: History 121 and 122 may be taken in any order.

HIST 121 Global History I

3-0-3 Credit Hours: 3

In this course, students examine the remote past to understand the roots of contemporary social institutions. Students study the Old World (Africa and Eurasia) and the New World (The Americas) in separate units, in order to emphasize that the two developed simultaneously and in isolation from each other, thus laying the groundwork for History 122, which begins with the breaking of that isolation.
Fulfills American/Global Diversity, Interpretive Studies and Writing Intensive requirements.

HIST 122 Global History II

3-0-3 Credit Hours: 3

In this course, students look at the roots of contemporary institutions and contemporary social problems by examining world events from the late fifteenth century onward, beginning with the initial contact between Western Europe and the Americas, and continuing until the present day.
Fulfills the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.

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.
Fulfills American/Global Diversity, Interpretive Studies and Writing Intensive requirements.

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.
Fulfills the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.

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.

HIST 170/RS 170 Religion in American History

3-0-3 Credit Hours: 3

This course covers the origins, beliefs, practices and cultural significance of the major religious traditions and movements in American history. Close reading and interpretive analysis of primary texts constitute the major course activities.
Fulfills American/Global Diversity and Interpretive Studies requirements.

HIST 180 Women in 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.
Fulfills American/Global Diversity requirements and Interpretive Studies.

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.
Fulfills American/Global Diversity requirements and Interpretive Studies.

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.

Fulfills American/Global Diversity requirements and Interpretive Studies.

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.

Fulfills American/Global Diversity requirement.

HIST 298H Intellectual History: 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.

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Humanities Courses

HUM 101 Cultural Traditions

3-0-3 Credit Hours: 3

Interdisciplinary study of the humanities from the ancient world to the European renaissance drawing on works of literature, philosophy, art and history. Themes of continuing significance, including concepts of the hero, justice and the self are examined in Western and non-Western contexts. The course emphasizes oral and written analysis of primary texts. Recommended for students desiring to transfer.

Fulfills Interpretive Studies, American/Global Diversity requirements.

HUM 101H Cultural Traditions (Honors)

3-0-3 Credit Hours: 3

Interdisciplinary study of the humanities, from Antiquity to the Age of Exploration, 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.

Fulfills Interpretive Studies, American/Global Diversity requirements.

HUM 102 Cultural Traditions

3-0-3 Credit Hours: 3

Interdisciplinary study of the humanities in the period from the European renaissance to modern times drawing on works of literature, philosophy, art and history. Themes of continuing significance are examined in Western and non-Western contexts. The course emphasizes oral and written analysis of primary texts.

Fulfills Interpretive Studies, American/Global Diversity requirements.

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.

Prerequisite or Corequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity requirements.

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.

Prerequisite or Corequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity requirements.

HUM 150 Introduction to Latin American Cultures and Civilizations

3-0-3 Credit Hours: 3

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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.

Prerequisite:ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity requirements.

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.

Prerequisite: ENGL 101, which may be taken concurrently.

Fulfills Interpretive Studies, American/Global Diversity requirements.

HUM 180 Introduction to African Cultures and Civilizations

3-0-3 Credit Hours: 3

This introductory humanities course on the cultures and civilizations of the continent of Africa will focus mainly on the interpretation of texts (literary, philosophical or historical), film, art and/or music. Through these texts and artistic expressions, students will learn about some of the peoples of Africa and the ways these people think, act and organize their universe. Specifically, they will examine the values, beliefs, assumptions, practices and the various institutions through which these are transmitted.

Prerequisite or Corequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity requirements.

HUM 190 Modern Africa and Asia

3-0-3 Credit Hours: 3

This interdisciplinary humanities course studies modern Africa and Asia mainly through their literature and films, and secondarily through historical documents, art and/or music. Students will study the primary texts to understand key twentieth century issues, events and themes. Writing assignments and in-class discussions will enable students to develop their interpretive and analytical skills which are important in making cross-cultural comparisons.

Prerequisite or Corequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity requirements.

Unless otherwise noted, all college level courses require English 101 placement.

Interdisciplinary Studies Courses

IDS 120 Introduction 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.

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.

Fulfills Interpretive Studies requirement.

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.

Fulfills Interpretive Studies requirement.

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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.

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.

Unless otherwise noted, all college level courses require English 101 placement.

Management Courses

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.

MNGT 141 Principles of Management

3-0-3 Credit Hours: 3

This course reviews the five functions of management (planning, organizing, staffing, leading 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, nonprofit, governmental and other organizational settings. It covers management in its global applications as well as its involvement with organizational ethics and organizational social responsibility.

Pre- or corequisite: MNGT 121.

MNGT 142 Management Information Systems

3-0-3 Credit Hours: 3

This course provides students with an understanding of the systems analyst's job requirements and skills, and familiarizes students with the methods of creating and maintaining a management information system. Students are also exposed to management functions and project management techniques and will trace the five phases of a systems study. Data-gathering methods are studied, as well as interviewing and documentation techniques, cost analysis, hardware and software acquisition and the finalization of systems implementation.

Prerequisite: MNGT 121.

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.

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Marketing Courses

MKTG 131 Principles of Marketing

3-0-3 Credit Hours: 3

By studying its role in society generally and specifically within business organizations, students learn the intricacies of marketing. They learn how marketing strategies are developed and implemented and how a product is priced, promoted and distributed to influence consumers to buy it. They learn the uniqueness of consumers and organizational groups and how to develop successful marketing programs in domestic, international and global settings to market particular products, services or ideas to those groups while remaining both ethically and socially responsible.

Pre- or corequisite: MNGT 121.

