

Community College of Philadelphia

1700 Spring Garden Street, Philadelphia, PA 19130 • 215-751-8010

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The College Board of Trustees reserves the rights to change any the provisions of this catalog without notice.

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Welcome Letter from the President

Welcome to Community College of Philadelphia, the largest public institution of higher education in the city. Here, student success is our first commitment. The College mission statement highlights our promise to provide a warm and supportive environment for a high quality education. The Catalog is your personal guidebook. It will help you to map out your academic path. Please take the time to read the Catalog, and bookmark it. Remember, our faculty and staff are here because you are. They are a resource that you can draw upon for assistance and support. Your success is our success.

Stephen M. Curtis
President
Community College of Philadelphia

Fast Facts

Community College of Philadelphia, the city's only community college, is also its largest public institution of higher education. Since its foundation in 1964, more than 596,000 Philadelphians have enrolled at the College.

- The College offers more than 70 associate's degree, certificate and proficiency certificate programs. These programs can lead to transfer to a bachelor's degree program, the obtaining of a new career, improvement in a current career and personal enrichment.
- Of our more than 460 full-time, talented faculty, many have Ph.D.s, numerous publications to their credit, and active professional and community ties.
- Our class sizes are small, averaging less than 23 students. This means personal attention from our experienced faculty.
- Our students come from a variety of backgrounds—some come to the College directly out of high school, others are currently employed and attending part-time and others have not attended school for a number of years.
- The College's Main Campus is a 14-acre complex near Center City in the Art Museum area. In addition, there are three Regional Centers in Northeast, West and Northwest Philadelphia, and more than 20 neighborhood sites. Our diverse locations throughout the city help us better serve our more than 34,850 students.
- Students enrolled in credit courses at the Main Campus, Regional Centers and neighborhood sites are eligible to participate in the life of Community College of Philadelphia. Every student may apply for student scholarships, utilize our extensive support services, partake in our stimulating array of College-sponsored events and share in our student activities. All are welcome to participate in our programs, services, and curricular and cocurricular activities. Students are encouraged to make use of the services and activities at the Main Campus and all other College facilities.
- The College operates through a partnership between the city of Philadelphia, the Commonwealth of Pennsylvania and its students. Under this partnership, each partner funds a share of the College's costs.

Education at the College is education for success. Our graduates choose to enter or continue in the job market, and more than half of our graduates transfer to baccalaureate programs at four-year colleges or universities immediately after graduation.

Community College of Philadelphia plays an important role in the city. Our success is best summed up in the words of many of our graduates: "If it weren't for the College, I wouldn't be where I am today."

Accreditation

Community College of Philadelphia is accredited by the Middle States Commission on Higher Education. It is also approved by the Council for Higher Education Accreditation and the Pennsylvania Department of Education.

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How to Use the Catalog

Roadmaps are useful tools in navigating a journey. We recommend that you use this Catalog as the roadmap on the journey through your academic program and college experiences. In this Catalog, you will find detailed descriptions of each of our associate's degree, academic and proficiency certificate programs.

We recommend you use the Catalog to:

- **Learn about our academic program offerings.** 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.
- **Explore 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](#).
- **Help you plan for transfer to a four-year college or university.** Transfer opportunities and services information can be found [here](#).
- **Help you prepare for entry into your selected career.** Visit these pages for information on our [Counseling Center](#) and [Career Services Center](#).
- **Help you become a successful student.** Review the [College Calendar](#), [College Policies and Procedures](#), and [Services](#) and [Specialized Programs](#) sections for information and/or resources to help you succeed.
- **Learn where and how to get things done.** The Catalog will help you locate resources and assist you in becoming familiar with College policies and procedures. Use the [Table of Contents](#) to locate information on Admissions, Academic Advising, Career Services, Counseling, Learning Labs and more.
- **Explore cocurricular and extracurricular activities offered through Student Life.** Social, cultural and other activities outside the classroom enhance the student experience.

Community College of Philadelphia's Catalog is published online twice a year, Fall and Spring. 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.

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College Calendar, 2010-2011

The academic year begins in July and ends in June 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 sessions are held between May and August.

This calendar reflects term dates and activities scheduled primarily at the Main Campus and the Regional Centers and applies to both 10-week and 15-week terms. Start and end dates, refund periods, and the final day to drop course(s) without penalty of "F" grade(s) 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.

2010

July

- 1 Thursday – Summer I 2010 (7-week) session ends
- 5 Monday – Independence Day Holiday – College closed
- 6-8 Tuesday-Thursday – No classes (Summer Intersession)
- 7 Wednesday – Grades are due for Summer I 2010 (7-week) session
- 8 Thursday – Final day to drop course(s) for Mid-summer 2010 session without penalty of "F" grade(s)
- 12 Monday – Summer II 2010 session begins
- 13 Tuesday – Priority deadline to submit Application for Reinstatement for Fall 2010 semester
- 14 Wednesday – Deadline to submit all required financial aid documents and resolve all financial issues to hold Fall 2010 classes
- 22 Thursday – Mid-summer 2010 session ends
- 26 Monday – Grades are due for Mid-summer 2010 session

August

- 2 Monday – Final day to drop course(s) for Summer I 2010 (14-week) session without penalty of "F" grade(s)
- 5 Thursday – Deadline to submit Appeal for Academic Reinstatement for Fall 2010 semester
- 5 Thursday – Deadline to change "I" grades for Summer I 2010 (7-week) session
- 10 Tuesday – Deadline for full payment of tuition and fees for all students registered by this date for Fall 2010 semester
- 12 Thursday – Final day to drop course(s) for Summer II 2010 session without penalty of "F" grade(s)
- 20 Friday – End of summer four-day work week – College closed
- 25 Wednesday – Summer I (14-week) 2010 session ends
- 26 Thursday – Summer II 2010 session ends
- 26 Thursday – Deadline to settle all outstanding financial aid items for the prior (2009-2010) academic year. All aid will be cancelled after this date.
- 30 Monday – Grades are due for Summer II (7-week) and Summer I (14-week) 2010 sessions

September

- 2 Thursday – Deadline to change "I" grades for Mid-summer 2010 session
- 6 Monday – Labor Day – College closed
- 7 Tuesday – Fall 2010 (15-week) term begins
- 7 Tuesday – Fall 2010 Accelerated Paralegal Studies Program Session I begins

October

- 6 Wednesday – Deadline to change "I" grades for Summer I 2010 (14-week) session
- 7 Thursday – Deadline to change "I" grades for Summer II 2010 session
- 7 Thursday – Fall 2010 (10-week) term begins
- 11 Monday – Professional Development Day – no classes

November

- 10 Wednesday – Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2011 classes
- 15 Monday – Fall 2010 Accelerated Paralegal Studies program session I ends
- 16 Tuesday – Fall 2010 Accelerated Paralegal Studies program session II begins
- 22 Monday – Final day to drop course(s) for Fall 2010 (15-week) term without penalty of "F" grade(s)
- 22 Monday – Priority deadline to submit Application for Reinstatement for Spring 2011 semester
- 25-27 Thursday-Saturday – Thanksgiving Holiday – College closed
- 30 Tuesday – Final day to drop course(s) for Fall 2010 (10-week) term without penalty of "F" grade(s)

December

- 8 Wednesday – Deadline for full payment of tuition and fees for all students registered by this date for Spring 2011 semester
- 10 Friday – Spring 2011 Graduation Application Deadline for May 2011 Commencement
- 13 Monday – Fall 2010 (15-week) and (10-week) terms end
- 14 Tuesday – Study Day
- 15-21 Wednesday-Tuesday – Final Examinations, Fall 2010 semester
- 23 Thursday – Grades are due at 9 a.m. for Fall 2010 (15-week) and (10-week) terms
- 24-31 Friday-Friday – Winter Break – College closed

2011

January

- 1 Saturday – New Year's Day Holiday – College Closed
- 7 Friday – Deadline to submit Appeal for Academic Reinstatement for Spring 2011 semester
- 17 Monday – Martin Luther King, Jr. Holiday – College closed
- 18 Tuesday – Spring 2011 (15-week) term begins

February

- 1 Tuesday – Deadline to change "I" grades for Fall 2010 (15-week) term
- 14 Monday – Spring 2011 (10-week) term begins
- 16 Wednesday – Professional Development Day – no classes
- 17 Thursday – Fall 2010 Accelerated Paralegal Studies program session II ends
- 19 Saturday – Spring 2011 Accelerated Paralegal Studies program session III begins

March

- 7-12 Monday-Saturday – Spring Vacation – College closed

April

- 6 Wednesday – Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2011 classes
- 11 Monday - Final day to drop course(s) for Spring 2011 (15-week) term without penalty of "F" grades(s)
- 14 Thursday – Priority Deadline for Fall 2011 for financial aid
- 15 Friday – Final day to drop course(s) for Spring 2011 (10-week) term without penalty of "F" grade(s)
- 20 Wednesday – Deadline for full payment of tuition and fees for students registered by this

date for Summer I 2011 session

- 28 Thursday – Spring 2011 semester ends
- 29 Friday – Study Day
- 30 Saturday – Final Examinations, Spring 2011 semester

May

- 1 Sunday – 2011-2012 PHEAA grant filing deadline for all renewal and new applicants
- 2-6 Monday-Friday – Final Examinations, Spring 2011 semester
- 5 Thursday – Spring 2011 Accelerated Paralegal Studies program session III ends
- 7 Saturday – Commencement
- 10 Tuesday – Grades are due for Spring 2011 (15-week) and (10-week) terms
- 13 Friday – Summer four-day work week begins – College closed
- 16 Monday – Summer I 2011 (7-week and 14-week) sessions begin
- 30 Monday – Memorial Day Holiday – College closed
- 31 Tuesday – Mid-summer 2011 session begins

June

- 16 Thursday – Deadline to change "I" grades for the Spring 2011 semester
- 16 Thursday – Final day to drop course(s) for Summer I 2011 (7-week) session without penalty of "F" grade(s)
- 27 Monday – Deadline for full payment of tuition and fees for students registered by this date for Summer II 2011 session
- 29 Wednesday – 2010-2011 FAFSA filing deadline
- 30 Thursday – Summer I 2011 (7-week) session ends

July

- 4 Monday – Independence Day Holiday – College closed
- 5-7 Tuesday-Thursday – No classes (Summer Intersession)
- 6 Wednesday – Grades are due for Summer I 2011 (7-week) session
- 7 Thursday – Final day to drop course(s) for Mid-summer 2011 session without penalty of "F" grade(s)
- 11 Monday – Summer II 2011 session begins
- 13 Wednesday – Deadline to submit all required financial aid documents and resolve all financial issues to hold Fall 2011 classes
- 21 Thursday – Mid-summer 2011 session ends
- 26 Tuesday – Grades are due for Mid-summer 2011 session

August

- 1 Monday – Final day to drop course(s) for Summer I (14-week) 2011 session without penalty of "F" grade(s)
- 4 Thursday – Deadline to submit Appeal for Academic Reinstatement for Fall 2011 semester
- 9 Tuesday – Deadline for full payment of tuition and fees for all students registered by this date for Fall 2011 semester
- 11 Thursday – Deadline to change "I" grades for Summer I 2011 (7-week) session
- 11 Thursday – Final day to drop course(s) for Summer II 2011 session without penalty of "F" grade(s)
- 19 Friday – End of summer four-day work week – College closed
- 24 Wednesday – Summer II and Summer I (14-week) 2011 sessions end
- 25 Thursday – Deadline to settle all outstanding financial aid items for the prior (2010-2011) academic year. All aid will be cancelled after this date.
- 26 Friday – Grades are due for Summer II (7-week) and Summer I (14-week) 2011 sessions

September

- 5 Monday – Labor Day – College closed

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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 promotes 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 596,000 students have passed through the College's classrooms since the College opened its doors to its first class of 1,941 students. 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 Gymnasium 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 also has Regional Centers at 12901 Townsend Road in the Northeast, 4725 Chestnut Street in West Philadelphia, and at 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.

The Welcome Center

The Welcome Center is located in the Mint Building at the 17th Street entrance, Room M1-17, and serves all individuals who wish to explore the quality educational opportunities offered at Community College of Philadelphia. The Welcome Center provides prospective students and their families with a wide range of information about the College.

In the Welcome Center, prospective students can apply for admission and speak to staff about potential programs of study.

To provide easier access to the College, the Welcome Center is open from 9 a.m. to 5:30 p.m., Monday through Thursday and 9 a.m. to 4 p.m., Friday from late August through early May. Summer hours are 9 a.m. to 5:30 p.m., Monday through Wednesday and 9 a.m. to 4 p.m., Thursday.

Visitors

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.

Locations

Main Campus

Community College of Philadelphia's Main Campus occupies 14 acres just north of the heart of 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 attach to 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 Gymnasium 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 Friday, and 7 a.m. to 5 p.m. on Saturday. During the summer (mid-May to mid-August), the College is open from 7 a.m. to 10 p.m., Monday through Thursday, and closed Friday through Sunday.

Regional Centers and Neighborhood Sites

To make its programs accessible to residents throughout the city, the College employs a network of three Regional Centers and numerous neighborhood sites, most of 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, offer on-site placement testing, registration, academic and personal counseling, and tutorial services. The Northeast and Northwest Regional Centers also house a library, bookstore, and cafeteria. All three Regional Centers feature modern biology labs in addition to well-equipped classrooms and computer laboratories. 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.

For more information about locations of neighborhood sites and course offerings at each site, please call 215-751-8372.

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Distance Education

Distance Education enables students to extend their educational opportunities in a more flexible instructional setting. Online courses are delivered via the Internet. Many are campus-free, but some require a few meetings on campus. For a complete list of distance education courses, degree programs, meeting schedules, instructors and more, [please visit the Distance Education Web site](#).

Semesters

The College offers classes during Fall and Spring semesters and during three Summer sessions (Summer I, Mid-summer, and Summer II). The College also offers classes in other formats, including shorter terms and accelerated programs. For more information about course offerings, [please visit the College Calendar](#).

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 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.

Controlled Substances

College policy prohibits the illegal possession, use, or sale of drugs or other controlled substances on College property. Law enforcement agencies will be informed of violations. 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 any 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 20 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.

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.

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 Gymnasium, 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.

Crime Act

Information regarding the Crime Act (commonly referred to as the Cleary Act) is available through the Department of Safety and Security located in Room M1-23.

Inclusive Language

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

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Admissions Information

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Admission Policy

Community College of Philadelphia is an associate's degree-granting institution with open admission for all who may benefit. Applicants are eligible for admission to the College based on 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, 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. The United States Department of Education requires applicants who do not possess a high school diploma or state equivalency diploma to pass an **approved ability to benefit test** in order to be eligible for financial aid.

Applicants are required to take the **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.

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

Applicant Categories

Applicants who want to earn an associate's degree, academic certificate or proficiency certificate at the College are considered degree-seeking students. 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 course work 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), possess or are about to obtain a high school diploma or state equivalency diploma (GED®) may be eligible for admission 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 are eligible 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 only granted for courses in which the applicant received a grade of "C" or better from an accredited college or university. [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 took noncredit courses only at the College are not considered re-admit students and should apply as new students following the [New Student process](#).

International Student (F-1 visa holder)

- Applicants who require an F-1 student visa to study in the United States are eligible for admission to the College. Community College of Philadelphia is authorized to issue Form I-20 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. Visit our [International Student page](#) for more information.

Dual Enrollment—Advance at College

(Currently Enrolled High School Students or Home School Students)

- Applicants who are enrolled as 11th or 12th grade students in high school, including home school students, may 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.
- 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, course work 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

- Applicants who are attending or have attended 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 are guest students. Upon completion of the admission application, applicants will receive an email with instructions to activate their [MyCCP](#) account and can take advantage of web registration for desired courses. Visit our [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 course work. 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. 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

Enrollment in classes up to and including 11 credits is considered part-time study. Within this category, students who are enrolled for 5 or fewer credits are classified as studying less than half time. Students enrolled for 6 credits are studying half time; those enrolled for 7 through 11 credits are considered studying at three-quarter time and those enrolled for 12 or more credits are classified as full time.

A student who wants to enroll in 18 credits or more in a regular semester or more than 8 credits in a summer session 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.

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 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 first day of the 15-week term of the semester at Community College of Philadelphia.

The College will require 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 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 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.

Continuing students may challenge their permanent residency classification by filing a written petition with the director of Student Records and Registration. Continuing students must change their mailing

address through [MyCCP](#).

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 to register for an English or mathematics course.
- You want to take 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 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 Room BG-6 on our Main Campus or to any of our Regional Centers and ask for the waiver.

Scheduling a Placement Test

You can schedule your placement test through [MyCCP](#) after submitting your application for admission. Follow these steps to set up your username, password and placement test:

1. Go to [MyCCP](#)
2. Click on "How do I get a username and password?" (You will need your student ID and Social Security number to get started.)
3. Once you have logged in, go to Banner Self Service and click on "Student Services."
4. Select the "Schedule Placement Test" option and follow the instructions.

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

Ability to Benefit Test

The Assessment Center conducts Ability to Benefit testing. This test is required of persons who have applied for Federal Student Aid and who have not earned a high school diploma or GED®. For more information, see the [Ability to Benefit Requirement](#) in the Financial Aid section.

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.

Credit by Examination or for Life Experience

Students currently registered at the College may apply for a special examination (Credit by Examination) or course credit based on prior experience (Credit for Life Experience) given at the prerogative of the department offering the course for which the student desires credit. Not all departments offer these options. These forms of credit are 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.

- Students must be currently registered at the College.
- Students must be eligible to take the course for credit under existing regulations of the College. The course for which credit is requested must be listed in the College Catalog.
- Credit by Examination and Credit for Life Experience are administered by the department offering the course. If a student's performance is deemed satisfactory by the department faculty and approval of the credit is granted by the division dean and the vice president for Academic Affairs, the credits for the course, but no letter grade, will be entered on the student's academic record.
- Credit awarded by examination or for life experience will not be applicable to the meeting of such credit load requirements as scholastic honors or residence requirements for graduation.
- An examination for credit may be taken only once for each course.

- For Credit by Examination, a fee must be paid prior to taking the examination. It shall be assessed for each test and paid prior to the time the student takes the examination, and the student shall present a receipt for this fee at the time that he/she takes the examination. Similarly, a fee must be paid prior to submitting the application for Credit for Life Experience (see **Fee Schedule**).
- When students successfully complete all requirements for credit, the course for which credit is applicable shall be posted on their transcripts, indicating "Credit by Exam" or "Credit for Life Experience."
- Degrees will be granted only to students who have earned at least 30 of the credit hours in residence, not including Credit by Examination or Credit for Life Experience. Exceptions may be requested by individual departments.
- The maximum number of credits by examination and/or for life experience allowable toward a certificate shall not exceed one-half of the total number of credits required for the certificate.

In addition, in certain selected courses, Community College of Philadelphia awards academic credit on the basis of acceptable scores on certain testing programs, such as ACT/PEP (American College Testing/Proficiency Examination Program), AP (Advanced Placement program) and CLEP (College Level Examination Program).

Students who receive academic credit through any of these national testing programs will not be assessed a fee by the College. A student must be enrolled in order to receive credit by any such testing program. In order to graduate from the College, the student must complete at least 30 credits of actual course work in residence at the College.

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 the Enrollment Services counter (Room BG-5) 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. 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 Letter of Eligibility, Notice of Basic Eligibility or Certificate of Eligibility to the VA Certifier located on Main Campus in Room BG-5.

Veterans must also report any changes in registration by completing a Community College of Philadelphia Veterans Benefits Registration form and submitting it to the VA Certifier located in Room BG-5. 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 the VA website at www.gibill.va.gov. You can also contact the Veterans Resource Office, located at the Career Services Center in the Center for Business and Industry, Room C1-34, for more information and services to help you achieve your goals at the College. For more information, email vro@ccp.edu.

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College Costs

You will find the following College information on this page:

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

Tuition and Fees

The Board of Trustees sets tuition and fees and reserves the right to change them without notice. Tuition varies based on residency; Philadelphia residents pay \$128 per credit hour; other Pennsylvanians pay \$256 per credit hour plus a \$10 nonresident capital fee per credit; and non-Pennsylvanians pay \$384 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	\$128	\$28	\$4	\$160
2	\$256	\$56	\$8	\$320
3	\$384	\$84	\$12	\$480

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	\$384	\$84	\$12		\$480
PSYC 101	3	\$384	\$84	\$12		\$480
MATH 118	3	\$384	\$84	\$12		\$480
BIOL 106	4	\$512	\$112	\$16	\$132	\$772
Total	13	\$1,664	\$364	\$52	\$132	\$2,212

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

Application Fee: \$20

A fee of \$20 must be paid by each applicant when applying for admission to the College's credit program. This fee is required only once and is nonrefundable.

Identification Card Fee: \$10

All credit students at the College are required to have a College photo identification card. There is a one-time \$10 charge for the card. The cost of the card will be included in the first semester bill. Students who for religious or other reasons require a student identification card *without* a photo may make arrangements through the Security office.

Lost Identification Card Fee: \$10

A replacement fee of \$10 will be charged for each replacement of the identification card.

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. This fee is non-refundable as of the first day of the semester.

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. This fee is nonrefundable as of the first day of the semester.

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 \$66 to \$264 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](#). Course fees are subject to the [Refund Policy](#).

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. This fee is nonrefundable as of the first day of the semester.

Distance Education Course Fee: \$30

A fee of \$30 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. This fee is nonrefundable as of the first day of the semester.

Senior Citizen Registration Fee: \$128

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.

Returned Check Fee: \$25

A penalty of \$25 will be assessed for all checks issued to the College but not paid on presentation to the bank.

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.

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.

Credit by Examination Fee: \$128

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: \$128

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.

Graduation Fee: \$30

A fee of \$30 is charged to defray costs associated with graduation eligibility processing and

commencement activities. This fee will be charged for each semester/session for which a student applies for graduation. This fee is nonrefundable.

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 \$1,100
- 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 listing the tuition and fees will be mailed to each student approximately four weeks before the beginning of each semester. If the bill is not received in the mail, it is the student's responsibility to obtain it from the Cashier's Office.

It is suggested that payments be made by check or money order, payable to Community College of Philadelphia, and addressed to the Cashier, Community College of Philadelphia, 1700 Spring Garden Street, Philadelphia, PA 19130. Cash payments may be made at the Cashier's Office, Room BG-2. To request a receipt or to pay by credit card using MasterCard, Visa, American Express, or Discover, [logon to MyCCP](#).

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

Payment Plan

The College offers a monthly payment plan to those students taking 6 or more credit hours. The cost is \$35 and the plan is only available during the fall and spring semesters. Students interested in the plan should contact the Cashier's Office at 215-751-8987 or pick up information in Room BG-2 at the Main Campus or any Regional Center. The application is also available [online](#).

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.

Refunds

Students who submit official withdrawal forms during the equivalent first week of classes in a term for which they are registered will receive a 75 percent refund of their tuition. For those withdrawing during the equivalent second week, the refund will be 50 percent; during the equivalent third week, 25 percent. No refund will be granted to a student withdrawing during the equivalent fourth week and thereafter.

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 10-week course. The difference between the partial tuition refund for the 15-week course and the full tuition for the 10-week 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 10-week course.

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

General College, Technology, Distance Education, Nonresident Capital, Senior Citizen and registration fees are not refundable as of the first day of the semester except in the case of course cancellation by the College.

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	– <u>\$1,000</u>
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

At present, the American Opportunity tax credit will be in effect for 2010. It amends the current Hope Scholarship tax credit and will provide a credit of up to \$2,500 per tax year. Course materials, including textbooks, are now covered. In addition, up to 40 percent or \$1,000 will be a refundable credit.

Lifetime Learning Credit

Up to \$2,000 per year 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®. If not, they will be required to take a computer-administered examination on which they must achieve a specified score (see the following section on the Ability to Benefit Requirement). To maintain financial aid eligibility, students must make academic progress as outlined in the [College's Policy on Academic Standards and Progress](#) (Normal 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 W2-2, at 215-751-8169.

Ability to Benefit Requirement

This test is **required** of persons who have applied for Federal Student Financial Aid and who have not earned a high school diploma or GED®. An ability to benefit test is one of any on an approved list of commonly administered standardized tests which an individual who has not earned a high school diploma or GED® can take to demonstrate that she or he has the ability to benefit from a college education. Each test has an established minimum passing score. Potential students who achieve scores above the minimum passing score demonstrate that they have the potential to succeed in college. The College's Assessment Center administers this test. To schedule an appointment for testing, please contact the Assessment Center at 215-751-8221.

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) (2010-2011 school year) 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 (2010-2011 school year), 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 completing the financial aid application should call the Office of Financial Aid at 215-751-8271 or e-mail financialaid@ccp.edu.

Filing Deadlines for 2010-2011

Note: Regarding application for any and all of the grants listed below, be sure to refer to the previous paragraphs for required use of the Free Application for Federal Student Aid (FAFSA 2010-2011 school year) forms.

Federal Pell Grant:
All applicants – June 30, 2011

PHEAA State Grant:
All applicants – May 1, 2010

Federal Supplemental Educational Opportunity Grant and Federal Work-Study:
All applicants – April 15, 2010

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

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

William D. Ford Direct Student Loans (Direct Loans)

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

PHEAA State Grant

Pennsylvania students who file their 2010-2011 Free Application for Federal Student Aid (FAFSA) by May 1, 2010 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% of his or her total program in distance education courses to maintain Pennsylvania State Grant eligibility. If a student does not enroll for at least 50% of the time in classroom instruction, then all State Grant funds from previous semesters must be returned. For example, if a student has 30 credits of actual classroom instruction and 33 credits of distance education courses, all PHEAA State Grant awards the student ever received, even awards at other institutions, must be returned to PHEAA.

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, Room BG-3, at 215-751-8271.

Adjustments to Financial Aid

Attendance is required in all classes for which a student is registered. 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 course work, the student will not be able to receive federal funds for additional developmental courses.

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. 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

A \$3,000 scholarship toward tuition and fees is available for National Guard and Reserve Troops called to serve under Operation Iraqi Freedom and Operation Enduring Freedom.

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.gibill2.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 Office located at the Career Services Center in the Center for Business and Industry, Room C1-34; e-mail vro@ccp.edu; or visit the **Veterans section** on the College's Web site.

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](#).

For more information on Community College of Philadelphia scholarships and awards, please contact the scholarship manager in the Office of Institutional Advancement, Annex-7th Floor, or 215-751-8214.

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Student Life — Beyond the Classroom

You will find the following Student Life information—life at the College beyond the classroom—on this page:

- [Athletics](#)
- [Student Life Center](#)

The Student Life program is designed to provide services addressing the unique needs and concerns of students. Activities are designed and offered that support and complement pursuits of students.

Athletics

As a member of the Eastern Pennsylvania Collegiate Conference and the Pennsylvania Collegiate Athletic Association, the College offers extensive intercollegiate athletic programs. Women's sports include basketball, volleyball, cross country, and track and field. Men's sports include basketball, volleyball, baseball, soccer, track and field, and cross country. Students participating in varsity sports must be full-time and must not be on probationary status; full-time is 12 credits or more.

The Athletics Department also offers a number of intramural activities such as table tennis, bowling, line dancing and rafting. The department has daily fitness activities which include step aerobics, kickboxing, yoga and martial arts. Athletics focuses on keeping the College community fit and healthy and sponsors health expos, educational seminars and other activities related to fitness.

The main athletic facility is the College Gymnasium. The Gymnasium has two regulation-size basketball courts and seating for 1,400 spectators. The Fitness Center, located on the second level, offers the latest weight training and aerobic exercise equipment. Also located on this level is an exercise room designed for aerobics, dance and martial arts. Two racquetball courts and a multipurpose room complete the second floor.

Lockers and showers are available for both students and staff. However, individuals utilizing lockers are responsible for providing their own locks. Equipment such as basketballs and racquets may be used with a valid school identification card.

Students and staff are required to follow all Athletics Department rules to help prevent accidents and injuries. Copies of these rules are available through the Department in Room G1-12 and are posted throughout the facility.

The hours of operation during the academic year (September through April) are Monday through Friday, 7 a.m. to 7:30 p.m.; and Saturday, 9 a.m. to 1:30 p.m.

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Student Life Center

A college education involves more than classroom instruction. The College recognizes that experiences outside the classroom are important to the overall development of students and can support the academic mission of the College. A strong cocurricular and extracurricular program is provided to complement instructional activities.

Through the Student Life Center, located in Room S1-19 on the first floor of the Winnet Student Life Building, a comprehensive program of social, cultural, recreational and informational activities is planned and implemented to enhance the classroom experience. A variety of special interest organizations satisfy diverse student interests and provide opportunities for students to develop talents, leadership skills and civic responsibility.

Some of the programs and services located in the Student Life Center include:

Health and Wellness

Health and Wellness activities offered by Community College of Philadelphia are designed to provide health programming for students, staff and faculty. The activities are designed to raise awareness about health maintenance issues, provide screenings and provide a convenient venue for community health information. In addition, the activities support the mission of the College by assisting students through health-related events that foster healthy lifestyles, attitudes and behaviors through educational programming and outreach.

Student Media and Publications

The Vanguard, the student newspaper, presents news, sports, features and editorial commentary. Students are responsible for the publication's policy and content.

Limited Editions is the award-winning magazine for student poets, writers, artists and photographers.

New Sights/New Visions is the English as a Second Language (ESL) magazine. It features all levels of ESL writing by students representing the wide variety of countries and cultures enrolling in the College's ESL courses.

CAP Magazine represents student writing in the developmental programs of the College Achievement Partnership.

Student Clubs and Organizations

Students who wish to be active in College organizations have the opportunity to develop current interests, explore new ideas and meet new people. Over 40 chartered organizations provide a variety of opportunities for full- and part-time students. Both curriculum-based and special interest student clubs are available.

The Student Government Association is the official student organization that represents students' interests in campus life. It offers various opportunities for leadership development and skills enhancement. Representatives of student government may serve on College Standing Committees, along with faculty and administrators, to recommend policies to the College president.

Phi Theta Kappa International Honor Society is the official honor society for two-year colleges. The College's Rho Upsilon Chapter consistently ranks as a "Five-Star Chapter" signifying the highest standards for promoting excellence in the classroom, at the College and in the community. Membership in Phi Theta Kappa is by invitation only and is based on scholastic excellence.

New Student Orientation

New students are invited to the College to meet with members of the College community to discuss the many facets of college life that are usually of concern to new students and their families. Additionally, faculty members are available to help new students make realistic decisions about a program of study.

A number of New Student Orientation programs welcome students to the College each semester. A combination of online and in-person programs are designed to assist students. The online orientation program is offered to all admitted students. The in-person programs feature small group sessions led by faculty, staff and continuing students. In these sessions, students learn how to use College resources and find needed services. Other sessions familiarize students with course requirements and faculty expectations. Also, the many academic opportunities available to students at Community College of Philadelphia are explained.

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College Policies and Procedures

You will find the following College information on this page:

- **Student Responsibility**
- **Registration Procedures**
- **Student Load**
- **Auditing**
- **Attendance**
- **Formation of Sections and Cancellation of Courses**
- **Grading System**
- **Reporting Grades**
- **Semester Honors**
- **Class Status**
- **Policy on Academic Standards and Progress**
- **Student Appeals Procedures**
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- **Student Code of Conduct**
- **Cheating/Plagiarism**
- **Judicial Affairs**
- **Student Right to Know Act**
- **Privacy of Educational Records and Social Security Number**
- **Photo/Video Release Agreement**
- **Student Identification Card**

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.

Students 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.

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 the Enrollment Services Counter 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 will be available for eligible students based on the number of credits taken.

Successfully completed credits, including transfer credits, determine the dates priority Web registration will be permitted. You may add or drop classes before the start date of the term assigned to the course. A Web registration FAQ is available on [MyCCP](#) on how to activate your portal account (if you have not done so) and register for classes via the Web; registration can be accessed through the Self Service Links channel by clicking on "Student Services" and "Register for Classes."

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

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.

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.

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 second week of the semester or the first week of the summer session. 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 veterans certification.

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 teacher may initiate an official drop form for the student and send it to the Office of Student Records and Registration, which will inform the student and change the permanent record to a "W" for that 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.

Formation of Sections and Cancellation of Courses

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

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." The "Making Progress" grade may also be used in English 101, English 108 and English 109.

- 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:

1. 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).
2. Total the results.
3. 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 **MyCCP**. Paper grade mailers may be provided upon written request made to the Office of Student Records and Registration.

Semester Honors

Students must:

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

Class Status

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

Policy on Academic Standards and Progress

(This policy is effective Fall 2009 and applies to all credit students, whether or not they receive financial aid.)

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 Cumulative GPA	GPA Credit Hours Cumulative Attempted
1.40	12
1.50	18
1.60	25
1.75	27
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 of "F."

- C. Students 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 during 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

Note: The Academic Progress Policy for CAP A-level students supersedes this policy.

- 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 **MyCCP** 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. Both academic and time amnesty that the College approved do not apply for purposes of computing financial aid academic progress.
- 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.
- G. Students reinstated after being dropped for poor scholarship and/or insufficient progress will be ineligible for financial aid until they return to good academic standing. The Office of Financial Aid will review financial aid **academic progress** after each term. Students deemed not to be making satisfactory academic progress will be placed on financial aid probation. Students not meeting the probationary conditions as described in the Academic Standards and Progress Policy will be ineligible for financial aid. A student who failed to make academic progress may submit to the Financial Aid Academic Appeals Committee a request to have his/her financial aid eligibility reinstated based on:
 - 1. a death in the family;
 - 2. an injury or illness; or
 - 3. other extenuating circumstance

Appeals must be supported with appropriate documentation. The decision of the Financial Aid Academic Appeals Committee is final.

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 W2-2.

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 the Office of Admissions 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 must first go to either the Counseling Center or the Academic Advising Office and discuss the proposed change. With the counselor's or advisor's advice and approval, the student must complete a change of curriculum form that will be forwarded to the Division of Enrollment Services for final approval and implementation. 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:

- o Continue to follow the requirements in the existing curriculum; OR
- o 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.

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. Evaluation of transcripts is a two-step process: First, students must request that all post-secondary institutions previously attended send transcripts of their academic records to:

Community College of Philadelphia
Placement/Transcript Evaluator
Office, BG-6
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 Transcript Evaluator's Office (BG-6) and the Academic Advising Office (W1-1) or [online](#).

Generally, transfer credits will be awarded for courses taken at an accredited postsecondary institution (i.e., based on accreditation by one of the seven regional institution accrediting bodies) in which the grade earned was "C-" or better. This statement is qualified as follows:

1. Transfer of course credit earned 10 or more years prior will be accepted in the same manner as all other requests, except where the department has designated otherwise. In these instances when transfer credit is not awarded, the student may submit his/her previous work as evidence in support of an application for Credit by Examination or Life Experience or course waiver providing it is not contrary to existing College Policies and Procedures. In addition, the College reserves the right to require assessment and mandate appropriate placement into courses considered essential for satisfactory academic progress.
2. Credit will be awarded for religion and philosophy courses given at a sectarian college when the catalog indicates that the courses were not given as dogma.
3. Credit will be awarded for courses from an accredited college in which the grade earned was "C-" or better, whether or not similar courses are offered at Community College of Philadelphia. These courses may satisfy both distribution and graduation requirements. Grades of "C-" or better earned at institutions accredited by organizations other than regional accrediting bodies will not be considered for credit or as prerequisites of a subsequent course at Community College of Philadelphia. A student must still complete his or her full complement of credits and the total quantitative requirements for graduation. However, previous work may be submitted as evidence in support of an application for Credit by Examination or Life Experience or course waiver providing it is not contrary to existing College Policies and Procedures.
4. If a student has completed work in a highly specialized curriculum in which there were courses directly related but not parallel to those offered at Community College of Philadelphia, the appropriate discipline would be consulted in the evaluation process. Should transfer credit not be awarded, the student may submit his/her previous work as evidence in support of an application for Credit by Examination or Life Experience.
5. If a student has taken a 2-credit course at an accredited college, credit will be awarded as follows:
 - a. If two semesters of a two-semester course or sequence are completed, the student receives 4 transfer credits but must complete the second semester of the Community College of Philadelphia course or sequence for which he/she will be awarded full Community College of Philadelphia credit.
 - b. If a one-semester, or one semester of a two-semester course is taken, the student will receive 2 transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite, but he/she will have to make up the 1 credit, quantitatively, in another course.
6. If a student seeks credit for work completed under the quarter system, credit will be awarded based on a ratio of 2:3 (i.e., a one-quarter course of three-quarter hours equals two semester hours and will be treated as one 2-credit course).

NOTE: Community College of Philadelphia will grant degrees only to students who have earned at least 30 of the credit hours in residence and will grant certificates only to students who have earned at least one half of the credit hours in residence, not including Credit by Examination or Credit for Life Experience. Students on active duty with the Armed Forces need to earn only 15 credits at the College.

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, the student:
 - 1. Must be transferring from one Community College of Philadelphia curriculum to a different Community College of Philadelphia curriculum; and
 - 2. May not have received Academic Amnesty for past performance.
- 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;
 - 2. Retain "D," "F" or "W" grades as part of the academic progress assessment; and
 - 3. Not allow Academic Amnesty for courses used for previous Community College of Philadelphia graduation requirement

II. Time Amnesty Requirements

- A. In order for a student to qualify for Time Amnesty:
 - 1. Three or more years must have elapsed since the last grade was received;
 - 2. The student must have successfully completed 6 credits, with at least a grade of "P" or "C" in each course; and
 - 3. Time Amnesty may not have been received for past performance.
- B. Once approval for Time Amnesty has been granted, the recalculation of the student's academic record shall:
 - 1. Exclude from the GPA previous "D" or "F" grades;
 - 2. Eliminate course credits for "D" grades from the student's academic record; or
 - 3. Exclude previous "F" and "W" grades from calculation for progress.
 - 4. Not allow Time Amnesty for courses used for previous Community College of Philadelphia graduation requirements.

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 petitions will be forwarded to the Office of Student Records and Registration for appropriate action.
- D. The Office of Student Records and Registration will notify the student of the outcome of the petition.
- E. The grades of "D," "F" and "W" that have been granted amnesty will remain on the student's academic record followed by the appropriate code.

Foreign Educational Credentials

Foreign educational credentials must be evaluated initially by a recognized evaluation and/or translation service. Contact the Transcript Evaluator's Office, Room BG-6, at 215-751-8916 for a list of service agencies.

Graduation

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 session.

Students who intend to meet the requirements for graduation at the end of any semester or summer session should notify the graduation evaluators in the Office of Student Records and

Registration. Students must apply online using **MyCCP**. Students must apply no later than three weeks after the start of the student's last semester or summer session.

Community College of Philadelphia will grant degrees only to students who have earned at least 30 of the credit hours in residence and will grant certificates only to students who have earned at least one half of the credit hours in residence, not including Credit by Examination or Credit for Life Experience. Students on active duty with the Armed Forces need to earn only 15 credits at the College.

Commencement and Issuance of Diplomas

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

Students who, in the opinion of the director of Student Records and Registration, are reasonably sure of completing degree requirements at the end of summer I session, have the option of attending ceremonies prior to the beginning of summer I session 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 summer II session) will be invited to graduation ceremonies after the end of that spring semester. Students enrolled in curricula normally mandating attendance during summer II session to complete requirements will be permitted to attend ceremonies just prior to the beginning of summer I session of that year only if given permission by the dean of Enrollment Services.

Graduation Honors

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

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

Note: Commencement honors for spring semester and summer I session are based on the cumulative GPA at the end of the fall semester.

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.

Cheating/Plagiarism

All students are expected to understand what constitutes cheating and plagiarism. The Cheating and Plagiarism Resolution is contained in the *Student Handbook*, which is available through the Student Life Center located in Room S1-19.

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.

Student Right to Know Act

Information regarding the Student Right to Know Act is available through the Office of the Dean of Students located in Room S1-10.

Privacy of Educational Records and Social Security Number

Each year the College informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. 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)** of 1974 (as amended) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a 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 20202-5920

Although Community College of Philadelphia does not publish a public directory, the Office of Student Records and Registration, at its discretion, does disclose the following information: name, address, e-mail address, telephone numbers, curriculum, full-time or part-time status, dates of attendance and degree(s) conferred (including 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 them. 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.

Community College of Philadelphia uses **SunGard Higher Education's Banner Application** as its administrative software system. **Student identification numbers** are system-generated. In order to use the College's voice response system and access the College's portal, **MyCCP**, for online services, this identification number must be used with a personal identification number (PIN) provided by the College. In addition, the College requires the **Social Security Number (SSN)** as a condition of enrollment. Although it is not used as the primary student identification number, the SSN is required for tax reporting, financial aid processing and educational tracking purposes. Community College of Philadelphia will not disclose the SSN without student consent unless required to do so by federal, state or local law.

Photo/Video Release Agreement

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

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

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

Student Identification Card

An identification card is issued for a \$10 fee to all new students. 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 Gymnasium.

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 M1-23, for information on replacing it. Each additional replacement is \$10.

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Services

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

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- [Assessment Center](#)
- [Career Services Center](#)
- [Center on Disability](#)
- [Child Development Center](#)
- [Counseling Center](#)
- [Learning Labs](#)
- [Library](#)
- [Student Academic Computer Centers](#)
- [Veterans Resource Office](#)
- [Women's 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.

For initial appointments, referrals and information related to all aspects of academic advising, students are urged to stop by Room W1-1, call 215-751-8777 or e-mail advising@ccp.edu.

Assessment Center

The College maintains the Assessment Center where 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. Continuing and returning students may satisfy the placement test requirement by arranging to be tested in this Center.

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, placement for specific courses, as well as GED® tests for high school equivalency diplomas. 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 College maintains an online résumé and job posting service at www.collegecentral.com/ccp. The Career Services Computer Lab has software for designing résumés and assisting the user in

interview strategies. It also has a computer program to aid in career development—interest and skills assessment, educational requirements, job outlook and salary range.

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

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 On Disability

Reasonable accommodations and academic adjustments are coordinated for all qualified students with disabilities on an individual basis through the College's Center On Disability. In order to receive special accommodations, students are required to both submit comprehensive documentation from a qualified professional stating the nature of their disability and attend a meeting at the Main Campus with the Center's counselor to discuss and review appropriate academic adjustments. To ensure timely and effective service provision, students requiring special 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 on the [Web](#).

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Child Development Center

Child care is available for students at the College's Child Development Center, which is located at 540 N. 16th Street, between Callowhill and Spring Garden streets. The Center is managed by Knowledge Learning Corporation, Inc., and serves children ages 18 months to five 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 toddlers program and a three-to-five-year-old program. Recognizing that a child's first educational experiences are very important, both 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. For drop-in care, copies of a child's most recent physical will need to be provided.

The Center adheres to all state requirements and is currently seeking full accreditation by the National Association for the Education of Young Children (NAEYC). 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 full-time, 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 W2-2 and can be reached by calling 215-751-8169. Counselors are also available at each of the Regional Centers. Please visit the [Counseling Department](#) 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 course work. The Library is open Monday through Friday, 8 a.m. to 10 p.m.; Saturday, 8:30 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, and the Northwest Regional Center, located at 1300 W. Godfrey Avenue, both 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](#).

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 Office

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 Office (VRO).

The VRO, housed in the Career Services Center in Room C1-34 located in the Center for Business and Industry Building, is dedicated to serving students who are veterans, spouses of veterans or dependent children of veterans. A Veterans Resource coordinator is available on a part-time basis to answer questions and provide resources and referrals to assist veterans 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, regulations and College policy
- CCP 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 VRO, visit the office or e-mail vro@ccp.edu. For more information about Veterans Education Benefits, visit the G.I. Bill Web site at www.gibill.va.gov.

Note: To receive assistance in completing the veteran's certification and veteran's scholarship forms, students may visit the Office of Student Records and Registration in BG-5 located on the ground floor of the Bonnell Building or send an inquiry via e-mail to osrrhelp@ccp.edu.

Women's Center

The Women's Center is dedicated to issues of gender equity on campus. Its mission is to identify and meet the needs specific to female students. In doing so, male students may also benefit from services provided through the Center. A primary goal of the Center is to foster a campus community where women and men can exist, learn and work in an environment that promotes diversity, understanding, equality and mutual respect, and where women are encouraged to reach their full potential.

The Center provides a focal point where women can convene as a community for advocacy, collaboration, research and education. Through various educational, professional, cultural, social and supportive services and programs, female students are empowered to take responsibility and control of their own life choices. The Center is located in Room S3-9 in the Winnet Student Life Building. The hours of operation during the academic year are Monday, 9 a.m. to 6:30 p.m. and Tuesday through Friday, 9 a.m. to 5:30 p.m. Please call 215-751-8808 for additional information.

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Specialized Programs

You will find information about the following:

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

Adult Basic And Literacy Education (ABLE)

Free classes are available to adults to help improve their basic reading, writing and math skills to a level of competency that would permit them to lead more productive lives. Basic education classes are available to out-of-school adults 17 years of age and older. For more information about the ABLE program, please call 215-751-8250.

Alliance for Minority Participation (AMP)

The Alliance for Minority Participation (AMP) is a consortium of institutions in the Greater Philadelphia area that has 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 students to transfer to other AMP institutions and 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.

Collaborative Learning Community (CLC)

The Collaborative Learning Community (CLC) serves first-year students in a variety of curricula. Students whose placement tests indicate a readiness for college-level courses but a need for extra support services are eligible for the program. The services include academic, career, transfer and personal counseling; advising and registration with CLC faculty advisors; orientation and success workshops; tutoring; peer mentoring; and smaller student/teacher ratios in some classes. For more information, please call 215-751-8474.

College Achievement Partnership (CAP)

The College Achievement Partnership (CAP) is an extensive combination of courses and support services for students who need to strengthen their skills in English and mathematics. Class size is limited, and students are scheduled in small groups to take two or more classes together, forming cohesive learning communities. The instructors, counselors, academic advisors and Learning Lab specialists work in partnership to provide an instructional setting that promotes student achievement. Counselors meet with students at the start of the semester, help students manage the transition to college, as well as offer group and individual career planning and guidance. Learning Lab instructors reinforce and strengthen the classroom instruction and provide individual tutoring. For more information, please call 215-751-8980.

Developmental Education Program

The College is committed to assisting students in successfully attaining college-level skills in the areas of reading, writing and mathematics; therefore, the Developmental Education program collaborates with other College departments and programs to provide students with a variety of academic courses and support services. The College requires students to complete placement tests in the areas of reading, writing and mathematics so that if students need help in developing one or

more of their basic skills, they 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 students in improving their English language abilities to the degree that will lead not only to their success in the College's academic and career programs, but also to their effective participation in the community at large. For more information about ESL, [visit the ESL Web section](#) 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 so that they may improve their participation in the larger society or prepare for citizenship. The program provides three levels of ESL instruction. There is a \$70 per class fee. 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®)

Preparation classes help prepare students for the battery of GED® tests. There is a \$70 per class fee. Students must be at least 18 years of age and not enrolled in high school to enroll in the GED® program. Students 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

Provides rich academic experiences to qualified students. The curriculum encourages students to be self-reflective about their 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, students 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) supports students who receive Temporary Assistance for Needy Families (TANF) in pursuing 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. Students are connected with appropriate support services both in and outside the College. Academic performance is monitored and students are referred to needed services such as tutoring, advising, and career and personal counseling. In addition, KEYS can assist students in 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 for referral or the KEYS office at 215-751-8503.

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 visits, cultural activities, study abroad and grant aid. For information about TRIO Student Support Services and eligibility requirements, please call 215-751-8532.

Programs for High School Students

Advance at College

The Advance at College program offers motivated and academically talented 11th- and 12th-grade Philadelphia students the opportunity to take college-level courses while still attending high school and seeks to facilitate a successful transition from high school to college. Application and other 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 and is limited to students who place into college-level courses. High school students are not permitted to enroll into developmental/pre-college programs or courses. For more information about Advance at College, please call 215-751-8779 or [visit us online](#).

Advanced College Experience (ACE)

The ACE program provides motivated Philadelphia students entering the 9th, 10th, 11th and 12th grades 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 begin in early July and run for four and a half weeks. 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 215-751-8779 or e-mail ace@ccp.edu.

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 earn a high school diploma while achieving college success. Students simultaneously accumulate high school and college credits, earning their high school diploma while progressing toward an associate's degree or certificate.

Gateway to College, an Early College High School initiative, 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 215-751-8540, e-mail gateway@ccp.edu, or visit us [online](#).

PA State GEAR UP Project

The goal of the PA State GEAR UP Project is to significantly increase the number and percentage of disadvantaged middle school and secondary school students in the Harrisburg, Allentown and Philadelphia school districts who are prepared for, pursue and succeed in postsecondary education. The Pennsylvania State System of Higher Education (PASSHE) has oversight of the Commonwealth's GEAR UP grant for Harrisburg, Allentown and Philadelphia. The Philadelphia Youth Network (PYN) has been contracted to serve as the local project administrator for the Philadelphia component of the state grant. For more information, please call 215-751-8933.

Philadelphia Partnership GEAR UP Project

The Philadelphia GEAR UP model seeks to dramatically improve the outcomes and educational success for a targeted cohort of approximately 1,557 students. Over a six-year period, GEAR UP will offer academic and co-curricular experiences for students and teachers aimed at helping students to effectively prepare for post-secondary education. A total of 18 middle schools and four neighborhood high schools will be engaged in intensive academic and college readiness activities to ensure participating students' readiness, access and success in college. For more information, please call 215-751-8933.

Philadelphia Tech Prep Consortium

The Philadelphia Tech Prep Consortium is an initiative funded by the Pennsylvania Department of Education that integrates newly developed technical and academic curricula for students beginning at the high school level. Students follow a planned sequence of courses that begin from high school through associate's degree in a variety of technical areas. Teams of high school and College faculty across various disciplines work with industry representatives to prepare students for college-level work and for technical careers. Please call 215-751-8994 for more information, or visit us on the [Web](#).

TRIO Upward Bound

TRIO Upward Bound is a U.S. Department of Education grant-funded project designed to provide students from target high schools with the academic skills and motivation necessary for persistence and completion of secondary and post-secondary education. The program provides students with a variety of services including supplemental instruction, tutoring, guidance counseling and cultural enrichment activities. For more information about TRIO Upward Bound and eligibility requirements, please call 215-751-8780 or [visit us online](#).

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Transfer Opportunities and Services

After successful completion of course work 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.

Career and Transfer Center

The Career and Transfer Center maintains detailed information on other colleges and universities. College catalogs, course selection guidelines, computerized college search and scholarship search programs, and national directories of colleges are available for student use. Students may also develop a file of recommendations to be used for college applications. Shortly after enrolling at the College, students are urged to visit the Center, Room W2-3, or call 215-751-8168, to enhance their transfer preparation. Transfer workshops and individual counseling are available.

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

The Career and Transfer Center is located in the Counseling Department, Room W2-3. **You may also find more information on the department Web site.**

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 a student transfers to a school with more than one type of agreement, the agreements can complement one another.

Dual Admissions

Community College of Philadelphia has developed dual admissions programs with area colleges and universities. These programs 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 students 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. Students should meet with a counselor or academic advisor for assistance in identifying the appropriate courses at Community College of Philadelphia in order to transfer into the program of their choice.

The College maintains dual admissions programs with the following institutions:

- Cabrini College
- Chestnut Hill College
- Cheyney University
- Drexel University: Blue-Gold Connection
- Eastern University
- Holy Family University
- La Salle University
- Peirce College
- Temple University

For additional information, please visit the Division of Educational Support Services in Room W1-1, e-mail dualadm@ccp.edu or **visit us on the Web.**

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 a student earns 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:

- Cabrini College
- Chestnut Hill College
- Eastern University
- 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 College
Arcadia University
Cabrini College
Chestnut Hill College
Cheyney University
Drexel University
Eastern University
Holy Family University
Immaculata University
Kaplan University
Kutztown University
La Salle University
Moore College of Art
Neumann College
Peirce College
Pennsylvania Academy of the Fine Arts
Pennsylvania College of Technology
Philadelphia University
Rosemont College
Rowan University
St. Joseph's University
Springfield College School of Human Services
Strayer University
Temple University
Thomas Jefferson University
Universidad Del Sagrado Corazon
University of the Arts
University of St. Francis
West Chester 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 Career and Transfer Center and on the [College's website](#).

Pacollegetransfer.net

Pacollegetransfer.net facilitates exploration of colleges, universities and community colleges that belong to a consortium dedicated to the seamless transfer of courses within a 30-credit framework. The state has extended that framework to require community colleges and Pennsylvania State System of Higher Education universities to provide for a full transfer of an associate's degree (60 credits) and to require the state-related institutions of Penn State, University of Pittsburgh, Temple University and Lincoln University to identify a minimum of 30 credits for seamless transfer. Private colleges have the option to participate as well.

Students can explore information about the institutions and obtain information on course transfer. Pennsylvania's 14 community colleges are consortium members. Four-year institution consortium members are the 14 universities in the Pennsylvania State System of Higher Education (Bloomsburg University, California University, Cheyney University, Clarion University, East Stroudsburg University, Edinboro University, Indiana University of Pennsylvania, Kutztown University, Lock Haven University, Mansfield University, Millersville University, Pennsylvania College of Technology, Shippensburg University, Slippery Rock University and West Chester University). Lincoln University, Saint Francis University, Seton Hill University and Lackawanna College are also consortium members.

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 a student completes 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 students experience different cultures. These programs range from one to four weeks in length and offer noncredit or credit experiences. Recent programs have included a noncredit study tour of Mayan culture in and around Mérida, Mexico during spring break. Summer program offerings include an intensive language program in Costa Rica, an archaeology program in Belize, and a one-week experience in locations such as Turkey, China and India following enrollment in a humanities course.

The study abroad coordinator can provide students with information and applications for Community College of Philadelphia study abroad programs.

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.

Information about non-Community College of Philadelphia study abroad programs is also available. Students who want to study abroad on a non-Community College of Philadelphia study abroad program must meet with the study abroad coordinator and complete the appropriate form. Students interested in receiving more information about study abroad and international education should contact the study abroad coordinator and [visit Study Abroad for more information](#).

Degree 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 7 program areas, the Regional Centers offer students the added advantage of taking all of the courses needed to satisfy the full degree requirements.

Each Regional Center has designed curriculum guides assuring that certain degree programs can be completed within two years of full-time study, including attendance in one or more summer sessions if fewer than 15 credits are taken during each fall and spring semester. With part-time attendance, completion will take longer than two academic years and will depend upon the number of credits the student can manage to take each semester.

Completing all degree requirements within a two-year time span does assume that full-time students are English 101 and Math 118 "ready" based on SAT scores or the results of the College's placement tests. Some students find it necessary to take developmental courses to acquire the skills needed to be successful in college study. In the case where a student needs to take developmental English and/or mathematics courses, some extended time will be needed to complete graduation requirements.

The term "full degree option" means that all of the courses needed to earn the degree are offered at a Regional Center site. Full degree options available at the Regional Centers are:

Northeast Regional Center

- Culture, Science and Technology
- Education
- Liberal Arts (General, Humanities and Social/Behavioral Science options)

Northwest Regional Center

- Behavioral Health/Human Services
- Culture, Science and Technology
- Education
- Liberal Arts (General, Humanities, and Social/Behavioral Science options)

West Regional Center

- Automotive Technology
- Culture, Science and Technology
- Liberal Arts (General option)

Even if the student is interested in a program not listed above as a full degree option, a Regional Center can still be the place to start. A student may begin his/her 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, students can complete at least 30 or more credits at a convenient Regional Center before moving on to the Main Campus.

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 at Community College of Philadelphia. 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

- Fine Woodworking
- Historic Preservation

Delaware County Community College

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

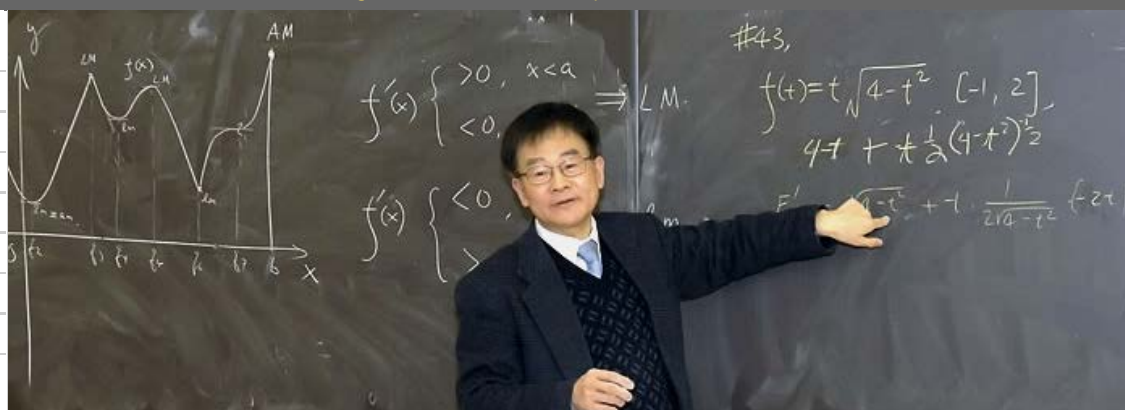
Montgomery County Community College

- Health and Fitness Professional

- [Technical Studies](#)

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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.

Following is information on 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, Corporate Contract Training, Continuing Professional Education, the Testing and Training Center, and convening. To learn more about Corporate Solutions' convenient programs and services, contact us at 215-496-6158 or e-mail csinquiry@ccp.edu or visit us [online](#).

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](#).

Center for Law and Society

The Center for Law and Society supports the College's mission to prepare students to be informed and concerned citizens and to heighten their curiosity and active interest in intellectual questions and social issues.

The Center provides a structure for the ongoing support of law-related disciplines in the context of their connections to broader social issues. It offers students and the extended Philadelphia community a variety of opportunities such as Law and Society Week each February, which is free and open to the public. Ongoing activities include interdisciplinary lectures, symposia and legal information sessions. The Center also provides accredited continuing education sessions for attorneys and paralegals and training on legal issues for supervisors and other professionals who work in the private and public sectors. The Center also supports faculty and student collaboration and research, a speaker series, regular symposia and access to current legal resources. To learn more, [please visit us online](#).

Division of Math, Science and Health Careers

Departments

- Allied Health
 - Clinical Laboratory Technician
 - Dental Hygiene
 - Diagnostic Medical Imaging
 - Health Services Management
 - Medical Assisting
 - Patient Services Representative
 - 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 a 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 and Literacy Education (ABLE)
- English as a Second Language (ESL)
- General Educational Development (GED)
- Keystone Education Yields Success (KEYS)

- [New Choices](#)

Programs for High School Students

- [Advance at College](#)
- [Advanced College Experience \(ACE\)](#)
- [Gateway to College](#)
- [PA State GEAR UP Project](#)
- [Philadelphia Partnership GEAR UP Project](#)
- [Philadelphia Tech Prep Consortium](#)
- [TRIO Upward Bound](#)

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 and ensure opportunities for a successful learning experience and achievement of academic excellence.

Departments/Programs/Services

- [Academic Advising](#)
- [Assessment Center](#)
- [Center On Disability](#)
- [Collaborative Learning Community \(CLC\)](#)
- [College Achievement Partnership \(CAP\)](#)
- [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 community; CCPTV, the College's cable television station; the Office of Distance Education; and the administrative offices for the Regional Centers and neighborhood sites.

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Degree Requirements

General Education Requirements

The College is committed to providing all graduates of its associate's degree programs exposure to a breadth of traditional arts and science disciplines, as well as assisting them to develop competence in information literacy and technological competency. In order to provide students with a foundation for lifelong learning, the College expects that students will complete courses in the following four areas:

1. Courses in Major Areas of Learning

- ENGL101 and ENGL102 or ENGL112
- 3 credit hours in Humanities (ENGL 101, 102 and 112 may not be used to fulfill this requirement)
- 3 credit hours in Social Sciences
- 3 credit hours in Mathematics (at Math 118 or above)
- 3 credit hours in Natural Sciences

2. Courses in Major Academic Approaches

- 3 credit hours in a Writing Intensive course
- 3 credit hours in an Interpretive Studies course
- 3 credit hours in an American Diversity/Global Diversity Studies course

3. Information Literacy

The current information literacy requirement is met by ENGL 102.

4. Technological Competency

The current technological competency requirement is met by CIS 103 or by other coursework as indicated on the program page.

The requirements listed above apply to all students who begin 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 change 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

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

- Art 101, 103, 104, 205
- English 100 and 200 levels, other than 101, 102, 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

- Anthropology
- Earth Science
- Economics
- Education
- 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

The **chart** shows courses which fulfill requirements for Major Academic Approaches: **American/Global Diversity, Interpretive Studies and Writing Intensive.**

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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 which 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.

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 Arts – Speech

Communication Arts – Theatre

Culture, Science and Technology

Education – Elementary Option

Education – Secondary Humanities/Citizenship Option

Education – Secondary Math/Science Option

Health Services Management

Interior Design*

International Studies

Liberal Arts – African American and African Diaspora Studies Option

Liberal Arts – General Option

Liberal Arts – Honors Option*

Liberal Arts – Humanities Option

Liberal Arts – Leadership Studies Option

Liberal Arts – Religious Studies Option

Liberal Arts – Social/Behavioral Science Option

Management of Computer Information Technology

Music – Non-Performance Option*

Music – Performance Option*

Women’s Studies/Gender Studies

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:

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*

Chemical Technology

Clinical Laboratory Technician*

Computer-Assisted Design Technology

Computer Forensics

Computer Information Systems – Information Technology

Construction Management

Culinary Arts

Dental Hygiene*

Diagnostic Medical Imaging*

Digital Video Production

Early Childhood Education

Facility Management – Construction Option

Facility Management – Design Option

Finance

Fire Science

Geographic Information Systems

Hospitality Management

Justice*

Management – Entrepreneurship Option

Management – Human Resources Management Option

Management – Management Option

Management – Real Estate Marketing Option

Marketing

Medical Assisting*

Nursing*

Paralegal Studies*

Patient Service Representative

Photographic Imaging

Respiratory Care Technology*

Sound Recording and Music Technology*

Certificate Programs

Academic Certificates

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

The College offers the following academic certificates:

Addiction Studies Academic Certificate*

Computer-Assisted Design Technology Academic Certificate

Creative Writing Academic Certificate

Disability Studies Academic Certificate*

Geographic Information Systems Academic Certificate

Human Services Academic Certificate*

Justice Academic Certificate*

Leadership Studies Academic Certificate

Management Academic Certificate

Social Gerontology Academic Certificate*

Women’s Studies/Gender Studies Academic Certificate

Youth Work Academic Certificate

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

Proficiency Certificates

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

The College offers the following proficiency certificates:

Automotive Service Proficiency Certificate
Biomedical Technician Proficiency Certificate
Biotechnology Proficiency Certificate
Community Outreach Specialist Proficiency Certificate
Computer Programming and Software Development Proficiency Certificate
Digital Imaging Proficiency Certificate
Geographic Information Systems Proficiency Certificate
Medical Insurance Billing Proficiency Certificate
Medical Office Assistant Proficiency Certificate
Medical Office Clinical Assistant Proficiency Certificate
Nanofabrication Manufacturing Proficiency Certificate
Network and Systems Administration Proficiency Certificate
Patient Financial Service Representative Proficiency Certificate
Patient Service Representative Proficiency Certificate
Practical Entrepreneurship Proficiency Certificate
Process Technology I Proficiency Certificate
Professional Cooking Proficiency Certificate
Receptionist and Office Clerk Proficiency Certificate
Recovery and Transformation Proficiency Certificate
Social and Human Service Assistant Proficiency Certificate
Youth Work Proficiency Certificate

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Course Descriptions

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 some such 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
Communication Arts
Computer Forensics
Computer Information Systems
Computer Science
Counseling
Culinary Arts and Hospitality Management (Formerly Hospitality Technologies)
Dental Hygiene
Diagnostic Medical Imaging
Dietetics
Digital Video Production

Early Childhood Education
Earth Science
Economics
Education
Engineering
English
Finance
Fire Science
Foreign Languages
Freshman Orientation Seminar
Geographic Information Systems
Geography
Health
History
Hospitality Technologies
Humanities
Interdisciplinary Studies
Justice
Leadership Studies
Management
Marketing
Mathematics
Medical Assisting
Military Science (Army ROTC)
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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A.A., Community College of Philadelphia

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M.Ed., University of Houston

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M.A., Ohio State University

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M.S.M., Wilmington University

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Ed.D., Wilmington University
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M.A., Immaculata University
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B.S., Eastern Michigan University
M.A., Eastern Michigan University
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Manager, Adult and Community Education
B.A., University of Puerto Rico
M.A., University of Puerto Rico
J.D., University of Puerto Rico
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Ph.D., Temple University
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The Adjunct Instructors listed are individuals who have been employed by the College for at least four semesters, exclusive of summer sessions, up through the summer II 2009 semester.

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Samantha A Contarino
Vanessa P Edwards
Sixto Herrera
Alex B. Humes
Charles Latane
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Matthews G. Kieke
Nicholas Terzopoulos
Barry J. Thomas
Gladys W. Walls
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Architecture, Design & Construction

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Art

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Richard M. Estell
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Luis Alvarez
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Martha R. Chavis
Craig Cooper
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Joseph Duffy
Arthur R. Gooden

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Stephanie Lauren Minniti
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Jeffrey A. Pelberg
John Plummer
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Sari A. Trachtenberg
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Zebulon Kendrick
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Anthony Riviello
James S. Russock
Balasahib G. Shinde
John J. Stopyra
Michelle A. Strong-Fields
Edward A. Taylor

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David D. Berman
Thomas F. Burke
John J. Donovan
Charlesworth Joseph
Martin M. Rudoff
Edward Michael Shaffer
Kevin M. Smith
Howard Switkay
Nicholas Tascione
Marian Tkaczuk
John J. White

Cardio-Respiratory

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Kathleen A. Sloan

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Carol Durso
Michael Gregor
Roman Lewicki
James McSherry
Walter Orehowsky
Lucila Paramo
Pradyot Patnaik
Dorothy Plappert
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Anthony P. Wahner

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Stephanie P. Lezniak

Computer Technologies

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James Canonica
Francis M. Coyne
Christina DeAngelo
Rose Marie Edwards
Crystal F. Edwards-Harris
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Glossary of College Terms

Academic Advisor — A faculty member who assists students in establishing and verifying their educational plans and selecting courses accordingly.

Academic Probation — The status of a student whose academic performance is unsatisfactory in relation to grade point average and/or academic progress. See the [Policy on Academic Standards and Progress](#) for more information.

Accreditation — Approval given to a college which meets accepted standards concerning its academic program, library facilities, faculty, policies, physical plant, financial assets and similar criteria. The College is accredited by the Middle States Association of Colleges and Schools. It also is approved by the Council for Higher Education and the Department of Education, Commonwealth of Pennsylvania.

Articulation — Articulation deals with the transfer of credits among colleges and universities. Articulation agreements guaranteeing acceptance of certain courses and programs are in place between the College and a number of area colleges and universities, such as Drexel, Temple, Cheyney, Penn State and La Salle.

Associate's Degree — A diploma granted by community and junior colleges after successful completion of the credits equivalent to two years of college work. A student at the College can receive an Associate in Arts, Associate in Science or Associate in Applied Science, depending on the curriculum pursued.

Auditing — When students audit a course, their credits do not apply toward their degree program, nor do students receive a letter grade for the course audited. At the College, a student must notify his or her instructor before the end of the second week of the semester or the first week of the summer session if the student wishes to audit the class. The student must submit an approved form to the Office of Student Records and Registration to receive an AU grade. Financial aid does not pay for an audited course. Full tuition and fees are required to audit a course.

Banner — The College's administrative software system.

Bursar — Cashier's Office.

Catalog — The Catalog is the student's comprehensive guide to and contract with Community College of Philadelphia.

Certificate — Granted by community and junior colleges upon successful completion of a number of specific courses in a curriculum less than the equivalent of two years of college.

Community College — A two-year public college funded by local or state governmental units. It offers transfer and career programs leading to associate's degrees or certificates.

Corequisite — A requirement (usually another course) that students must take either at the same time or before enrolling in a particular course.

Counseling — Guidance provided by professional counselors in collegiate, vocational, social and personal matters.

Course Reference Number (CRN) — This five-digit number is used to register for a course. Each section of a course has a unique CRN. The first digit of a CRN refers to the term in which the course is being offered:

- 1 = spring
- 2 = summer I and mid-summer
- 3 = summer II
- 4 = fall

Credit by Examination — Credit granted for proficiency demonstrated through testing.

Curriculum — A course of study or academic program offered by an educational institution. The College offers more than 70 career and transfer curricula.

Developmental Course — A pre-college level course to develop skills in reading, writing or math that prepares students for college-level English and math.

Drop/Add — Dropping a specific course or adding a new course during a specific time period early in a term. At the College, questions concerning drop/add should be directed to the Counseling Center or the Office of Student Records and Registration.

Dropped for Poor Scholarship /Dropped for Insufficient Progress — A student on academic probation who does not meet the standards described in the [Policy on Academic Standards and Progress](#).

Dual Admissions — Programs designed to facilitate smooth transition of community college students to a four-year institution. Students complete an intent form for identified college(s) by the time they have completed a defined number of credits and must complete associate degree requirements before transferring. Scholarships and supportive services are included.

Dual Enrollment — Program which allows currently enrolled high school students (including home schooled students) to enroll in college-level courses. Upon successful completion, students will receive college credit. High school credit is granted at the discretion of the high school.

Electives — Courses that a student may choose as part of a program of study. The choice may be open (general elective) or restricted in some way (directed elective).

Fees — Charges a student must pay in addition to tuition. In addition to a general college fee, there are other fees associated with the registration process and for some services (graduation, transcripts, etc.).

Full-Time Student — A student may be verified as a full-time student if he or she is enrolled and active in 12 or more credits, during the fall or spring semesters.

Good Standing — The status of a student whose cumulative academic performance is at least satisfactory in relation to grade point average and academic progress. See the [Policy on Academic Standards and Progress](#) for more information.

Grade Point Average (GPA) — The College uses a letter system with associated quality points that are used to compute cumulative grade point averages (see the [Policy on Academic Standards and Progress](#) for more information).

- A = 4 Outstanding
- B = 3 Good
- C = 2 Satisfactory
- D = 1 Passing
- F = 0 Failure
- I = 0 Incomplete
- W = Withdrawal
- AU = Audit
- NR = No report from instructor at the time grades were processed

Suppose that these are a particular student's courses and final grades for a semester:

Course	Final Grade	Credits Completed	X	Grade Point Valus	=	Quality Points
ENGL 101	A	3	X	4 points	=	12
SPAN 101	B	3	X	3 points	=	9
MATH 118	C	3	X	2 points	=	6
OA 102	D	1	X	1 points	=	1
BIOL 106	F	4	X	0 points	=	0
MUS 101	W	0	X	0 points	=	0
		14				28

To compute the quality points for each course, multiply the number of credits in a course by the numerical value of that course's grade.

Divide the total quality points (28) by the number of credits (14) completed. This gives you a GPA

(grade point average) of 2.0 for that particular semester.

Hold — A notation placed on a student's record that indicates that the student is restricted from receiving services because of an unmet obligation. Holds may prevent registration or graduation, or prevent the production of transcripts, enrollment verification documents and grade notification. Financial (Bursar) holds are placed on a student's record when there are outstanding financial obligations to the College, such as unpaid tuition and fees, unreturned equipment or overdue library books.

Learning Lab — The place where students can receive tutoring, supplemental and preparatory instruction provided by professional faculty and peer tutors in most subjects. At the Main Campus, there are three Learning Labs: W3-26, B1-28 and B2-36.

Major — A concentration in a specific field of study in one department. Each department determines the number of credits it requires for a major.

Mid-term Grades — Mid-term grades are indicators of a student's progress. They are posted after students complete the first half of the semester. Mid-term grades are not recorded on student academic records.

MyCCP — The online source for information about the College and access to student records. **MyCCP** is the College's portal where students access College-wide and personalized announcements; College supplied e-mail accounts; and student records such as registration status, financial aid information; and online registration. Access to **MyCCP** requires the use of an authenticated username and password.

Placement Tests — Tests given prior to admission that are used to determine the student's skill level in the areas of reading, writing and math.

Prerequisites — These are courses that are required before a student can register or enroll for particular courses or begin a particular curriculum.

Quality Points — The College uses a letter system with associated quality points to compute cumulative grade point averages. See definition of "Grade Point Average" for more information.

Regional Centers — College sites located in Northeast, Northwest and West Philadelphia that offer credit and noncredit courses and services such as advising, counseling and financial aid.

Registration — The process whereby a continuing student, or a new or re-entering student whose application has been accepted, formally enters the College by selecting courses for a specific semester. Registration is official when tuition and fees are paid by the deadline for that semester.

Satisfactory Academic Progress (SAP) — The status of a student who has met or exceeded the percentage of credits completed as specified in the College's Policy on Academic Standards and Progress. A student must meet the Satisfactory Academic Progress requirements to be eligible for financial aid.

Semester — The two consecutive periods of academic instruction (fall and spring) into which the academic year is divided at the College and at most other colleges. (Some colleges have trimesters, for example.) In addition to its fall and spring semesters, the College has three summer sessions (summer I, mid-summer and summer II).

SGA — The Student Government Association. SGA is responsible for helping to influence policy for students at the College. Members of the SGA are elected by the student body. All registered clubs and organizations are members of the general assembly. The SGA office is located in Room S1-11 in the Winnet Student Life Building.

Student Code of Conduct — An outline of acceptable and expected conduct for Community College of Philadelphia students. This code of conduct is published in the Student Handbook.

Syllabus — Written description of course content distributed by instructors to students.

Term Code — A two or three character code identifying the start and duration of a class.

Transcript — The official record of a student's grades and the credits earned.

Transfer — Changing from one collegiate institution to another after having met the requirements for admission to the second institution.

Undergraduate — A student at a college or university who has not yet received a bachelor's degree.

Vanguard — The Vanguard is the student newspaper and is distributed on newsstands around the College.

Web Registration — Registering for classes using the College portal (**MyCCP**).

Withdrawal — The action a student takes in (1) officially dropping one or more courses during a particular semester after the refund period or (2) officially dropping all courses during any one semester and discontinuing studies at the College.

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College Telephone Numbers

	Telephone Number	Location*
Main Switchboard	215-751-8000	
Admissions Information Center	215-751-8010	
Academic Advising	215-751-8777	W1-1
Adult & Community Education	215-751-8381	S3-3
Assessment Center	215-751-8221	BG-9
Athletics (Gym)	215-751-8964	G1-12
Bonnell Cafe/Catering	215-751-8315	BG-20
Bookstore	215-751-8151	WB-4
Business & Technology	215-496-6164	C1-9
Career & Transfer Center	215-751-8168	W2-3
Career Services Center	215-496-6176	C1-34
Cashier's Office (Bursar)	215-751-8130	BG-2
Center On Disability	215-751-8050	M1-22
Child Development Center	215-751-8765	540 N 16th St
Continuing Education	215-496-6158	C1-9
Corporate Solutions	215-496-6158	C1-9
Counseling Center	215-751-8169	W2-2
Distance Education	215-751-8415	B2-26
Diversity & Equity Office	215-751-8039	M2-3
Educational Support Services	215-751-8487	W1-1
Financial Aid	215-751-8271	BG-3
Human Resources	215-751-8035	A7-142
Institutional Advancement	215-751-8042	A7-127
Learning Lab	215-751-8480	B1-28
Liberal Studies	215-751-8450	BR-21
Library	215-751-8383	L1
Lifelong Learning (Community Education)	215-751-8381	S3-3
Lost & Found	215-751-8111	M1-23
Main Parking Garage	215-972-6211	434 N 17th St
Math, Science & Health Careers	215-751-8431	W2-7
Northeast Regional Center	215-972-6372	12901 Townsend Rd
Northwest Regional Center	215-751-8773	1300 W Godfrey Ave
Security (Main)	215-751-8111	M1-23

Security (NERC)	215-972-6219	Lobby
Security (NWRC)	215-496-6012	Lobby
Security (WERC)	267-299-5863	Lobby
Student Academic Computer Center	215-751-8810	B2-33
Student Life Center	215-751-8164	S1-19
Student Newspaper	215-751-8200	S1-12
Student Records & Registration	215-751-8258	BG-5
Student Technical Support	215-496-6000	B2-38
Transcript Information	215-751-8260	BG-5
Welcome Center	215-751-8010	M1-17
West Regional Center	267-299-5850	4725 Chestnut St
Women's Center	215-751-8808	S3-9

*** Room locations are identified by letter and number:**

B=Bonnell, C=Center for Business & Industry, G=Gym, L=Library, M=Mint, W=West, S=Student Life Building (Winnet), A=Annex (1500 Spring Garden Street, 7th Floor), G=Ground, 1=1st Level, R=Rotunda, 2=2nd Level, 3=3rd Level, 4=4th Level, NERC=Northeast Regional Center, NWRC=Northwest Regional Center, WERC=West Regional Center. The last one or two numerals represent the room number.