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Medical Assisting Courses

MA 110 Introduction to Clinical Skills

2-3-0-3 Credit Hours: 3

This course introduces students to the theory, practice and techniques basic to the clinical aspects of medical assisting. Students learn about disease prevention, disease processes, the body's defenses and the cycle of infection. They learn how to obtain patients' vital signs, weight, and height. The purpose of, the patient preparation for, and the diagnostic tests performed for a general physical, pediatric, gynecologic and an obstetrical exam are taught. Students also learn how to respond to common medical emergencies and how to perform basic first aid. Preparing medical assistants to respond to and participate in emergency planning and disaster preparedness is addressed as well as patient preparation and the purpose and types of various radiographic examinations.

Additional course fee: $90.

MA 115 Medications and Medical Specialty Procedures

2-3-0-3 Credit Hours: 3

This course introduces the principles of pharmacology and the procedures of medication therapy. Assisting with various procedures and treatments in the medical specialties of cardiology, allergy and immunology, ophthalmology, otolaryngology, and rehabilitative medicine are also addressed.

Prerequisites: BIOL 108 or (BIOL 109 and 110) all with a grade of "C" or better.

Additional course fee: $90.

MA 299 Medical Assistant Externship

2-0-16-4 Credit Hours: 4

This course requires a supervised directed clinical practice in a physician's office or other approved ambulatory care facility. Topics during the lecture component of the course will include: death and dying, resume writing, workplace readiness skills and interview techniques.

Prerequisites: CLT 102, MA 115 and MA 204.

Fulfills American/Global Diversity requirement.

Additional course fee: $150.

Unless otherwise noted, all college level courses require English 101 placement.

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.

Corequisites: BIOL 109, DIET 111 and ENGL 101.

Additional course fee: $300.

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.

Prerequisites: NURS 101.

Corequisites: BIOL 110, ENGL 102, and MATH 118 or higher.

Fulfills Writing Intensive requirement.

Additional course fee: $300.

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.

Prerequisites: NURS 132.

Corequisites: BIOL 241, SOC 101 and CIS 103.

Additional course fee: $300.

NURS 232 Nursing IV

5-0-12-7 Credit Hours: 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

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Office Administration Courses

OA 102 Keyboarding and Skill Development

1-1-1 Credit Hours: 1

This course is designed to provide students with the proper techniques necessary for developing mastery of the keyboard through the touch system. Diagnostic/prescriptive approach for developing keyboarding accuracy and speed is used. Ideal for learning basics and improving skills.
Additional course fee: $75.

OA 106 Introduction to Word, Excel and PowerPoint

3-0-3 Credit Hours: 3

A hands-on introduction to the core features of Microsoft Word, Excel, and PowerPoint. In Word, students will create, edit, and format documents. In Excel, they will create worksheets with labels, values and formulas, and create graphs and charts. They will prepare, edit and format PowerPoint presentations.

OA 110 Professional Keyboarding I

3-0-3 Credit Hours: 3

Development of correct "touch key-boarding" techniques on the computer keyboard. Speed development to 30+ words a minute with controlled errors on straight copy material. Introduction to business correspondence. Includes basic computer operations and elementary word processing functions such as creating, saving, retrieving and printing of documents.

OA 161 Business Communications I

3-0-3 Credit Hours: 3

Development and refinement of language facility and usage through complete and comprehensive coverage of grammar and language mechanics via printed and electronic resources. Upon successful completion of the course, the student will demonstrate competency in the digital workplace in both the spoken and the written word.

Unless otherwise noted, all college level courses require English 101 placement.

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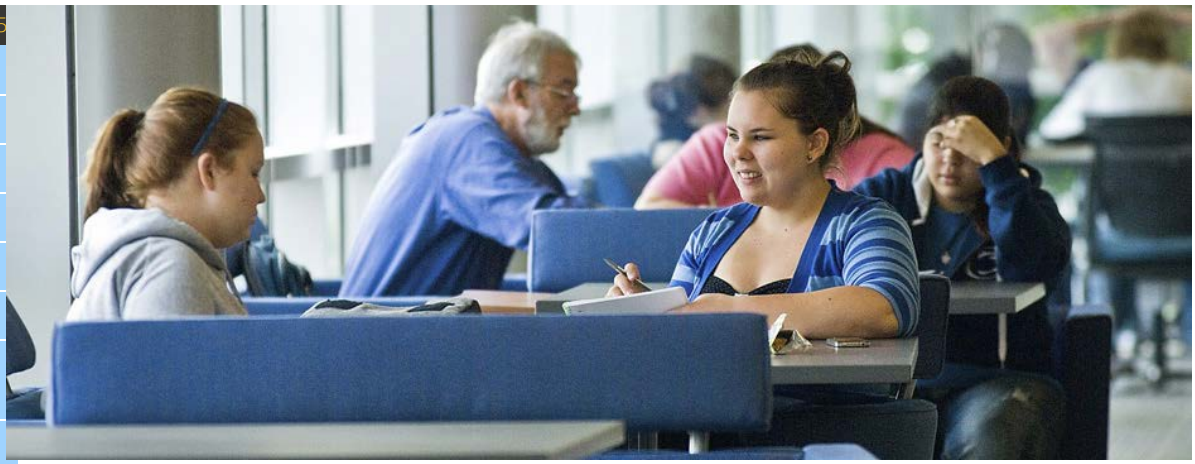

Paralegal Studies Courses

PLS 101 Introduction 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.

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.

Prerequisite: PLS 101.

Fulfills Writing Intensive and Interpretive Studies requirements.

Additional course fee: $230.

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.

Prerequisites: PLS 101 and CIS 103.

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.

Prerequisite: PLS 101.

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.

Prerequisites: PLS 111 and ENGL 102.

Fulfills Writing Intensive requirement.