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Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity for all persons without regard to race, color, ancestry, creed, national origin, age, sexual preference, religion, sex, disability or status as a disabled veteran or veteran of the Vietnam Era, in the administration of its educational programs, activities or employment in accordance with applicable Federal statutes and regulations. Any questions regarding this statement should be directed to the EEO/AA Director located in room M2-3; telephone number 215-751-8039

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American Diversity – select one of the following:

AH **116**
 ASL **101, 102, 201, 202**
 BHHS **103**
 ENGL **221, 222, 250, 251, 260, 298H**
 HIST **180, 220, 221**
 PSYC **202, 215**
 SOC **101, 115, 212, 233**
 WS **101**

Artistic/Oral – select one of the following:

ADC **109, 221, 222, 260**
 ART **101, 103, 104, 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**
 MUS **103, 105, 106, 107, 115, 120, 121**
 PHOT **101, 104, 111**

Global Diversity – select two of the following:

ANTH **101, 112, 202, 211, 215**
 ENGL **211, 212, 230, 241, 245, 246, 256**
 Foreign Language courses
 GEOG **180, 222**
 HIST **120, 121, 122, 297H**
 HUM **101, 101H, 102, 120, 130, 150, 170, 180, 190**
 JUS **251**
 PHIL **151**
 RS **151, 175**

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, 120, 205**
- English: Any two of **107, 137, 170** and 200 level courses except **280, 281, 282, 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, 120, 121, 122, 150, 160, 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, 152, 202, 211, 215, 297H, 298H**
- Religious Studies: Any two of RS **101, 151, 152, 170, 175**

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, 125, 202, 211, 215**
- Earth Science: Any two of EASC **111, 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**
- Education: EDUC **201, 225**
- Geography: (See Earth Science)
- History: Any two of HIST **101, 102, 103, 120, 121, 122, 150, 160, 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, 201, 202, 205, 211, 215, 221**
- Religious Studies: Any two of RS **101, 151, 170, 175**
- Sociology: Any two of SOC **101, 105, 115, 212, 215, 231, 233, JUS 171, WS 101**

Interpretive Studies – Select **one course** from this category.

Writing Intensive – Select **one course** from this category.

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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 higher placement	3 credits	Mathematics
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 - English Composition II	ENGL 101	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 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 credits
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.

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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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. 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.

STUDENT LEARNING OUTCOMES:

Upon completion of this curriculum, the student will be able to:

- Demonstrate advanced ASL proficiency and Deaf culture awareness as it applies to a wide variety of deaf-hearing interaction settings and participants
- Practice ethical standards of interpreting as they apply to the role and function of interpreters described within the NAD-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

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.

- *NAD = National Association of the Deaf
- *RID = Registry of Interpreters for the Deaf

PROGRAM ENTRY AND PLACEMENT REQUIREMENTS:

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.

To be accepted into the ASL/English Interpreting program students must be English 101 ready. Developmental coursework must be completed before admittance into 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:

Students who wish to continue into INT level coursework must earn a grade of "B" or higher in both ASL 201 and ASL 202.

To remain in the ASL/English Interpreting curriculum, a student must receive a minimum grade of "C" in all ASL, INT and English courses. A student who demonstrates attitudes and behavior viewed as inconsistent with professional ASL/English interpreting standards may be dropped from the curriculum. In the event a student is dropped from the curriculum, the procedures of the College regarding dismissal of a student will be followed.

A student may be readmitted only once to the program.

Students must complete all course-work within five academic years of original date of entry into the program. Students who leave the program and wish to return after a period of five years will be evaluated 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, and have a minimum GPA of 2.5 in all program core coursework and an overall grade point average (GPA) of 2.0, with no grade below "C."

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 credits	Am/Global Diversity
ENGL 101 - English Composition		3 credits	ENGL 101
SUMMER SESSION II			
ASL 202 - Intermediate American Sign Language II	ASL 201	3 credits	
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
FIRST SEMESTER			
ASL 230 - Structure of American Sign Language	ASL 202	3 credits	
ASL 231 - Advanced American Sign Language I	ASL 202	3 credits	Am/Global Diversity
INT 105 - Introduction to American Deaf Community		3 credits	
ASL 215 - ASL Fingerspelling & Numbers	ASL 202	3 credits	
SECOND SEMESTER			
ASL 232 - Advanced American Sign Language II	ASL 231	3 credits	

Language II

INT 106 - American Deaf Culture	INT 105	3 credits
INT 240 - Introduction to the Field of ASL/English Interpreting	ASL 230, ASL 231, INT 105, ENGL 101 , Pre- or coreq: INT 242	3 credits
INT 242 - Introduction to Interpreting Processes	ASL 215, ASL 230, ASL 231 , Pre- or coreq: INT 240	3 credits

SUMMER SESSION I

INT 251 - ASL/English Interpreting I	ASL 230, ASL 232, INT 240, INT 242	3 credits
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Science Elective	3/4 credits	Natural Science
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SUMMER SESSION II

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

THIRD SEMESTER

INT 252 - ASL/English Interpreting II	INT 251	3 credits
INT 255 - Transliterating	INT 251	3 credits
Social Science Elective	3 credits	Social Sciences
ENGL 102 - English Composition II	3 credits	ENGL 102, Info Lit

FOURTH SEMESTER

INT 260 - Interpreting in Specialized Settings	Pre- or coreq: INT 252	3 credits
INT 297 - Internship in Interpreting	INT 252, INT 255	4 credits

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.

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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Applied Science and Engineering Technology Program

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, nanotechnology 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 Accounting 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.
- Process analyst in a wide range of industries utilizing nanotechnology.

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.

Admission to the Nanofabrication Manufacturing Technology (NMT) program is selective. NMT is a partnership between Community College of Philadelphia and the Center for Nanotechnology Education and Utilization at Penn State University. 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: **Physics 105 (or higher) and Chemistry 110** (or higher). In addition, students must successfully complete an in-person interview with the department head and provide a letter of reference from an instructor of a science course taken by the student.

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 credits	Science
Math 118 - Intermediate Algebra		3 credits	Mathematics
ENGL 101 - English Composition I		3 credits	Composition
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
Lab Science or Applied Science Course*		3/4credits	
SECOND SEMESTER			
ASET 110 - Safety, Health and the Environment or ENGR 211 - Material, Safety & Equipment Overview for Nanofabrication		3 credits	
Choose two*: PHYS 105 - Survey of Physics (or higher) or Chem 110 - Introductory Chemistry (or higher) or BIOL 106 - General Biology I or higher		8 credits	
Math Elective or ASET 119 - Problem Solving for Technology		3 credits	
ENGL102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
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 credits	
Lab Science or Applied Science Course**		3/4 credits	
Lab Science or Applied Science Course**		3/4 credits	
Social Science Elective		3 credits	Social Science
FOURTH SEMESTER			
Internship or Directed Elective**		3 credits	

ASET 185 - Ethics and Culture of the Applied Sciences Workplace	3 credits
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Internship or Directed Elective**	3 credits
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Humanities Elective	3 credits	Humanities
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MINIMUM CREDITS NEEDED TO GRADUATE: 60**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.

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.

APPLIED SCIENCE AND ENGINEERING TECHNOLOGY PROFICIENCY CERTIFICATES

Biomedical Technician Proficiency Certificate

Biotechnology Proficiency Certificate

Nanofabrication Manufacturing Proficiency Certificate

Process Technology I Proficiency Certificate

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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 BTT Academic Coordinator and the BTT Program Director from the Wistar Institute.

BIOMEDICAL TECHNICIAN PROFICIENCY CERTIFICATE COURSE SEQUENCE

Course Number	Course Title	Prerequisites	Credits
ENGL 101	English Composition		3 credits
MATH 118	Intermediate Algebra (or Placement in MATH 161 or higher)		3 credits
CHEM 110 or CHEM 121	Introductory Chemistry or College Chemistry	MATH 118 placement or ENGL 101 ready	4 credits
BIOL 123	Cellular and Molecular Biology	CHEM 121 or CHEM 110	4 credits

BTT 100	Introduction to Biomedical Technology	BIOL 123, MATH 118 1 credits or higher, ENGL 101
BTT 101	Biomedical Technology Practicum	BTT 100 2 credits
BTT 201	Biomedical Technology Internship	BTT 101 4 credits

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 or e-mail science@ccp.edu.

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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 several biotechnology industries thus providing students with the knowledge and training to seek employment in biotechnology areas 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 satisfactorily 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 credits
BIOL 123	Cellular and Molecular Biology	CHEM 121 or CHEM 110	4 credits
BIOL 211	Genetics	BIOL 106 or BIOL 107 or BIOL 123	4 credits

BIOL 241	Principles of Microbiology	BIOL 106 or BIOL 107 or BIOL 109 or BIOL 123	4 credits
BIOL 255	Biotechnology	BIOL 123 , CHEM 110 or CHEM 121 , MATH 118	4 credits
BIOL 256	Biotechnology II	BIOL 255	4 credits
CHEM 122	College Chemistry	CHEM 121	4 credits

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 or e-mail science@ccp.edu

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Nanofabrication Manufacturing Proficiency Certificate

DESCRIPTION:

In conjunction with Penn State University, the college affords students the opportunity to receive a proficiency certificate in Nanofabrication Manufacturing Technology. Six of the 7 courses are taken at the Penn State Campus at the Regional Center for Nanofabrication Manufacturing Education and afford students the opportunity to participate in a program that incorporates nanotechnology into post-secondary education and into industry applications. The program emphasizes the expanding areas of nanotechnology application beyond electronics, including biology, chemistry, physics, and industrial technology. In addition, the program is dedicated to preparing workers across the full range of nanofabrication applications and thus prepares students to work in any industry using nanotechnology.

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:

Students who complete this certificate will be able to:

- Demonstrate an understanding of the terminology, procedures, equipment and processes used in semiconductor processing.
- Operate nanofabrication processing equipment with a focus on safety as well as environmental and health issues.
- Demonstrate a thorough understanding of the materials handling procedures related to advanced electronic and manufacturing technologies.
- Communicate advanced technical concepts in an oral, written and graphical form.

ENTRANCE REQUIREMENTS:

Students must be English 101 ready and have taken and passed MATH 118. Students must have a minimum GPA of 2.5. 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.

Nanofabrication Manufacturing Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
CHEM 110	Introductory Chemistry	MATH 118 and ENGL 101 placement	4 credits
PHYS 105	Survey of Physics		4 credits
ENGR 210	Nanofabrication Manufacturing Technology Seminar	MATH 118 , CHEM 110 or higher, PHYS 105 or higher	2 credits

ENGR 211	Material, Safety & Equipment Overview for Nanofabrication	ENGR 210, ENGR 212 3 credits (may be taken concurrently)
ENGR 212	Basic Nanofabrication Processes	ENGR 210, ENGR 211 3 credits (may be taken concurrently)
ENGR 213	Thin Films In Nanofabrication	ENGR 210, ENGR 211, ENGR 212 (may be taken concurrently) and ENGR 214 (which must be taken concurrently) 3 credits
ENGR 214	Lithography for Nanofabrication	ENGR 210, ENGR 211, ENGR 210 (may be taken concurrently) and ENGR 213 (which must be taken concurrently) 3 credits
ENGR 215	Materials Modification in Nanofabrication	ENGR 210, ENGR 211, ENGR 212, ENGR 213, ENGR 214 (may be taken concurrently) and ENGR 216 (which must be taken concurrently) 3 credits
ENGR 216	Characterization, Packaging and Testing of Nanofabrication Structures	ENGR 210, ENGR 211, ENGR 212, ENGR 213, ENGR 214 (may be taken concurrently) and ENGR 215 (which must be taken concurrently) 3 credits

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 or e-mail science@ccp.edu.

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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 and will afford students the opportunity to seek employment in the industries that use Process Operators. Some of these industries include Sunoco, Philadelphia Gas Works, the Philadelphia Water Department, Tasty Baking Company and the Pharmaceutical Industries. The proficiency certificate is a credential recognized as preparing students with the basic knowledge and skills and will provide employers with the opportunity to obtain a worker who can 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 satisfactorily 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.	3 credits
CHEM 110	Introduction to Chemistry	MATH 118 placement ENGL 101 ready	4 credits
CIS 103	Applied Computer Technology		3 credits
PTEC 102	Plant Equipment	PTEC 101 , which may be taken concurrently	3 credits

MATH 118	Intermediate Algebra	3 credits
ASET 110	Safety, Health and the Environment	3 credits

Total Credits: 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 Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or e-mail science@ccp.edu.

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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 credits	ENGL 101
Math 118 - Intermediate Algebra (or higher)		3 credits	Mathematics
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
Concentration course*		3 credits	

Concentration course*	3 credits
SECOND SEMESTER	
Social Science Elective	3 credits >Social Sciences
ENGL 102 - English Composition II ENGL 101	3 credits ENGL 102, Info Lit
Science Elective	3/4 Natural Science credits
Humanities Elective	3 credits Humanities>
Social Science Elective	3 credits
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 credits
Directed Elective - see above	3 credits
Directed Elective - see above	3 credits
Directed Elective - see above	3 credits
Directed Elective - see above	3 credits
FOURTH SEMESTER	
Concentration Course*	
Concentration Course*	3 credits
Concentration Course*	3 credits
Concentration Course*	3 credits
Concentration Course*	3 credits

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, **CHEM 106**⁸, **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, **MATH 155**⁹, **PHIL 111**, **PHIL 211**, **PHIL 252**, **SOC 212**¹⁰, **SOC 215**¹¹, **SOC 231**¹⁰ and **SOC 233**¹⁰.

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: **CHEM 105**

⁹ Prerequisite: **MATH 118** or equivalent placement

¹⁰ Prerequisite: **ANTH 112**, **SOC 101**

¹¹ Prerequisite: **ANTH 112** or **SOC 101**

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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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 68 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 Credits	Tech Comp*
ADC 103 - CAD Basics		3 Credits	Tech Comp*
ADC 109 - Design Studio I		4 Credits	
ART 105 - Drawing I		3 Credits	
ENGL 101 - English Composition I		3 Credits	ENGL 101
SECOND SEMESTER			
ADC 159 - Design Studio II	ADC 103 , ADC 109	4 Credits	
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 , ADC 109	3 Credits	
ADC 160 - Presentation Techniques	ADC 103 , ADC 109	3 Credits	
MATH 162 - Precalculus II (or above as per placement)	MATH 161	3 Credits	Mathematics
ENGL 102 - English Composition II	ENGL 101	3 Credits	ENGL 102, Info Lit
THIRD SEMESTER			
ADC 209 - Design Studio III	ADC 159 , ADC 160	4 Credits	
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3 Credits	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3 Credits	
ADC 260 - Advanced Presentation Techniques	ADC 160 ; and ADC 209 which may be taken concurrently, or ADC 163 which may be taken concurrently	3 Credits	
Humanities Elective		3 Credits	Humanities
Social Science Elective		3 Credits	Social Sciences
FOURTH SEMESTER			
ADC 222 - History of Architecture and Interiors II	ADC 221 and ENGL 102 which may be taken concurrently	3 Credits	
ADC 253 - Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3 Credits	
ADC 259 - Design Studio IV	ADC 209	4 Credits	
PHYS 111 - General Physics I	MATH 162	4 Credits	Natural Science
Social Science Elective		3 Credits	

MINIMUM CREDITS NEEDED TO GRADUATE: 68

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.

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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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.

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

ART 105 - Drawing I		3 Credits	
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ART 125 - Design I (black and white)		3 Credits
ART 111 - 3-D Design I		3 Credits
CIS 103 - Applied Computer Technology		3 Credits Tech Comp
ENGL 101 - English Composition I		3 Credits ENGL 101
SECOND SEMESTER		
ART 106 - Drawing II	ART 105	3 Credits
ART 126 - Design II	ART 125	3 Credits
ART 112 - 3-D Design II	ART 111	3 Credits
ART 103 - History of Art I		3 Credits Interpretive Studies
ART 150 - Intro to Computer Art/Graphics		3 Credits
THIRD SEMESTER		
ENGL 102 - English Composition II	ENGL 101	3 Credits ENGL 102 Info Lit
MATH 118 - Intermediate Algebra (or higher)		3 Credits Mathematics
ART 290 - Portfolio Prep	ART 106, ART 111, ART 125	3 Credits
ART 207 - Drawing III	ART 106	3 Credits
ART 104 - History of Art II		3 Credits Humanities
Directed Elective - Choose One		3 Credits
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 Credits Social Sciences
ART 208 - Drawing IV	ART 207	3 Credits
Directed Elective - choose TWO from list above		6 Credits
Natural Science Elective		3/4 Credits 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 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.

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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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 Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
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FIRST SEMESTER

AT 100 - Introduction To Automotive Technology		2 Credits	
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MNGT 121 - Introduction to Business	ENGL 101 , which may be taken concurrently	3 Credits	
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ENGL 101 - English Composition I	3 Credits	ENGL 101
MATH 118 - Intermediate Algebra	3 Credits	Mathematics
CIS 103 - Applied Computer Technology	3 Credits	Tech Comp
SECOND SEMESTER		
AT 121 - Automotive Electricity and Electronics	AT 100	3 Credits
ACCT 101 - Financial Accounting		3 Credits
MNGT 141 - Principles of Management	MNGT 121	3 Credits
ENGL 102 - English Composition II	ENG 101	3 Credits
Social Science Elective		3 Credits
THIRD SEMESTER		
AT directed elective, choose one:		4 Credits
AT 111 - Automotive Suspension and Steering Systems (Fall only) or	AT 100	
AT 131 - Automotive Manual Transmissions and Drivelines (Fall only) or	AT 100	
AT 181 - Automotive Engine Mechanical Repair	AT 100 , which may be taken concurrently	
MNGT 262 - Business Law		3 Credits
MTKG 131 - Principles of Marketing	MNGT 121	3 Credits
PHYS 105 - Survey of Physics or STS 101 - Intro to Science, Technology and Society or CHEM 101 - General Chemistry		3 Credits
Humanities Elective		3 Credits
FOURTH SEMESTER		
AT directed elective, choose one:		3 Credits
AT 221 - Advanced Automotive Engine Performance (offered Summer II only) or	AT 121 ; Math 118 , which may be taken concurrently	
AT 271 - Air Conditioning and Heating Systems (offered Spring only)	AT 121	
AT directed elective:		4 Credits
AT 241 - Automatic Transmissions and Transaxles (offered Spring only)	AT 121	
AT 261 - Engine Performance and Diagnosis (offered Spring only)	AT 121 ; Math 118 , which may be taken concurrently	
ECON 181 - Principles of Economics (Macroeconomics) or ECON 182 - Principles of Economics (Microeconomics)		3 Credits
Social Science Elective		3 Credits
AT 290 - Customer Service Techniques (offered Spring only)		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 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.

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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Automotive Technology - Automotive Service Technology Option

The Automotive Service Technology curriculum leads to an Associate in Applied Science (A.A.S.) degree. 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 TECHNOLOGY - AUTOMOTIVE SERVICE TECHNOLOGY OPTION

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

AT 100 - Introduction to Automotive Technology		2 Credits	
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AT 111 - Automotive Steering and Suspension	AT 100	4 Credits	
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AT 121 - Automotive Electricity and Electronics	AT 100	3 Credits
AT 181 - Automotive Engine Mechanical Repair	AT 100	4 Credits
ENGL 101 - English Composition I		3 Credits ENGL 101
SECOND SEMESTER		
CIS 103 - Applied Computer Technology		3 Credits Tech Comp
AT 131 - Automotive Manual Transmissions	AT100	4 Credits
AT 150 - Automotive Braking Systems	AT100 , which may be taken concurrently	2 Credits
MATH 118 - Intermediate Algebra		3 Credits Mathematics
ENGL 102 - English Composition II	ENGL 101	3 Credits ENGL 102, Info Lit
Summer Session II		
AT 221 - Advanced Automotive Electrical Systems	AT 121, MATH 118	4 Credits
THIRD SEMESTER		
AT 250 - Advance Braking Systems and Controls	AT 121, AT 150	2 Credits
AT 261 - Engine Performance and Diagnosis	AT 221, MATH 118	4 Credits
AT 271 - Air Conditioning and Heating Systems	AT 121	3 Credits
Social Science Elective		3 Credits
PHYS 105 - Survey of Physics or STS 101 - Intro to Science, Technology and Society or CHEM 101 - General Chemistry		4 Credits Natural Science
FOURTH SEMESTER		
AT 241 - Automatic Transmissions and Transaxles	AT 221, AT 131	4 Credits
AT 281 - Advanced Engine Performance and Diagnosis	AT 261	4 Credits
Humanities or History Elective		3 Credits Humanities
AT 289 - Automotive Technology Internship* or	AT 111, AT 121, AT 181, AT 250, AT 261, AT 271 and department head approval	2 Credits
AT 210 - Customer Service Techniques	AT 121	4 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 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.

* This course is highly recommended but not required for graduation.

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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:

Course Number	Course Title	Prerequisites	Credits
AT 100	Introduction to Automotive Technology		2 credits
AT 111	Automotive Suspension and Steering Systems	AT 100 pre-or corequisite	4 credits
AT 121	Principles of Automotive Electricity and Electronics	AT 100	3 credits
AT 150	Automotive Braking Systems	AT 100 , which may be taken concurrently	2 credits
AT 181	Automotive Engine Mechanical Repair	AT 100	4 credits
AT 250	Advanced Braking Systems and Controls	AT 121, AT 150	2 credits

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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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.

Students can enroll in the curriculum either part-time or full-time. Courses are offered days, evenings and weekends.

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:

- Demonstrate a set of helping skills (warmth, empathy, reflective listening) needed for successful employment in Human Services.
- Work as a culturally sensitive ethical practitioner.
- Demonstrate a strong sense of self resulting from personal growth experiences.
- Use critical thinking and writing skills needed for working with clients.

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 degree program. Admission to the program also requires that students attend a faculty-run admissions orientation meeting or meet directly with the curriculum coordinator.

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 an agency approved by the BHHS curriculum coordinator.

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 program courses. Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending review by program faculty and the curriculum coordinator.

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 credits	ENGL 101
BHHS 101 - Introduction to Behavioral Health and Human Services		3 credits	
CIS 103 - Applied Computer Technology*		3 credits	Tech Comp
BHHS 105 - Introduction to Group Dynamics		3 credits	
BHHS 111 - Introduction to Helping Skills	BHHS 101 which may be taken concurrently; acceptance into the BHHS curriculum or related certificate program	3 credits	
SECOND SEMESTER			
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
BHHS 103 - Human Development and Behavior in the Social Environment		3 credits	Am/Global Diversity
BHHS 194 - Case Management Practice	BHHS 111	3 credits	
BHHS 195 - Practicum in Behavioral Health and Human Services I**	BHHS 111	3 credits	
Social Science Elective		3 credits	Social Sciences
Humanities Elective		3 credits	Humanities
THIRD SEMESTER			
BHHS 212 - Resolution-Focused Helping Skills	BHHS 111 Coreq: BHHS 213	3 credits	
Social Science Elective		3 credits	
Directed Elective - Choose one***		3 credits	
BHHS 151 - Child Abuse and Family Violence			
BHHS 171 - Introduction to Social Gerontology			
BHHS 277 - Behavioral Development	BHHS 171		

and Social Processes of Aging

BHHS 121 - Foundations of Addiction Studies

BHHS 222 - Assessment and Treatment of Addictive Behavior **BHHS 121**

BHHS 161 - Introduction to Disabilities

BHHS 261 - Developmental Disabilities Support Services **BHHS 161**

BHHS 241 - Crisis Intervention

YW 101 - Foundations of Youth Work

YW 110 - Family and Community Engagement

YW 115 - Critical Issues in Youth Work

BHHS 213 - Practicum in Behavioral Health and Human Services II** **BHHS 195; BHHS 212** 3 credits
must be taken concurrently

BHHS 106 - Analysis of Group Participation **BHHS 105** 3 credits

FOURTH SEMESTER

BHHS 293 - Family and Relationship Counseling "C" grade in **BHHS 194** and **BHHS 195** 3 credits

Mathematics Elective (**MATH 118** or higher) 3 credits Mathematics

Science Elective 3/4 credits

Directed Elective - Choose one from list above 3 credits

Directed Elective - Choose one from list above 3 credits

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.

*** Courses outside of this list may be used to fulfill some or all of these elective requirements. These courses are to be selected in consultation with a **BHHS** faculty advisor based on the student's academic plan.

For More Information Contact:

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Addiction Studies 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 Addiction Studies, 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.

ADDICTION STUDIES ACADEMIC CERTIFICATE

Course Number and Name	Prerequisites and Corequisites	Credits
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FIRST SEMESTER

BHHS 121 - Foundations of Addiction Studies		3 credits
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BHHS 101 - Introduction to Behavioral Health and Human Services		3 credits
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BHHS 111 - Introduction to Helping Skills	BHHS 101 , must be taken concurrently or prior; acceptance into the BHHS curriculum or related certificate program	3 credits
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ENGL 101 - English Composition I		3 credits
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CIS 103 - Applied Computer Technology*		3 credits
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MATH 118 - Intermediate Algebra (or higher)		3 credits
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SECOND SEMESTER

BHHS 105 - Introduction to Group Dynamics		3 credits
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BHHS 194 - Case Management Practice	BHHS 111	3 credits
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BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111	3 credits
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ENGL 102 - English Composition II	ENGL 101	3 credits
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BHHS 222 - Assessment and Treatment of Addictive Behavior	BHHS 121	3 credits
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MINIMUM CREDITS NEEDED TO GRADUATE: 33

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

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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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. 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:

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
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FIRST SEMESTER

BHHS 161 - Introduction to Disabilities		3 credits
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BHHS 101 - Introduction to Behavioral Health and Human Services		3 credits
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BHHS 111 - Introduction to Helping Skills	BHHS 101 , which may be taken concurrently;	3 credits
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acceptance into the BHHS
curriculum or related
certificate program

ENGL 101 - English Composition I 3 credits

CIS 103 - Applied Computer Technology* 3 credits

MATH 118 - Intermediate Algebra (or higher) 3 credits

SECOND SEMESTER

BHHS 105 - Introduction to Group Dynamics

BHHS 194 - Case Management Practice **BHHS 111** 3 credits

BHHS 195 - Practicum in Behavioral Health/Human Services I **BHHS 111** 3 credits

ENGL 102 - English Composition II **ENGL 101** 3 credits

BHHS 261 - Developmental Disabilities Support Services **BHHS 161** prerequisite 3 credits

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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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. Admission to the program also requires that the student attend a group 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:

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 credits
BHHS 111 - Introduction to Helping Skills	BHHS 101 , which may be taken concurrently; acceptance into the BHHS	3 credits

curriculum or related
certificate program

BHHS 105 - Introduction to Group Dynamics	3 credits
ENGL 101 - English Composition I	3 credits
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 credits
CIS 103 - Applied Computer Technology*	3 credits

SECOND SEMESTER

BHHS 194 - Case Management Practice	BHHS 111	3 credits
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111	3 credits
ENGL 102 - English Composition II	ENGL 101	3 credits
BHHS 151 - Child Abuse and Family Violence or BHHS 241 - Crisis Intervention		3 credits
MATH 118 - Intermediate Algebra (or higher)		3 credits

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. 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 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 credits
BHHS 101 – Introduction to Behavioral Health and Human Services		3 credits
BHHS 111 – Introduction to Helping Skills	BHHS 101 - which may be taken concurrently; acceptance into the BHHS curriculum or related certificate program	3 credits
ENGL 101 – English Composition I		3 credits

CIS 103 – Applied Computer Technology	3 credits
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MATH 118 - Intermediate Algebra or higher	3 credits
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SECOND SEMESTER

BHHS 105 – Introduction to Group Dynamics	3 credits
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BHHS 194 – Case Management Practice	BHHS 111	3 credits
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BHHS 195 – Practicum in Behavioral Health/Human Services I	BHHS 111	3 credits
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ENGL 102 – English Composition II	ENGL 101	3 credits
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BHHS 277 – Behavioral Development and Social Processes of Aging	BHHS 171	3 credits
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MINIMUM CREDITS NEEDED TO GRADUATE: 33

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

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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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 life styles 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.
- Demonstrate an elementary understanding of the American Psychiatric Association's assessment of Substance Use Disorders, Personality Disorders and Mood Disorders.
- Describe the relationship between counseling and spiritual-existential traditions in recovery.
- Describe a multivariate model of intervention and treatment for addiction.
- Discuss the psychotherapeutic process of change as it relates to addictive behavior.
- Describe the unique treatment problems of Co-occurring disorders.
- Gain an understanding of the philosophical framework for working in addictions by reviewing Jungian and Eastern philosophies and spiritual-existential traditions.
- 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 credits
BHHS 111	Introduction to Helping Skills	BHHS 101 , which may be taken concurrently	3 credits
BHHS 121	Introduction to Addiction Studies		3 credits
BHHS 222	Assessment and Treatment of Addictive Behavior	BHHS 121	3 credits

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.

For More Information Contact:

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

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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. The certificate addresses how people change, extra-therapeutic factors and specific relationship variables that predict successful outcomes in helping individuals in need. Motivational interviewing and resolution-focused models of helping are introduced. Students learn to work with individuals of varying ages and abilities in a variety of human service settings and with groups using skill 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 brief 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 and 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 program students will be able to:

- Demonstrate a broad theoretical understanding of the basic history, assumptions, principles and techniques of resolution-focused approaches to counseling.
- 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.
- Demonstrate a broad theoretical understanding of several models of brief counseling including cognitive behavioral strategies, stages of change (SOC) and solution focused interventions.
- Describe engagement strategies commonly used with underrepresented and culturally diverse clients and the ability to apply these strategies through case study and practice.
- Demonstrate use of techniques that foster a continuum of care model of support services.

ENTRANCE REQUIREMENTS:

Students must be **ENGL 101** ready.

Social and Human Service Assistant Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
BHHS 101	Introduction to Behavioral Health and Human Services		3 credits
BHHS 111	Introduction to Helping Skills	BHHS 101 , which may	3 credits

be taken concurrently

BHHS 212	Resolution - Focused Helping Skills	BHHS 111	3 credits
Select one of the following:			3 credits
BHHS 121	Foundations of Addiction Studies		
BHHS 151	Child Abuse and Family Violence		
BHHS 161	Introduction to Social Gerontology		
BHHS 171	Introduction to Disabilities		

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.

For More Information Contact:

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

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

FIN 151 - Risk Management and Insurance

SECOND SEMESTER

ACCT 101 - Financial Accounting	4 credits	
MNGT 111 - Business Math	3 credits	
MNGT 141 - Principles of Management	MNGT 121	3 credits
ENGL 102 - English Composition II	ENGL 101	3 credits ENGL 102, Info Lit
Science Elective	3/4 credits	Natural Science

THIRD SEMESTER

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

FOURTH SEMESTER

ECON 182 - Principles of Economics (Microeconomics)		3 credits
MNGT 142 - Management Information Systems	MNGT 121	3 credits
MNGT 261 - Introduction to the Law and the Legal System or MNGT 262 - Business Law		3 credits
Business Elective		3 credits
Humanities Elective		3 credits 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.

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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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 credits	
ACCT 101 - Financial Accounting		4 credits	
MATH 162 - Precalculus II 1, 2 or	MATH 161 with a grade of "C" or better or MATH 162 placement	3/4 credits	Mathematics
MATH 165 - Differential Calculus I 1,	MATH 118 with grade of "C"		

2 or MATH 171 - Calculus I	or better or MATH 161 or higher placement MATH 162 with a grade of "C" or better or MATH 171 placement	
ENGL 101 - English Composition I		3 credits ENGL 101
ECON 181 - Principles of Economics (Macroeconomics)		3 credits
SECOND SEMESTER		
ENGL 102 - English Composition II	ENGL 101	3 credits ENGL 102, Info Lit
MATH 166 - Differential Calculus II ^{1, 2} or Math 171 - Calculus I ^{1, 2}	MATH 165 with grade of "C" or better Math 162 with a grade of "C" or better or Math 171 placement	4 credits
Math 172 - Calculus II	Math 166 with a grade of "C" or better or Math 171 with a grade of "C" or better	
ACCT 102 - Managerial Accounting	ACCT 101 with grade of "C" or better	3 credits
ECON 182 - Principles of Economics (Microeconomics)		3 credits
Social Science ¹		3 credits Social Sciences
THIRD SEMESTER		
ECON 112 - Statistics I	MATH 118 , or higher than MATH 118 on placement test	4 credits
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3 credits
History Elective ¹		3 credits
CIS 103 - Applied Computer Technology		3 credits Tech Comp
Laboratory Science ¹		4 credits Natural Science
FOURTH SEMESTER		
MNGT 261 - Introduction to the Law and the Legal System or MNGT 262 - Business Law ¹		3 credits
Business Elective ¹ select one from: ACCT 201 - Intermediate Accounting I ACCT 202 - Intermediate Accounting II ECON 114 - Statistics II FIN 151 - Risk Management and Insurance MNGT 142 - Management Information Systems MKTG 131 - Principles of Marketing	ACCT 101 ACCT 201 ECON 112 MNGT 121	3 credits
Humanities ¹		3 credits Humanities>
General Elective ¹		3 credits

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**, **MATH 165 & MATH 166**, or **MATH 171 & MATH 172**, required by intended transfer institution.

For More Information Contact:

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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 planning on 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 62 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 credits	ENGL 101
Math 118 - Intermediate Algebra ¹		3 credits	Mathematics
CIS 103 - Applied Computer Technology		3 credits	Tech Comp

CHEM 121 - College Chemistry I	CHEM 110 or dept head approval	4 credits	Natural Science
Natural Science Elective with Lab ²		4 credits	
SECOND SEMESTER			
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
Math 251 - Stat. for Science ¹	Math 118	4 credits	
Humanities Elective		3 credits	Humanities
CHEM 122 - College Chemistry II		4 credits	
Natural Science Elective with Lab ²		4 credits	
THIRD SEMESTER			
Social Science Elective		3 credits	Social Science
ASET 130 - Quality Control		3 credits	
CHEM 221 - Organic Chemistry I	CHEM 122	5 credits	
PTEC 101 - Intro to Process Tech. ³		3 credits	
FOURTH SEMESTER			
CHEM 214 - Instrumental Analysis	CHEM 122	5 credits	
CHEM 222 - Organic Chemistry II	CHEM 221	5 credits	
CHEM 207 - Environmental Chem. OR	CHEM 122	3/4	
ASET 110 - Safety Environ. ⁴		credits	

MINIMUM CREDITS NEEDED TO GRADUATE: 62⁵**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 **CHEM 110**, **CHEM 101** or **CHEM 102** may not be used to meet the Lab Science Elective.

³ Experienced students may replace **PTEC 101** with an elective to be selected with the approval of the Department Chair.

⁴ Students who opt to take **ASET 110** will need 62 credits to graduate. Students who opt to take **CHEM 207** will need 63 credits to graduate.

⁵ Students who are required to take **Chem 110** prior to **Chem 121** will need 66 credits to graduate.

For More Information Contact the Division of Math, Science and Health Careers, Room W2-7 , 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8431; or the College Information Center (215) 751-8010.

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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)* and CLT 102, Phlebotomy, is approved by 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.

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 was designed to meet the approval standards of 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.

CLINICAL LABORATORY TECHNICIAN COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
CLT 102 - Phlebotomy		4 credits	
ENGL 101 - English Composition I		3 credits	ENGL 101
BIOL 107 - General Biology II or BIOL 109 and BIOL 110 - Anatomy and Physiology ¹		4/8 credits	Natural Science
MATH 118 - Intermediate Algebra		3 credits	Mathematics
CHEM 110 - Introductory Chemistry or CHEM 121 - College Chemistry		4 credits	
SECOND SEMESTER			
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
CLT 155 - Clinical Hematology	BIOL 107 or BIOL 110 (may be concurrent)	4 credits	
ENGL 102 - English Composition	ENGL 101	3 credits	ENGL 102, Info Lit
CHEM 118 - Intro to Biochemistry or CHEM 122	CHEM 110	4 credits	
BIOL 241 - Principles of Microbiology	BIOL 107 or BIOL 110	4 credits	
SUMMER I SESSION			
CLT 205 - Immunohematology and Immunology	BIOL 107 or BIOL 110	4 credits	
THIRD SEMESTER			
CLT 225 - Clinical Chemistry	BIOL 107 or BIOL 110 , CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122	4 credits	
CLT 245 - Clinical Microbiology	BIOL 241 , CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122	4 credits	
Social Science Elective		3 credits	Social Sciences
FOURTH SEMESTER			
Humanities Elective		3 credits	Humanities
CLT 265 - Current Topics in Clinical Lab Sciences	CLT 225 and CLT 245 , CLT 155 (may be concurrent)	3 credits	
CLT 295 - Clinical Practice	CLT 102 , CLT 225 and CLT 245 , CLT 155 and CLT 265 (may be concurrent)	6 credits	

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.

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.

* 5600 N. River Road
Suite 720
Rosemont, IL 60018
773-741-8880
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Communication Arts – Speech Option

The Communication Arts curriculum leads to the Associate in Arts (A.A.) degree. The Speech Option gives students a concentration in the field of speech communication 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 Speech Option will help students develop interpersonal and professional communications competence and enhance their ability to work effectively in fields such as public relations, law, politics, sales, human relations management and the helping professions.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Explain and demonstrate knowledge of nonverbal communication, listening, interviewing, small group behavior, conflict resolution and informative briefings.
- Communicate effectively through the use of critical thinking and organizational patterns with essays and in-class assignments.
- Exhibit proficiency in one-on-one communication in family, social and work situations.
- Describe the impact of mass media and technology on communication and the ethical responsibilities inherent in communication.
- Prepare and effectively deliver informative, special occasion and persuasive speeches.

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 ARTS – SPEECH COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL 101
ENGL 114 - Introduction to Speech Communication	ENGL 101 , which may be taken concurrently	3 credit	
ENGL 137 - Introduction to Theatre	ENGL 101 , which may be taken concurrently	3 credits	Interpretive Studies, Humanities

Math Elective (MATH 150 or higher recommended) ¹		3 credits	Mathematics
PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology		3 credits	Social Sciences
SECOND SEMESTER			
ENGL 107 - Society and Mass Communications	ENGL 101 , which may be taken concurrently	3 credits	
ENGL 115 - Public Speaking	ENGL 101 or ENGL 114 , which may be taken concurrently	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
Math Elective (MATH 150 or higher recommended) ¹		3 credits	
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
THIRD SEMESTER			
1st Literature Elective - Choose one: ENGL 208, ENGL 209, ENGL 211, ENGL 212, ENGL 221, ENGL 222, ENGL 245, ENGL 246, ENGL 250, ENGL 251	ENGL 101	3 credits	
ENGL 116 - Interpersonal Communication	ENGL 101 or ENGL 114	3 credits	
Humanities Elective ²		3 credits	
Directed Elective - GEOG, HIST, POLS, or SOC		3 credits	
Science Elective (with lab)		4 credits	Natural Science
FOURTH SEMESTER			
2nd Literature Elective - Choose one: ENGL 208, ENGL 209, ENGL 211, ENGL 212, ENGL 221, ENGL 222, ENGL 245, ENGL 246, ENGL 250, ENGL 251	ENGL 101	3 credits	
Humanities Elective ²		3 credits	
Directed Elective - ANTH, PHIL, HIST		3 credits	
Directed Elective - ENGL 120, ENGL 205, or ENGL 271	ENGL 101 for ENGL 205 and ENGL 271	3 credits	
Science Elective ³		3/4 credits	

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 **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.

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

²Students planning to transfer to a school requiring a foreign language are advised to take two semesters of foreign language as their humanities electives. For appropriate transfer credit, these

courses should be taken in consultation with an advisor.

³Some transfer institutions require two lab sciences. Take these courses in consultation with an advisor.

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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Communication Arts – Theatre Option

The Communication Arts curriculum leads to the Associate in Arts (A.A.) degree. The Theatre Option gives students a concentration in theatre 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 Theatre Option will enhance a student's ability to work effectively in fields such as acting, directing, technical theatre or any related career in the theatre.

STUDENT LEARNING OUTCOMES:

Upon completion of the Communication Arts – Theatre Option the student will be able to:

- Understand and write about performance and theatre 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.

COMMUNICATION ARTS – THEATRE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 137 - Introduction to Theatre		3 credits	Interpretive Studies
ENGL 101 - English Composition I		3 credits	ENGL 101
ENGL 115 - Public Speaking		3 credits	
ENGL 135 - Movement and Dance I		3 credits	
CIS 103 - Applied Computer		3 credits	Tech Comp

Technology

SECOND SEMESTER

ENGL 131 - Acting I		3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
Social Science Elective		3 credits	Social Sciences
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3 credits	

THIRD SEMESTER

ENGL 132 - Acting II	ENGL 131	3 credits	
ENGL 232 - Introduction to Literature: Drama	ENGL 101	3 credits	
Social Science Elective		3 credits	
ENGL 141 - Introduction to Technical Theatre		4 credits	
Humanities Elective ¹		3 credits	Humanities

FOURTH SEMESTER

Science Elective	3/4 credits		Natural Science
ENGL 142 - Rehearsal and Performance	ENGL 132	4 credits	
Literature Elective (choose one of the following): ENGL 208, ENGL 209, ENGL 211, ENGL 212, ENGL 221, ENGL 222, ENGL 230, ENGL 241, ENGL 245, ENGL 246, ENGL 256, ENGL 260, ENGL 265	ENGL 101	3 credits	
Humanities Elective ¹		3 credits	
Directed Elective (Choose one of the following)		3 credits	
ENGL 205 - Creative Writing	ENGL 101		
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			

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 **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.

¹ 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. Students planning to take **English 282** Scriptwriting as a directed elective should take **English 205** as one of their humanities electives, since **English 205** is a prerequisite for **English 282**.

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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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 credits	Tech Comp*
ADC 103 - CAD Basics		3 credits	Tech Comp*
ADC 109 - Design Studio I		4 credits	
MATH 137 - Geometry for Design ¹ or higher level Mathematics course		3/4 credits	Mathematics
ENGL 101 - English Composition I		3 credits	ENGL 101
SECOND SEMESTER			
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 159 - Design Studio II	ADC 103, ADC 109	4 credits	
ADC 163 - Digital Documentation in Architecture and Construction	ADC 103	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3 credits	
THIRD SEMESTER			
Directed Elective ² - Select two of the following:		6 credits	
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 - Windows Professional Operating System	CIS 103		
ADC 263 - Digital Animation and Rendering	ADC 103 or ART 150	3 credits	
ADC 260 - Advanced Presentation Techniques	ADC 160 ; and ADC 209 which may be taken concurrently; or ADC 163 which may be taken concurrently	3 credits	
Social Science Elective ¹		3 credits	Social Science
FOURTH SEMESTER			
Science Elective ¹		3/4 credits	Natural Science
Directed Elective ² - select two from the list above		6 credits	
ADC 273 - Advanced CAD Applications	ADC 163	3 credits	

Humanities Elective	3 credits	Humanities
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Social Science Elective	3 credits	
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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.

¹Transfer institutions vary on the courses accepted for transfer. Consult with departmental advisors or the specific schools to determine choice.

²Selection of Directed Electives will be made in consultation with departmental advisors.

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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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 credit
ADC 103 - CAD Basics		3 credits
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits
ENGL 101 - English Composition I		3 credits
Math 137 - Geometry for Design or higher level mathematics course	Math 118 placement	3 credits
SECOND SEMESTER		
ADC 163 - Digital Documentation in Architecture and Construction	ADC 103	3 credits
Select one course from the following:		3 credits
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 - Windows Professional Operating System	CIS 103	
ADC 263 - Digital Animation and Rendering	ADC 103 or Art 150	3 credits
Humanities/Social Science Elective		3 credits
ADC 273 - Advanced CAD Applications	ADC 163	3 credits
ENGL 102 - English Composition II or ENGL 112 - Report and Technical Writing	ENGL 101	3 credits

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.

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Computer Forensics

The Computer Forensics program provides a sound educational foundation for the performance of professional activities within the computer forensics arena. A sequence of courses is offered which will enable students to: (1) develop a knowledge base about computer crime, computer evidence and computer investigation; (2) adopt a set of professional values; and (3) develop skills related to professional activity in the field of computer forensics. Students completing the Computer Forensics program will be prepared to enter the field of computer forensics in a public or private environment as computer crime investigators, computer crime analysts, computer forensics investigators, computer forensics technicians, computer forensics analysts, Internet security technicians and Internet 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 computer forensic investigations.
- Conduct analyses of digital media and recover digital evidence.
- Explain the concept of intrusion 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.

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 felony convictions.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Associate in Applied Science (A.A.S.) degree in Computer 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 PREVIOUS 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 Computer Forensics curriculum coordinator.

COMPUTER FORENSICS COURSE SEQUENCE

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

ENGL 101 - English Composition I		3 credits	ENGL 101
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JUS 101 - Survey of Justice		3 credits	
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra (or higher)		3 credits	Mathematics
Social Science Elective		3 credits	Social Science
SECOND SEMESTER			
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
CIS 105 - Windows Professional Operating System	CIS 103	4 credits	
JUS 221 - Criminal Investigation	JUS 101	3 credits	
CF 101 - Introduction to Computer Forensics	JUS 101, CIS 103	3 credits	
JUS 241 - Criminal Law	JUS 101	3 credits	
THIRD SEMESTER			
JUS 261 - Criminal Evidence and Procedure	JUS 101	3 credits	
CF 201 - Advanced Computer Forensics	CF 101, JUS 221, JUS 241, JUS 261	3 credits	
CF 203 - Networking and Forensics	CF 201	3 credits	
CIS 150 - Data Communications	CIS 104 or CIS 105	4 credits	
Social Science Elective		3 credits	Social Sciences
FOURTH SEMESTER			
Natural Science Elective		3/4 credits	Natural Science
Humanities Elective		3 credits	Humanities
CF 220 - Intrusion Detection and Prevention	CF 203, CIS 150	3 credits	
CF 240 - Computer Forensics Seminar and Practicum	CF 220	3 credits	
General Elective		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 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.

* This course must be chosen in consultation with an academic advisor.

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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Computer Information Systems – Information Technology

Information Technology is designed for those people who wish 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).

COMPUTER INFORMATION SYSTEMS – INFORMATION TECHNOLOGY COURSE SEQUENCE

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

ENGL 101 - English Composition I	3 credits	ENGL 101
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OA 102 - Keyboarding or OA 110 - Professional Keyboarding	1 or 3 credits	
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CIS 103 - Applied Computer Technology	3 credits	Tech Comp
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CIS 106 - Introduction to Computer Programming	4 credits	
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CIS 105 - Windows Professional Operating System	4 credits	
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SECOND SEMESTER

MATH 118 - Intermediate Algebra or above	3 credits	Mathematics
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ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
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CIS 150 - Data Communications	CIS 104 or CIS 105	4 credits	
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MATH 121 - Computer and Logic or MATH 163 - Discrete Math	MATH 161 with a grade of "C" or better or MATH 162 or higher	3 or 4 credits	
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CIS 205 - Database Management Systems	CIS 103	4 credits	
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THIRD SEMESTER

CIS or CSCI Elective*	3 or 4 credits	
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Natural Science Elective	3 or 4 credits	Natural Science
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CIS or CSCI Elective*	3 or 4 credits	
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CIS 270 - Systems Analysis and Design	CIS 205	4 credits	
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CIS or CSCI Elective*	3 or 4 credits	
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FOURTH SEMESTER

Social Science Elective	3 credits	Social Sciences
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Humanities Elective	3 credits	Humanities
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CIS or CSCI Elective*	3 or 4 credits	
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CIS or CSCI Elective (if necessary to reach the minimum of 15 credits of CIS or CSCI electives)*	3 or 4 credits	
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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.

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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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 credits
CIS 105	Windows Professional Operating Systems	CIS 103	4 credits
CIS 150	Data Communications and Networking	CIS 104 or CIS 105	4 credits
CIS 252	Windows Server Administration	CIS 150	4 credits
CIS 204	Linux and Unix Operating Systems or	CIS 104 or CIS 105	3 or 4 credits
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

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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 credits
OA 106	Microsoft Word and PowerPoint		3 credits
OA 161	Business Communications		3 credits
CIS 103	Applied Computer Technology		3 credits

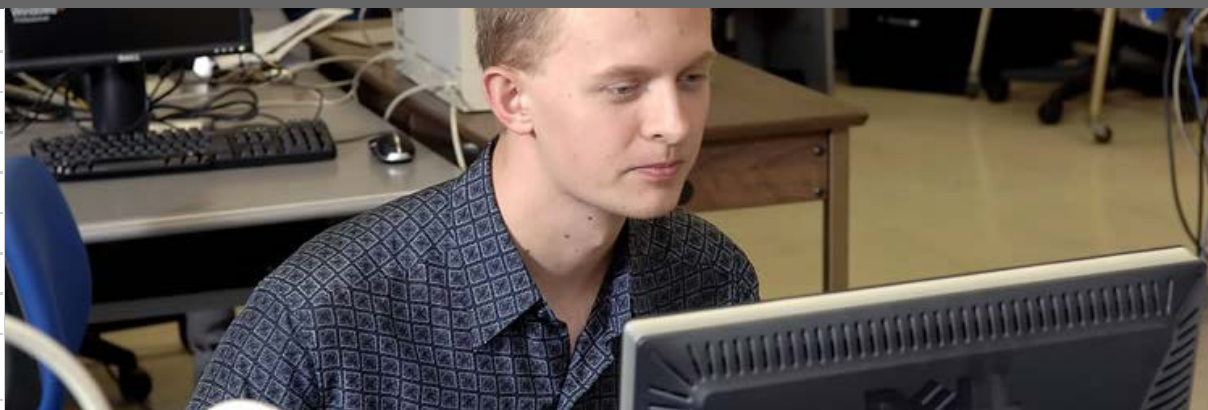
Total Credits: 9 or 12

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.

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 e-mail www.ccp.edu.

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College Catalog Fall 2010 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 161 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.
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FIRST SEMESTER

CSCI 111 - Programming and Algorithm Development I	MATH 161 or equivalent	4 credits	
MATH 163 - Discrete Mathematics	MATH 161	4 credits	Mathematics
MATH 171 - Calculus I	MATH 162 or dept. approval	4 credits	
ENGL 101 - English Composition I		3 credits	ENGL 101

SECOND SEMESTER

CSCI 112 - Programming and Algorithm Development II	CSCI 111 or dept. approval		
MATH 270 - Linear Algebra	MATH 171, MATH 172	4 credits	
MATH 172 - Calculus II	MATH 171 or dept. approval	4 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit

THIRD SEMESTER

CSCI 211 - Data Structures and Algorithms	CSCI 112 and MATH 163 or dept. approval	4 credits	
CSCI 212 - Computer Architecture and Assembly Language	CSCI 112 and MATH 163 or dept. approval	4 credits	
PHYS 111* - General Physics I or PHYS 140 - Mechanics, Heat and Sound	MATH 162 MATH 171	4 credits	
Humanities Elective		3 credits	Humanities

FOURTH SEMESTER

CSCI 213 - Introduction to Computer Organization	CSCI 212 or dept. approval	4 credits	
PHYS 112* - General Physics II or	PHYS 111 or dept approval	4/5 credits	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172 or dept. approval		
Social Science Elective		3 credits	Social Sciences
CIS 103 - Applied Computer Technology		3 credits	Tech Comp

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.

* 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.

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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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 Cours Sequence

Course Number	Course Title	Prerequisites	Credits
CSCI 111	Programming and Algorithm Development I		4 credits
CSCI 112	Programming and Algorithm Development II		4 credits
CSCI 211	Data Structures		4 credits
MATH 121 or MATH 163	Computer Math and Logic or Discrete Mathematics		3 credits 4 credits

Total Credits: 15 or 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:

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Construction Management

This program prepares students for a variety of careers in the construction industry and related fields, such as estimators, schedulers, managers, surveyors, specifiers, quality control supervisors, materials testers, construction materials and equipment salespersons, and site inspectors. 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 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 knowledge and skills in the investigation and resolution of construction planning, scheduling and management.
- 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 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 and Construction		3 credits	Tech Comp*
ADC 103 - CAD Basics		3 credits	Tech Comp*
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ENGL 101 - English Composition I		3 credits	ENGL 101
MATH 137 - Geometry for Design1 or higher level mathematics course		3 credits	Mathematics

SECOND SEMESTER

ADC 163 - Digital Documentation in Architecture and Construction	ADC 103	3 credits	
ADC 136 - Building Codes	ENGL 101 which may be taken concurrently	3 credits	
ADC 186 - Surveying	ADC 101	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3 credit	

THIRD SEMESTER

ADC 236 - Construction Cost Estimating I	ADC 101	3 credits	
ADC 246 - Contracts and Specifications	ADC 101	3 credits	
Directed Elective - select one of the following		3 credits	
ADC 253 - Environmental Systems I	ADC 101 and ADC 103 or ADC 109		
ADC 254 - Environmental Systems II	ADC 253		
ADC 226 - Structures I - Analysis	ADC 101 , MATH 118 or higher		
ADC 227 - Structures II - Design	ADC 226		
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101		
Humanities Elective		3 credits	Humanities
Social Science Elective		3 credits	Social Sciences

FOURTH SEMESTER

Directed Elective - select one from the list above		3 credits	
Directed Elective - select one from the list above		3 credits	
ADC 237 - Construction Cost Estimating II - Computer Methods & Cost Benefit Analysis	ADC 236	3 credits	
ADC 261 - Construction Management and Scheduling	ADC 246	3 credits	
Science Elective ¹		3/4 credits	Natural Science
Social Science Elective		3 credits	

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**, **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.

Transfer institutions vary on the courses accepted for transfer. Consult transfer agreements and departmental advisors or the specific schools to determine choice.

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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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, food safety, nutrition and supervision in the hospitality industry.
- 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 AND GRADUATION REQUIREMENTS:

A total of 66 credit hours as prescribed must be successfully completed with a grade point average of 2.0. Some students may wish to take additional courses beyond program requirements. Additional expenses for students in the program include uniforms, knife set, medical and dental examinations and field trips.

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.
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FIRST SEMESTER

CAHM 110 - Introduction to the Hospitality Industry		3 credits	
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ENGL 101 - English Composition I		3 credits	ENGL 101
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CIS 103 - Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra		3 credits	Mathematics
CAHM 170 - Elementary Food Prep., Principles & Practices		4 credits	
SECOND SEMESTER			
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
Humanities Elective		3 credits	Humanities
Social Science Elective		3 credits	Social Sciences
CAHM 171 - Quantity Food Preparation	CAHM 170	4 credits	
CAHM 151 - Elementary Baking and Pastry		4 credits	
SUMMER (14-Week Session)			
CAHM 198 - Work Experience (400 hours)	CAHM 110	3 credits	
THIRD SEMESTER			
Science Elective*		3/4 credits	Natural Science
CAHM 271 - Food, Beverage & Labor Cost Controls	CAHM 110	3 credits	
CAHM 210 - American Cuisine	CAHM 170	4 credits	
CAHM 185 - Dining Room Management		3 credits	
CAHM 266 - Hospitality Law		3 credits	
FOURTH SEMESTER			
CAHM 211 - Techniques of Garde Manger & International Cuisine	CAHM 170	4 credits	
CAHM 276 - Food & Beverage Management	CAHM 171	3 credits	
CAHM 270 - Advanced Food Production, Nutrition and Finishing	CAHM 171	4 credits	
CAHM 280 - Introduction to Supervision in the Hospitality Industry	CAHM 110 & CAHM 198	3 credits	

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**. 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.

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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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 MATH 017 ready.

Professional Cooking Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
CAHM 170	Elementary Food Preparation, Principles and Practices*		4 credits
CAHM 151	Elementary Baking and Pastry		4 credits
CAHM 171	Quantity Food Preparation	CAHM 170	4 credits
CAHM 210 or CAHM 270	American Cuisine Advanced Food Production, Nutrition and Finishing	CAHM 170 CAHM 171	4 credits

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.

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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, school health, physician's assistant, 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. For the Health Careers concentration students, **ECON 112** or **MATH 251** is recommended as the second math course.

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.

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.

COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
English 101 - English Composition I		3 credits	ENGL 101
Math 118 - Intermediate Algebra or above		3 credits	Mathematics
Social Science Elective		3 credits	Social Sciences
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
Natural Science Course with Lab (breadth requirement)		4 credits	Natural Science
SECOND SEMESTER			
Second Math or Statistics course ¹		3/4 credits	
English 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
Social Science Elective		3 credits	
Natural Science Course with Lab (Breadth Requirement)		4 credits	
Humanities Elective		3 credits	Humanities
THIRD SEMESTER			
Concentration Elective ²		3 credits	
Natural Science Course with Lab or Technology Requirement (depth req.)		3/4 credits	

Social Science Elective	3 credits
Humanities Elective	3 credits
General Elective	3 credits
FOURTH SEMESTER	
Natural Science Course with Lab or Technology Requirement (depth req.)	3/4 credits
General Elective	3 credits
General Elective	3 credits
General Elective ³	3 credits

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 Science/Technology concentration: take second math course at **MATH 135** level or higher. Health Careers concentration: **ECON 112** or **MATH 251** is recommended.

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

³Students 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.

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.

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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 81 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 credits	Tech Comp
ENGL 101 - English Composition I		3 credits	ENGL 101
FIRST SEMESTER—FALL			
DH 115 - Oral Head and Neck Anatomy	ENGL 101, CIS 103	3 credits	
DH 135 - Dental Radiology	ENGL 101, CIS 103	3 credits	
DH 150 - Dental Auxiliary Practices	ENGL 101, CIS 103	4 credits	
DH 191 - Clinical Dental Hygiene I	ENGL 101, CIS 103, CPR Certification	3 credits	
BIOL 109 - Anatomy and Physiology I		4 credits	Natural Science
SECOND SEMESTER—			
DH 165 - Nutrition and Biochemistry	BIOL 109, DH 115, DH 135, DH 150, DH 191	4 credits	
DH 192 - Clinical Dental Hygiene II	BIOL 109, ENGL 102, DH 115, DH 135, DH 150, DH 191	3 credits	
DH 121 - Oral Histology and Embryology	BIOL 109, DH 115, DH 135, DH 150, DH 191	2 credits	
BIOL 110 - Anatomy and Physiology II	BIOL 109	4 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
SUMMER SESSION I			
BIOL 241 - Principles of Microbiology	BIOL 109	4 credits	
PSYC 101 - Introduction to Psychology		3 credits	Social Sciences
SUMMER SESSION II			
SOC 101 - Introduction to Sociology		3 credits	Am/Global Diversity, Writing Intensive, Interpretive
Math 118 - Intermediate Algebra or higher		3 credits	Mathematics
THIRD SEMESTER—FALL			

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

FOURTH SEMESTER—SPRING

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

SUMMER SESSION I

DH 295 - Clinical Dental Hygiene V	DH 271, DH 294, ENGL 115	2 credits
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MINIMUM CREDITS NEEDED TO GRADUATE: 80

General Education Requirements

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

For More Information Contact:

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Diagnostic Medical Imaging

This curriculum provides students with the entry-level skills needed to use ionizing radiation in both diagnostic radiographic and fluoroscopic procedures. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), and graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT).

The Diagnostic Medical Imaging curriculum begins once a year in Summer Session II (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. Demonstrate they possess the knowledge and skills to competently and safely perform radiographic/fluoroscopic procedures as American Registry of Radiologic Technologists (ARRT) certified radiographers.
2. Demonstrate effective communication skills, critical thinking and problem solving skills.
3. Demonstrate the importance of lifelong learning and professionalism through advanced education and professional continuing education.

PROGRAM ENTRY REQUIREMENTS:

Admission is selective 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. Arrange and complete 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 laboratory test results of a complete blood count, serology, urinalysis, tuberculin PPD test. Immunizations, 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).
2. Verification of medical insurance is mandatory.
3. Applicants must attend a scheduled program orientation prior to entry.
4. DMI student-radiographer uniform purchase.
5. Attendance at Summer Session II Study Skills Workshops.
6. The student must 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.

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.

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 program director of DMI.

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.
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SUMMER SESSION II

DMI 101 - Introduction to Diagnostic Medical Imaging		2 credits	
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MATH 118 or higher		3 credits	Mathematics
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FIRST SEMESTER—FALL

DMI 105 - Image Production and Evaluation I	Coreq: DMI 131	4 credits	
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DMI 119 - Intro to Radiologic Physics		2 credits	
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DMI 131 - Patient Care and Procedures I	Coreq: DMI 105	5 credits	
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DMI 181 - Radiographic Osteology and Pathology I		2 credits	
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BIOL 109 - Anatomy & Physiology I		4 credits	Natural Science
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SECOND SEMESTER—SPRING

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

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

SUMMER SESSION II

DMI 199 - Clinical Education IV	DMI 198	2 credits
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THIRD SEMESTER—FALL

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

DMI 222 - Angiographic/Interventional Procedures	DMI 221	3 credits
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DMI 232 - Patient Procedures IV	DMI 231	5 credits
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Humanities Elective	3 credits	Humanities
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ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
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SUMMER SESSION I

DMI 299 - Clinical Education VII	DMI 232	2 credits
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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.

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.

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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 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 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 credits	
Math 118 - Intermediate Algebra or higher		3 credits	Mathematics
PHOT 151 - Digital Imaging		3 credits	

ENGL 101 - English Composition	3 credits	ENGL101
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CIS 103 - Applied Computer Technology	3 credits	Tech Comp
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SECOND SEMESTER

DVP 120 - Camera and Lighting Techniques for Digital Video Production	PHOT 104 with grade B or better	4 credits
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DVP 130 - Audio Techniques for Digital Video Production	PHOT 104 with grade B or better	4 credits
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DVP 140 - Video Editing Techniques for Digital Video Production	PHOT 104 with grade B or better	4 credits
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ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
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THIRD SEMESTER

ENGL 271 - Language of Film	ENGL 101	3 credits
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DVP 150 - Producing and Directing Techniques for Digital Video Production	PHOT 104 with grade B or better	4 credits
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Social Science Elective	3 credits	Social Science
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Science Elective	3 credits	Natural Science
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Humanities Elective	3 credits	Humanities
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FOURTH SEMESTER

DVP 210 - Advanced Techniques for Digital Video Production-Location	DVP 120, DVP 130, DVP 140, DVP 150	4 credits
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DVP 220 - Advanced Techniques for Digital Video Production-Studio	DVP 120, DVP 130, DVP 140, DVP 150	4 credits
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Photo 299 - Professional Practices	DVP 120, DVP 130, DVP 140, DVP 150	3 credits
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Directed Elective Choose one of the following		3/4 credits
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ENGL 205 - Creative Writing	ENGL 101
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ENGL 282 - Script Writing	ENGL 205
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ENGL 272 - Topics in Film Study	ENGL 271
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PHOT 211 - Event and Corporate Videography	PHOT 104
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DVP 240 - Advanced Video Editing Techniques for Digital Video Production	
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ENGL 107 - Society and Mass Communications	ENGL 101 , which may be taken concurrently
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ENGL 116 - Interpersonal Communication	ENGL 101 or ENGL 114
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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**. 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.

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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Early Childhood Education

The Early Childhood Education program develops the knowledge and skills of students interested in working in a variety of programs for infants, toddlers and preschool-age children. Graduates of this program work as staff and directors of child care centers, group supervisors in child care centers, parent educators and children's museum staff members. The program provides both a sound theoretical foundation in principles of human growth and development from the prenatal to the early school years, as well as a functional understanding of programs and curricula appropriate to the young child. Students participate in field experiences in child care centers, nursery schools, kindergartens, family child care homes and programs providing special services for children.

Course content includes experiences designed to enable students to demonstrate knowledge and skills necessary for work with young children. The program emphasizes observation, communication and interpersonal skills, objectivity, maturity and nurturing behaviors.

STUDENT LEARNING OUTCOMES:

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

- Accurately discuss stages of development for young children.
- Plan developmentally-appropriate and inclusive environments and curriculum for young children.
- Describe and demonstrate appreciation for family diversity and structure and be able to create an effective action plan to respond to family issues.
- Demonstrate a commitment to principles of ethics, communication and advocacy aligned with the Early Childhood profession.
- Identify career opportunities open to individuals with an Early Childhood Education degree and indicate knowledge of how and where to utilize their competencies.

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 program.

Because students will be required to observe and work with young children in child care agencies or family child care settings, the ECE 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 criminal, child abuse, and health clearances, clearly stating that they have no criminal record, no child abuse record, and are free of communicable illness prior to each of the ECE practica. See Practicum Handbook for more information. (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. The College may consider other types of convictions in determining eligibility for maintaining enrollment in the Early Childhood Education program. The Early Childhood Education program accepts both full-time and part-time students.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Associate in Applied Science (A.A.S.) Degree in Early Childhood Education, a student must complete a minimum of 66 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 ECE courses. Only one early childhood practicum (**ECE 195**, **ECE 196**, **ECE 296**) may be repeated, and may only be repeated once. Students employed in direct care in a child care setting may complete one practicum at their place of employment, provided the site and circumstances meet ECE program and Commonwealth requirements. During their matriculation in the ECE program, it is strongly recommended that students register for classes with designated ECE academic advisors.

Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending a departmental hearing.

DEGREE AND CERTIFICATE PROGRAMS:

Students' performance may be reviewed annually, or as the individual situation requires, to ascertain whether their skills are appropriate for the early childhood education field. Faculty reserve the right to drop students from the program at any time if they are unable to demonstrate appropriate professional skills, ethical behavior or satisfactory academic performance. Students have a right to appeal this decision. If students are dismissed from the program, every effort will be made to link them with counseling and assistance to transfer to another curriculum. All students must complete the Early Childhood course sequence within eight academic years of the date of admission to the first Early Childhood Education course.

LIFE EXPERIENCE CREDITS:

ECE majors may be eligible to apply for up to six credits for life experience. Interested students should contact the program coordinator for further information regarding the criteria and an application.

EARLY CHILDHOOD EDUCATION COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL 101
ECE 121 - Program Planning and Curriculum Development I		3 credits	
ECE 111 - History and Trends in Early Childhood Education		3 credits	
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
ECE 196 - Practicum in Early Childhood Education*	ECE majors only	4 credits	
SECOND SEMESTER			
PSYC 101 - Introduction to Psychology		3 credits	Social Sciences
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology		3 credits	Am/Global Diversity
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
ECE 131 - Teacher-Parent-Child Relationships		3 credits	
THIRD SEMESTER			
ECE 151 - Health, Safety and Nutrition of Young Children		3 credits	
EDUC 201 - Introduction to Education	ENGL 101	3 credits	
ECE 241 - Children's Literature	ENGL 101	3 credits	Interpretive Studies
ECE 291 - Observing and Recording Techniques	(ECE majors only) ECE 196 or ECE 296 which may be taken concurrently	3 credits	

ECE 296 - Practicum in Early Childhood Education II	(ECE majors only)	4 credits
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BIOL 106 - General Biology I		4 credits Natural Science
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FOURTH SEMESTER

ECE 281 - Career Growth and Development or ECE 275 - Early Childhood Professional Leadership	ENGL 101	3 credits
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SOC 212 - Sociology of Marriage and Family or	SOC 101 or ANTH 112	3 credits
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PSYC 201 - Child Psychology	PSYC 101	
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ECE 221 - Program Planning and Curriculum	ENGL 101 , ECE 121	3 credits
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ECE 261 - Teaching of Language Arts	ENGL 101 , ECE 121	3 credits
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Humanities Elective		3 credits Humanities
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MINIMUM CREDITS NEEDED TO GRADUATE: 66
General Education Requirements

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement. The **Writing Intensive** requirement may be met in one of two ways. Students may choose to take **Sociology 101**. Students who choose **Anthropology 112** (see above) then must choose a Humanities elective 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 who complete the Family Child Care Proficiency Certificate and pursue the A.A.S. degree in Early Childhood Education may take **ECE 195** in lieu of **ECE 196**.

For More Information Contact:

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

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Education — Elementary 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 – Elementary Option is appropriate for students who wish to prepare for a teaching career in an elementary (K-6) school.

The Education curriculum has fourteen 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 and mentors, 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 Praxis I – Pre-Professional Skills Test (PPST) before entry into these courses.

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 interested in the field of education may enroll in this curriculum. They 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/or mathematics before enrolling in Education courses.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

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

EDUCATION — ELEMENTARY OPTION COURSE SEQUENCE

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

FIRST SEMESTER

ENGL 101 - English Composition I		3 credits	ENGL 101
MATH 150 - Introductory Data Analysis or MATH 151 - Linear Math	"C" or better in MATH 118 or MATH 161 placement	3 credits	Mathematics
PSYC 101 - Introduction to Psychology		3 credits	Social Sciences
Art/Music ART 103 - History of Art I or ART 104 - History of Art II or MUS 103 - Introduction to Music or MUS 105 - From Bach to Beethoven or MUS 106 - Great Romantic Music or MUS 120 - Music of Black Americans or MUS 121 - Modern American Music		3 credits	
CIS 103 - Applied Computer Technology		3 credits	Tech Comp

SECOND SEMESTER

ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MATH 152 - Probability ¹	"C" or better in MATH 118 or MATH 161 placement	3 credits	
HIST 101 - U.S. History: The Colonial Period or HIST 102 - U.S. History: The 19th Century or HIST 103 - U.S. History: The 20th Century		3 credits	Humanities, Interpretive Studies
EDUC 201 - Introduction to Education	ENGL 101 , May Be Taken Concurrently	3 credits	
EDUC 202 - Introduction to the Foundation of Education Field Experience		3 credits	Writing Intensive

THIRD SEMESTER

GEOG 101 - Introduction to Geography or GEOG 103 - Cultural Geography or GEOG 222 - World Regional Geography	GEOG 101 or GEOG 103	3 credits	
Laboratory Science (Biology 106 - General Biology I or other Biology, Chemistry or Physics)		4 credits	Natural Science
Foreign Language (any 100 or 200 level course)		3 credits	
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology		3 credits	Am/Global Diversity
Literature Elective or Humanities 101 or 102 ²	ENGL 101 ENGL 101 , which may be taken concurrently	3 credits	

FOURTH SEMESTER

EDUC 225 - Educational Psychology	PSYC 101	3 credits	
ENGL 115 - Public Speaking		3 credits	
ECON 181 - Principles of Economics:		3 credits	

Macroeconomics

EASC 111 - Environmental Conservation or PHYS 108 - Descriptive Astronomy or Laboratory Science (Biology, Chemistry or Physics)	3/4 credits
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PSYC 215 - Developmental Psychology or PSYC 201 - Child Psychology	PSYC 101 3 credits
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EDUC 226 - Teaching with Technology ³ or Foreign Language (any course at 102 level or above) or Philosophy or other Humanities or Social Science course ⁴	3 credits
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MINIMUM CREDITS NEEDED TO GRADUATE: 64**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 Or higher mathematics courses selected in consultation with an advisor.

² Literature is strongly recommended; consult with advisor and use transfer worksheets for best choice of courses.

³ EDUC 226 is especially recommended. Consult with advisor and use transfer worksheets for best choice of courses.

⁴ Alternative courses in these disciplines may be selected with the approval of the curriculum 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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Education—Secondary Humanities/Citizenship 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/Citizenship Education Option is appropriate for students who plan to pursue careers teaching humanities (such as English and foreign languages) or citizenship 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 fourteen 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 and mentors, 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 Praxis I — Pre-Professional Skills Test (PPST) before entry into these courses.

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 interested in the field of education may enroll in this curriculum. They 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/or mathematics before enrolling in Education courses.

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/CITIZENSHIP EDUCATION OPTION 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 150 - Introductory Data Analysis or MATH 151 - Linear Mathematics ¹	"C" or better in MATH 118 or equivalent placement	3 credits	Mathematics
Lab Science (BIOL 106 - General Biology I or other BIOL, CHEM or PHYS)		4 credits	Natural Science
PSYC 101 - Introduction to Psychology		3 credits	Social Sciences
Art/Music/Philosophy - select one ART 103 - History of Art I or ART 104 - History of Art II or MUS 103 - Introduction to Music or MUS 105 - Bach to Beethoven or MUS 106 - Great Romantic Music or MUS 120 - Music of Black Americans or MUS 121 - Modern American Music or PHIL 101 - Introduction to Philosophy or PHIL 211 - Ethical Problems or PHIL 251 - World Religion or PHIL 252 - Philosophy of Religion ²		3 credits	
SECOND SEMESTER			
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MATH 152 - Probability ¹	"C" or better in MATH 118 or MATH 161 placement		
Science (Lab or non-lab science)		3/4 credits	
HIST 101 - U.S. History: The Colonial Period or HIST 102 - U.S. History: The 19th Century or HIST 103 - U.S. History: The 20th Century		3 credits	Humanities, Interpretive Studies
EDUC 201 - Introduction to Education	ENGL 101 which may be taken concurrently	3 credits	
THIRD SEMESTER			
Literature Elective or HUM 101 - Cultural Traditions or HUM 102 - Cultural Traditions ³	ENGL 101 ENGL 101 , which may be taken concurrently	3 credits	
EDUC 226 - Technology for Teachers	CIS 103	3 credits	Tech Comp
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	
For Secondary Ed. Citizenship Education Teachers: POLS 111 - American Government or For Secondary Ed. Humanities Teachers: Humanities Elective		3 credits	
Foreign Language or other Humanities or Social Science course ²		3 credits	
FOURTH SEMESTER			

EDUC 202 - Introduction to the Foundations of Education Field Experience 3 credits Writing Intensive

For Secondary Ed. Citizenship Education Teachers: 3 credits

GEOG 101 - Introduction to Geography or

GEOG 103 - Cultural Geography or

GEOG 180 - Urban Geography or

GEOG 222 - World Regional Geography² For Secondary Ed. Humanities Teachers: **GEOG 101** or **GEOG 103**

ANTH 112 - Cultural Anthropology or

SOC 101 - Introduction to Sociology or

GEOG 101 or **GEOG 103** or **GEOG 180** or **GEOG 222**²

GEOG 101 or **GEOG 103** for **GEOG 222**

PSYC 215 - Developmental Psychology **PSYC 101** 3 credits

Foreign Language or other Humanities or Social Science course (additional American History recommended)² 3 credits

For Secondary Ed. Citizenship Education Teachers: 3 credits

ECON 181 - Principles of Economics (Macroeconomics) or **ECON 182** - Principles of Economics (Microeconomics)

For Secondary Ed. Humanities Teachers: Humanities Elective

MINIMUM CREDITS NEEDED TO GRADUATE: 64

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.

¹ Or higher mathematics courses selected in consultation with an advisor.

² Consult with advisor and use transfer worksheets to determine the best science, humanities, or social science course choice.

³ 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.

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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 fourteen 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 and mentors, 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 Praxis I — Pre-Professional Skills Test (PPST) before entry into these courses.

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 interested in the field of education may enroll in this curriculum. They 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/or mathematics before enrolling in Education courses. Since students in the Math/Science Option begin mathematics with Calculus I, it is necessary for those students who have not tested into it to take the prerequisite math courses (MATH 161 and MATH 162, or their equivalents at another college) either before enrolling or while enrolled in the program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

A minimum of 62 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 credits	ENGL 101
MATH 171 - Calculus I	MATH 162 or permission of dept. head	4 credits	Mathematics
PSYC 101 - Introduction to Psychology		3 credits	>Social Sciences
Art/Music/Philosophy/Foreign Language course		3 credits	Humanities
ART 103 - History of Art I or ART 104 - History of Art II or MUS 103 - Introduction to Music or MUS 105 - Bach to Beethoven or MUS 106 - Great Romantic Music or MUS 120 - Music of Black Americans or MUS 121 - Modern American Music or PHIL 101 - Introduction to Philosophy or PHIL 211 - Ethical Problems or PHIL 251 - World Religions or PHIL 252 - Philosophy of Religion or Foreign language: any 100 or 200-level course ¹			
HIST 101 - U.S. History: The Colonial Period or HIST 102 - U.S. History: 19th Century or HIST 103 - U.S. History: 20th Century or ECON 181 - Principles of Economics (Macroeconomics) or ECON 182 - Principles of Economics (Microeconomics) ¹		3 credits	
SECOND SEMESTER			
For Secondary Ed. Math/Physics Teachers:		4/5 credits	Natural Science
PHYS 111 - General Physics I or PHYS 140 - Mechanics, Heat and Sound ¹	MATH 162 or permission of dept. head MATH 171 or permission of dept. head		
For Secondary Ed, Biol, Chem or General Science	CHEM 121 - College Chemistry	CHEM 110 (or permission of dept. head) and MATH 118	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MATH 172 - Calculus II	MATH 171	4 credits	
EDUC 201 - Introduction to Education	ENGL 101 which may be taken concurrently	3 credits	
THIRD SEMESTER			
EDUC 202 - Introduction to the Foundations of Education Field Experience		3 credits	Writing Intensive
For Secondary Ed. Math/Physics Teachers:		4/5 credits	
PHYS 112 - General Physics II or	PHYS 111 or permission of dept. head		

PHYS 241 - Electricity, Magnetism and Light¹

PHYS 140, MATH 172, or permission of dept. head

For Secondary Ed., Biol., Chem. or General Science Teachers:

BIOL 123 - Cellular and Molecular Biology or

CHEM 121 or **CHEM 110** and High School Biology or permission of dept. head

CHEM 122 - College Chemistry

CHEM 121 with "C" or better

EDUC 225 - Educational Psychology¹

PSYC 101

3 credits

Literature Elective or
HUM 101 or **HUM 102 - Cultural Traditions**²

ENGL 101
ENGL 101, which may be taken concurrently.

3 credits

MATH 270 - Linear Algebra
For Secondary Ed. Science Teachers:
BIOL 123 or **BIOL 124** or **CHEM 121** or **CHEM 122** or **PHYS 111** or **PHYS 241** or other Biology, Chemistry or Physics¹

MATH 171 and **MATH 172** (172 can be concurrent)
See prerequisites listed above

3 credits

FOURTH SEMESTER

EDUC 226 - Technology for Teachers

CIS 103

3 credits Tech Comp

ANTH 112 - Cultural Anthropology 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 Geography¹

GEOG 101 or **GEOG 103**

3 credits

PSYC 215 - Developmental Psychology

PSYC 101

3 credits

ENGL 115 - Public Speaking

ENGL 101 which may be taken concurrently

3 credits

For Secondary Ed. Math/ Physics Teachers:

MATH 172

4 credits

MATH 271 - Calculus III¹

For Secondary Ed. Biol., Chem. or General Science Teachers:

BIOL 124 - Organismal Biology or

BIOL 123

CHEM 122 - College Chemistry

CHEM 121

PHYS 112 - General Physics I

PHYS 111

MINIMUM CREDITS NEEDED TO GRADUATE: 62

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 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 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.