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

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is acquired by practicing as a litigation paralegal.
Prerequisites: PLS 101 and PLS 121.

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.
Prerequisites: PLS 111 and PLS 121.

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.
Prerequisite: PLS 121.

PLS 251 Real Estate Law for Paralegals

3-0-3 Credit Hours: 3

Introduction to various tasks performed by paralegals as part of the legal profession's role in the conduct of real estate transactions.
Prerequisite: PLS 111.

PLS 255 Business Organizations for Paralegals

3-0-0-3 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.
Prerequisites: ENGL 101 and PLS 111.

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.

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.

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.

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.
Prerequisite: PLS 111.

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.

Prerequisite: PLS 111.

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.

Prerequisites: PLS 101 and PLS 121.

PLS 295 Legal Internship

1.5-10-3 Credit Hours: 3

This course provides students with practical experience by applying the knowledge learned throughout the Paralegal program in a work environment for a minimum of 120 hours during a semester. In weekly seminars and individual meetings with the course instructor, students explore career options, develop confidence as professionals and acquire job hunting and career development skills.

Prerequisites: Completion of at least 36 credits toward the degree, including PLS 101, PLS 111 and PLS

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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

Systematic critical examination of some fundamental problems of philosophy. Focus on the nature of philosophy and philosophical analysis. Examples from the major areas of philosophy: metaphysics, epistemology, political philosophy, philosophy of religion and ethics.
Fulfills Interpretive Studies requirement.

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.

PHIL 151/RS 151 World Religions

3-0-3 Credit Hours: 3

Introduction to many of the worlds 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.
Fulfills American/Global Diversity requirement.

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.
Fulfills Interpretive Studies requirement.

PHIL 202 Philosophy of Love and Sexuality

3-0-3 Credit Hours: 3

Analysis of concepts of love from Plato to Freud and to contemporary feminism. Discussion of selected problems in sexual ethics related to topics such as marriage, monogamy, promiscuity, adultery, perversion, rape and homosexuality.
Fulfills Interpretive Studies requirement.

PHIL 211 Ethical Problems

3-0-3 Credit Hours: 3

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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.
Fulfills Interpretive Studies requirement.

PHIL 215 Social and Political Philosophy

3-0-3 Credit Hours: 3

Examination of some classical and contemporary social and political theories. Analysis of key concepts, e.g., justice, freedom, political obligation, socialism and democracy.
Fulfills Interpretive Studies requirement.

PHIL 297H Philosophy in the Context of Intellectual History: Ancient and Medieval (Honors)

3-0-3 Credit Hours: 3

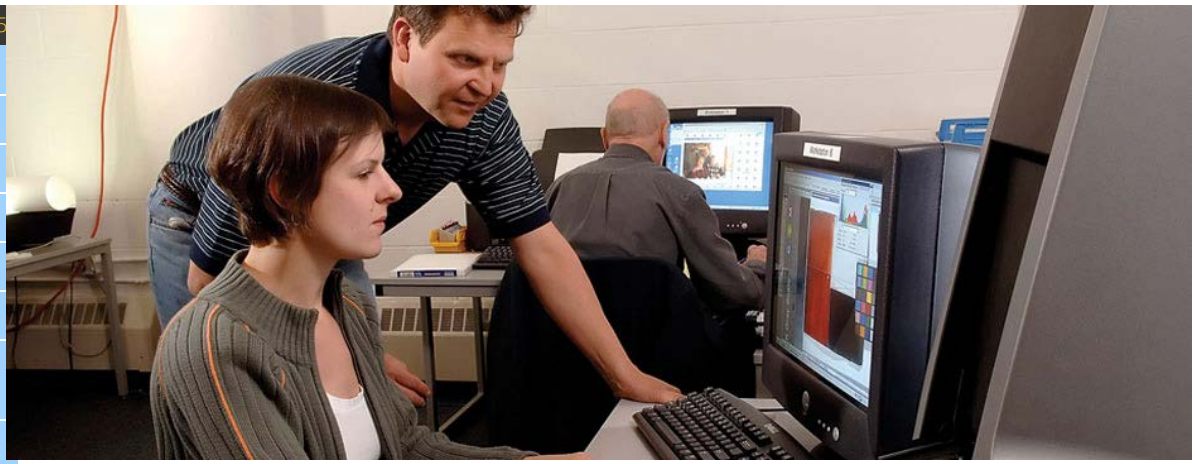
Ancient and medieval philosophy from the pre-Socratics to the Reformation with special attention to its relationship to intellectual history and contemporary intellectual problems.
Prerequisite: ENGL 101 or ENGL 101H.

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.
Prerequisite:ENGL 101 or ENGL 101H.

Unless otherwise noted, all college level courses require English 101 placement.



Photographic Imaging 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, four-by-five 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.

PHOT 101 Basic Photography

2-4-4 Credit Hours: 4

Introduction to black and white photography. Students will learn the use of the camera, film and print processing and gain an aesthetic sense of the photograph. ($400)

Additional course fee: $75.

PHOT 103 Large Format Photography

2-4-4 Credit Hours: 4

Use of the large format camera. Introduction to the zone system of exposure control and fine printing. Black and white shooting done on location. ($700-$900)

Prerequisite: PHOT 101 with grade of "C" or better or permission of department head.

Additional course fee: $75.

PHOT 104 Introduction to Video Production

2-2-3 Credit Hours: 3

Development of basic location film and video skills, introduction to equipment through classes, exercises, individual and small group production. Emphasis on non-fiction film format with some opportunity for narrative filmmaking. Pre-production and non-linear computer-based editing with Adobe Premier are explored in depth. ($100 plus film processing costs.)

Additional course fee: $75.