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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 credits	
MATH 171 - Calculus I	MATH 161 - MATH 162	4 credits	Mathematics

CHEM 121 - College Chemistry I	CHEM 110 (or H.S. chemistry)	4 credits
ENGL 101 - English Composition I		3 credits ENGL 101
CIS 103 - Applied Computer Technology		3 credits Tech Comp
SECOND SEMESTER		
ENGR 202 - Engineering Design and Laboratory II	ENGR 102	4 credits Writing Intensive
PHYS 140 - Mechanics, Heat and Sound	MATH 171	5 credits Natural Science
MATH 172 - Calculus II	MATH 171	4 credits
MATH 270 - Linear Algebra	MATH 171, MATH 172	4 credits
SUMMER SESSION I		
ENGL 102 - English Composition II	ENGL 101	3 credits ENGL 102
THIRD SEMESTER		
MATH 271 - Calculus III	MATH 172, MATH 270	4 credits
CHEM 122 - College Chemistry II	CHEM 121	4 credits
ENGR 221 - Statics ¹	PHYS 140, MATH 172	3 credits
PHYS 241 - Electricity, Magnetism and Light	PHYS 140, MATH 172	5 credits
FOURTH SEMESTER		
Humanities Elective		3 credits Humanities
Social Science Elective		3 credits Social Sciences
MATH 272 - Differential Equations	MATH 172, MATH 270	4 credits
ENGR 222 - Dynamics ¹	ENGR 221, MATH 271	3 credits
CSCI 111 - Program Alg. Dev. I or ENGR 205 - Materials Engineering	MATH 161 PHYS 241, MATH 172	4 credits

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**.

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.

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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.

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 credits	Tech Comp*
ADC 103 – CAD Basics		3 credits	Tech Comp*
LEAD 104 – Introduction to Leadership Studies		3 credits	
ENGL 101 – English Composition I		3 credits	ENGL 101
MATH 118 - Intermediate Algebra or higher		3 credits	>Mathematics
SECOND SEMESTER			
ADC 112 – Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 163 – Digital Documentation in ADC 103 Architecture and Construction		3 credits	
MNGT 121 – Introduction to Business		3 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
ADC 212 – Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3 credits	
THIRD SEMESTER			
ADC 253 – Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3 credits	
ADC 246 – Contracts and Specifications	ADC 101	4 credits	
One course is selected from the following:		3 credits	
MNGT 141 –Principles of Management	MNGT 121		
MNGT 142 – Management Information Systems	MNGT 121		
MNGT 246 – Principles of Operation Management	MNGT 121		
MNGT 262 – Business Law			
Humanities Elective		3 credits	Humanities
ECON 182 – Principles of Economics (Microeconomics)		3 credits	
FOURTH SEMESTER			
RE 101 – Real Estate Fundamentals		3 credits	
ADC 261 – Construction Management and Scheduling	ADC 246	4 credits	
One course is selected from the following:		3 credits	
ADC 136 – Building Codes Systems	ENGL 101		
ADC 226 – Structures I – Analysis	ADC 101		
ADC 236 – Construction Cost Estimating I	ADC 101		

ADC 254 – Environmental Systems II ADC 253

Science Elective ¹	3/4 credits	Natural Science
Social Science Elective	3 credits	Social Sciences

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.

¹Transfer institutions vary on the courses accepted for transfer. Consult transfer agreements and departmental advisors or the specific schools to determine choice.

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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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.

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).

which may be taken concurrently

FACILITY MANAGEMENT – DESIGN OPTION COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ADC 101 – Introduction to Design and Construction		3 credits	Tech Comp*
ADC 103 – CAD Basics		3 credits	Tech Comp*
ADC 109 – Design Studio I		4 credits	
ENGL 101 – English Composition I		3 credits	ENGL 101
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
SECOND SEMESTER			
ADC 112 – Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 159 – Design Studio II	ADC 109		
MNGT 121 – Introduction to Business		3 credits	
Social Science Elective		3 credits	Social Sciences
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
THIRD SEMESTER			
ADC 212 – Construction Materials and Detailing: Methods	ADC 103 or ADC 109		
ADC 253 – Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3 credits	
Directive elective, one course is selected from the following:		3/4 credits	
ADC 160 - Architectural Presentation	ADC 103, ADC 109		
ADC 163 - Digital Documentation in Architecture and Construction	ADC 103		
ADC 192 - Color and Lighting	ADC 101		
ADC 254 - Environmental Systems II	ADC 253		
ADC 209 - Design Studio III	ADC 159 and ADC 160		
LEAD 104 Introduction to Leadership Studies		3 credits	
Humanities Elective		3 credits	Humanities
FOURTH SEMESTER			
ECON 182 - Principles of Economics (Micro)		3 credits	
RE 101 – Real Estate Fundamentals		3 credits	
One course is selected from the following:		3 credits	
MNGT 141 - Principles of Management	MNGT 121		
MNGT 142 - Management Information Systems Management	MNGT 121 which may be taken concurrently		
MNGT 262 - Business Law			

Directive Elective — select one from list above

3/4 credits

Science Elective¹

3/4 credits 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.

¹Transfer institutions vary on the courses accepted for transfer. Consult transfer agreements and departmental advisors or the specific schools to determine choice.

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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Finance

The Finance curriculum leads to an Associate in Applied Science (A.A.S.) degree. This curriculum provides a strong business background with special focus on financial analysis. Completion of this curriculum will prepare students for positions as branch bank manager, consumer loan office manager, analyst, statistical assistant in a securities office or other positions in the banking, security, investment and loan business.

Student Learning Outcomes:

Upon completion of the Finance curriculum, the student will be able to:

- Demonstrate an understanding of the conceptual framework for why markets exist.
- Demonstrate an understanding of the role of federal regulation and financial institutions in the market.
- Consider and interpret risk in investments and examine the theory of portfolio construction and the efficient-markets theory.
- Communicate effectively with customers and other financial professionals orally and in writing.

Program Entry Requirements:

The program is open to interested students. However, 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 are required for graduation.

FINANCE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ECON 181 - Principles of Economics (Macroeconomics)		3 credits	
ACCT 101 – Financial Accounting		4 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 higher placement	3 credits	Mathematics
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**ENGL 102** - English Composition II**ENGL 101**

3 credits ENGL 102, Info Lit

ACCT 102 - Managerial Accounting**ACCT 101** with a grade of "C" or better

3 credits

ECON 182 - Principles of Economics (Microeconomics)

3 credits

Social Science Elective

3 credits Social Sciences

FIN 151 - Risk Management and Insurance

3 credits

THIRD SEMESTER**ECON 112** - Statistics I**MATH 118** or higher placement

4 credits

MNGT 141 - Principles of Management**MNGT 121**

3 credits

FIN 191 - Financial Management**ACCT 101**

3 credits

CIS 103 - Applied Computer Technology

3 credits Tech Comp

Humanities Elective

3 credits Humanities

FOURTH SEMESTER**ECON 114** - Statistics II**ECON 112**

3 credits

ECON 291 - Financial Markets and Institutions or**ECON 181**

3 credits

FIN 292 - Investments**FIN 191**

Science Elective

3 or 4 credits

General Elective

3 credits

General Elective

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 **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**, 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.

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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Fire Science

Continued technical progress and expanded emphasis on fire prevention and fire safety have created increased demands for skilled fire service personnel. This curriculum is designed to serve the needs of Philadelphia firefighters and volunteer firefighters desiring to progress in expertise, skill and rank, as well as of individuals interested in developing competence as fire safety professionals. They may work as fire code enforcement officers, fire protection technicians and designers, fire prevention equipment sales representatives or technical experts, and fire safety officials for businesses and government agencies. The program also prepares high school graduates or those pursuing a career change to become firefighters or enter the expanding fire safety and public safety administration fields. These private sector occupations involve building inspections, code enforcement, fire protection equipment testing, fire investigation and fire prevention.

Most program course offerings are held evening and weekends to accommodate diverse schedules. The program has an articulation agreement with Holy Family University for students desiring to continue study leading to a baccalaureate degree which guarantees students 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.
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FIRST SEMESTER

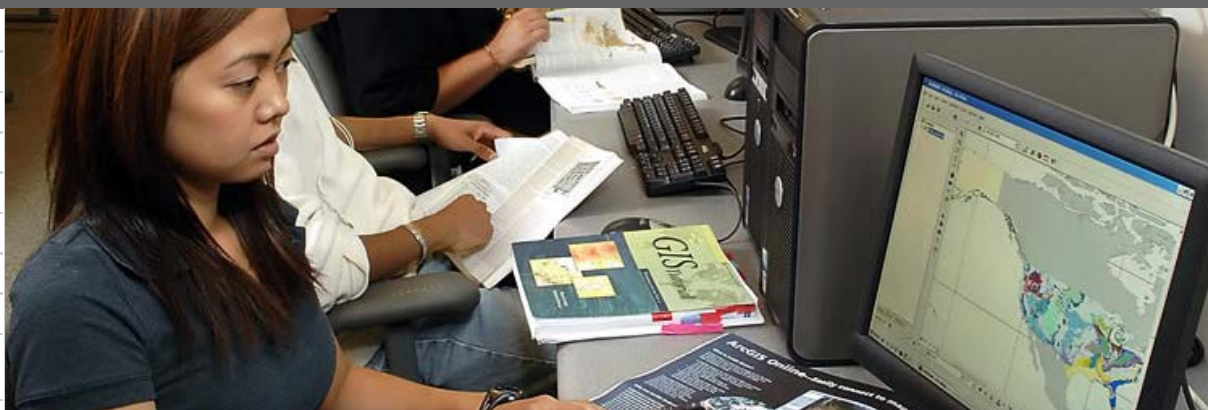
FSCI 104 – Fire Prevention and Building Codes	3 credits	
ENGL 101 - English Composition I	3 credits	ENGL 101
FSCI 111 – Emergency Scene Management	3 credits	
MATH 118 - Intermediate Algebra or higher	MATH 117	3 credits Mathematics
FSCI 142 – Introduction to Occupational Health and Safety for Firefighters	3 credits	
SECOND SEMESTER		
ENGL 102 - English Composition II	ENGL 101	3 credits ENGL 102, Info Lit
FSCI 181 – Building Construction for the Fire Service	3 credits	
CHEM 110 - Introductory Chemistry	4 credits	Natural Science
FSCI 271 – Hazardous Materials	3 credits	
CIS 103 – Applied Computer Technology	3 credits	Tech Comp
THIRD SEMESTER		
Social Science Elective	3 credits	Social Sciences
FSCI 172 – Fire Detection and Suppression Systems	3 credits	
FSCI 221 – Fire Prevention and Protection	3 credits	
Foreign Language (first of two semester sequence)	3 credits	Humanities, Am/Global Diversity
PHYS 105 – Survey of Physics	4 credits	
FOURTH SEMESTER		
Social Science Elective	3 credits	
FSCI 281 – Fire Investigation	3 credits	
FSCI 241 – Fire Administration	3 credits	
FSCI 291 – Computer Assisted Pre-Fire Planning	3 credits	
Foreign Language (second of two semester sequence)	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 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.

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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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.

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	CIS 103 (must be taken concurrently or prior)	3 credits	
GEOG 101 - Introduction to Physical Geography or GEOG 103 - Introduction to Human		3 credits	Social Science

Geography

ENGL 101 - English Composition I		3 credits	ENGL 101
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra		3 credits	Mathematic
SECOND SEMESTER			
GIS 102 - Intermediate GIS	GIS 101	3 credits	
GIS 104 - Principles of Computer Cartography & Visualization	GIS 101	3 credits	
GEOG 101 - Introduction to Physical Geography or		3 credits	
GEOG 103 - Introduction to Human Geography or			
GEOG 180 - Urban Geography or			
GEOG 222 - World Regional Geography	GEOG 101 or GEOG 103		
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102 and Info Lit
Directed Elective (see list below)		3 credits	
THIRD SEMESTER			
GIS 201 - Advanced Geospatial Applications	GIS 102	3 credits	
GEOG 101 - Introduction to Physical Geography or		3 credits	
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 credits	Natural Science
Directed Elective (see list below)		3 credits	
General Elective		3 credit	
FOURTH SEMESTER			
GIS 203 - Remote Sensing and Global Positioning Technologies	GIS 101, Math 118	3 credits	
Directed Elective (see list below)		3 credits	
Humanities Elective		3 credits	Humanities
Directed Elective (see list below)		3 credits	
General Elective		3 credits	

MINIMUM CREDITS NEEDED TO GRADUATE: 60**Directed Electives**

ADC 103 - CAD Basics
ADC 186 - Surveying
ART 105 - Drawing I
ART 125 - Design I
ART 150 - Introduction to Computer Art/Graphics
CIS 105 - Windows Professional Operating System
CIS 150 - Data Communication
CIS 205 - Data Base Management Systems
CSCI 111 - Programming and Algorithm Development I
MATH 121 - Computer Mathematics and Logic

MATH 137 - Geometry for Design

MATH 161 - Precalculus I

MATH 162 - Precalculus II

MATH 163 - Discrete Mathematics

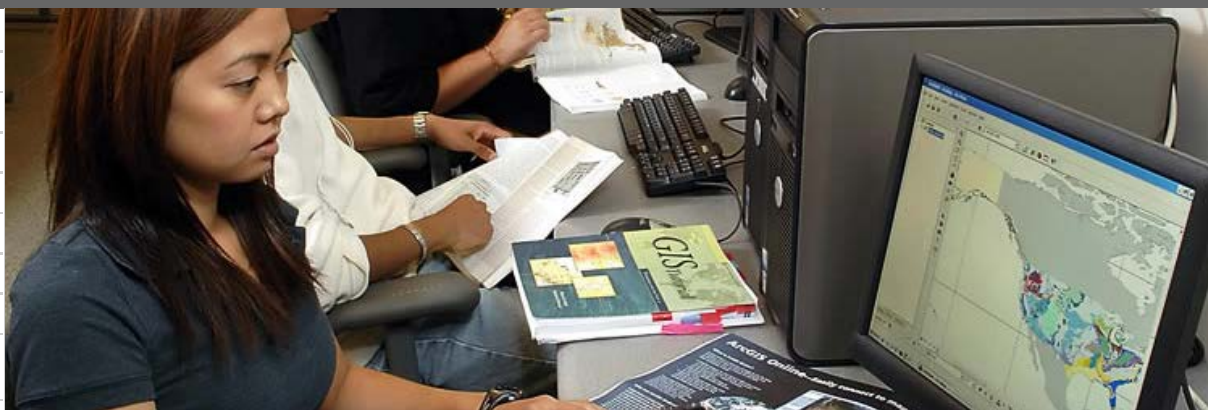
MATH 251 - Statistics for Science

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.

For Additional 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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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:

1) develop substantial theoretical and practical competencies relating to GIS; 2) develop foundational understanding and skills in the use of industry standard software; and 3) 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 credits
GIS 101 – Introduction to Geographic Information Systems	CIS 103 , which may be taken concurrently	3 credits
FIRST SEMESTER		

GEOG 101 – Introduction to Physical Geography or	3 credits
GEOG 103 – Cultural Geography	

ENGL 101 – English Composition I	3 credits
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MATH 118 - Intermediate Algebra or higher	3 credits
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GIS 102 - Intermediate Geographic Information Systems	GIS 101	3 credits
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SECOND SEMESTER

ENGL 102 – English Composition II	ENGL 101	3 credits
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GIS 104 - Principles of Computer Cartography and Visualization	GIS 101	3 credits
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GIS 201 - Advanced GIS Systems	GIS 102	3 credits
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SUMMER OR THIRD SEMESTER

GIS 203 - Remote Sensing and Global Positioning Technologies	GIS 101, MATH 118	3 credits
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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.

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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 following four courses based on skill level, prior experience and interest. **GIS 101** has a prerequisite/corequisite of **CIS 103**; however this requirement can be waived for individuals with appropriate technology skills.

Geographic Information Systems Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites and Corequisites	Credits
Select 3 of the following courses			9 credits
GIS 101	Introduction to Geographic Information Systems	CIS 103 , which may be taken concurrently	
GIS 102	Intermediate Geographic Information Systems	GIS 101	
GIS 104	Principles of Computer Cartography and Visualization	GIS 101	
GIS 201	Advance Geospatial Applications	GIS 101	

GIS 203 Remote Sensing and Global Positioning
Technologies

GIS 101

Total to Graduate: 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, and participation in class activities.

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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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 US 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:

- Utilize their knowledge and skills to successfully transfer to a baccalaureate degree program in health services administration.
- Demonstrate effective communication, critical thinking and problem-solving skills while serving the needs of the profession.
- Maintain professional competence by utilizing opportunities for continuing education and career advancement.
- Identify current issues and trends affecting the US 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.

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 62 credit hours as prescribed, attain a grade point average of 2.0 and receive a grade of "C" or better in each core course and in each required prerequisite 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 credits	Am/Global Diversity
AH 103 - Medical Terminology		3 credits	
ENGL 101 - English Composition I		3 credits	ENGL 101

BIOL 106 – General Biology I		4 credits	Natural Science
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
SECOND SEMESTER			
AH 112 - Medical Administrative Procedures		3 credits	
AH 120 - Reimbursement Methodologies in Health Care		3 credits	
PSYC 101 – Introduction to Psychology		3 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
THIRD SEMESTER			
AH 204 - Medical Law and Ethics	ENGL 101	3 credits	
ACCT 101 – Financial Accounting		4 credits	
AH 220 - Information Management Systems in Health Care	CIS 103, AH 112	3 credits	
Social Science Elective		3 credits	Social Science
Humanities Elective		3 credits	Humanities
FOURTH SEMESTER			
AH 260 - Supervisory Management in Health Care	AH 204	3 credits	
AH 222 - Health Care Policy and Administration	AH 120, AH 204	3 credits	
AH 224 - Current Issues and Trends in Health Care	AH 120, AH 204	3 credits	
Humanities Elective		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 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.

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.

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College Catalog Fall 2010 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 credits	
ENGL 101 – English Composition I		3 credits	ENGL 101
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra or		3 credits	Mathematics

higher

CAHM 170 – Elementary Food Preparation, Principles, and Practices	4 credits
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SECOND SEMESTER

ENGL 102 – English Composition II	ENGL 101	3 credits
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Social Science Elective	3 credits	Social Science
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CAHM 120 – Hotel Front Office Management	3 credits
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CAHM 171 – Quantity Food Preparation	CAHM 170	4 credits
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CAHM 266 – Hospitality Law	3 credits
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SUMMER (14-Week Session)

CAHM 198 – Work Experience (400 hours)	3 credits
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THIRD SEMESTER

ECON 181 – Principles of Economics (Macroeconomics) or	3 credits
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ACCT 101 – Financial Accounting	4 credits
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CAHM 271 – Food, Beverage Management & Labor Cost Controls	CAHM 110	3 credits
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CAHM 130 – Hotel Facilities Management	CAHM 110	3 credits
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CAHM 278 – Hospitality Marketing	3 credits
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FOURTH SEMESTER

Science Elective*	3 or 4 credits	Natural Science
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Humanities Elective	3 credits	Humanities
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CAHM 185 – Dining Room Management	3 credits
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CAHM 276 – Food & Beverage Management	CAHM 171	3 credits
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CAHM 280 – Introduction to Supervision in the Hospitality Industry	CAHM 110, CAHM 198	3 credits
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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.

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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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. After four years of this employment, they are qualified to take the NCIDQ (National Council for Interior Design Qualification) professional examination.

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 67 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 credits	Tech Comp*
ADC 103 - CAD Basics		3 credits	Tech Comp*
ADC 109 - Design Studio I		4 credits	
ENGL 101 - English Composition I		3 credits	ENGL 101
ART 105 - Drawing I		3 credits	
SECOND SEMESTER			
ADC 159 - Design Studio II	ADC 103, ADC 109	4 credits	
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3 credits	
ADC 192 - Color and Lighting	ADC 101	3 credits	
MATH 137 - Geometry for Design (or above as per placement)	MATH 118 placement	3 credits	Mathematics
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
THIRD SEMESTER			
ADC 209 - Design Studio III	ADC 159, ADC 160	4 credits	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3 credits	
ADC 260 - Advanced Presentation Techniques	Prereq: ADC 160 and ADC 209 which may be taken concurrently; or ADC 163 which may be taken concurrently	3 credits	
Directed Elective - select one of the following		3 credits	
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109		
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 credits	Humanities
FOURTH SEMESTER			
Social Science Elective		3 credits	Social Sciences
ADC 259 - Design Studio IV	ADC 209	4 credits	

ADC 222 - History of Architecture and Interiors II Prereq: **ADC 221** and **ENGL 102** which may be taken concurrently 3 credits

Directed Elective - select one from the list above 3 credits

Science Elective 3/4 credits Natural Science credits

Social Science Elective 3 credits

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**, **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.

¹ Transfer institutions vary on the courses accepted for transfer. Consult transfer agreements and departmental advisors or the specific schools to determine choice.

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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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.
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FIRST SEMESTER

ENGL 101 - English Composition I		3 credits	ENGL 101
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MATH 118 - Intermediate Algebra (or higher)	3 credits	Mathematics
Foreign Language ¹	3 credits	Am/Global Diversity
CIS 103 - Applied Computer Technology	3 credits	Tech Comp
Science Elective ²	3/4 credits	Natural Science
SECOND SEMESTER		
ENGL 102 - English Composition II ENGL 101	3 credits	ENGL 102, Info Lit
Humanities Elective ³	3 credits	Humanities
Artistic/Oral	3 credit	
Foreign Language ¹	3 credits	
Social Science Elective	3 credits	Social Sciences
THIRD SEMESTER		
American Diversity ³	3 credits	
Science Elective ²	3/4 credits	
Foreign Language or Social Science (Global Diversity) or Humanities Elective (Global Diversity) ^{1,3}	3 credits	
Social Science Elective (Global Diversity) ³	3 credits	
Humanities Elective (Global Diversity) ³	3 credits	
FOURTH SEMESTER		
Foreign Language or Social Science (Global Diversity) or Humanities Elective (Global Diversity) ^{1,3}		
Any 200-level Anthropology, Geography, Psychology or Sociology	3 credits	
Humanities Elective (Global Diversity) ³	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 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.

For More Information Contact:

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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 five core Justice courses, the curriculum offers four concentrations. Each concentration 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 teaches them how 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. In addition, students are required to attend a group or individual informational session with the Justice coordinator.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

Students are required to take five core courses and five courses within their chosen concentration. In addition, six prescribed general education courses and four directed electives are required.

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 credits	
JUS 171 - Juvenile Justice		3 credits	Social Sciences
ENGL 101 - English Composition I		3 credits	ENGL 101
SOC 101 - Introduction to Sociology		3 credits	Writing Intensive, Interpretive Studies, Am/Global Diversity
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
SECOND SEMESTER			
PSYC 101 - Introduction to Psychology		3 credits	
JUS 241 - Criminal Law		3 credits	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3 credits	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
THIRD SEMESTER			
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3 credits	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3 credits	
JUS 291 - Contemporary Issues in Justice		3 credits	
MATH 118 - Intermediate Algebra (or higher)		3 credits	Mathematics
Natural Science		3/4 credits	Natural Science
FOURTH SEMESTER			
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3 credits	

Directed Elective ¹	3 credit
Directed Elective ¹	3 credits
Directed Elective ¹	3 credits
Humanities Elective	3 credits Humanities

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.

For More Information Contact:

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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, the Justice academic certificate program offers four concentrations. Each concentration 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 teaches them how 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. In addition, students are required to attend a group or individual information session with the Justice

coordinator.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

For an academic certificate in Justice, students are required to take three core courses, three concentration courses from one of the designated "clusters" and four prescribed general education courses. It is recommended that students select these courses in consultation with a justice faculty advisor. 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 credits
JUS 171 - Juvenile Justice		3 credits
ENGL 101 - English Composition I		3 credits
CIS 103 - Applied Computer Technology		3 credits
MATH 118 - Intermediate Algebra (or higher)		3 credits
SECOND SEMESTER		
ENGL 102 - English Composition II	ENGL 101	3 credits
JUS 241 - Criminal Law	JUS 101	3 credits
Concentration course - select one from the list below	JUS 101	3 credits
Concentration course - select one from the list below	JUS 101	3 credits
Concentration course - select one from the list below	JUS 101	3 credits

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:

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Liberal Arts — African American and African Diaspora Studies Option

The African American and African Diaspora Studies Option is appropriate for students who desire to study the African Diaspora and to prepare for leadership and scholarship roles while pursuing a liberal education and qualifying to transfer to a baccalaureate degree-granting institution.

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.

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, the evidence used to support its assertions, and its explanatory utility.
- Communicate effectively through written and oral means and through other forms as appropriate.
- Explain the chronology and geographic contours of the African diaspora.
- Explain the social, economic and political origin and impact of the African diaspora both on the nations of Africa as well as the United States, Latin America and the Caribbean.

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 — AFRICAN AMERICAN AND AFRICAN DIASPORA STUDIES OPTION COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL 101
CIS 103 - Applied Computer Technology*		3 credits	Tech Comp

MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
Laboratory Science Elective		4 credits	Natural Science
PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology		3 credits	Social Sciences
SECOND SEMESTER			
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL102, Info Lit
MATH 150 - Introductory Data Analysis	MATH 118	3 credits	
IDS 150 - Introduction to African Diaspora Studies	ENGL 101	3 credits	Humanities
ENGL 250 - African American Literature I or ENGL 251 - African American Literature II or ENGL 256 - African Literature	ENGL 101	3 credits	Interpretive Studies Am/Global Diversity
HIST 220 - African American History to 1877		3 credits	
THIRD SEMESTER			
ANTH 112 - Cultural Anthropology		3 credits	
ENGL 115 - Public Speaking		3 credits	
ARAB 101 - Introductory Arabic or FREN 101 - Introductory French or SWAH 101 - Introductory Swahili		3 credits	
HIST 221 - African American History since 1865		3 credits	
HUM 180 - Introduction to African Cultures and Civilizations	ENGL 101 (pre- or corequisite)	3 credits	
FOURTH SEMESTER			
ARAB 102 - Introductory Arabic or FREN 102 - Introductory French or SWAH 102 - Introductory Swahili	ARAB 101 FREN 101 SWAH 101 (must take two in same language; see above)	3 credits	
ART 120 - Art in Africa or MUS 120 - Music of Black Americans or GEOG 103 - Cultural Geography or GEOG 180 - Urban Geography or GEOG 222 - World Regional Geography	GEOG 101 or GEOG 103	3 credits	
ANTH 211 - African Peoples and Cultures	Any social or behavioral science course	3 credits	
SOC 233 - The Sociology of Ethnic and Minority Group Relations	SOC 101 or ANTH 112	3 credits	Writing Intensive
Science Elective		3/4 credits	

MINIMUM CREDITS NEEDED TO GRADUATE: 61

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

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.

For More Information Contact:

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College Catalog 2010-2011, Vol. 1, Issue 1 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.
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FIRST SEMESTER

ENGL 101 - English Composition I	3 credits	ENGL 101
MATH 118 - Intermediate Algebra (or higher)	3 credits	Mathematics
CIS 103 - Applied Computer Technology*	3 credits	Tech Comp
Social Science or Humanities Elective	3 credits	
Social Science or Humanities Elective	3 credits	

SECOND SEMESTER

ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
1st in Social Science Cluster		3 credits	Social Sciences
1st in Humanities Cluster		3 credits	Humanities
General Elective		3 credits	
Science (at least one science must include a lab)		3/4 credits	Natural Science

THIRD SEMESTER

2nd in Social Science Cluster	3 credits
2nd in Humanities Cluster	3 credits
General Elective	3 credits
Science (at least one science must include a lab)	3/4 credits
Artistic/Oral	3 credits

FOURTH SEMESTER

General Elective	3 credits
General 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 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 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 Department.

View the [Liberal Arts Course Selection Guide](#) to see which courses fulfill Liberal Arts requirements.

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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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) and maintain a 3.0 GPA.

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		3 credits	Tech Comp

Technology

Lab Science Elective	4 credits	Natural Science
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SECOND SEMESTER

ENGL 102H - English Composition II or ENGL195H - Writing in the Humanities and Social Sciences I	3 credits	ENGL 102, Info Lit
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PHIL 297H - Philosophy in the Context of Intellectual History: Ancient and Medieval	ENGL 297H, HIST 297H, IDS 297H	3 credits
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HIST 297H - Intellectual History: Ancient and Medieval	ENGL 297H, PHIL 297H, IDS 297H	3 credits	Social Sciences, Am/ Global Diversity
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ENGL 297H - Literature in the Context of Intellectual History: Ancient and Medieval	PHIL 297H, HIST 297H, IDS 297H	3 credits
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IDS 297H - Seminar in the Humanities and Social Sciences: Ancient and Medieval	ENGL 297H, HIST 297H, PHIL 297H	3 credits	Interpretive Studies
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THIRD SEMESTER

ENGL 196H - Writing in the Humanities and Social Sciences II	3 credits	Writing Intensive
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PHIL 298H - Philosophy in the Context of Intellectual History: Modern	ENGL 298H, HIST 298H, IDS 298H	3 credits
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HIST 298H - Intellectual History: Modern	ENGL 298H, PHIL 298H, IDS 298H	3 credits
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ENGL 298H - Literature in the Context of Intellectual History: Modern	PHIL 298H, HIST 298H, IDS 298H	3 credits
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IDS 298H - Seminar in the Humanities and Social Sciences: Modern	ENGL 298H, HIST 298H, PHIL 298H	3 credits
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FOURTH SEMESTER

Science Elective (non-lab or lab)	3/4 credits
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Humanities Elective	3 credits
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General Elective*	3 credits
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General Elective*	3 credits
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General Elective*	3 credits
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MINIMUM CREDITS NEEDED TO GRADUATE: 61**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.

Typically students in the Liberal Arts – Honors Option complete two full time semesters (15 credits each) as indicated above. Alternatively, students may select one-15 credit block and 12 additional Honors designated courses to equal the required 27 credits in Honors designated courses.

* 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.

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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Liberal Arts — Humanities 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 Humanities Option is appropriate for students who wish to emphasize humanities fields, whether for personal interest or with the goal to transfer in such subjects as English, philosophy, art or music history, arts administration, religion, American studies, pre-law 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 foreign 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 the ability to interpret artistic and humanistic texts — i.e., works of literature, art, music, film, history and philosophy.
- 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 class presentations.

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 — HUMANITIES OPTION COURSE SEQUENCE

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

ENGL 101 - English Composition I		3 credits	ENGL 101
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MATH 118 - Intermediate Algebra (or higher)	3 credits	Mathematics
CIS 103 - Applied Computer Technology*	3 credits	Tech Comp
Social Science or Humanities Elective	3 credits	
Humanities Elective	3 credits	Humanities
SECOND SEMESTER		
ENGL 102 - English Composition II ENGL 101	3 credits	ENGL 102, Info Lit
1st in Social Science Cluster	3 credits	Social Sciences>
1st in Humanities Cluster	3 credits	
Humanities Elective	3 credits	
Science (at least one science must include a lab)	3/4 credits	
THIRD SEMESTER		
2nd in Social Science Cluster	3 credits	
2nd in Humanities Cluster	3 credits	
Humanities Elective	3 credits	
Science (at least one science must include a lab)	3/4 credits	
Artistic/Oral	3 credits	
FOURTH SEMESTER		
Humanities Elective	3 credits	
General 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 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 Diversity** and two courses designated **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.

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

View the [Liberal Arts Course Selection Guide](#) to see which courses fulfill Liberal Arts requirements.

For More Information Contact:

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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 credits
FIRST SEMESTER		
MATH 118 - Intermediate Algebra or higher		3 credits
CIS 103 - Applied Computer Technology		3 credits
Social Science Elective		3 credits
ENGL 205 - Creative Writing	ENGL 101	3 credits
SECOND SEMESTER		

Select one of the following: **ENGL 101** 3 credits
ENGL 208 - Introduction to Literature: Prose
ENGL 209 - Introduction to Literature: Poetry
 or any other literature course

ENGL 102 - English Composition II **ENGL 101** 3 credits

Directed Elective - Select one of the following: 3 credits
 Literature course or
ENGL 137 - Introduction to Theatre (**ENGL 137** recommended for students taking **ENGL 282**) **ENGL 101**

Select one of the following: 3 credits
ENGL 280 - Poetry Writing **ENGL 205**
ENGL 281 - Fiction Writing **ENGL 205**
ENGL 282 - Scriptwriting **ENGL 205**

THIRD SEMESTER

Select one of the following: 3 credits
ENGL 280 - Poetry Writing **ENGL 205**
ENGL 281 - Fiction Writing **ENGL 205**
ENGL 282 - Scriptwriting **ENGL 205**

ENGL 285 - Portfolio Development Prerequisite: Enrollment in the certificate program in Creative Writing. Two of the following: **ENGL 280, 281, 282**, one of which may be taken concurrently 3 credits

MINIMUM CREDITS NEEDED TO GRADUATE: 33 credits

For More Information Contact:

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Liberal Arts — Leadership Studies 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 Leadership Studies Option is appropriate for students who desire to study leadership issues and prepare for leadership roles while pursuing a liberal education and qualifying to transfer to a baccalaureate degree-granting institution.

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:

- Develop greater insight into their past and present experiences as followers and leaders, and into their own leadership strengths, tendencies and aspirations.
- Improve their ability to understand and assess the talents of other people within an organization, and to motivate and organize them in the pursuit of common goals.
- Communicate effectively through oral and written means, including supportive and critical listening, group decision making, public speaking, and producing essays, research papers, press releases, grant proposals and other written forms.
- Demonstrate ability to compare and apply major leadership theories, as well as models, styles and practices of leadership that are effective in civic, professional, business, political and other kinds of organizations.
- Understand how perceptions of race, ethnicity, class, gender and other significant social differences affect organizations and communities, and how leadership can help people modify faulty perceptions and bridge differences.
- Demonstrate critical analysis of cases of leader/follower behavior, taking into account power dynamics and methods of influence, and recognizing and evaluating arguments and other attempts to persuade, along with their assumptions, logic, evidence and use of emotional appeals.
- Demonstrate enhanced ability to create or maintain an organization through the use of mission statements, committee and/or team work, productive meetings, effective planning and delegation, accountability and conflict management.
- Integrate learning gained from advanced or sequential social science and humanities courses with knowledge gained in Leadership courses, and demonstrate a leader's ability to apply theoretical social science and humanities-based knowledge to practical situations.

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. It is highly recommended that students entering the Leadership Studies Option program as new students take the **Freshman Orientation Seminar, FOS 101**.

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 — LEADERSHIP STUDIES OPTION COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL101
LEAD 104 - Introduction to Leadership Studies ^{1, 3}		3 credits	
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology		3 credits	Social Sciences
General Elective (in consultation with academic advisor)		3 credits	
SECOND SEMESTER			
LEAD 114 - Leadership for Effective Organizations ¹		3 credits	
ENGL 125 - Community Involvement: Theory and Practice		3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
ENGL 115 - Public Speaking	ENGL 101 or ENGL 114	3 credits	
General Elective (in consultation with academic advisor)		3 credits	
THIRD SEMESTER			
MATH 150 - Introductory Data Analysis ²	MATH 118 with "C" grade or MATH 161 placement	3 credits	Mathematics
Science Elective (Lab)		4 credits	Natural Science
Social Science Elective (Global Diversity)		3 credits	Am/Global Diversity
General Elective (in consultation with academic advisor)		3 credits	
ENGL 116 - Interpersonal Communication	ENGL 101 or ENGL 114	3 credits	
FOURTH SEMESTER			
POLS 117 - Local and State Government with Cases from Philadelphia and Pennsylvania or HIST 103 - United States History: The 20th Century or SOC 233 - Sociology of Ethnic and Minority Groups or ANTH 202 - Gender Roles in Cross-cultural Perspective	SOC 101 or ANTH 112 ENGL 101 plus one of the following ANTH 101 , ANTH 112 or SOC 101	3 credits	

Humanities Elective (Global Diversity)	3 credits	Humanities
Social Science Elective	3 credits	
Humanities Elective	3 credits	
Science Elective	3/4 credits	

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 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 **Leadership 101, 102 and 103** cumulatively are equivalent to **Leadership 104**. **Leadership 111, 112 and 113** cumulatively are equivalent to **Leadership 114**.

² Students who need to take **Math 118** before taking **Math 150** may use one of the three general elective slots to accomplish this.

³ Students who take **Leadership 104** cannot use **Leadership 101, 102 or 103** as a program general elective. Likewise, students who take **Leadership 114** cannot use **Leadership 111, 112 or 113** as a program general elective. Students who take **POLS 117** cannot use **POLS 114, POLS 115 or POLS 116** as a general elective.

NOTE: Students simultaneously entering the College and the Leadership Studies Option program are strongly encouraged to take the **Freshman Orientation Seminar, FOS 101**.

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

For More Information Contact:

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Leadership Studies Academic Certificate

The certificate program in Leadership Studies provides a coherent array of courses for the development of leadership knowledge and skills. The program provides valuable instruction for leaders and potential leaders among current students and other citizens who are members of neighborhood, civic, arts and community organizations, as well as people working in the social services, health, education and business professions.

This program allows for 6 credits of elective study through which students may specialize in specific areas of leadership. For students so specializing, the six credits will come from guided electives to be selected by participating departments and programs at the College.

Students successfully completing the 33 credits of work required to earn the certificate in Leadership Studies may elect to continue their education, earning the A.A. degree in Liberal Arts after completing 28 additional course hours as stipulated.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Develop greater insight into their past and present experiences as followers and leaders, and into their own leadership strengths, tendencies and aspirations.
- Communicate effectively through oral and written means, including supportive and critical listening, group decision making, public speaking and producing essays, research papers, press releases, grant proposals, and other written forms.
- Demonstrate ability to compare and apply major leadership theories, as well as models, styles and practices of leadership that are effective in civic, professional, business, political and other kinds of organizations.
- Understand how perceptions of race, ethnicity, class, gender and other significant social differences affect organizations and communities, and how leadership can help people modify faulty perceptions and bridge differences.
- Demonstrate enhanced ability to create or improve an organization through the use of mission statements, committee and/or team work, productive meetings, effective planning and delegation, accountability and conflict management.

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 identified as needing developmental course work must satisfactorily complete the appropriate developmental English and mathematics courses in addition to the college-level courses required by this certificate program. Students earning an associate's degree who have already taken the required English, math and computer information systems courses of the program may add the Leadership certificate by taking the 6 credits of core leadership courses and meeting all other requirements for the certificate. It is highly recommended that new college students entering the Leadership Studies certificate program take the **Freshman Orientation Seminar, FOS 101**.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To complete the program successfully, students must finish the 33 credits of study with a grade point average of at least 2.0.