PHOT 111 History of Photography

3-0-3 Credit Hours: 3

History of the photographic image from its invention to the current state-of-the-art. Examination and analysis of photographic work considered important both aesthetically and technically.

PHOT 151 Digital Imaging

2-2-3 Credit Hours: 3

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Use of Adobe Photoshop. Introduction to digital imaging, scanning, image enhancement and manipulation. ($150)
Additional course fee: $75.

PHOT 152 Introduction to Color Photography and Digital Printing

2-2-3 Credit Hours: 3

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, scanning, output devices, and archival issues and techniques. Practical experience will be gained in digital color printing and color management including monitor calibration, printer profiling, and film and print scanning. Assignments will be scanned, enhanced and corrected with Adobe Photoshop and digitally printed. Archival concepts and presentation topics will also be included. ($225)
Prerequisite: PHOT 151, which may be taken concurrently.
Additional course fee: $75.

PHOT 201 Commercial Photography - Studio

2-4-4 Credit Hours: 4

Advanced use of the Digital SLR camera with continuing application of the zone system. Particular emphasis on studio lighting techniques used when photographing subjects of diffused reflectance, transparent and highly reflective objects, extreme high and low key situations, photo macro-graphs and location simulations. Introduction to advertising concepts and electronic flash. Assignments to be completed in B&W print. ($500)
Prerequisite: PHOT 103, which may be taken concurrently.
Additional course fee: $75.

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. ($600)
Prerequisite: PHOT 152, which may be taken concurrently.
Additional course fee: $75.

PHOT 205 Commercial Photography - Advanced Studio

2-4-4 Credit Hours: 4

Advanced materials and techniques. Investigation of specialized areas of photography which exist primarily in the studio. Incorporation of digital imaging in studio photography. Portfolio preparation. ($600)
Prerequisites: PHOT 152 and PHOT 201.
Additional course fee: $75.

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. It features hands-on applications of basic techniques for creating professional, non-broadcast video products. The course refines students' skills in the pre-production processes, the gathering of audio and video content through electronic field production, and computer-based editing. ($100)
Prerequisite: PHOT 104.
Additional course fee: $75.

PHOT 217 Digital 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. ($150)
Prerequisites: PHOT 104, PHOT 151, Phot 152, which may be taken concurrently.
Additional course fee: $75.

PHOT 291 Internship

1-10-1 Credit Hours: 1

Students are placed in a professional studio or photographic laboratory for at least 10 hours per week to

get firsthand experience in the industry. Supervision is by faculty in conjunction with employer.
Prerequisites: PHOT 152 and PHOT 201 or PHOT 202, with a GPA of at least 3.0 in Photographic Imaging courses.

PHOT 299 Professional Practices in Photographic Imaging and Digital Video Production

2-2-3 Credit Hours: 3

This course is the capstone experience for the Photographic Imaging and Digital Video Production Program. It teaches critical skills for the graduate who intends to seek employment in the field of photographic imaging or digital video production or transfer to a baccalaureate institution. Portfolio preparation will consolidate imagery or 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, résumé preparation and development of interview skills. Restricted to DVP and Photographic Imaging students only.($250)
Prerequisites: DVP 120, 130, 140, 150 must be taken prior to this course, DVP 210 and DVP 240 may be taken concurrently with this course OR PHOT 202 must be taken prior to this course and Photo 205 may be taken concurrently.

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 also suggested for students in Chemical Technology, and 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 and Associate in Science curricula. 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 as well as some students in pharmacy, pre-dental or pre-medical programs.

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: $90.

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. It may be regarded either as a one-semester course or as the first half of a one-year physical science course. A two-hour laboratory per week is required.

Additional course fee: $90.

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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.

Prerequisite: PHYS 105 or permission of the department head.

Additional course fee: $90.

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.

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.

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.

Prerequisite: MATH 162 or Math 171 or Math 171 placement.

Additional course fee: $90.

PHYS 112 General Physics II

4-2-4 Credit Hours: 4

Continuation of PHYS 111. Introduces electricity, magnetism, light, optics, atomic and nuclear physics.

Prerequisite: PHYS 111 or permission of the department head.

Additional course fee: $90.

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: $90.

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.

Prerequisite: MATH 171. (It is suggested that students who have never had a physics course take PHYS 111 before PHYS 140.)

Additional course fee: $90.

PHYS 241 Electricity, Magnetism and Light

4-2-5 Credit Hours: 5

Continuation of PHYS 140. Includes electricity, magnetism, geometric and physical optics.

Prerequisites: PHYS 140, MATH 172 or permission of the department head.

Additional course fee: $90.

PHYS 242 Modern Physics

3-2-4 Credit Hours: 4

Includes a study of the atom, relativity, radiation, fission and fusion. A calculus-based physics course for the college transfer student who majors in chemistry, engineering, mathematics, physics or other sciences.
Prerequisite: PHYS 241.

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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.

POLS 111 American Government

3-0-3 Credit Hours: 3

The Constitution, the federal system and democracy, the presidency, Congress and the Supreme Court, political parties and special interest groups: how they work, and the decisions they make.

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.

POLS 117 City and State Government and Politics, with Cases from Philadelphia and Pennsylvania

3-0-3 Credit Hours: 3

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.

Unless otherwise noted, all college level courses require English 101 placement.

Process Technology Courses

PTEC 101 Introduction to Process Technology

2-3-4 Credit Hours: 4

This course provides an overview of process technology (a controlled and monitored series of operations that converts raw material into a product), as well as an introduction to the role of process operators and process control technicians as part of a team in the production environment. Topics of study will also include safety, health and environmental concerns, quality control, and basic concepts of physics and chemistry as they apply to process technology. Industries utilizing process technology, such as oil and gas, chemical, power generation, pharmaceutical, food processing and water purification will be explored.
Prerequisite: English 101 ready and Math 118 ready.
Additional course fee: $225.