LEADERSHIP STUDIES ACADEMIC CERTIFICATE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits
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FIRST SEMESTER

ENGL 101 - English Composition I		3 credits
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LEAD 104 - Introduction to Leadership Studies (or LEAD 101 , LEAD 102 , and LEAD 103)		3 credits
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CIS 103 - Applied Computer Technology		3 credits
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Elective (In consultation with academic advisor)*		3 credits
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PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or POLS 117 - Local and State Government with Cases from Philadelphia and Pennsylvania (or POLS 114 , POLS 115 and POLS 116)		3 credits
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SECOND SEMESTER

LEAD 114 - Leadership for Effective Organizations (or LEAD 111 , LEAD 112 , and LEAD 113)		3 credits
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ENGL 125 - Community Involvement: Theory and Practice		3 credits
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ENGL 102 - English Composition II	ENGL 101	3 credits
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Elective (In consultation with academic advisor)*		3 credits
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ENGL 115 - Public Speaking	ENGL 101 or ENGL 114	3 credits
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MATH 118 or higher		3 credits
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MINIMUM CREDITS NEEDED TO GRADUATE: 33

*A student who takes **Leadership 104** cannot use **Leadership 101**, **102**, or **103** as a program elective, nor can a student who takes **Leadership 114** use **Leadership 111**, **112** or **113** as a program elective.

NOTE: It is highly recommended that new college students entering the Leadership Studies certificate program take the Freshman Orientation Seminar, **FOS 101**.

For More Information Contact:

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Community Outreach Specialist Proficiency Certificate

DESCRIPTION:

The Community Outreach proficiency certificate will focus on examining various approaches to community engagement. Through exposure to leadership practice and community involvement each student will develop interpersonal skills needed to successfully work with diverse consumer groups. Students will learn about influence, power, and input into public decision-making over one or more spheres of activity such as an organization, an area of interest, an institution, a neighborhood, county or a city. The proficiency certificate is designed to help develop or expand the leadership base in counties and equip local community workers with skills to manage and direct human service change in their neighborhoods. This urban-based community college program operates with co-sponsors including local government, local Chambers of Commerce, boards or commissioners, faith-based ministries, human service prevention and intervention programs and other groups interested in community improvement and empowerment.

The program is designed for people who are interested in employment as social service assistants, prevention specialists, community outreach workers, consumer advocate specialists, youth advocate specialists, mental health assistants, or faith based support specialists. When completed, students may apply the courses to the program certificate in **Leadership Studies** and the Associate Degree in **Liberal Arts - Leadership Option**.

STUDENT LEARNING OUTCOMES:

Upon completion of this Community Outreach Specialist proficiency certificate the student will be able to:

- Define leadership as a concept for building stronger community.
- Identify common traits of leaders and understand how to develop them.
- Illustrate knowledge of various types and styles of community involvement.
- Analyze power and influence as a leadership/community tool.
- Explain power dynamics (specifically empowerment and power imbalance) within groups and how they impact decision making and civic engagement.
- Illustrate knowledge of communication theory and its corresponding concepts of transparency and collaboration as tools for building a civil society.
- Develop strategies for bringing about change within organizations and community groups.
- Execute basic conflict resolution practices.
- Demonstrate cultural fluency and develop strategies for working in intercultural settings.

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.

COMMUNITY OUTREACH SPECIALIST PROFICIENCY CERTIFICATE COURSE SEQUENCE

Course Number	Course Title	Prerequisites	Credits
BHHS 105	Group Dynamics		3 credits

LEAD 104	Introduction to Leadership Studies	3 credits
ENGL 101	English Composition I	3 credits
ENGL 116	Interpersonal Communications	ENGL 101 4 credits
ENGL 125	Community Involvement	3 credits

Total Credits: 15

SUCCESSFUL COMPLETION:

Successful completion of the program requires a "C" or better grade 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.

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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Liberal Arts — Religious Studies Option

The Liberal Arts — Religious Studies Option 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 Liberal Arts degree program is for liberal arts 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 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.

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 Liberal Arts — Religious Studies Option, 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 — RELIGIOUS STUDIES OPTION COURSE SEQUENCE

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

ENGL 101 - English Composition I		3 credits	ENGL 101
CIS 103 - Applied Computer		3 credits	Tech Comp

Technology*

MATH 118 - Intermediate Algebra or higher	3 credits	Mathematics
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RS 101 - Introduction to Religion	3 credits	Interpretive Studies
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PHIL 101 - Introduction to Philosophy	3 credits	
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SECOND SEMESTER

ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL102, Info Lit
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RS/PHIL 151 - World Religions	3 credits	Am/Global Diversity
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PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology	3 credits	>Social Sciences
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Religious Studies Electives—choose one from the list below	3 credits	
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RS/PHIL 152 - Philosophy of Religion RS/HIST 170 - Religion in American History, or RS 175 - Religions of the Middle East		
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Laboratory Science	4 credits	Natural Science
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THIRD SEMESTER

Humanities Elective	3 credits	Humanities
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Artistic/Oral	3 credits	
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Science Elective	3/4 credits	
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Religious Studies Electives—choose one from the list above	3 credits	
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Social Science Elective (Global Diversity)	3 credits	
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FOURTH SEMESTER

General Elective	3 credits	
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General Elective	3 credits	
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General Elective	3 credits	
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General Elective	3 credits	
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General Elective	3 credits	
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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.

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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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, counseling, 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 Corequisites	Credits	Gen Ed Req.
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FIRST SEMESTER

ENGL 101 - English Composition I	3 credits	ENGL 101
MATH 118 - Intermediate Algebra (or higher)	3 credits	Mathematics
CIS 103 - Applied Computer Technology*	3 credits	Tech Comp
Social Science or Humanities Elective	3 credits	
Social Science Elective	3 credits	
SECOND SEMESTER		
ENGL 102 - English Composition II ENGL 101	3 credits	ENGL 102, Info Lit
1st in Social Science Cluster	3 credits	Social Sciences
1st in Humanities Cluster	3 credits	Humanities
Social Science Elective	3 credits	
Science (at least one science must include a lab)	3/4 credits	Natural Science
THIRD SEMESTER		
2nd in Social Science Cluster	3 credits	
2nd in Humanities Cluster	3 credits	
Social Science Elective	3 credits	
Science (at least one science must include a lab)	3/4 credits	
Artistic/Oral	3 credits	
FOURTH SEMESTER		
Social Science Elective	3 credits	
Social Science 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 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 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 Department.

View the [Liberal Arts Course Selection Guide](#) to see which courses fulfill Liberal Arts requirements.

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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College Catalog 2010-2011, Vol. 1, Issue 1 Management – Entrepreneurship Option

The Management curriculum provides students with training in management concepts, procedures and organizational structures required for entry-level positions in business, industry and government. The program offers four options: Management, Real Estate, Human Resources and Entrepreneurship.

Degree graduates seek employment in positions with job titles such as management trainee, sales representative, job supervisor and researcher, and entry-level positions in organizations that eventually lead to a job as assistant manager, buyer coordinator, communications director, distribution manager, distribution supervisor, operations manager, office manager, public relations manager, purchasing agent, sales manager, sales assistant manager, service manager and shipping manager. The programs also enable currently employed workers to move forward in their current occupations.

PROGRAM ENTRY REQUIREMENTS:

This 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 part of their degree.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

A minimum of 61 credits and a grade point average of 2.0 are required for graduation with an Associate in Applied Science (A.A.S.) degree in Management.

Upon completion of this program graduates will be able to:

- Apply effectively their knowledge of small business management concepts and practices in for-profit and nonprofit ventures as owners or managers in today's challenging and changing economic environment.
- Use computer technology and software for decision support and information retrieval in new and existing ventures for small businesses.
- Develop and evaluate a business plan for a small business and its impact on the owner or manager as well as the community.
- Collaborate effectively with others in situations requiring teamwork, leadership and negotiations using verbal and nonverbal communications.
- Identify business-related problems, consider alternatives and reach conclusions based on logical and written analysis in a small business environment.
- Demonstrate an understanding of and engage in all business activities with a focus on ethical behavior in diverse environments.

MANAGEMENT – ENTREPRENEURSHIP OPTION COURSE SEQUENCE

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

ENGL 101 - English Composition I		3 credits	ENGL 101
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CIS 103 - Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra		3 credits	Mathematics
MNGT 121 - Introduction to Business		3 credits	
ACCT 101 - Financial Accounting		4 credits	
SECOND SEMESTER			
MNGT 141 - Principles of Management	MNGT 121	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MKTG 131 - Principles of Marketing	MNGT 121	3 credits	
Social Science Elective		3 credits	Social Sciences
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	
THIRD SEMESTER			
MNGT 142 - Management Information Systems	MNGT 121	3 credits	Humanities Elective
Humanities Elective		3 credits	Humanities
MNGT 144 - Small Business Management	MNGT 121	3 credits	
MKTG 237 - Creative Selling	MNGT 121	3 credits	
MKTG 238 - Marketing & Management Problems	MKTG 131	3 credits	
FOURTH SEMESTER			
MKTG 232 - Advertising & Sales Promotion	MKTG 131	3 credits	
Science		3/4 credits	Natural Science
MNGT 246 - Principles of Operation Management	MNGT 121	3 credits	
MNGT 199 - Cooperative Work Experience	MNGT 121	3 credits	
MNGT 247 - Human Resources Management or MNGT 261 - Introduction to the Law & Legal System or MNGT 262 - Business Law	MNGT 121	3 credits	

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.

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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Practical Entrepreneurship Proficiency Certificate

DESCRIPTION:

The Practical Entrepreneurship Proficiency Certificate is designed to introduce potential or practicing entrepreneurs to the business environment including the internal environment of a business and the external environment in which a business operates. Students study the impact of economic conditions on new venture development and the role competition, technology, government and socio-cultural issues, including ethics, play in venture success. Students will learn how a firm's multiple sub-systems, including information, operations, marketing, finance and human resources interact to deliver profitable outcomes for the venture. Specific topics studied include: ethical considerations, idea creation and development, feasibility studies, business plans and associated business strategies. Students will learn how to recognize and develop venture opportunities and to address the specific issues involved in assembling human, financial, and other resources necessary to create a start-up or continuing business enterprise and develop the proper strategies to exit a business.

Entrepreneurship opportunities may exist in any occupational area or sector of the economy while successful ventures create new jobs and new economic activity in the region.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the Practical Entrepreneurship Proficiency Certificate students will be able to:

- Demonstrate understanding of the interactions between the internal and external challenges in the business environment.
- Develop feasibility studies and business plans before committing resources to a venture.
- Identify the steps involved in starting their own business.
- Develop and sell ideas effectively to superiors within a business or external constituents.
- Apply the functions of management and the elements of the marketing to manage the demands of the venture and attract customers.
- Recognize problem situations, identify problems as they occur and exercise the skills acquired to select and implement the best possible solutions.
- Recognize and respond to the day-to-day demands of monitoring a new venture.

ENTRANCE REQUIREMENTS:

Students must be English 101 ready.

Practical Entrepreneurship Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
ENGL 101	English Composition		3 credits
MNGT 121	Introduction to Business		3 credits
MNGT 141	Principles of Management	Pre- or Corequisite MNGT 121	3 credits
MKTG 131	Principles of Marketing	MNGT 121	3 credits

MNGT 144	Small Business Management	MNGT 121	3 credits
MNGT 142	Management Information Systems	MNGT 121	3 credits
MKTG 238	Marketing and Management Problems	MNGT 141 , MKTG 131	3 credits
CIS 103	Applied Computer Technology		3 credits

Total Credits: 21

Intended Audience:

The Practical Entrepreneurship Proficiency Certificate is designed for individuals who are creative and innovative thinkers with the unique ability to recognize and act on raw, undeveloped ideas that meet a need. Successful entrepreneurs have human relations skills and are alert to the normally unseen niche that inspires an opportunity to pursue a different aspect of a business venture. The students seeking to enhance their entrepreneurial skills are resilient self-starters who consider themselves driven risk takers and are always envisioning success.

For More Information Contact:

The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164.

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Management — Human Resources Management Option

The Management curriculum provides students with training in management concepts, procedures and organizational structures required for entry-level positions in business, industry and government. The program offers four options: Management, Real Estate, Human Resources and Entrepreneurship.

Degree graduates seek employment in positions with job titles such as management trainee, sales representative, job supervisor and researcher, and entry-level positions in organizations that eventually lead to a job as assistant manager, buyer coordinator, communications director, distribution manager, distribution supervisor, operations manager, office manager, public relations manager, purchasing agent, sales manager, sales assistant manager, service manager and shipping manager. The programs also enable currently employed workers to move forward in their current occupations.

PROGRAM ENTRY REQUIREMENTS:

This 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 part of their degree.

Upon completion of this program graduates will be able to:

- Apply human resources management concepts and practices in for-profit and nonprofit ventures and regional and global business environments.
- Use computer technology for decision support and information retrieval.
- Explain the importance of training and development in maintaining and developing an effective work force.
- Identify the purposes and dimensions of performance appraisals and describe an effective performance evaluation system.
- Demonstrate an understanding of and engage in all business activities with a focus on ethical behavior in diverse environments.

MANAGEMENT — HUMAN RESOURCES MANAGEMENT OPTION

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL 101
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra		3 credits	Mathematics
MNGT 121 - Introduction to Business		3 credits	
ACCT 101 - Financial Accounting		3 credits	

SECOND SEMESTER

MNGT 141 - Principles of Management	MNGT 121	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MKTG 131 - Principles of Marketing	MNGT 121	3 credits	
Social Science Elective		3 credits	Social Science
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	

THIRD SEMESTER

MNGT 142 - Management Information Systems	Pre- or Corequisite: MNGT 121	3 credits	
Humanities Elective		3 credits	Humanities
MNGT 241 - Office/Supervisory Management	MNGT 121	3 credits	
MNGT 247 - Human Resources Management	MNGT 121	3 credits	
MKTG 238 - Marketing & Management Problems	MNGT 141 and MKTG 131	3 credits	

FOURTH SEMESTER

MNGT 246 - Principles of Operation Management	MNGT 121	3 credits	
Science		3/4 credits	Natural Science
MNGT 261 - Introduction to the Law & Legal System or MNGT 262 - Business Law		3 credits	
MNGT 250 - Collective Bargaining		3 credits	
MNGT 199 - Cooperative Work Experience	MNGT 121	3 credits	

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.

For More Information Contact:

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Management — Management Option

The Management curriculum provides students with training in management concepts, procedures and organizational structures required for entry-level positions in business, industry and government. The program offers four options: Management, Real Estate, Human Resources and Entrepreneurship.

Degree graduates seek employment in positions with job titles such as management trainee, sales representative, job supervisor and researcher, and entry-level positions in organizations that eventually lead to a job as assistant manager, buyer coordinator, communications director, distribution manager, distribution supervisor, operations manager, office manager, public relations manager, purchasing agent, sales manager, sales assistant manager, service manager and shipping manager. The programs also enable currently employed workers to move forward in their current occupations.

PROGRAM ENTRY REQUIREMENTS:

This 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 part of their degree.

Upon completion of this program graduates will be able to:

- Apply management concepts and practices in for-profit and non-profit ventures and regional and global business environments.
- Use computer technology for decision support and information retrieval.
- Collaborate effectively with others in situations requiring teamwork, leadership and negotiations using verbal and nonverbal communications.
- Identify business-related problems, consider alternatives and reach conclusions based on logical and written analysis in all business environments.
- Demonstrate an understanding of and engage in all business activities with a focus on ethical behavior in diverse environments.

MANAGEMENT — MANAGEMENT OPTION COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL 101
CIS 103 - PC Applications		3 credits	Tech Comp
MATH 118 - Intermediate Algebra		3 credits	Mathematics
MNGT 121 - Introduction to Business		3 credits	
ACCT 101 - Financial Accounting		4 credits	

SECOND SEMESTER

MNGT 141 - Principles of Management	MNGT 121	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MKTG 131 - Principles of Marketing	MNGT 121	3 credits	
Social Science Elective		3 credits	Social Sciences
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better		

THIRD SEMESTER

MNGT 142 - Management Information Systems	MNGT 121	3 credits	
Humanities Elective		3 credits	Humanities
MNGT 241 - Office Supervisory Management	MNGT 121	3 credits	
MNGT 247 - Human Resources Management	MNGT 121	3 credits	
Science		3/4 credits	Natural Science

FOURTH SEMESTER

MKTG 238 - Marketing & Management Problems	MNGT 141 and MKTG 131	3 credits	
MNGT 246 - Principles of Operation Management	MNGT 121	3 credits	
MNGT 199 - Cooperative Work Experience	MNGT 121	3 credits	
MKTG 237 - Creative Selling	MNGT 121	3 credits	
MNGT 144 - Small Business Management or MNGT 261 - Introduction to Law and the Legal System or MNGT 262 - Business Law	MNGT 121	3 credits	

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.

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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Management — Real Estate Management Option

The Management curriculum provides students with training in management concepts, procedures and organizational structures required for entry-level positions in business, industry and government. The program offers four options: Management, Real Estate, Human Resources and Entrepreneurship.

Degree graduates seek employment in positions with job titles such as management trainee, sales representative, job supervisor and researcher, and entry-level positions in organizations that eventually lead to a job as assistant manager, buyer coordinator, communications director, distribution manager, distribution supervisor, operations manager, office manager, public relations manager, purchasing agent, sales manager, sales assistant manager, service manager and shipping manager. The programs also enable currently employed workers to move forward in their current occupations.

PROGRAM ENTRY REQUIREMENTS:

This 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 part of their degree.

Upon completion of this program graduates will be able to:

- Apply real estate concepts and practices in for-profit and nonprofit ventures and regional and global business environments.
- Use computer technology for decision support and information retrieval.
- Collaborate effectively with others in situations requiring teamwork, leadership and negotiations using verbal and nonverbal communications.
- Identify business-related problems, consider alternatives and reach conclusions based on logical and written analysis in business environments and any real estate venue.
- Demonstrate an understanding of and engage in all real estate and other business activities with a focus on ethical behavior in diverse environments.

MANAGEMENT — REAL ESTATE MANAGEMENT OPTION Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL 101
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra		3 credits	Mathematics
MNGT 121 - Introduction to Business		3 credits	
ACCT 101 - Financial Accounting		4 credits	

SECOND SEMESTER

MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MKTG 131 - Principles of Marketing	MNGT 121	3 credits	
Social Science Elective		3 credits	Social Sciences
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	

THIRD SEMESTER

MNGT 142 - Management Information Systems	MNGT 121	3 credits	
Humanities Elective		3 credits	Humanities
RE 101 - Real Estate Fundamentals		3 credits	
RE 105 - Real Estate Practice		3 credits	
MKTG 238 - Marketing & Management Problems	MNGT 141 and MKTG 131	3 credits	

FOURTH SEMESTER

RE 131 - Real Estate Financing or RE 111 - Real Estate Mathematics		3 credits	
Science		3/4 credits	Natural Science
MNGT 246 - Principles of Operation Management	MNGT 121	3 credits	
MNGT 261 - Introduction to the Law & the Legal System or MNGT 262 - Business Law		3 credits	
MNGT 199 - Cooperative Work Experience	MNGT 121	3 credits	

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.

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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Management Academic Certificate

The certificate in Management program provides students with a foundation and understanding of basic business philosophies, skills and techniques that are required to become productively employed in assisting in the management of a business enterprise.

Successful completion of this program will give students the opportunities to enter the workforce in entry-level positions or to enhance their current skills for advancement to mid-level management positions with job titles such as assistant manager, office manager, supervisor, store manager or warehouse manager.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Demonstrate an understanding of the required resources for managing successful business units.
- Recognize basic managerial problems and identify possible solutions.
- Demonstrate proficiency in the use of common business software.

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 identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the program requirements.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for a certificate in Management, a student must successfully complete 31 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

MANAGEMENT ACADEMIC CERTIFICATE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits
FIRST SEMESTER		
ENGL 101 - English Composition I		3 credits
CIS 103 - Applied Computer Technology		3 credits
MATH 118 - Intermediate Algebra		3 credits
MNGT 121 - Introduction to Business		3 credits
ECON 181 - Principles of Economics (Macroeconomics)		3 credits
SECOND SEMESTER		
MNGT 261 - Introduction to the Legal System		3 credits

or

MNGT 262 - Business Law

ACCT 101 - Financial Accounting 4 credits

MNGT 111 - Business Mathematics or 3 credits

MKTG 131 - Principles of Marketing or **MNGT 121**

MNGT 142 - Management Information Systems **MNGT 121**

ENGL 102 - English Composition II **ENGL 101** 3 credits

MNGT 141 - Principles of Management **MNGT 121** 3 credits

MINIMUM CREDITS NEEDED TO GRADUATE: 31

For More Information Contact:

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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 from 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.
- 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. 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 62 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
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FIRST SEMESTER

CIS 103 – Applied Computer Technology		3 credits	Tech Comp
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ACCT 101 – Financial Accounting		4 credits	
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Math Elective – MATH 118 or above		3 credits	Mathematics
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ENGL 101 – English Composition I		3 credits	ENGL 101
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MNGT 121 – Introduction to Business ¹		3 credits	
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SECOND SEMESTER

CIS 104 – PC Operating System: Windows ¹ or CIS 103		3 or 4 credits	
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CIS 105 – Windows Professional Operating System ¹	ACCT 101 with the grade 3 of "C" or better	3 credits	
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ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
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Science Elective		3 or 4 credits	Natural Science
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CIS 106 – Introduction to Computer Programming		4 credits	
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THIRD SEMESTER

CIS 150 – Data Communications	CIS 104 or CIS 105	4 credits	
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MNGT 141 – Principles of Management ¹	Pre- or Corequisite: MNGT 121	3 credits	
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CIS 205 – Database Management Systems	CIS 103	4 credits	
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Social Science Elective		3 credits	Social Sciences
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Humanities Elective		3 credits	Humanities
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FOURTH SEMESTER

CIS 270 – Systems Analysis and Design	CIS 205	4 credits	
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ECON 181 – Principles of Economics (Macroeconomics) or		3 credits	
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ECON 182 – Principles of Economics (Microeconomics)			
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Directive Elective ²		3 credits	
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Directive Elective ²		3 credits	
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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. 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.
3. A minimum of 62 credits is required for the degree; however, students may choose CIS 105, a four-credit course, rather than CIS 104, and may choose four-credit electives in place of three-credit electives, such as for their Math or Science courses, which would raise the number of credits earned

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Marketing

The Marketing curriculum introduces students to the theory behind marketing practices and techniques.

The program provides the student with the basics of accounting, economics and management techniques as a foundation for dealing with the creativity and insight necessary to become an effective marketer. Students receive training for possible employment at the entry level in a range of marketing positions, including sales, sales promotion, advertising, distribution and marketing research.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Apply marketing concepts and practices in for-profit and nonprofit ventures and for regional and global business environments.
- Use computer technology for decision support and information retrieval.
- Collaborate effectively with others in situations requiring teamwork, leadership and negotiations using verbal and nonverbal communications.
- Identify business-related problems, consider alternatives and reach conclusions based on logical and written analysis in business environments.
- Understand and engage in all business activities with a focus on ethical behavior in diverse environments.

Program Entry Requirements:

This program is open to all interested students. However, all 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 62 credits and a grade point average of 2.0 are required for graduation with an Associate in Applied Science (A.A.S.) degree in Marketing.

MARKETING COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 – English Composition I		3 credits	ENGL 101
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
MATH 118 - Intermediate Algebra		3 credits	Mathematics
MNGT 121 – Introduction to Business		3 credits	
Social Science Elective		3 credits	Social Science
SECOND SEMESTER			

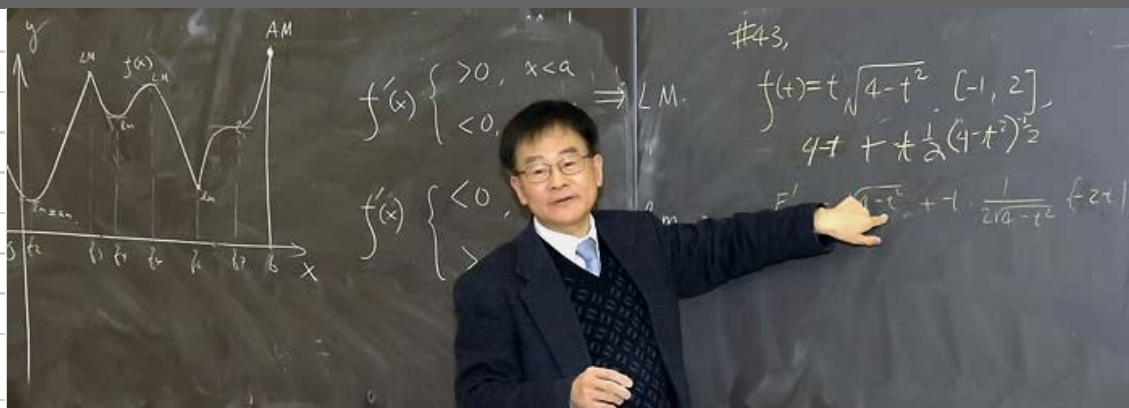
MNGT 111 – Business Math		3 credits	
MKTG 131 – Principles of Marketing	MNGT 121	3 credits	
MNGT 141 –Principles of Management	Pre- or Corequisite: MNGT 121	3 credits	
ECON 182 – Principles of Economics (Microeconomics) or ECON 181 – Principles of Economics (Macroeconomics)		3 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
THIRD SEMESTER			
ACCT 101 – Financial Accounting		4 credits	
MKTG 135 – Retailing Principles and Management	MNGT 121 or MKTG 131 either of which may be taken concurrently	3 credits	
MNGT 142 – Management Information Systems	MNGT 121	3 credits	
MKTG 232 – Advertising and Sales Promotion	MKTG 131	3 credits	Humanities
FOURTH SEMESTER			
Natural Science		3 or 4 credits	Natural Science
ECON 112 – Statistics I		4 credits	
MNGT 261 – Introduction to Law and the Legal System or MNGT 262 – Business Law		3 credits	
MKTG 237 – Creative Selling or	MNGT 121	3 credits	
MKTG 238 – Marketing and Management Problems	MNGT 141, MKTG 131	3 credits	
MNGT 247 – Human Resources Management	MNGT 121	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 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.

For More Information Contact:

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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:

- Communicate mathematical ideas.
- Construct mathematical proofs.
- Analyze and solve mathematical problems.
- Construct recursive procedures to perform complex tasks.
- Learn and apply algorithms.
- Transfer courses to a baccalaureate program in math or science.

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 credits	Mathematics
ENGL 101 - English Composition I		3 credits	ENGL 101
MATH 163 - Discrete Math I	MATH 161	4 credits	
Lab Science Elective		4 credits	Natural Science
SECOND SEMESTER			
MATH 172 - Calculus II	MATH 171	4 credits	
MATH 263 - Discrete Math II	MATH 163	4 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit

Lab Science Elective	ENGL 101	4 credits	Natural Science
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THIRD SEMESTER

MATH 270 - Linear Algebra	MATH 171 , MATH 172	4 credits	
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CSCI 111 – Programming and Algorithm Development I	MATH 161	4 credits	
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CIS 103 - Applied Computer Technology		3 credits	Tech Comp
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Lab Science Elective		4 credits	
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FOURTH SEMESTER

MATH 271 - Calculus III	MATH 172 , MATH 270	4 credits	
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CSCI 112 – Programming and Algorithm Development II	CSCI 111	4 credits	
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Humanities Elective		3 credits	Humanities
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Social Science Elective		3 credits	
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MATH 272 - Differential Equations	MATH 172 , MATH 270	4 credits	
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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.

For More Information Contact:

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Medical Assisting

The Medical Assisting (MA) curriculum prepares students to become valuable members of the health care professional team, of prime importance in helping physicians respond successfully to a rapidly changing professional environment. Graduates can secure positions as medical assistants in physicians' offices, medical clinics and hospitals. Other employment opportunities include working as a phlebotomist, insurance billing specialist, procedural coder and a patient service representative.

Medical assistants perform administrative skills in medical records, appointment scheduling, telephone, financial and operations management. Types of clinical and laboratory skills performed by a medical assistant include: taking vital signs; administering medication; performing electrocardiography and spirometry testing; assisting the physician with specialty examinations; and performing diagnostic laboratory tests in hematology, chemistry, microbiology and immunology.

In addition to the classroom and laboratory components of the program, the students will spend a required number of hours in two different clinical externship experiences. Externship sites include a hospital or outpatient laboratory and a primary care physician's office or medical clinic where students are given the opportunity to gain experience applying their medical assisting administrative and clinical skills.

Accreditation:

The Community College of Philadelphia Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

Program graduates are eligible to sit for the national certification examination given by the American Association of Medical Assistants (AAMA) and will earn the Certified Medical Assistant (CMA) credential upon successful completion of the exam. In addition, students who successfully complete CLT 102 – Phlebotomy are eligible to take the PBT (ASCP) Certification exam.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Utilize their knowledge to competently and safely perform administrative and clinical medical assisting procedures.
- Demonstrate effective communication, critical thinking and problem-solving skills as a medical assistant.
- Meet the expectations of today's health care employers for an entry-level medical assistant.
- Practice within the legal and ethical framework of medical assisting.

Program Entry Requirements:

Requirements for admission to the Medical Assisting program include:

- High school diploma or General Education Diploma (GED®).
- A minimum of one year of high school biology or BIOL 106 or equivalent with "C" or better

grades in the past 10 years.

- 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.
- Applicants with previous college experience must have a minimum of a 2.25 grade point average.

Conditions for Acceptance:

1. A record of a complete physical examination, including laboratory test results, must be on file in the curriculum coordinator's office. Immunizations, including Hepatitis B, must be on file in the program office before the start of a clinical education course. Health problems which would interfere with the applicant's ability to meet the program objectives will be considered individually. Health requirements must be documented in English by a U.S. care provider.
2. Verification of medical insurance is mandatory.
3. Applicants must attend a scheduled program orientation prior to entry.
4. Students are responsible for purchasing uniforms and other related materials required for the clinical laboratory experiences of the program.
5. Applicants must obtain a criminal record check and a child abuse clearance prior to entering the program. Prior criminal records may prevent a student from being eligible to take the national certification examination through the AAMA.

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 MA program.

Criminal Background Check

- Any felony conviction within the past ten years results in denial of admission to the MA program.
- Any felony conviction more than ten 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.

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 MA curriculum supervisor.

Drug Screening:

The MA program requires participation in clinical education. Some clinical affiliates of the MA 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 MA program.

Readmission:

1. One-time readmission into the Medical Assisting program is permitted.
2. Students requesting a readmission must meet program entry requirements.
3. Students may be required to retake MA or general education courses as determined by the curriculum coordinator.
4. Students who were dropped for unprofessional conduct or safety issues may not be considered for a readmission.
5. Students must complete the program within five years after their initial enrollment.

A select admission process is utilized. To review this process, applicants are encouraged to make an appointment with an allied health counselor.

Program of Study Requirements:

1. Students in the MA program may be dropped at any time if, in the opinion of the faculty and curriculum coordinator, such students are not suited to be medical assistants.
2. Students whose attitudes and/or behaviors appear inconsistent with professional standards may be dropped from the program, pending a review by the program faculty and advisory committee.
3. Students may not continue in the MA program with a "D" or below in any MA course.
4. MA students must follow the curriculum sequence according to courses listed in each

semester, unless approval is granted by the curriculum coordinator.

5. MA students must submit proof of two-year CPR certification prior to entering the second year's spring semester (January).
6. Second-year MA students must submit the results of a two-step PPD prior to the end of the fall semester.
7. During all clinical experiences, students must maintain client safety and receive a passing grade for the clinical component of a course. Violation of safety may result in immediate clinical failure, an administrative withdrawal from the program and a failure for the course.
8. 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 MA faculty.

Program of Study and Graduation Requirements

To qualify for the Associate in Applied Science (A.A.S.) degree in Medical Assisting, students must complete 67 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.

MEDICAL ASSISTING COURSE SEQUENCE

Course Number and Name	Prerequisites	Credits	Gen Ed Req. and Corequisites
FIRST SEMESTER			
MA 110 – Introduction to Clinical Skills		3 credits	
AH 103 – Medical Terminology		3 credits	
ENGL 101 – English Composition I		3 credits	ENGL 101
BIOL 109 – Anatomy and Physiology I		4 credits	Natural Science
AH 112 - Medical Administrative Procedures		3 credits	
SECOND SEMESTER			
BIOL 110 – Anatomy and Physiology II	BIOL 109	4 credits	
AH 116 - Interpersonal and Professional Skills in Health Care		3 credits	Am/Global Diversity
CLT 102 – Phlebotomy		3 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MA 115 – Medications and Medical Specialty Procedures	BIOL 109 which may be taken concurrently	3 credits	
THIRD SEMESTER			
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
AH 120 - Reimbursement Methodologies in Health Care	ENGL 101	3 credits	
MA 250 – Medical Office Laboratory Procedures	BIOL 109	3 credits	
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
Social Science Elective		3 credits	Social Science
FOURTH SEMESTER			
AH 104 - Basic CPT Coding	AH 103, BIOL 107 or BIOL 109	3 credits	
AH 204 - Medical Law and Ethics	ENGL 101	3 credits	
AH 220 - Information Management Systems in Health Care	CIS 103, AH 112	3 credits	
AH 265 - Human Disease and Treatment	AH 103, BIOL 107 or BIOL 109	3 credits	

Humanities Elective	3 credits	Humanities
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SUMMER SEMESTER

MA 299 – Medical Assisting Externship MA 250, AH 220	4 credits	
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MINIMUM CREDITS NEEDED TO GRADUATE

67 credits

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.

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.

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Medical Insurance Billing Proficiency Certificate

Description:

Medical Insurance Billing Specialists are professionals that prepare, submit, and/or process insurance claims for doctor's offices, hospitals, extended care facilities, diagnostic centers, insurance companies and other health related facilities. Professional settings that offer career opportunities to the Medical Insurance Billing Specialist include: outpatient clinics, physicians' offices, medical laboratories, insurance companies, skilled nursing facilities, home health care agencies and independent billing agencies.

Students who complete the proficiency certificate for Medical Insurance Billing Specialist will be able to use these courses to continue their education and obtain an Associate Degree in Patient Service Representative, Health Service Management or Culture, Science, and Technology.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the Medical Insurance Billing Specialist Proficiency Certificate, students will be able to:

- Know the correct terminology for diseases, symptoms, diagnostic treatment and surgical procedures.
- 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 satisfactorily 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 credits
ENGL 101	English Composition I		3 credits

BIOL 107 or BIOL 109	General Biology or Anatomy and Physiology I		4 credits
AH 120	Reimbursement Methodologies in Health Care		3 credits
AH 265	Human Disease and Treatment	AH 103, BIOL 107 or BIOL 109	3 credits
AH 104	Basic CPT Coding	AH 103, BIOL 107 or BIOL 109 Corequisite: AH 265	3 credits

Total Credits: 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 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.

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Medical Office Assistant Proficiency Certificate

Description:

Medical Office Assistants are professionals that perform front office administrative procedures that include: greeting the patients and verifying their demographic data; managing the telephone by screening patient calls and directing inquiries to the appropriate person; developing, maintaining, and reviewing the physicians' schedule to ensure efficiency; creating patient medical records; maintaining the medical records by filing reports; and performing data entry on the computer. Medical Office Assistants serve as the key communicator between the office, patients, and the physicians. Professional settings that offer career opportunities to the Medical Office Assistant include: outpatient clinics, physicians' offices, hospital admissions, insurance companies, skilled nursing facilities, home health care agencies and independent billing agencies.

Students who complete the proficiency certificate for the Medical Office Assistant will be able to use these courses to continue their education and obtain an Associate Degree in Medical Assisting, Patient Service Representative or Culture, Science, and Technology.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the Medical Office Assistant Proficiency Certificate, students 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.
- Demonstrate an understanding of the legal and ethical framework of health care as a medical office assistant.

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.

Medical Office Assistant Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
AH 103	Medical Terminology		3 credits
ENGL 101	English Composition I		3 credits
CIS 103	PC Applications		3 credits
AH 112	Medical Administrative Procedures		3 credits
AH 116	Interpersonal and Professional Skills		3 credits

AH 204

Medical Law and Ethics

ENGL 101

3 credits

Total Credits: 18

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.

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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 credits	
MUS 101 - Piano I		1 credits	
FIRST SEMESTER			
MUS 102 - Piano II	MUS 101	1 credit	
MUS 196 - Ensemble I		1 credit	
MUS 103 - Introduction to Music		3 credits	
ENGL 101 – English Composition I		3 credits	ENGL 101
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
CIS 103 – Applied Computer Technology*		3 credits	Tech Comp
SECOND SEMESTER			
MUS 201 - Piano III	MUS 102	1 credit	
MUS 197 - Ensemble II		1 credit	
MUS 111 - Aural Theory I	MUS 100	3 credits	
MUS 114 - Harmony I	MUS 100	3 credits	
MUS 105 - Bach to Beethoven		3 credits	Humanities
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
THIRD SEMESTER			
MUS 202 - Piano IV	MUS 201	1 credit	
MUS 296 - Ensemble III		1 credit	
MUS 113 - Aural Theory II	MUS 111	3 credits	
MUS 214 - Harmony II	MUS 114	3 credits	
MUS 106 - Great Romantic Music		3 credits	
Social Science Elective		3 credits	Social Sciences
MUS 115 - Introduction to Music Technology		3 credits	
FOURTH SEMESTER			
MUS 297 - Ensemble IV		1 credit	
MUS 120 - Music of Black Americans or HUM 101 - Cultural Traditions		3 credits	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3 credits	
MUS 211 - Aural Theory III	MUS 113	3 credits	
MUS 121 - Modern American Music or HUM 102 - Cultural Traditions		3 credits	
PHYS 125 – Musical Acoustics		3 credits	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, 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.

* 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 credits	
MUS 101 - Piano I ¹		1 credit	
FIRST SEMESTER			
MUS 102 - Piano II ¹	MUS 101	1 credit	
MUS 196 - Ensemble I		1 credit	
MUS 111 - Aural Theory I	MUS 100	3 credits	
MUS 114 - Harmony I	MUS 100	3 credits	
MUS 141 - Applied Music I	Performance Option	2 credits	
MUS 142 - Applied Music II	Performance Option	2 credits	
ENGL 101 – English Composition I		3 credits	ENGL 101
CIS 103 – Applied Computer Technology ²		3 credits	Tech Comp
SECOND SEMESTER			
MUS 201 - Piano III	MUS 102	1 credit	
MUS 197 - Ensemble II		1 credit	
MUS 113 - Aural Theory II	MUS 111	3 credits	
MUS 214 - Harmony II	MUS 114	3 credits	
MUS 143 - Applied Music III	Performance Option	2 credits	
MUS 144 - Applied Music IV	Performance Option	2 credits	
Music History Elective – choose one from the following		3 credits	Humanities
MUS 105 - Bach to Beethoven			
MUS 106 - Great Romantic Music			
MUS 120 - Music of Black Americans			
MUS 121 - Modern American Music			
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
THIRD SEMESTER			
MUS 202 - Piano IV ¹	MUS 201	1 credits	
MUS 296 - Ensemble III		1 credit	
MUS 211 - Aural Theory III	MUS 113	3 credits	

MUS 115 - Introduction to Music Technology		3 credits
MUS 241 - Applied Music V	Performance Option	2 credits
MUS 242 - Applied Music VI	Performance Option	2 credits
MATH 118 - Intermediate Algebra or higher		3 credits Mathematics
Music History Elective – choose one from the list above		3 credits
FOURTH SEMESTER		
MUS 297 - Ensemble IV		1 credit
MUS 243 - Applied Music VII	Performance Option	2 credits
MUS 244 - Applied Music VIII	Performance Option	2 credits
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3 credits
Social Science Elective		3 credits Social Sciences
PHYS 125 – Musical Acoustics		3 credits 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.