PTEC 102 Plant Equipment

2-2-3 Credit Hours: 3

Plant Equipment introduces students to types and uses of industrial process equipment and to the various work-roles of process technicians. Students become acquainted with concepts such as equipment construction, principles of operation, care, maintenance, troubleshooting and utilization.
Prerequisite: PTEC 101.
Additional course fee: $75.

Unless otherwise noted, all college level courses require English 101 placement.

PTEC 111 Process Control I

3-2-4 Credit Hours: 4

Process Control I introduces students to the theory and application of process instrumentation and to the variables that affect industrial processes. Students become acquainted with concepts such as process variables, measuring devices, control loops, control valves, and process diagrams. Building on the knowledge from previous courses, students learn how plant equipment is controlled.
Prerequisites: PTEC 102 and ASET 110.
Additional course fee: $75.

PTEC 115 Process Control II

3-2-4 Credit Hours: 4

Feedback control is a critical topic in process technology. Building on material students learned in Process Control I, PTEC 115 covers the concept of feedback loops in greater depth, including control dynamics and digital control systems such as programmable logic controllers (PLCs) and distributed control. This course will also increase knowledge of instrumentation troubleshooting.
Prerequisites: PTEC 111.
Additional course fee: $75.

PTEC 125 Fluid Power and Controls

3-2-4 Credit Hours: 4

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The course explores practical applications related to the transport, storage, control, processing and flow of fluids. It includes measurement of flow, compressible and incompressible fluids, and pumping of liquids and gases. The course is intended to prepare students to work alongside engineers as part of an engineering team, as well as prepare students to work as technicians in a manufacturing setting where they might be responsible for the smooth operation of fluid systems.

Prerequisites: PTEC 102, ASET 110, PHYS 105, MATH 118.

*Additional course fee: $75.**

PTEC 135 Unit Operations

3-2-4 Credit Hours: 4

This course provides students with an opportunity to integrate learning from previous courses in Process Technology and to synthesize an overall understanding of production processes. Students will gain an understanding of how the principles of fluid mechanics, heat transfer and mass transfer are coordinated in an actual production process.

Prerequisites: PTEC 111, ASET 130 and PTEC 115 and PTEC 125 both of which may be taken concurrently with PTEC 135.

*Additional course fee: $75.**

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.

PSYC 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.
Fulfills Interpretive Studies requirement.

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.

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.
Prerequisite: Math 118
Additional Course Fee: $75

PSYC 201 Child Psychology

3-0-3 Credit Hours: 3

Examines the development of the child from conception to adolescence. The influences of heredity as well as developmental processes such as physical maturation, cognitive changes, personality and social growth

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are studied.
Prerequisite: PSYC 101.

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.
Prerequisite: PSYC 101.
Fulfills American/Global Diversity requirement.

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.
Prerequisite: PSYC 101.
Fulfills Writing Intensive requirement.

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.
Prerequisite: PSYC 101.

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.
Prerequisites: ENGL 101, PSYC 101, PSYC 110, PSYC 167.
Additional Course Fee: $75
Fulfills Writing Intensive and Interpretive Studies requirements.

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
Prerequisite: PSYC 101.
Fulfills Writing Intensive requirement.

PSYC 215 Developmental Psychology

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 lifespan. A major theme of the course is the interaction between nature and nurture in human development.
Prerequisites: PSYC 101 or BIOL 109.
Fulfills American/Global Diversity and Writing Intensive requirements.

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.

Prerequisites: PSYC 101 or BIOL 109.

Corequisite: One Honors Writing course (ENGL 101H, ENGL 102H, ENGL 195H, or ENGL 196H).

Fulfills the Interpretive Studies, Writing Intensive requirements.

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.

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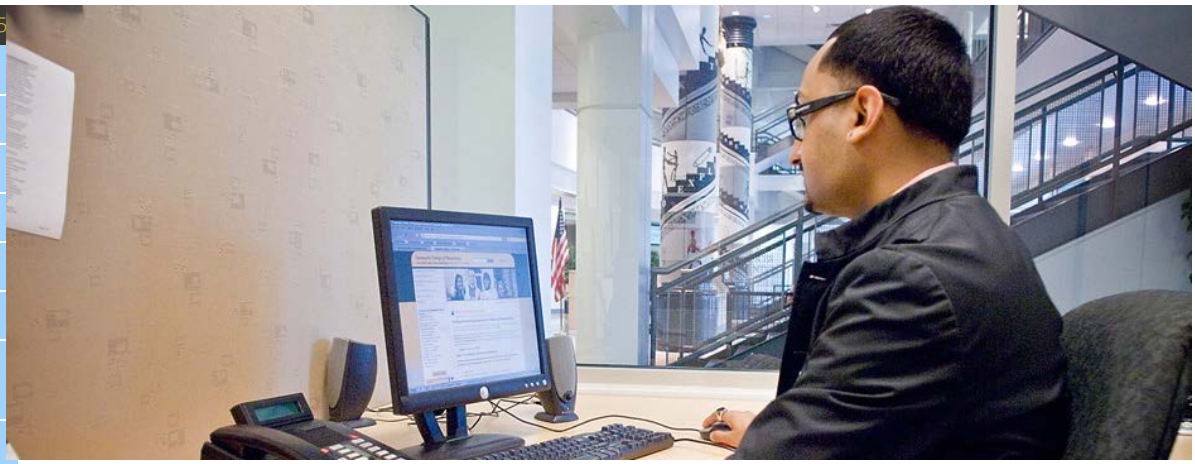

Real Estate Courses

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. Required by Pennsylvania Real Estate Commission for all candidates for a sales license.

Unless otherwise noted, all college level courses require English 101 placement.

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

Introduction to Respiratory Care Technology is an introductory course focusing on professionalism, medical terminology, and medical math with an emphasis on drug calculations, ethical and legal implications of healthcare, comprehensive patient assessment, respiratory anatomy, and evaluation of diagnostic studies as they relate to cardiopulmonary procedures, gathering patient information, and documentation of patient information

Additional course fee: $90.

RESP 101-102 Fundamentals of Respiratory Care (Techniques I and II)

3-3-0-4 Techniques I Credit Hours: 4

2-4-8-4 Techniques II Credit Hours: 4

The history, chemistry and physics of medical gases and their application and therapeutic use. Lecture and laboratory presentations of the theory and use of all currently employed modes of respiratory care, including rationale for use, proper administration, theory of operation, maintenance and preparation for reuse.

Prerequisite for RESP 101: RESP 100, which may be taken concurrently; for RESP 102: RESP 101.

Additional course fee (RESP 101): $90.

Additional course fee (RESP 102): $150.

RESP 103 Fundamentals of Respiratory Care Techniques III

2-4-0-3 Credit Hours: 3

Lecture and laboratory presentation of respiratory and cardiovascular anatomy, physiology, pathology, pharmacology, chest physical therapy and pulmonary rehabilitation, emphasizing theory and application to clinical respiratory care.

Prerequisite: RESP 102.

Additional course fee: $90.

RESP 104 Clinical Practicum I

0-3-17-1 Credit Hours: 1

Requires systematically planned observations and applications of skills in a variety of clinical settings including routine patient care areas and intensive care units. Skills include routine respiratory care procedures such as oxygen delivery, aerosolization of bronchoactive medications, postural drainage and chest physical therapy, incentive spirometry airway management, suctioning, electrocardiography, venipuncture and arterial blood gas acquisition. Activities will include performance of skills mastered in Respiratory 100, 101, 102 and 103.

Prerequisites: RESP 103 with a grade of "C" or better and other first year prerequisites.

Additional course fee: $150.

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RESP 210-211 Cardiopulmonary

3-3-0-4 Pathophysiology I — Credit Hours: 4

3-3-0-4 Pathophysiology II — Credit Hours: 4

Medical sciences as they pertain to the practice of respiratory care. Pulmonary physiology, pathology, cardiology, radiology, chest disease, neonatology, pediatrics, anesthesiology.

Prerequisite: RESP 104.

Corequisite: RESP 220-221.

Additional course fee (RESP 210 and RESP 211): $150.

RESP 220-221 Advanced Respiratory Care

4-3-0-5 Procedures I — Credit Hours: 5

3-6-8-5 Procedures II — Credit Hours: 5

Lecture and laboratory presentation of sophisticated modes of pulmonary disease diagnosis and respiratory care. Pulmonary and cardiac function testing, blood gas analysis, continuous mechanical ventilation, patient monitoring.

Prerequisite: RESP 104.

Corequisite: RESP 210-211.

Additional course fee (RESP 220): $90.

Additional course fee (RESP 221): $300.

RESP 299 Clinical Practicum II

0-3-17-1 — Credit Hours: 1

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, such as management of the patient on life support, will be emphasized, including variations in approach to care depending on the venue. Students will also complete three mock examinations in preparation for their board exams. RESP 299 is the terminal course in the Respiratory Care curriculum.

Prerequisites: RESP 211 and RESP 221.

Additional course fee: $150.

Unless otherwise noted, all college level courses require English 101 placement.

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Science, Technology and Society Courses

STS 101 Introduction to Science, Technology and Society

3-3-4 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.
Prerequisite: MATH 118 or higher placement.

Additional course fee: $75.

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Sociology Courses

SOC 101 Introduction to Sociology

3-0-3 Credit Hours: 3

Understanding the social nature of humans and the social world in which they live. 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. Both Western and non-Western cross-cultural comparisons are provided throughout the course.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

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.

Fulfills American/Global Diversity, Interpretive Studies and Writing Intensive requirements.

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.

SOC 115 Women and Men in American 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.

Prerequisite: ENGL 101.

Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.

SOC 212 Sociology of Marriage and Family

3-0-3 Credit Hours: 3

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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.
Prerequisite: SOC 101 or ANTH 112.
Fulfills American/Global Diversity requirement.

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.
Prerequisite: SOC 101 or ANTH 112.

SOC 231 Social Problems

3-0-3 Credit Hours: 3

Social Problems examines the contemporary and historical origins of major social problems in the United States. These problems include poverty, sexism, racism, ageism, crime, delinquency, family dissolution, drug and alcohol abuse, physical and mental health, population dynamics, environment, education, urban conflicts and work.
Prerequisite: SOC 101 or ANTH 112.
Fulfills Interpretive Studies and Writing Intensive requirements.

SOC 233 The Sociology of Ethnic and Minority Group Relations

3-0-3 Credit Hours: 3

Examination of the historical and present position of various minorities within our society including African-Americans, Hispanics, Asians, as well as women and other minority groups. Emphasis is on the diversity of American minorities 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.
Prerequisite: SOC 101 or ANTH 112.
Fulfills Interpretive Studies, American/Global Diversity, Writing Intensive requirements.

Unless otherwise noted, all college level courses require English 101 placement.

Women's Studies Courses

WS 101 Introduction to Women's Studies

3-0-3 Credit Hours: 3

This course explores the dramatic changes in our society as women have moved into career areas and political offices once almost exclusively male. Students will analyze the impact of changing gender roles on their sense of personal identity, their families, educational institutions, the workplace, and the civic and political world. The course will focus on the diversity of women's experience in our society and on feminist thinking and activism from the 1960s to the present day. The course is interdisciplinary in nature; readings will be drawn from the academic areas of psychology, social thought, educational theory, political theory and cultural studies.