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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College Catalog Fall 2010

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 National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE Suite 500, Atlanta, GA 30326, 404-975-5000, www.nlnac.org and is approved by the Pennsylvania State Board of Nursing.

You will find more information about the Nursing program [here](#).

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:

To be considered for the Nursing program applications must be submitted by January 15. All prerequisite courses must be completed by January 31.

All transfer credits must be posted on the applicant's Community College of Philadelphia student record by March 1. All application requirements must be completed by March 1.

Admission is selective and requires that potential students fulfill all admission requirements of the College. All applicants must hold a high school diploma or GED®. In addition, applicants must have successfully completed one year of high school biology and one year of high school chemistry as well as two years of college preparatory mathematics within the past 10 years with grades of "C" or be

tter. In the absence of these requirements, placement in **MATH 118**, and a grade of "C" or better in **BIO 106** and **CHEM 110** satisfies these requirements. **STS 101** (there is only one course) may be substituted for **BIO 106** and **CHEM 110**. Equivalent college level courses are acceptable. 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.

Students petitioning for admission to any nursing course must have a minimum of a 2.75 grade point average and meet other departmental requirements. Students who meet these criteria are admitted to the course on a competitive basis as space allows. All applicants are required to participate in the pre-entrance Allied Health testing program. In some cases an interview with the head of the Nursing department or admissions committee is required. All applicants are encouraged to meet with a

counselor prior to making an application or petition.

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 and H1N1 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.

Admission is considered conditional until all health and background information is received and reviewed.

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.

Students are responsible for documenting current CPR certification liability and health insurance, and for purchasing uniforms and other related materials required for the clinical laboratory experiences 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.

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 in the nursing program.

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.

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 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.

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.

All Advanced Placement applicants must complete the following corequisite courses or transfer credits must be posted on the applicant's Community College of Philadelphia student record by July 31 prior to the anticipated January enrollment and achieve a GPA of 2.75 or higher: **BIOL 109**, **DIET 111** and **ENGL 101**. In addition, all Advanced Placement applicants must have completed the following prerequisite courses (or the high school equivalent) with a grade of "A", "B", or "C" within the past 10 years by July 31 prior to the anticipated January enrollment: **CHEM 110** and **MATH 118**.

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 credits	
BIOL 109 – Anatomy and Physiology		4 credits	Natural Science
DIET 111 – Introduction to Nutrition	BIOL 109	3 credits	
ENGL 101 – English Composition I		3 credits	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 credits	Writing Intensive
BIOL 110 – Anatomy and Physiology	BIOL 109	4 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MATH 118 or higher		3 credits	Mathematics
THIRD SEMESTER			
NURS 231 – Nursing III	NURS 132 must be taken prior; BIOL 241 , CIS 103 (must be taken concurrently or prior)	7 credits	
BIOL 241 – Principles of Microbiology	BIOL 106 , BIOL 107 , BIOL 109 or BIOL 123	4 credits	
SOC 101 – Introduction to Sociology		3 credits	Social Sciences, Am/Global Diversity, Interpretive
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
FOURTH SEMESTER			
NURS 232 – Nursing IV	NURS 231	7 credits	
Humanities Elective (excluding ENGL 108 and ENGL 112)		3 credits	
General Elective		3 credits	

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.

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.

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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 on 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 in three 10-week trimesters as follows:

Session One

(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 four hours long 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 credits	ENGL 101
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
PLS 101 –Introduction to Paralegal Studies		3 credits	
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
Social Science Elective		3 credits	Social Sciences

SECOND SEMESTER

ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
PLS 111 – Legal Research & Writing I	PLS 101	3 credits	Writing Intensive, Interpretive Studies
PLS 115 – Legal Technology	CIS 103	3 credits	
Natural Science Elective		3/4 credits	Natural Science
PLS 121 – Civil Litigation I	PLS 101	3 credits	

THIRD SEMESTER

Social Science Elective		3 credits	
Humanities Elective ¹		3 credits	Humanities
PLS 211 – Legal Research & Writing II	PLS 111, ENGL 102	3 credits	
Concentration Course – Select one from the following ² :		3 credits	
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 permission of curriculum coordinator		
Concentration Course – Select one from the list above		3 credits	

FOURTH SEMESTER

General Elective		3 credits	
General Elective		3 credits	
Concentration Elective – Select one from the list above		3 credits	
Concentration Elective – Select one from the list above		3 credits	
Concentration Elective – Select one from the list above		3 credits	

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.

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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Patient Service Representative

Employment opportunities in health care are expected to continue to grow as advances in technology and changes in legislation and funding affect reimbursement and the health care delivery system. These trends require individuals to receive specialized training in front office procedures to meet the expectations of health care employers. The Patient Service Representative (PSVR) program is designed to provide the community with qualified individuals interested in working as front office specialists in ambulatory and hospital environments.

Utilizing effective time management principles to schedule appointments; demonstrating professionalism when interacting with patients, staff, and other health care providers; and efficiently collecting accurate and up-to-date patient information are skills taught in the PSVR program. Through simulations, students will experience scenarios typical of a health care environment, preparing them to meet employers' expectations upon graduation. Customer service skills, professionalism and medical administrative, financial and reimbursement procedures are the focus of this exciting career. Graduates of the program will find employment in a variety of settings such as physicians' offices, clinics and hospitals.

The PSVR program is designed to provide students with the opportunity to enter a degree program or to take clusters of courses and earn certificates of completion. There are three certificates of completion that will enhance a student's employability in the health care field after attaining different levels of competency.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Utilize their knowledge and experiences to competently perform the administrative procedures in a health care facility.
- Demonstrate effective communication, critical thinking and problem-solving skills as a patient service representative.
- Meet the expectations of today's health care employers as an entry-level health care professional.

Program Entry Requirements:

This program is open to all students. Students identified as need 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 Patient Service Representative, a student must complete 62 credit hours as prescribed, attain a grade point average of 2.0 and receive a grade of "C" or better in each core course and in each required pre- and corequisite course.

PATIENT SERVICE REPRESENTATIVE COURSE SEQUENCE

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

AH 103 - Medical Terminology		3 credits	
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AH 112 - Medical Administrative Procedures		3 credits	
ENGL 101 - English Composition I		3 credits	English 101
BIOL 106 - General Biology I		4 credits	Science
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
SECOND SEMESTER			
AH 116 - Interpersonal and Professional Skills in the Health Care Setting		3 credits	
AH 120 - Reimbursement Methodologies in Health Care	ENGL 101	3 credits	
AH 204 - Healthcare Law and Ethics	ENGL 101	3 credits	
BIOL 107 - General Biology II		4 credits	
ENGL 102 - English Composition II	ENGL 101	3 credits	ENGL 102 & Info Lit
THIRD SEMESTER			
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
AH 220 - Information Management Systems in Health Care	CIS 103, AH 112	3 credits	
AH 265 - Human Disease and Treatment	AH 103, BIOL 107 or BIOL 109	3 credits	
AH 104 - Basic CPT Coding	AH 103, BIOL 107 or BIOL 109	3 credits	
General Elective		3 credits	
FOURTH SEMESTER			
AH 260 - Supervisory Management in Health Care	AH 204	3 credits	
AH 222 - Health Care Policy and Administration	AH 120, AH 204	3 credits	
AH 224 - Current Issues and Trends in Health Care	AH 120, AH 204	3 credits	
Social Science Elective		3 credits	Social Science
Humanities Elective		3 credits	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 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.

***This course meets the College's American Diversity requirement.**

**The social science and/or humanities elective must fulfill the College's Writing Intensive and Interpretive Studies requirement.

For More Information Contact:

The Division of Math, Science and Health Careers room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8431; or the College Information Center (215) 751 8010.

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Billing/Financial Service Representative Proficiency Certificate

The Patient Financial Service Representative Proficiency Certificate prepares the students to assume more complex responsibilities as a Patient Service Representative. These responsibilities focus on the management of a front office medical practice and can include data entry oversight for patient scheduling and record keeping, staff supervision, maintaining document imaging and medical files, verifying insurance information and utilizing proper billing procedures.

The Patient Financial Service Proficiency Certificate can be taken as a certificate only Program or as part of the Patient Service Representative Associate Degree Program.

Student Learning Outcomes:

Upon completion of the courses in the Patient Financial Service Representative Certificate the student will be able to:

- Use a medical office software program to perform billing and accounting procedures.
- Perform the technological function needed to manage a medical office.
- Explain the importance of a financial policy for a medical office.
- Complete simulated medical billing and collection procedures using critical thinking and problem-solving skills.
- Incorporate managerial theories into the role and the responsibilities of a medical office manager.
- Explain aspects of and factors related to current trends in health care management and delivery.
- Apply knowledge of key issues in health care financing, insurance, delivery, organization, policy, administration, access and quality in the United States to administrative decision-making and policy development.

Entrance Requirements:

Courses in the certificate require students to be ENGL 101 ready. It is recommended that students take the Patient Service Representative Proficiency Certificate prior to the Patient Financial Service Proficiency Certificate.

Billing/Financial Service Representative Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
Tier II Billing/Financial Service Representative			
AH 204	Medical Law and Ethics	ENGL 101	3 credits
AH 220	Information Management Systems in Health Care	CIS 103, AH 112	3 credits
AH 260	Supervisory Management in Health Care	AH 204	3 credits
AH 222	Health Care Policy and Administration	AH 120, AH 204	3 credits
AH 224	Current Issues and Trends in Health Care	AH 120, AH 204	3 credits

Total Credits: 15

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.

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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 as part of the Patient Service Representative Associate Degree Program.

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.

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.

Patient Service Representative Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
Tier I Patient Service Representative			
AH 103	Medical Terminology		3 credits
CIS 103	Applied Computer Technology		3 credits
ENGL 101	English Composition I		3 credits

AH 112	Medical Administrative Procedures	3 credits
AH 116	Interpersonal and Professional Skills in the Health Care Setting	3 credits
AH 120	Reimbursement Methodologies in Health Care	ENGL 101 3 credits

Total Credits: 18

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.

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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.
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FIRST SEMESTER

PHOT 101 - Basic Photography		4 credits	
PHOT 104 - Introduction to Video Production		3 credits	
PHOT 111 - History of Photography		3 credits	
ENGL 101 - English Composition I		3 credits	ENGL 101
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
SECOND SEMESTER			
PHOT 103 - Large Format Photography	PHOT 101	4 credits	
PHOT 151 - Digital Imaging		3 credits	
PHOT 152 - Introduction to Color Photography and Digital Printing	PHOT 151 , which may be taken concurrently	3 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
THIRD SEMESTER			
PHOT 201 - Commercial Photography Basic Studio	PHOT 103	4 credits	
PHOT 202 - Commercial Photography Portraiture	PHOT 152 , which may be taken concurrently	4 credits	
PHOT 217 - Photojournalism	PHOT 152 , which may be taken concurrently	4 credits	
Science Elective		3/4 credits	Natural Science
FOURTH SEMESTER			
PHOT 205 - Commercial Photography Advanced Studio	PHOT 152 and PHOT 201	4 credits	
PHOT 211 - Corporate and Event Videography	PHOT 104	3 credits	
PHOT 299 - Professional Practices Photographic Imaging	PHOT 202 and PHOT 205 which may be taken concurrently	3 credits	
Humanities Elective		3 credits	Humanities
Social Science Elective		3 credits	Social Science

MINIMUM CREDITS NEEDED TO GRADUATE: 63 credits**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.

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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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 satisfactorily 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 credits
PHOT 104	Introduction to Video Production		3 credits
PHOT 151	Digital Imaging		3 credits
PHOT 152	Introduction to Color Photography and Digital Printing	PHOT 151 which may be taken concurrently	3 credits

Total Credits: 13

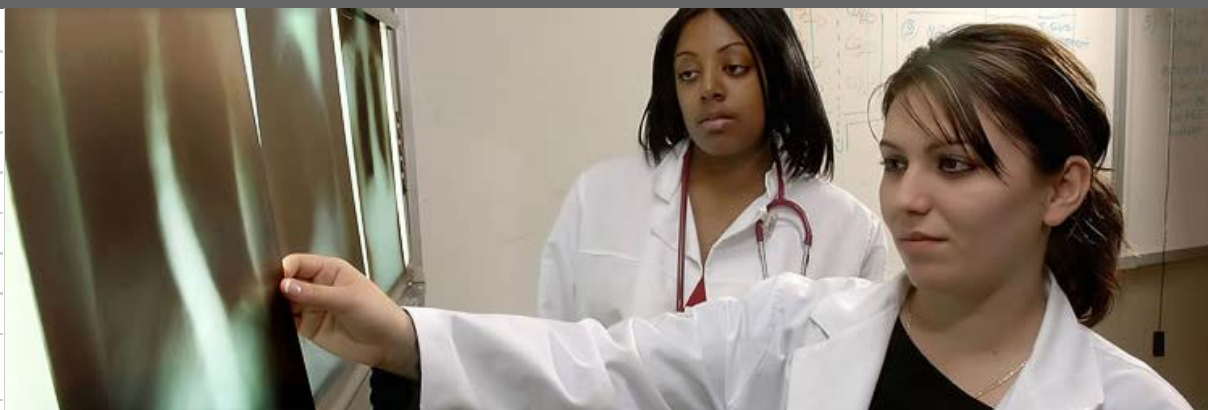
Successful Completion:

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.

For More Information Contact:

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

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Respiratory Care Technology

This curriculum prepares students as beginning 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 certification, a requirement for practicing in the state.

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 and dental examinations. 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, 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, 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 2.5 grade point average and must meet other department admission requirements, and will be admitted only upon favorable recommendation of the entire faculty.

All applicants may be required to participate in the pre-entrance standardized testing program. All new applicants will be interviewed by the program director, department head and/or member(s) of the department's admissions committee. Students petitioning for a second admission to the program must have a 2.5 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.)

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 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 credits	
RESP 101 - Fundamentals of Respiratory Care Techniques I	RESP 100	4 credits	
ENGL 101 – English Composition I		3 credits	ENGL 101
BIOL 109 – Anatomy and Physiology I		4 credits	Natural Science
MATH 118 - Intermediate Algebra	MATH 117	3 credits	Mathematics
SECOND SEMESTER			
RESP 102 - Fundamentals of Respiratory Care Techniques II	RESP 100, RESP 101	4 credits	
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
BIOL 110 – Anatomy and Physiology	BIOL 109	4 credits	
RESP 103 - Fundamentals of Respiratory Care Techniques III	RESP 102	3 credits	
THIRD SEMESTER			
CHEM 110 - Introductory Chemistry		4 credits	
CHEM 101 - General Chemistry			
RESP 104 - Clinical Practicum I	RESP 103	1 credits	
RESP 210 - Cardiopulmonary Pathophysiology I	RESP 104 Coreq: RESP 220	1 credits	
RESP 220 - Advanced Respiratory Care Procedures I	RESP 104 Coreq: RESP 210	5 credits	
BIOL 241 – Principles of Microbiology	BIOL 106, BIOL 107, BIOL 109 or BIOL 123	4 credits	
FOURTH SEMESTER			
Humanities Elective		3 credits	Humanities
RESP 211 - Cardiopulmonary Pathophysiology II	RESP 210 Coreq: RESP 211	4 credits	
RESP 221 - Advanced Respiratory Care Procedures II	RESP 220 Coreq: RESP 211	5 credits	
RESP 299 - Clinical Practicum II	RESP 211 Coreq: RESP 221	1 credits	
Social Science Elective		3 credits	Social Sciences

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.

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.

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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 pre dental 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 resident in the various 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 credits	Mathematics
Natural Science with Lab Elective		4 credits	Natural Science

CIS 103 – Applied Computer Technology		3 credits	Tech Comp
SECOND SEMESTER			
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MATH 172 - Calculus II or Natural Science with Lab Elective	MATH 171 or MATH 166 dept. head approval	4 credits	Natural Science with Lab Elective
Humanities Elective		3 credits	Humanities
Natural Science with Lab Elective		4 credits	
Natural Science with Lab Elective		4 credits	
THIRD SEMESTER			
Natural Science with Lab Elective		4 credits	
Social Science Elective		3 credits	
Humanities Elective		3 credits	
General Elective		3 credits	
Natural Science with Lab or General Elective		3 or 4 credits	
FOURTH SEMESTER			
Natural Science with Lab or General Elective		3 or 4 credits	
Social Science Elective		3 credits	
General Elective		3 credits	
General Elective		3 credits	

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.

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.

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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. Graduates from the program receive the Associate in Applied Science (A.A.S.) degree in Music Industry and Technology.

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 credits	
MUS 101 - Piano I		1 credits	
FIRST SEMESTER			
MUS 102 - Piano II	MUS 101	1 credit	
MUS 196 - Ensemble I		1 credit	

MUS 115 - Introduction to Music Technology		3 credits	
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
ENGL 101 – English Composition I		3 credits	ENGL 101
MUS 111 - Aural Theory I	MUS 100	3 credits	
SECOND SEMESTER			
MUS 103 - Introduction to Music		3 credits	
MUS 114 - Harmony I	MUS 100	3 credits	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
MUS 197 - Ensemble II		1 credit	
MUS 113 - Aural Theory II	MUS 111	3 credits	
THIRD SEMESTER			
ACCT 101 – Financial Accounting		4 credits	
MUS 214 - Harmony II	MUS 114	3 credits	
MUS 220 - ProTools - Digital Audio Editing	MUS 215	3 credits	
MUS 180 - Music Business		3 credits	
MUS 211 - Aural Theory III	MUS 113	3 credits	
FOURTH SEMESTER			
PHYS 125 – Musical Acoustics		3 credits	Natural Science
MUS 260 - Sound Reinforcement and Recording Session	MUS 220	3 credits	
MUS 107 - Music Composition	MUS 100, MUS 115	3 credits	
Social Science Elective		3 credits	Social Science
MUS 290 - Music Internship	MUS 180, MUS 260 which may be taken concurrently	2 credits	

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.

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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Women's Studies/Gender Studies

The Women's Studies/Gender Studies curriculum is appropriate for students who wish to emphasize the study of what it means to be a woman or a man, whether for personal interest or with the goal of transfer to major in women's studies, gender studies, sociology or related fields. The Women's Studies/Gender Studies program combines a core of academic courses in the humanities and social sciences with a general education foundation.

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 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.

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:

- Understand the complexities of gender and the ways in which gender roles impact the life choices available to women and men.
- Reflect critically on the diversity of women's and men's experience in their own and other cultures.
- Function more effectively in the workplace and in their personal lives through a broader perspective on gender relationships.
- Appreciate the diversity of women's and men's experience in their own and other cultures.
- Enter the public conversation concerning gender roles and the public policy debate.

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 Women's Studies/Gender Studies a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

WOMEN'S STUDIES/GENDER STUDIES 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 150 - Introductory Data Analysis, or alternative ¹	MATH 118	3 credits	Mathematics
WS 101 – Introduction to Women's Studies		3 credits	Am/Global Diversity
PSYC 101 – Introduction to Psychology or SOC 101 – Introduction to Sociology		3 credits	Social Sciences
CIS 103 – Applied Computer Technology		3 credits	Tech Comp
SECOND SEMESTER			
General Elective		3 credits	
Directed Elective – select one of the following:		3 credits	
HIST 180 – Women and History			
ENGL 260 – Women in Literature	ENGL 101		
SOC 212 – Marriage and Family	SOC 101		
ANTH 202 – Gender Roles in Cross-Cultural Perspective	ANTH 101 or ANTH 112 or SOC 101		
PSYC 202 – Human Sexuality	PSYC 101		
PHIL 202 - Love and Sexuality			
SOC 115 – Women and Men in American Society	ENGL 101		
Directed Elective – select one from the list above		3 credits	
ENGL 102 – English Composition II	ENGL 101	3 credits	ENGL 102, Info Lit
Lab Science ²		4 credits	Natural Science
THIRD SEMESTER			
Humanities Elective		3 credits	Humanities
Advanced Psychology, Sociology, or Anthropology ³	PSYC 101 or SOC 101	3 credits	
Directed Elective – select 1 from the list above		3 credits	
Directed Elective – select 1 from the list above		3 credits	
Science Elective ²		3/4 credits	
FOURTH SEMESTER			
Artistic/Oral		3 credits	
General Elective ⁴		3 credits	
General Elective ⁴		3 credits	
General Elective ⁴		3 credits	
General Elective ⁴		3 credits	

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 and the **Writing Intensive** 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 **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.

1. Women's Studies/Gender Studies often involves analysis of statistical and quantitative data. Therefore, MATH 150, Introductory Data Analysis, is recommended although MATH 118 will fulfill graduation requirements.
2. This program requires two sciences, one of which must have a lab component. BIOL 109-110 – Human Anatomy and Physiology, or BIOL 106 and 107 – General Biology are recommended.
3. Recommended: PSYC 215, 211, 221; SOC 212, 231, 233; ANTH 202.
4. It is also recommended that you consider ANTH 112, ENGL 116, ENGL 125, PSYC 215 and any sociology course which relates to your own interests.

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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Women's Studies/Gender Studies Academic Certificate

The academic certificate program in Women's Studies/Gender Studies is designed to provide understanding and expertise on issues of gender and of women's experience that will enhance students' performance in many career fields, such as human services, education, business, law and health care. The certificate combines a core of academic courses in the humanities and social sciences with a general education foundation and a 20 hour (minimum) service experience. Students completing the certificate may apply courses toward an Associate in Arts degree in Liberal Arts (general option, humanities option, leadership studies option) or Culture, Science and Technology.

The service-learning component can be accomplished through any of a number of venues, including course selection, curriculum-related experiences, or through special arrangement with the coordinator of the Women's Studies/Gender Studies program. A list of acceptable courses and experiences are available from the program coordinator.

To complete the service-learning component, students write a reflection paper on their experience. The coordinator of the Women's Studies/Gender Studies program will certify that the reflection paper meets the criteria for the Women's Studies/Gender Studies certificate. The paper should demonstrate that the student has developed a deeper understanding of gender issues as a result of the experience of volunteering for an organization that provides services for or that advocates for women and girls.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Understand the complexities of gender and the ways in which gender roles impact the life choices available to women and men.
- Appreciate the diversity of women's and men's experience in their own and other cultures.
- Function more effectively in the workplace and in their personal lives through a broader perspective on gender relationships.
- Enter the public conversation concerning gender roles and the public policy debate.

Program Entry Requirements:

Students are admitted to the academic certificate program by applying to the College and selecting the program. 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 certificate program.

Program of Study and Graduation Requirements:

Receipt of the certificate is based on completion of a minimum of 30 credits of required courses, with a minimum cumulative grade point average of 2.0 ("C" average), plus the approval of a reflection paper addressing gender issues related to the 20-hour service-learning experience.

Women's Studies/Gender Studies Academic Certificate Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits
FIRST SEMESTER		
ENGL 101 – English Composition I		3 credits

WS 101 – Introduction to Women's Studies 3 credits

MATH 118 - Intermediate Algebra or higher 3 credits

PSYC 101 – Introduction to Psychology or
SOC 101 – Introduction to Sociology 3 credits

CIS 103 – Applied Computer Technology 3 credits

SECOND SEMESTER

ENGL 102² – English Composition II or **ENGL 101** 3 credits
ENGL 112 –Report and Technical Writing

Any four of the following: 12 credits

ANTH 202 – Gender Roles in Cross-Cultural Perspective **ANTH 101** or **ANTH 112** or **SOC 101**

ENGL 260 –Women in Literature **ENGL 101**

HIST 180 – Women and History

BHHS 151 –Child Abuse and Family Violence

PSYC 202 – Human Sexuality **PSYC 101**

SOC 212 – Marriage and Family **SOC 101**

SOC 115 – Women and Men in American Society **ENGL 101**

PHIL 202 - Philosophy of Love and Sexuality

MINIMUM CREDITS NEEDED TO GRADUATE: 30

¹ MATH 150 – Introductory Data Analysis recommended.

² ENGL 102 – Recommended for students seeking a Liberal Arts degree or transfer to some baccalaureate programs. Consult an academic advisor or counselor.

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 32-34 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 credits
ENGL 101 – English Composition I		3 credits

YW 110 – Family and Community Engagement		3 credits
CIS 100 –Introduction to Computer Use or CIS 103 – Applied Computer Technology		1 or 3 credits
Directed Elective* – choose one:		3 credits
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 credits
SECOND SEMESTER		
YW 115 – Critical Issues in Youth Work		3 credits
ENGL 102 – English Composition II	ENGL 101	3 credits
Directed Elective – Choose one from list above		3 credits
Directed Elective – Choose one from list above		3 credits
Youth Work 196 – Practicum in Youth Work**		4 credits

MINIMUM CREDITS NEEDED TO GRADUATE: 32

*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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College Catalog Fall 2010 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 credits
YW 110	Family and Community Engagement		3 credits
YW 115	Critical Issues in Youth Work		3 credits

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.

For More Information Contact:

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

Community College of Philadelphia

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- Automotive Technology - Automotive Service Technology Option
- Automotive Service Proficiency Certificate
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 - Disability Studies Academic Certificate
 - Human Services Academic Certificate
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 - Recovery and Transformation Proficiency Certificate
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 - Network and Systems Administrator Proficiency Certificate
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- **Finance**
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- **Geographic Information Systems**
 - Geographic Information Systems Academic Certificate
 - Geographic Information Systems Proficiency Certificate
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The College Board of Trustees reserves the rights to change any the provisions of this catalog without notice.

Fall 2010 Semester Dates

Term Code	Description	Start	End
15A	15-week classes - Main Campus, Regional Centers and Distance Education	September 7, 2010	December 21, 2010
14A	14-week classes - Sts. John Neumann and Maria Goretti High School	September 13, 2010	December 21, 2010
13A	13-week classes - St. Hubert High School	September 20, 2010	December 12, 2010
12A	12-week classes - Regional Centers	September 27, 2010	December 21, 2010
10A	10-week classes - Main Campus, Regional Centers and Distance Education	October 7, 2010	December 21, 2010
10B	10-week classes - Accelerated Paralegal Studies Program Session 1	September 7, 2010	November 15, 2010
10C	10-week classes - Accelerated Paralegal Studies Program Session 2 & Other Distance Education classes	November 16, 2010	February 17, 2011
7A	7-week Accelerated Spanish classes	September 7, 2010	October 22, 2010
7B	7-week Accelerated Spanish classes	October 25, 2010	December 13, 2010

Fall 2010 Refund Periods

Term Code	Description	100% No Later Than	75%	50%	25%	0% No Refund on or After
15A	15-week classes - Main Campus, Regional Centers, and Distance Education	9/6/2010	9/7 - 9/13/2010	9/14 - 9/20/2010	9/21 - 9/27/2010	9/28/2010
14A	14-week classes - St. Hubert High School	9/12/2010	9/13 - 9/18/2010	9/19 - 9/25/2010	9/26 - 10/2/2010	10/3/2010
13A	13-week classes - Sts. John Neumann and Maria Goretti High School	9/19/2010	9/20 - 9/25/2010	9/26 - 10/1/2010	10/2 - 10/7/2010	10/8/2010
12A	12-week classes - Regional Centers	9/26/2010	9/27 - 10/1/2010	10/2 - 10/7/2010	10/8 - 10/13/2010	10/14/2010
10A	10-week classes - Main Campus, Regional Centers, and Distance Education	10/6/2010	10/7 - 10/11/2010	10/12 - 10/16/2010	10/17 - 10/21/2010	10/22/2010
10B	10-week classes - Accelerated Paralegal Studies Program Session	9/6/2010	9/7 - 9/10/2010	9/11 - 9/15/2010	9/16 - 9/20/2010	9/21/2010
10C	10-week classes - Accelerated Paralegal Studies Program Session 2	11/15/2010	11/16 - 11/21/2010	11/22 - 11/27/2010	11/28 - 12/3/2010	12/4/2010
7A	7-week Accelerated Spanish classes	9/6/2010	9/7 - 9/9/2010	9/10 - 9/12/2010	9/13 - 9/15/2010	9/16/2010
7B	7-week Accelerated Spanish classes	10/24/2010	10/25 - 10/27/2010	10/28 - 10/30/2010	10/31 - 11/3/2010	11/4/2010

Fall 2010 Withdrawal Dates

Term Code	Description	Last Day to Withdraw Without Penalty of Failure
15A	15-week classes - Main Campus, Regional Centers, and Distance Education	November 22, 2010
14A	14-week classes - Sts. John Neumann and Maria Goretti High School	November 27, 2010
13A	13-week classes - St. Hubert High School	November 29, 2010
12A	12-week classes - Regional Centers	December 2, 2010
10A	10-week classes - Main Campus, Regional Centers, and Distance Education	November 30, 2010
10B	10-week classes - Accelerated Paralegal Studies Program Session 1	November 3, 2010
10C	10-week classes - Accelerated Paralegal Studies Program Session 2 & Other Distance Education Classes	January 25, 2011
7A	7-week Accelerated Spanish classes	October 9, 2010
7B	7-week Accelerated Spanish classes	November 30, 2010

Spring 2011 Semester Dates

Term Code	Description	Start	End
15A	15-week classes - Main Campus, Regional Centers and Distance Education	January 18, 2011	May 6, 2011
14A	14-week classes - Sts. John Neumann and Maria Goretti High School	January 24, 2011	May 6, 2011
13A	13-week classes - St. Hubert High School	January 31, 2011	May 6, 2011
12A	12-week classes - Regional Centers	February 7, 2011	May 6, 2011
10A	10-week classes - Main Campus, Regional Centers and Distance Education	February 14, 2011	May 6, 2011
10B	10-week classes - Accelerated Paralegal Studies Program Session 1	February 19, 2011	May 5, 2011
7A	7-week Accelerated Spanish classes	January 18, 2011	March 4, 2011
7B	7-week Accelerated Spanish classes	March 14, 2011	April 29, 2011

Spring 2011 Refund Periods

Term Code	Description	100% No Later Than	75%	50%	25%	0% No Refund on or After
15A	15-week classes - Main Campus, Regional Centers and Distance Education	1/17/2011	1/18-1/24/2011	1/25-1/31/2011	2/1-2/7/2011	2/8/2011
14A	14-week classes - Sts. John Newman and Maria Goretti High Schools	1/23/2011	1/24-1/29/2011	1/30-2/5/2011	2/6-2/12/2011	2/13/2011
13A	13-week classes - St. Hubert High School	1/30/2011	1/31-2/5/2011	2/6-2/11/2011	2/12-2/18/2011	2/19/2011
12A	12-week classes - Regional Centers	2/6/2011	2/7-2/11/2011	2/12-2/17/2011	2/18-2/23/2011	2/24/2011
10A	10-week classes - Main Campus, Regional Centers and Distance Education	2/13/2011	2/14-2/18/2011	2/19/2011-2/23/2011	2/24-3/1/2011	3/2/2011
10B	10-week classes - Accelerated Paralegal Studies Program Session 1	2/18/2011	2/19-2/23/2011	2/24-2/28/2011	3/1-3/5/2011	3/6/2011
7A	7-week Accelerated Spanish classes	1/17/2011	1/18-1/20/2011	1/21-1/23/2011	1/24-1/26/2011	1/27/2011
7B	7-week Accelerated Spanish classes	3/13/2011	3/14-3/16/2011	3/17-3/19/2011	3/20-3/22/2011	3/23/2011

Spring 2011 Withdrawal Dates

Term Code	Description	Last Day to Withdraw Without Penalty of Failure
15A	15-week classes - Main Campus, Regional Centers and Distance Education	April 11, 2011
14A	14-week classes - Sts. John Neumann and Maria Goretti High School	April 16, 2011
13A	13-week classes - St. Hubert High School	April 13, 2011
12A	12-week classes - Regional Centers	April 18, 2011
10A	10-week classes - Main Campus, Regional Centers and Distance Education	April 15, 2011
10B	10-week classes - Accelerated Paralegal Studies Program Session 1	April 18, 2011
7A	7-week Accelerated Spanish classes	February 19, 2011
7B	7-week Accelerated Spanish classes	April 15, 2011

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English Courses

On the basis of placement tests in reading and writing, students are assigned to English courses at an appropriate level. There are courses at the pre-college level, including a sequence of courses for students learning English as a Second Language, as well as a variety of transferable college courses. All courses numbered below 100 are pre-college courses.

Instructors in English department courses may in some cases expect students to meet with them individually or in small groups, in the classroom or at another appropriate location, either as a supplement or as an alternative to some regularly scheduled class meetings. The purpose of such conferences shall be to give individual instruction based upon student needs.

NOTE: English 067, 068, 069, 070, 071, 072, 073, 078, 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 067 Integrated Cultural and Communicative Skills (ICCS) Speaking and Listening 3-0-3

ENGL 068 ICCS Reading

3-0-3

ENGL 069 ICCS Writing

3-0-3

ENGL 070 ICCS American Culture and History

3-0-3

An integrated course in cultural and communicative skills (listening, speaking, pragmatics, reading and writing) for non-native speakers of English who have had very little if any previous exposure to the English language. Courses are designed to be taken concurrently.

ENGL 071 Listening and Speaking for Non-Native Speakers of English

3-0-3

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: "Pass" grade in ICCS or placement.

ENGL 072 Intermediate Listening and Speaking for Non-Native Speakers of English

3-0-3

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

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 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 078 Pronunciation of American English for Non-Native Speakers of the Language

3-1-3

The accurate and intelligible production of the vowel and consonant sounds of American English and their combinations within limited and extended discourse accompanied by proper stress, rhythm, pitch and intonation. Credit will not be applied toward graduation.

ENGL 081 High Beginning Reading for Non-Native Speakers of English

3-0-3

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: "Pass" grade in ICCS or placement. Corequisite: ENGL 091.

ENGL 082 Intermediate Reading for Non-Native Speakers of English

3-0-3

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

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 089 Fundamentals of Reading

3-0-3

Practice in reading of literary and non-fiction materials for comprehension, vocabulary development and analysis. Writing is required. Credit will not apply toward graduation or transfer.

ENGL 091 High Beginning Writing for Non-Native Speakers of English

3-0-3

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: "Pass" grade in ICCS or placement. Corequisite: ENGL 081.

ENGL 092 Intermediate Writing for Non-Native Speakers of English

3-0-3

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

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 095 Communications

3-0-3

Basic communication course focusing on the skills of active listening, interviewing, reading aloud and organizing and expressing short messages. Offered only in CAP program. Credit will not be applied toward graduation.

ENGL 096 Speech as a Language Art

3-0-3

Instruction in formal and informal speech to reinforce reading and writing skill development. Students will improve their study habits by working on speeches, dramatic readings and panel discussions. Prerequisite: Placement in B level of CAP.

ENGL 097 Basic Writing Skills

3-0-3

For students who score two levels below English 101 on the placement test. Students practice developing fluency, organizing ideas and writing paragraphs and short essays, as well as editing for grammar, punctuation and spelling. Offered only in CAP. Learning Lab instruction is included. Credit will not be applied toward graduation.

ENGL 098 Fundamentals of Writing

3-0-3

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

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

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 083 or appropriate score on placement test.

ENGL 099 ESL Reading Improvement: Advanced Reading for Non-native Speakers of English

3-0-3

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 100 College Reading

3-0-3

To improve reading comprehension of college-level material. Emphasis on reading and analysis. Writing required. (Credit for graduation, but may not transfer.) Prerequisite: "Pass" grade in ENGL 099 or ENGL 101 placement with appropriate reading skill level.

Two semesters of college-level English writing courses (101 plus 102 or 112) are required for most students. Check your curriculum for specific requirements.

ENGL 101 English Composition I

3-0-3

First of a two-part sequence in English composition. This course requires the writing of academic essays of about 500 words which develop significant ideas in a sequence of well-organized paragraphs with a minimum of errors. Students are expected to use a variety of rhetorical patterns and respond in writing to assigned reading. Prerequisite: "Pass" grade in 098 or satisfactory score on the composition placement test.

ENG 101H English Composition I (Honors)

3-0-3

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 English Composition II

3-0-3

Second of a two-part sequence in English composition. Continuing study of the effective use of language and the composition of longer papers in which students respond to literature and/or non-fiction reading, incorporating information and ideas of others along with their own thinking. A substantial research paper is usually required, in which students make use of sources they have located and evaluated. Prerequisite: ENGL 101.

ENGL 102H English Composition II (Honors)

3-0-3

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.

ENGL 106 Grammar

3-0-3

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

Analysis of the mass media and the relationship of the media to the individual and society. It also includes the study of the history and ethics of the media, including present-day trends in the dissemination of news and information in an electronic world. Prerequisite: ENGL 101, which may be taken concurrently.

ENGL 108 Learning Across the Disciplines

3-0-3

An introduction to the language, style and logic of college-level courses. Provides instruction in adapting to the demands of the academic disciplines at Community College of Philadelphia and four-year institutions so that students can become competitive, independent learners.

ENGL 109 Reading Literature

3-0-3

This is an introductory literature course providing students with reading strategies that allow them to comprehend, interpret, assess, and enjoy a wide range of literary texts. The course engages students in critical discussion and writing in response to the readings. Prerequisite: ENGL 101, which may be taken concurrently.

ENGL 112 Report and Technical Writing

3-0-3

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

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

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 114 or ENGL 101, which may be taken concurrently.

ENGL 116 Interpersonal Communication

3-0-3

Provides skills needed to improve one-to-one communication in family life, social situations and professional careers. Study of nonverbal behavior, listening, conflict resolution and communicator sensitivity. This course is particularly useful for people planning to work in the helping professions. Prerequisite: ENGL 101 or 114 or permission of the department head.

ENGL 120 Voice and Articulation

3-0-3

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 125 Community Involvement: Theory and Practice

3-0-3

Students will have the opportunity to earn academic credit for 20 hours during the semester of volunteer work in a recognized community organization and for reading, writing and reflecting upon the social meaning and value of their experience. Students will learn about the history of voluntary organizations and will develop the communication skills necessary to function effectively in their communities. Such communication skills will include learning how to write a grant proposal to fund a community-based project.

ENGL 131 Acting I

3-0-3

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

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

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

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 Theatre

3-0-3

The theatre experience from a spectator's point of view. All elements of making and performing a play are studied. Theatre 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 Theatre

2-3-4

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 theatre.

Additional course fee: \$66.

ENGL 142 Rehearsal and Performance

3-2-4

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: \$66.

ENGL 170 Folklore in American Life

3-0-3

This interdisciplinary course introduces students to the basic concepts of folklore and ethnography. It is about people and their traditions, representing a range of class, color, and ethnic backgrounds, and focuses on multiple facets of the complex American cultural legacy. Students conduct original field research and participate in experiential learning. *Satisfies the American Diversity requirement.*

ENGL 195H Writing in the Humanities and Social Sciences I (Honors)

3-0-3

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. Corequisites: HIST 298H, PHIL 298H, ENGL 298H and IDS 298H or HIST 297H, PHIL 297H, ENGL 297H and IDS 297H. *Fulfills Writing Intensive requirement.*

ENGL 196H Writing in the Humanities and Social Sciences II (Honors)

3-0-3

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. Corequisites: HIST 298H, PHIL 298H, ENGL 298H and IDS 298H or HIST 297H, PHIL 297H, ENGL 297H and IDS 297H. *Fulfills Writing Intensive requirement.*

ENGL 205 Creative Writing

3-0-3

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 206 History of the English Language

3-0-3

Introduction to the origins, structure and development of the English language. Includes examination of the varieties of English around the world, including regional and social dialects of the United States. Recommended for students with an interest in English, education, social science or history. Prerequisite: ENGL 101.