Fulfills American/Global Diversity requirement.

Unless otherwise noted, all college level courses require English 101 placement.

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Youth Work Courses

YW 101 Foundations of Youth Work

3-0-3 Credit Hours: 3

This course provides an introduction to the field of youth work. Three main components will be stressed in this course. First, students are introduced to the philosophy of and research on the positive youth development perspective. Second, students will learn the principles of adolescent growth and behavior. Third, students will become familiar with social policies related to youth and their families.

YW 110 Family and Community Engagement

3-0-3 Credit Hours: 3

This course teaches the basics of family and community assessment and engagement for youth work students. Students learn to recognize and understand key concepts of family dynamics and structure including roles, rituals and relationships. Additionally, students learn how to utilize community resources to foster positive development for youth.

YW 115 Critical Issues in Youth Work

3-0-3 Credit Hours: 3

The focus of this course is on applying current youth development principles and theories to the practice of youth work. This course will explore complex real-world practice issues. Students will gain an understanding of and knowledge regarding specific areas critical for youth workers and will develop the ability to respond to youths in an enlightened and skilled manner.

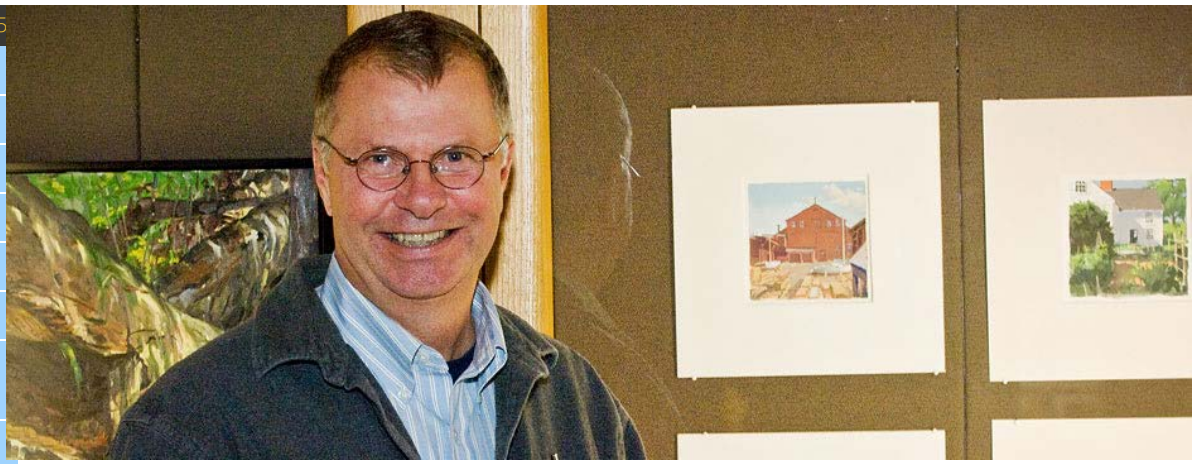
YW 196 Practicum

2-12-4 Credit Hours: 4

This class has two essential and integrated components. Students undertake a 12-hour-per-week supervised field placement for 12 weeks in a youth serving agency. Students also attend class two hours per week to study and discuss practice issues in youth work.

Prerequisites: YW 101 and YW 110.

Unless otherwise noted, all college level courses require English 101 placement.



Full-Time Faculty, Visiting Lecturers, Instructional Aides

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Samira Abdur-Rahman
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Jerome Byrd
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CATALOG 2014-2015

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Adjunct Instructors

The Adjunct Instructors listed are individuals who have earned eight or more seniority units up through the Spring 2013 semester.

Adult and Basic Education

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Joan Bolden
Bennett Chiaka
Vanessa Edwards
Betsy Elijah
Linda Evans
Michael Gallagher
Sixto Herrera
Alex Humes
Linda Knapp
Charles Latane
Vilma Lopez
Barry Lutz
Angela Martino
Reba Mayo
Brandon Miller
Akiki Mori
Cecil Mosenson
Pattison Mungai
Cecelia Robinson
Serafim Santos
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Marie Crawford
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Prentice Hill
Anachy King

Louise Perry
Michael Salvato
Stasia Zabski

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Philip Mesisca
Annie Mtika
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Patricia Schaffer
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Elizabeth Masters
Joseph Muldowney
Jack Raker
Michael Sherwin
David Tinley
Arthur Wolf

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Meghan Cox
Richard Estell
R. Daniel Evans
Robin Fickle
Dean Hartung
Andrea Marquis
Lauren Patterson
Marian Pritchard
Ketti Scarborough
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Gary Seidenberg
Crata Vaughn

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Elliott Lewis
John Mangano
Theresa Marinucci
Kory Mayfield
Francis McCabe
John McMillian
Robert Palma
Andro-Marc Pierre-Louis
Edward Poznek
Anthony Riviello
James Russock
Balasahib Shinde
Meghan Solomon
John Stopyra
Edward Taylor

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Shirin Jahanian
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John Person
Martin Rudoff
Edward Shaffer
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Nicholas Tascione
John White

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Myava Clark
Lisa Greatti
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Kathleen Sloan

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Michael Gregor
Roman Lewicki
Heljena McKenney
James McSherry
Ronald Miraglia
Marilyn Montufar
Walter Orehowsky
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Pradyot Patnaik
Dorothy Plappert
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Kathleen Shaginaw
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Sophia Avery
Jerome Byrd
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James Carty
Francis Coyne
John Crowe
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Crystal Edwards-Harris
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Robert Gallagher
Barbara Hearn
Dominic Isabella
Margaret Johnson
Patrick Keenan
Peter Llewellyn
William McDonnell
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Gwendolyn Remsen
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Benjamin Banks
Theodore Bateman
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Merwyn Bryan
Deborah Buthusiem
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Vanessa Edwards
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Ralph Kramer
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William McDonnell
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Maureen Rush-Bogutz

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Deforio Barlow
Lufay Butler

Daniel Cashin
Samantha Contarino
Carl Deutsch
Vivian Drayton
Rose Edwards
Deborah Fischetti
Laura Fitzwater
Debra Green
Barbara Hearn
Alice Jaworski
Angela Martino
John Miraglia
Joseph Murphy
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Joseph Putro
Mary Jane Reilly
Issiar Santa-Torres
Robert Saunders
Theresa Shannon
Marilyn Sherwood
Dewayne Smith

Culinary Arts & Hospitality Management

Thomas Macrina
Paul McCormick
John Smith

Dental Studies

Mary Buttery
Mary Cummings
Roland Mark
Elliott Schmuckler
Dennis Sharkey
Cynthia Sheehan
Robert Shollenberger
Barry Stein
Kimberly Valentino

Diagnostic Medical Imaging

Erin Carroll-DeFusco
Maria Francesco
Elizabeth Garnett
Ann Quinn
Corinne Schreiber
Christine Shannon
Kristen Vogel

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Ane Marie Duryea
Claire Kratz

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John Buckley
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Lawrence Gold
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Constance Heenan
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Teresa Miller
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Anne Abel
Eileen Abrams
Charito Aglaua
Joseph Angelella
Jerome Axelrod
Carolyn Band
Benjamin Banks
Beverly Barksdale
Kenneth Bluford
Lynne Blumberg
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Zenaida Maravi
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Peter Pagano
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Hasan Shahpari
Ronald Shamwell
Catherine Shelton
Jerome Stachura
Bruce Warren
Rachel Weeden
Gary Young

Student Academic Computing Centers

Aaron Brown

College Catalog
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College Administrators

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Liberal Arts - Course Selection Guide

American Diversity – select one of the following:

AH 116
ASL 101, 102, 201, 202
BHHS 103
ENGL 118, 221, 222, 250, 251, 260, 298H
HIST 101, 102, 103, 150, 170 (RS 170), 180, 220, 221
PSYC 202, 215
RS 170 (HIST 170
SOC 101, 101H, 115, 212, 233
WS 101

Artistic/Oral – select one of the following:

ADC 109, 221, 222, 260
ART 101, 103, 104, 105, 109, 115, 120, 125, 150, 173, 183, 205
ENGL 114, 115, 116, 120, 131, 132, 135, 136, 137, 141, 142, 205, 208, 209, 241, 271, 272, 280, 281, 282 283
MUS 103, 105, 106, 107, 115, 120, 121
PHOT 101, 104, 111

Global Diversity – select two of the following:

ANTH 101, 112, 124, 202, 211, 215
ART 103, 104 120
ENGL 211, 212, 230, 241, 245, 246, 256
Foreign Language courses (American Sign Language may not be used for Global Diversity)
GEOG 180, 222
HIST 121, 122, 142, 297H
HUM 101, 101H, 102, 120, 130, 150, 170, 180, 190
JUS 251
MUS 103, 120
PHIL 151
RS 151, 175, 180

Humanities and Social Science Requirements

Humanities Clusters – select two courses from within the same cluster:

In order to assure sufficient depth, students are required to take at least two courses from a defined set of courses within the same humanities discipline (in some cases closely related disciplines are used to fulfill this requirement as indicated below).

- Art History: Any two of ART 101, 103, 104 or 104H, 120, 205
- English: Any two of 107, 137 190 and 200 level courses except 280, 281, 282, 283, 285
- Language/Foreign Language: Two courses in the same foreign language or two courses in American Sign Language (ASL)
- History: Any two of HIST 101, 102, 103 or 103H, 121, 122, 142, 150, 160, 170 (or RS 170), 180, 220,

221, 297H, 298H, IDS 150

- Humanities: Any two of HUM 101, 102, 120, 130, 150, 170, 180, 190, IDS 150, IDS 297H, IDS 298H
- Music History: Any two of MUS 103, 105, 106, 120, 121
- Philosophy: Any two of PHIL 101, 111, 151 (or RS 151), 152 (or RS 152), 202, 211, 215, 297H, 298H
- Religious Studies: Any two of RS 101, 151 (or PHIL 151), 152 (or PHIL 152), 170 (or HIST 170), 175, 180

Social Science Cluster – select two courses from within the same cluster: In order to assure sufficient depth, students are required to take at least two courses from a defined set of courses within the same social science discipline (in some cases closely related disciplines are used to fulfill this requirement as indicated below).

- Anthropology: Any two of ANTH 101, 112, 124, 125, 202, 211, 215
- Earth Science: Any two of EASC 111 or 111H, GEOG 101, 103, 180, 222 (EASC 111 may be used as either a natural science or social science elective, but not for both)
- Economics: Any two of ECON 112, 114, 181, 182, 291
- Geography: (See Earth Science)
- History: Any two of HIST 101, 102, 103 or 103H, 121, 122, 142, 150, 160, 170 (or RS 170), 180, 220, 221, 297H, 298H, IDS 150
- Political Science: Any two of POLS 101, 111, 112, 117 (or 114, 115, 116 which together are equivalent to 117)
- Psychology: Any two of PSYC 101 or 101H, 110, 167, 201, 202, 205, 209, 210, 211, 215 or 215H, 221
- Religious Studies: Any two of RS 101, 151, 170 (or HIST 170), 175
- Sociology: Any two of SOC 101 or 101H, 105, 115, 212, 215, 231, 233, JUS 171, WS 101