ENGL 208 Introduction to Literature: Prose

3-0-3

Close study of selected short stories, novels and plays with emphasis on appreciation and understanding of literary structures and basic forms. Special topics or themes are offered. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, Writing Intensive requirements.*

ENGL 209 Introduction to Literature: Poetry

3-0-3

Close study of selected poems with emphasis on appreciation and understanding of their structural, technical and aesthetic qualities. Prerequisite: ENGL 101. *Fulfills Interpretive Studies requirement.*

ENGL 211 Survey of British Literature: From Beginnings to 1750

3-0-3

Basic 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 developing themes, styles and structures. Highly recommended for future English majors. Recommended for students of history and the arts. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

ENGL 212 Survey of British Literature: From 1750 to the Modern Era

3-0-3

Basic survey of British literature from 1750 to the present. Study of the major works and authors in British history. Emphasis on developing themes, style and structures. Highly recommended for future English majors. Recommended for students of history and the arts. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

ENGL 221 Survey of American Literature: From the Beginnings to the Civil War

3-0-3

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 requirements.*

ENGL 222 Survey of American Literature: From the Civil War to the Present

3-0-3

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 requirements.*

ENGL 230 Asian Literature

3-0-3

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 requirements.*

ENGL 232 Introduction to Literature: Drama

3-0-3

Analysis of significant American and foreign plays with emphasis on an understanding and appreciation of both theatrical and literary techniques. Prerequisite: ENGL 101.

ENGL 241 Introduction to Shakespeare

3-0-3

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 requirements.*

ENGL 245 World Literature: From Antiquity to 1500

3-0-3

Selections from world literature representing the values and literary excellence of the cultural heritage of various peoples of the world. Works from antiquity to the 1500s will be studied in a cross-cultural context. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

ENGL 246 World Literature: From 1500 to the Present

3-0-3

Selections from world literature representing the values and literary excellence of the cultural heritage of various peoples of the world. Works from after 1500 to the present will be studied in a cross-cultural context. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

ENGL 250 African-American Literature I

3-0-3

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 requirements.*

ENGL 251 African-American Literature II

3-0-3

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 requirements.*

ENGL 256 African Literature

3-0-3

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 requirements.*

ENGL 260 Women in Literature

3-0-3

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 requirements.*

ENGL 265 Science Fiction

3-0-3

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 requirement.*

ENGL 271 The Language of Film

3-0-3

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

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 271. *Fulfills Interpretive Studies requirement.*

ENGL 280 Poetry Writing

3-0-3

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

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

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 285 Portfolio Development

3-0-3

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 or ENGL 282. Corequisite: One additional advanced creative writing course, ENGL 280, ENGL 281 or ENGL 282. *Fulfills Writing Intensive requirement.*

ENGL 297H Literature in the Context of Intellectual History: Ancient and Medieval (Honors)

3-0-3

Ancient and Medieval literature with special attention to intellectual history and literary theory. Prerequisite: ENGL 101 or ENGL 101H. Corequisites: IDS 297H, HIST 297H, PHIL 297H, and either

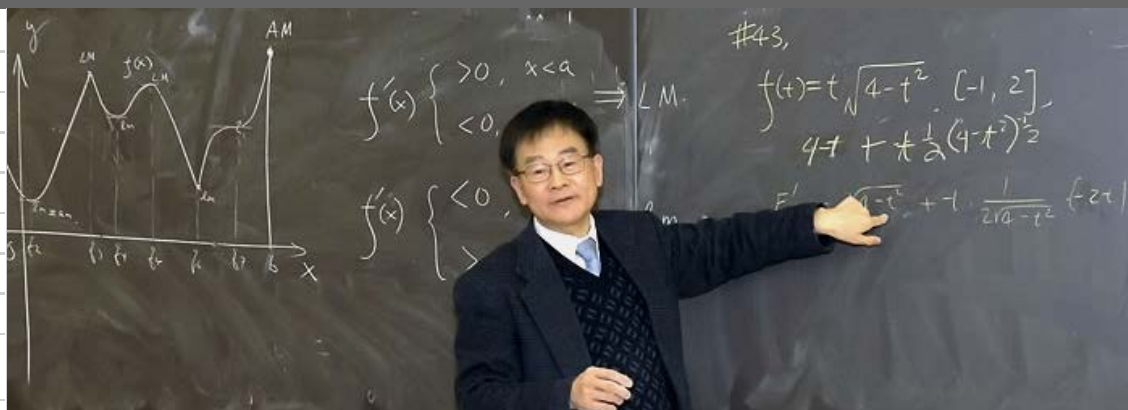
ENGL 295H or ENGL 296H.

ENGL 298H Literature in the Context of Intellectual History: Modern (Honors)

3-0-3

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. Corequisites: PHIL 298H, HIST 298H, IDS 298H, ENGL 295H or ENGL 296H. Fulfills American/Global Diversity requirement.

Unless otherwise noted, all college level courses require English 101 placement.

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Mathematics Courses

NOTE: On the basis of placement tests in mathematics, students are assigned to math courses at an appropriate level. There are courses at the pre-college level, as well as a variety of transferable college courses. All courses numbered below 100 are pre-college courses.

MATH 016 Arithmetic

3-0-3

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.

MATH 017 Elementary Algebra

3-0-3

This course covers algebraic expressions; equivalent algebraic expressions; operations on algebraic expressions; linear equations and inequalities in one variable; and factoring. Credit will not apply toward graduation. Prerequisites: "Pass" grade in MATH 016 or satisfactory score on mathematics placement test.

MATH 118 Intermediate Algebra

3-0-3

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. Prerequisite: MATH 017.

MATH 121 Computer Mathematics and Logic

3-0-3

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 135 Introduction to Mathematics

3-0-3

Logical fallacies in language, propositional logic, negation, conjunction, disjunction, implication, validity, soundness, Boolean algebra, applications. Prerequisite: MATH 017 or MATH 118 (or higher) placement.

MATH 137 Geometry for Design

3-0-3

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

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

Cartesian coordinates, linear equations in two variables, graphing lines, systems of linear equations and inequalities, Gauss-Jordan elimination, matrices, matrix addition and multiplication, matrix inversion, geometric solution of linear programming problems, the Simplex method, duality. Prerequisite: MATH 118 with a grade of "C" or better or MATH 161 (or higher) placement.

MATH 152 Probability

3-0-3

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

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

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

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

4-0-4

Set theory; functions and relations; counting and discrete probability; introduction to graphs and trees; elements of logic; introduction to proofs, proofs by induction, direct proof and proof by contradiction; recursion; Boolean algebra and logic circuits; and applications in computer science. Number theory may also be discussed. Prerequisite: MATH 161 with a grade of "C" or better or MATH 162 (or higher) placement.

MATH 165 Differential Calculus I

4-0-4

Integrated precalculus and differential calculus of polynomial, rational and algebraic functions. Graphs, local and global behavior; techniques of differentiation—product rule, quotient rule, chain rule. Introduction to the integral. Prerequisite: MATH 118 with a grade of "C" or better or MATH 161 (or higher) placement.

MATH 166 Differential Calculus II

4-0-4

Integrated precalculus and differential calculus of transcendental functions: exponential, logarithmic and trigonometric functions. Students may then take traditional Calculus II. Prerequisite: MATH 165 with grade of "C" or better.

MATH 171 Calculus I

4-0-4

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

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

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

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

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

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

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. Prerequisites: MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better.

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Computer Information Systems Courses

CIS 100 Introduction to Computer Use

1-1-1

An introduction to the use of computers in a technological society. This course is designed to enable students to prepare simple documents on a computer-based word processor, to perform online searches of the library and the Internet, and to communicate using e-mail.

Additional course fee: \$66.

CIS 103 Applied Computer Technology

2-2-3

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.

CIS 104 PC Operating Systems: Windows

2-2-3

A thorough study of the Microsoft Windows operating system as both a graphical user interface and a manager of systems resources. The course begins with fundamental topics, such as ways to use the mouse, file management and customizing the Windows desktop, but goes on to more advanced topics such as installing and customizing Windows software.

Additional course fee: \$66.

CIS 105 Windows Professional Operating System

3-2-4

Through lecture and hands-on experience, this course develops the skills students need to successfully install and manage the Microsoft Windows Professional operating system. Topics covered include: an overview of operating systems, an overview of Windows Professional and methods of installation. Students learn to configure the user environment; configure protocols; connect to a network; manage resources, local users and local groups; and monitor and troubleshoot the system. Successful completion of this course prepares the student to sit for the computer-based Microsoft Windows Professional Certification Exam. Prerequisite: CIS 103.

Additional course fee: \$66.

CIS 106 Introduction to Computer Programming

3-2-4

This course is an introduction to the fundamentals of computer programming using the Visual Basic .Net programming language. The course covers the logical design of computer programs, simple input and output, data checking, formatting reports, sequential file access 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: \$66.

CIS 115 C# Programming I

3-2-4

An introductory course in the C# programming language. This course includes some discussion of

algorithm development and structured programming logic in addition to introducing object-oriented programming. Prerequisite: CIS 106.

Additional course fee: \$66.

CIS 130 Web Page Design I

2-2-3

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: \$66.

CIS 140 Introduction to Desktop Publishing

2-2-3

An introduction to desktop publishing using Microsoft Publisher. This course covers the basics of using a PC to integrate words and pictures on the printed page, including typefaces, fonts, printing and page layout. Prerequisites: CIS 103 or departmental approval.

Additional course fee: \$66.

CIS 150 Data Communications

3-2-4

Introduces data communications concepts and skills that are the basis of the new information society. Topics include voice and data communications, general communications concepts, network configurations, circuits, network design, protocols, software, microcomputer architecture, online services and the Internet, and network management, control and security. Labs include hands-on activities. Prerequisites: CIS 104 or CIS 105 or departmental approval.

Additional course fee: \$66.

CIS 203 Microsoft Excel with Macro Programming

2-2-3

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: \$66.

CIS 204 Fundamentals of Linux and Unix

2-2-3

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.

CIS 205 Database Management Systems

3-2-4

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: \$66.

CIS 215 C# Programming II

3-2-4

This course is the second in a two-part sequence designed to prepare students to develop Windows applications in C#. Topics will include file handling, graphical user interfaces, multi-threading, Extensible Markup Language (XML), database programming, Structured Query Language (SQL) and creating Internet communication software. Prerequisite: CIS 115.

Additional course fee: \$66.

CIS 230 Web Page Design II

2-2-3

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: \$66.

CIS 252 Windows Server Administration

3-2-4

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: \$66.

CIS 253 Windows Active Directory Services

3-2-4

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: \$66.

CIS 270 Systems Analysis and Design

3-2-4

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.

Additional course fee: \$66.

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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

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 I

3-0-3

Survey of the basic art forms — architecture, sculpture and painting — from ancient civilizations (including some non-Western cultures) through the Renaissance. The course explores concepts and media, as well as the political, social and religious developments which induced important artistic changes. Field trips to museums. *Fulfills Interpretive Studies requirement.*

ART 104 History of Art II

3-0-3

Survey of the basic art forms — architecture, sculpture and painting — from the Renaissance through the 20th century, including some non-Western cultures. The course explores concepts and media, as well as the political, social and religious developments which induced important artistic changes. Field trips to museums. (Note: ART 103 is not a prerequisite.) *Fulfills Interpretive Studies requirement.*

ART 104H History of Art: Renaissance to Modern (Honors)

3-0-3

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

An entry-level art class, Drawing I focuses on the basics. Through direct observation, students will learn about the elements and mechanics of drawing. This will allow the student to develop a process that enables them to control the placement and proportions of their subjects. Perspective and the use of tone will also be introduced.

Additional course fee: \$99.

ART 106 Drawing II

0-6-3

This class will address more complex subjects as it builds on the basics introduced in Drawing I. The concepts of space and composition will be explored. Drawings will be done from direct observation from a variety of subjects including the still-life and interiors. In addition to working in line, the class will examine the effects of light through the use of tone. Prerequisite: ART 105.

Additional course fee: \$99.

ART 109 Ceramics I

0-6-3

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: \$99.

ART 111 Three-Dimensional Design I

0-6-3

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: \$99.

ART 112 Three-Dimensional Design II

0-6-3

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: \$99.

ART 115 Painting I

0-6-3

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: \$99.

ART 120 Art in Africa

3-0-3

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.

ART 125 Design I

0-6-3

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: \$99.

ART 126 Design II

0-6-3

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: \$99.

ART 150 Introduction to Computer Art/Graphics

0-6-3

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: \$99.

ART 151 Graphic Design I

0-6-3

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: \$99.

ART 171 Topics in Art

1-0-1

ART 172 Topics in Art

2-0-2

ART 173 Topics in Art

3-0-3

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

ART 182 Topics in Art Studio

0-4-2

ART 183 Topics in Art Studio

0-6-3

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): \$99.

ART 205 Modern American Art

3-0-3

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

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: \$99.

ART 208 Drawing IV

0-6-3

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: \$99.

ART 209 Ceramics II

0-6-3

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: \$99.

ART 215 Painting II

0-6-3

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: \$99.

ART 251 Graphic Design II

0-6-3

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: \$99.

ART 290 Portfolio Preparation

3-0-3

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. Prerequisites: ART 106, ART 125 and ART 111 or permission of department head.

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Music Courses

MUS 100 Music Reading

3-0-3

Introduction to music reading and elementary music theory: notation, terminology, key and time signatures, rhythm, meter, scales, intervals and triads.

MUS 101 Piano I

1-4-1

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

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

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.

MUS 105 Bach to Beethoven

3-0-3

A survey of music in Western civilization concentrating on the music written from 1600-1825 A.D. Major composers: Bach, Handel, Vivaldi, Haydn, Mozart and Beethoven.

MUS 106 Great Romantic Music

3-0-3

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.

MUS 107 Music Composition

3-0-3

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.

NOTE: Music majors will supply their own instruments for all applied music courses.

MUS 108-109 Guitar I and II

1-4-1

Students must bring their own acoustic or electric guitar: tuning, the fingerboard, guitar notation, simple chord structures, strumming and picking techniques.

MUS 111 Aural Theory I

3-0-3

A practical course which develops skills in sight-singing and dictation: diatonic melodies, simple and compound meters, simple rhythms. Prerequisite: MUS 100 or placement examination.

MUS 113 Aural Theory II

3-0-3

A continuation of MUS 111 emphasizing more complex musical materials: minor keys, sight-singing, and dictation. Prerequisite: MUS 111 or placement examination.

MUS 114 Harmony I

3-0-3

An introduction to harmonic principles of classical music, jazz and popular music through analysis and composition: chord structure and relationship, triads, seventh chords, non-chord tones, figured bass and chord symbols. Prerequisite: MUS 100.

MUS 115 Introduction to Music Technology

2-2-3

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: \$66.

MUS 120 Music of Black Americans

3-0-3

A survey of music that evolved from the black experience in America: folk music, blues, gospel, jazz, rhythm and blues, and concert music.

MUS 121 Modern American Music

3-0-3

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

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.

MUS 180 Music Business

3-0-3

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 the industry. Prerequisite: ENGL 101.

MUS 196, 197, 296, 297

Ensemble I - IV

0-2-4-1

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): \$66.

MUS 201 Piano III

1-4-1

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

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

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

The structures and relationships of chromatic chords in classical music, jazz and popular music: secondary dominants, Neapolitan chords, augmented sixth chords, linear diminished seventh chords and modulation. Prerequisite: MUS 114.

MUS 215 Advanced Music Technology and Multimedia

2-2-3

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: \$66.

MUS 220 ProTools - Digital Audio Editing

2-2-3

A thorough, hands-on study of 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: \$66.

MUS 260 Sound Reinforcement and Recording Session

2-2-3

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: \$66.

MUS 290 Music Internship

1-10-2

This course marks the final step in the course sequence of the A.A.S. degree program. The Music Internship is designed to provide the student 120 hours of work experience and put their knowledge and skills to the test. In addition, they attend a weekly seminar to discuss topics such as the latest software and hardware tools, ProTools certification and final resume preparation. Students will work in local music businesses appropriate for the individual student's goals. Prerequisites: MUS 180 and MUS 260, which may be taken concurrently.

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Justice Courses

JUS 101 Survey of Justice

3-0-3

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.

Justice 105 Introduction to Corporate and Homeland Security

3-0-3

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

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

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

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

The numerous and complex factors in human relations and their effects on the justice system. Prejudice and discrimination and their effects and implications for police, courts and corrections in a changing and interactive society. History and development of civil rights and liberties. Prerequisite: JUS 101.

JUS 201 Introduction to Terrorism

3-0-3

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

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

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.

JUS 237 Community-Based Corrections

3-0-3

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

Local, state and federal laws; their development, application and enforcement. Prerequisite: JUS 101 or permission of the department head.

JUS 251 Comparative Police Systems

3-0-3

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

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

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

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. Prerequisites: JUS 101, JUS 171 and JUS 241.

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Religious Studies Courses

RS 101 Introduction to Religion

3-0-3

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

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

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

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.

RS 175 Religions of the Middle East

3-0-3

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. *Fulfills Interpretive Studies and American/Global Diversity requirements.*

Unless otherwise noted, all college level courses require English 101 placement.

DEGREE REQUIREMENTS

Course	FULFILLS THE FOLLOWING MAJOR ACADEMIC APPROACHES REQUIREMENT(S)			ALSO FULFILLS THE FOLLOWING MAJOR AREAS OF LEARNING REQUIREMENT(S)
	Writing Intensive	Interpretive Studies	American/ Global Diversity	
Allied Health 116			X	
American Sign Language 101			X	Humanities
American Sign Language 102			X	Humanities
American Sign Language 201			X	Humanities
American Sign Language 202			X	Humanities
Anthropology 101			X	Social Science
Anthropology 112			X	Social Science
Anthropology 202		X	X	Social Science
Anthropology 211		X	X	Social Science
Anthropology 215		X	X	Social Science
Arabic 101			X	Humanities
Arabic 102			X	Humanities
Arabic 201			X	Humanities
Art 101		X		Humanities
Art 103		X		Humanities
Art 104		X		Humanities
Art 104 H (Honors)		X		Humanities
Behavioral Health and Human Services 103			X	
Chemistry 105	X			Natural Science
Chinese 101			X	Humanities
Chinese 102			X	Humanities
Chinese 201			X	Humanities
Chinese 202			X	Humanities
Diagnostic Medical Imaging 132			X	
Early Childhood Education 241		X		
Education 202	X			Social Science
Engineering 202	X			
English 137		X		Humanities
English 195H (Honors)-formerly 295H	X			Humanities
English 196H (Honors)-formerly 296H	X			Humanities
English 205	X			Humanities
English 208	X	X		Humanities
English 209		X		Humanities
English 211		X	X	Humanities
English 212		X	X	Humanities
English 221		X	X	Humanities
English 222		X	X	Humanities
English 230		X	X	Humanities
English 241		X	X	Humanities
English 245		X	X	Humanities
English 246		X	X	Humanities
English 250		X	X	Humanities

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Course	FULFILLS THE FOLLOWING MAJOR APPROACHES TO LEARNING REQUIREMENT(S)			ALSO FULFILLS THE FOLLOWING MAJOR AREAS OF LEARNING REQUIREMENT(S)
	Writing Intensive	Interpretive Studies	American/ Global Diversity	
English 251		X	X	Humanities
English 256		X	X	Humanities
English 260		X	X	Humanities
English 265		X		Humanities
English 271	X	X		Humanities
English 272		X		Humanities
English 285	X			Humanities
English 298H (Honors)			X	Humanities
Foreign Language Courses			X	Humanities
French 101			X	Humanities
French 102			X	Humanities
French 201			X	Humanities
French 202			X	Humanities
Geography 180			X	Social Science
Geography 222			X	Social Science
Hebrew 101	X	X	X	Humanities
Hebrew 102			X	Humanities
History 101		X		Social Science or Humanities
History 102		X		Social Science or Humanities
History 103		X		Social Science or Humanities
History 103H (Honors)		X		Social Science or Humanities
History 120		X	X	Social Science or Humanities
History 121		X	X	Social Science or Humanities
History 122		X	X	Social Science or Humanities
History 150	X	X		Social Science or Humanities
History 180		X	X	Social Science or Humanities
History 220		X	X	Social Science or Humanities
History 221		X	X	Social Science or Humanities
History 297H (Honors)			X	Social Science or Humanities
Humanities 101		X	X	Humanities
Humanities 101H (Honors)		X	X	Humanities
Humanities 102		X	X	Humanities
Humanities 120		X	X	Humanities
Humanities 130		X	X	Humanities
Humanities 150		X	X	Humanities
Humanities 170		X	X	Humanities
Humanities 180		X	X	Humanities
Humanities 190		X	X	Humanities
Interdisciplinary Studies 297H (Honors)		X		Social Science or Humanities
Interdisciplinary Studies 298H (Honors)		X		Social Science or Humanities
Italian 101			X	Humanities
Italian 102			X	Humanities

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DEGREE REQUIREMENTS

Course	FULFILLS THE FOLLOWING MAJOR APPROACHES TO LEARNING REQUIREMENT(S)			ALSO FULFILLS THE FOLLOWING MAJOR AREAS OF LEARNING REQUIREMENT(S)
	Writing Intensive	Interpretive Studies	American/ Global Diversity	
Italian 201			X	Humanities
Italian 202			X	Humanities
Japanese 101			X	Humanities
Japanese 102			X	Humanities
Japanese 201			X	Humanities
Japanese 202			X	Humanities
Justice 251			X	
Medical Assisting 299			X	
Nursing 132	X			
Paralegal Studies 111	X	X		
Paralegal Studies 211	X			
Philosophy 101		X		Humanities
Philosophy 151/Religious Studies 151			X	Social Science or Humanities
Philosophy 152/Religious Studies 152		X		Humanities
Philosophy 202		X		Humanities
Philosophy 211		X		Humanities
Philosophy 215		X		Humanities
Psychology 101H (Honors)		X		Social Science
Psychology 202			X	Social Science
Psychology 205	X			Social Science
Psychology 215	X		X	Social Science
Religious Studies 101		X		Social Science or Humanities
Religious Studies 151/Philosophy 151			X	Social Science or Humanities
Religious Studies 152/Philosophy 152		X		Humanities
Religious Studies 175		X	X	Social Science or Humanities
Sociology 101	X	X	X	Social Science
Sociology 115	X	X	X	Social Science
Sociology 212			X	Social Science
Sociology 231	X	X		Social Science
Sociology 233	X	X	X	Social Science
Spanish 101			X	Humanities
Spanish 102			X	Humanities
Spanish 105			X	Humanities
Spanish 106			X	Humanities
Spanish 111			X	Humanities
Spanish 112			X	Humanities
Spanish 201			X	Humanities
Spanish 202			X	Humanities
Swahili 101			X	Humanities
Swahili 102			X	Humanities
Swahili 201			X	Humanities
Swahili 202			X	Humanities
Women's Studies 101			X	Social Science

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Medical Office Clinical Assistant Proficiency Certificate

Description:

The Medical Office Clinical Assistant Certificate (MOCA) prepares students to become valuable members of the health care professional team, of prime importance in helping physicians respond successfully to a rapidly changing environment. Types of clinical and laboratory skills performed by a Medical Office Clinical Assistant include: taking vital signs; obtaining medical histories; administering medication; performing electrocardiography and spirometry testing; performing venipuncture and basic diagnostic laboratory testing; and assisting the physician with specialty examinations.

Medical Office Clinical Assistants serve as the key communicator between the patients and the physicians. Professional settings that offer career opportunities to the Medical Office Clinical Assistant include: outpatient clinics, physicians' offices, ambulatory care facilities and hospitals.

Students who complete the proficiency certificate for the Medical Office Clinical Assistant will be able to use these courses to continue their education and obtain an Associate Degree in Medical Assisting, Patient Service Representative or Culture, Science, and Technology.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the Medical Office Clinical Assistant Proficiency Certificate, students will be able to:

- Know the correct terminology for diseases, symptoms, diagnostic treatment and surgical procedures.
- Integrate knowledge and skills related to the clinical responsibilities in a medical office in order to effectively perform various tasks.
- Utilize effective therapeutic communication knowledge and skills in a professional setting.
- Demonstrate an understanding of the legal and ethical framework of health care as a medical office clinical assistant.
- Maintain a safe work environment by adhering to OSHA guidelines.

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.

Medical Office Clinical Assistant Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
AH 103	Medical Terminology		3 credits
AH 116	Interpersonal and Professional Skills		3 credits
MA 110	Introduction to Clinical Skills		3 credits
MA 115	Medications and Medical Specialty Procedures		3 credits

CLT 102	Phlebotomy	4 credits
BIOL 109	Anatomy and Physiology I	4 credits

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.

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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.

Applied Science and Engineering Technology Program Course Sequence

Course Number	Course Title	Prerequisites	Credits
BHHS 101	Introduction to Behavioral Health and Human Services		3 credits

BHHS 111	Introduction to Helping Skills	BHHS 101 , which may be taken concurrently	3 credits
Select one of the following:			3 credits
BHHS 121	Addiction Studies		
BHHS 151	Child Abuse and Family Violence		
BHHS 171	Intro to Social Gerontology		
BHHS 161	Intro to Disabilities		
BHHS 241	Crisis Intervention		3 credits

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.

For More Information Contact:

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

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CENTER FOR BUSINESS AND INDUSTRY

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Accounting Courses

ACCT 101 Financial Accounting

4-0-4

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

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

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: \$66.

ACCT 201 Intermediate Accounting I

3-0-3

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

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

3-0-3

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

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

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

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

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

This course in financial accounting introduces students to accounting for partnerships, accounting for mergers and acquisitions, and accounting in the international marketplace. Prerequisite: ACCT 202.

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Allied Health Courses

AH 101 Introduction to the Health Care Professions

3-0-3

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. Varied instructional strategies and technologies will be used to introduce students to medical terminology, patient safety, and clinical skills. Professional issues, the impact of political, social, economic, and legal factors and expected behaviors related to health care will also be examined, with an emphasis on ethics and cultural competence. Students will have the opportunity to become certified in Basic Cardiac Life Support.

AH 103 Medical Terminology

3-0-0-3

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 104 Basic Current Procedural Terminology (CPT) Coding

3-0-0-3

This course introduces students to Current Procedural Terminology (CPT). Students will learn to convert uniform descriptions of medical, surgical and diagnostic services rendered by health care providers into five-digit numeric codes necessary for reimbursement. They will learn to correctly apply modifiers to codes when necessary and when to assign temporary alphanumeric codes. The Healthcare Common Procedural Coding System (HCPCS) will also be introduced. Sample abstracts from medical records will be utilized for students to apply their knowledge and gain competence in coding. Prerequisites: AH 103, AH 265 and BIOL 107 or BIOL 109.

AH 108 Basic ICD-9-CM Coding Principles

3-0-0-3

This course introduces students to the International Classification of Diseases-9th Revision-Clinical Modification (ICD-9-CM) official coding guidelines and principles. Students will learn to convert diagnostic and procedural terminology for services rendered by health care providers into numeric codes necessary for statistical and reimbursement purposes. Case studies and sample patient health records will be utilized for students to apply their knowledge and gain competence in coding. Prerequisites: AH 103, AH 265 and BIOL 107 or BIOL 109.

AH 112 Medical Administrative Procedures

3-0-0-3

This course introduces students to the front office administrative responsibilities in a medical office. Students will develop competency in communication skills, appointment scheduling, telephone techniques, recording and filing medical records, processing mail, billing and collection procedures, banking services, and accounting and bookkeeping procedures. Medical transcription will also be introduced.

AH 116 Interpersonal and Professional Skills in the Health Care Setting

3-0-0-3

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.

AH 120 Reimbursement Methodologies in Health Care

3-0-0-3

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.

AH 204 Medical Law and Ethics

3-0-0-3

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

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: AH 112 and CIS 103.

AH 222 Health Care Policy and Administration

3-0-0-3

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.

AH 224 Current Issues and Trends in Health Care

3-0-0-3

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 120 and AH 204.

AH 260 Supervisory Management in Health Care

3-0-0-3

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. Prerequisite: AH 204.

AH 265 Human Disease and Treatment

3-0-0-3

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 107 or BIOL 109.

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American Sign Language/English Interpreting Courses

ASL 101 Elementary American Sign Language I

3-0-3

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

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

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

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

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 minimum grade of "C."

ASL 230 Structure of American Sign Language

3-0-3

Introduction to basic concepts in linguistics and the grammatical structures and rules of American Sign Language (ASL). Focus is given to those features that are unique to ASL, particularly non-manual (facial) behaviors, spatial mapping and sign modulations. Students identify and analyze specific structures in American Sign Language utterances and narrations presented live and through technology. Transcription and translation activities enhance language analysis skills. The language of instruction in this course is ASL. The course is intended to be complemented and reinforced by ASL 231 -- Advanced ASL I. Prerequisites: ASL 202 and ENGL 101, which may be taken concurrently.

ASL 231 Advanced American Sign Language I

2-2-3

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. Additional course fee: \$66.

ASL 232 Advanced American Sign Language II

2-2-1-3

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.

Additional course fee: \$66.

INT 105 Introduction to the American Deaf Community

3-0-3

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

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.

INT 240 Introduction to the Field of ASL/English Interpreting

3-0-1-3

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 230, ASL 231 and INT 105.

INT 242 Introduction to Interpreting Processes

2-2-3

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 and INT 240 (pre- or corequisite).

Additional course fee: \$66.

INT 251 ASL/English Interpreting I

2-2-1-3

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 232, INT 240, INT 242 and INT 106 (pre- or corequisite).

INT 252 ASL/English Interpreting II

2-2-3

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.

Additional course fee: \$66.

INT 255 Transliterating

2-2-3

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.

Additional course fee: \$66.

INT 260 Interpreting in Specialized Settings

3-0-3

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.

INT 297 Internship in Interpreting

3-0-10-4

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. Prerequisites: INT 252 and INT 255 and a grade point average of 2.5 in core and English coursework.

Unless otherwise noted, all college level courses require English 101 placement.

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Anthropology Courses

ANTH 101 Introduction to Anthropology

3-0-3

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

Survey of language, kinship, social structure, political organization, technology, economic systems, culture change, art and religion. A cross-cultural approach, with examples from both literate and nonliterate societies of the world. *Fulfills American/Global Diversity requirement.*

ANTH 125 Physical Anthropology

3-0-3

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

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.*

ANTH 211 African Peoples and Cultures

3-0-3

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

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

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 MATH 017 level or higher, however, if students are at MATH 017 level they must take MATH 017 concurrently.

ASET 110: Safety, Health and the Environment

3-0-3

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

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

This course introduces students to the fields of architecture, interior design, construction and related disciplines. Students learn basic terminology, documentation standards and techniques, and the significant factors influencing design and construction today. Constraints to construction, ethical issues and the financing of projects are discussed. This overview provides students with a broad understanding of the design and construction fields.

ADC 103 CAD Basics

2-4-3

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: \$99.

ADC 109 Design Studio I

3-5-4

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: \$99.

ADC 112 Construction Materials and Detailing: Properties

3-0-3

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 Building Codes

3-0-3

Students are introduced to the nationwide model building codes produced by the International Codes Council. The focus will be on the International Building Code (IBC) as well as the state and local adaptations of it. Applicable reference standards and related codes involved in building construction are also addressed. Application of the codes to buildings and occupancies is emphasized, and the role and influence of codes in design and construction is examined. Topics include: 1) general concepts of occupancy, types of construction and height and area limitations; 2) fire safety and containment related to materials, assemblies and protection systems; and 3) a more in-depth look at aspects related to egress, accessibility, energy efficiency, structures and materials. Prerequisite: ENGL 101, which may be taken concurrently.

ADC 159 Design Studio II

3-5-4

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: \$99.

ADC 160 Presentation Techniques

2-4-3

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 digital 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: \$99.

ADC 163 Digital Documentation in Architecture and Construction

2-4-3

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: \$99.

ADC 186 Surveying

2-2-3

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: \$66.

ADC 192: Color and Lighting

2-2-3

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.

ADC 209 Design Studio III

3-5-4

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: \$99.

ADC 212 Construction Materials and Detailing: Methods

3-0-3

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

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

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

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

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

Introduction to quantification of building components including blueprint reading, take-offs and application of unit costs. Prerequisite: ADC 101.

Additional course fee: \$66.

ADC 237 Construction Cost Estimating II - Computer Methods & Cost -Benefit Analysis

2-2-3

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: \$66.

ADC 246 Contracts and Specifications

3-0-3

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

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

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 253.

ADC 259 Design Studio IV

3-5-4

Studio course devoted to the design of commercial and institutional projects. This studio introduces students to increased programmatic and contextual complexity. The socio-cultural, environmental and behavioral aspects of architectural and interior design are emphasized through an examination of public buildings, how they are used and how they are perceived. This design studio continues the development of the student's ability to understand, interpret and represent architectural spaces. Projects will culminate in a formal "juried" presentation. Prerequisite: ADC 209.

Additional course fee: \$99.

ADC 260 Advanced Presentation Techniques

2-2-3

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: \$66.

ADC 261 Construction Management and Scheduling

3-0-3

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

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: \$99.

ADC 273 Advanced CAD Applications

2-2-3

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: \$66.

ADC 286 Building Rehabilitation and Energy Retrofit

3-0-3

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. Prerequisite: ADC 101

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Automotive Technology Courses

AT 100 Introduction to Automotive Technology

1-4-2

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: \$119.

AT 111 Automotive Suspension and Steering Systems

3-4-4

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: \$119.

AT 121 Principles of Automotive Electricity and Electronics

2-4-3

This course is a study of the fundamental theory and applications of electrical and electronic principles in the automotive industry. Emphasis is placed on subject matter recommended by the industry through the National Automotive Technicians Educational Foundation (NATEF). This course, in conjunction with AT 221 is designed to help prepare students for the Automotive Service Excellence (ASE) exam in group 6: Electrical and Electronic Systems, and incorporates substantial hands-on training with both demonstrator units and customer vehicles utilizing state-of-the-art electronic test equipment in the Automotive Technology Center. Prerequisite: AT 100, which may be taken concurrently.

Additional course fee: \$119.

AT 131 Automotive Manual Transmissions and Drivelines

3-4-4

Study of the fundamental design, theory, maintenance and repair of manual transmissions, manual transaxles, driveline couplings and differentials. Emphasis is placed upon subject matter recommended by industry through the National Automotive Technicians Education Foundation (NATEF). This course is designed to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 3: Manual Drive Train and Axles. This course is a prerequisite for AT 241: Automatic Transmissions and Trans-axles, and incorporates substantial hands-on training with both demonstrator units and customer vehicles utilizing state-of-the-art equipment in the Automotive Technology Center. Prerequisite: AT 100, which may be taken concurrently. Fall only.

Additional course fee: \$119.

AT 150 Automotive Braking Systems

1-4-2

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: \$119.

AT 181 Automotive Engine Mechanical Repair

3-4-4

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: \$119.

AT 221 Advanced Automotive Electrical Systems

3-4-4

Study of the advanced theory, diagnostics and repair of automotive electrical and electronic systems emphasizing computerized 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 6: Electrical and Electronic Systems. This course is a continuation of AT 121 and incorporates substantial hands-on training with both demonstrator units and customer vehicles utilizing state-of-the-art electronic test equipment in the Automotive Technology Center. Prerequisite: AT 121.

Corequisite: MATH 118. Summer II only.

Additional course fee: \$119.

AT 241 Automotive Transmissions and Transaxles

2-8-4

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.

Prerequisites: AT 121 and AT 131. Spring only.

Additional course fee: \$132.

AT 250 Advanced Braking Systems and Controls

1-4-2

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: \$119.

AT 261 Engine Performance and Diagnosis

2-8-4

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: \$132.

AT 271 Air Conditioning and Heating Systems

2-4-3

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: \$119.

AT 281 Advanced Automotive Engine Performance

2-8-4

Advanced study of the fundamental theory, maintenance and repair of basic 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 261 to help prepare students for the Automotive Service Excellence (ASE) certification exam in group 8: Engine Performance. Course incorporates substantial training in computerized controls and advanced diagnostics, utilizing state-of-the-art equipment in the Automotive Technology Center. Prerequisite: AT 261. Summer I only.

Additional course fee: \$132.

AT 289 Automotive Technology Internship

0-20-2

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. Prerequisites: AT 111, AT 121, AT 181, AT 250, AT 261, AT 271 and department head approval.

AT 290 Customer Service Techniques

3-0-3

This course is designed for individuals who want to work in the automotive field as service consultants, service managers, parts personnel, or directors of service or parts. 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. The course serves as a bridge, connecting knowledge learned in technical courses with skills learned in marketing and management courses. Prerequisites: ACCT 101, AT 121, MKTG 131, MNGT 141, MNGT 262, (directed elective AT 111, AT 131 or AT 181). Spring only.

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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

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

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

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

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

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 before taking practicum courses. Prerequisite: BHHS 101, which may be taken concurrently, and acceptance into BHHS program or one of its related certificate programs.

BHHS 121 Foundations of Addiction Studies

3-0-3

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 151 Child Abuse and Family Violence

3-0-3

Family violence includes wife battering, child neglect, abuse of the elderly, as well as child abuse and other forms of violence. An awareness of the problem would focus on the historical, social, psychological and legal aspects. The student should be able to recognize signs of suspected abuse and know what treatment is possible. Open to all students.

BHHS 161 Introduction to Disabilities

3-0-3

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

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

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.

BHHS 195 Practicum in Behavioral Health/Human Services I

3-12-3

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

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. Corequisite: BHHS 213, which must be taken concurrently.

BHHS 213 Practicum in Behavioral Health/Human Services II

3-12-3

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: "C" grade or higher in BHHS 195. Corequisite: BHHS 212. /p>

BHHS 222 Assessment and Treatment of Addictive Behavior

3-0-3

The course will examine the psychosocial, cultural and spiritual aspects of addictive life styles. The student will be introduced to counseling techniques, case management concerns, assessment issues, professional responsibility and proper ethical practice. Special populations such as dually diagnosed clients and HIV+ substance abusers will be discussed. Prerequisite: BHHS 121.

BHHS 241 Crisis Intervention

3-0-3

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

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

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

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 counseling skills they learned in BHHS 111 and BHHS 212. 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. Prerequisites: Grade of "C" or better in BHHS 194 and BHHS 195.

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Biology Courses

NOTE: Prerequisites and transfer courses must be no older than 10 years and must have been passed with a grade of "C" or better. All biology courses require ENGL 101 placement.

BIOL 106 General Biology I

3-2-4

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: \$132.*

BIOL 107 General Biology II

3-2-4

This course correlates biological structure and function using the human organism as a model. A comprehensive learning approach is taken with laboratory experiences serving as the foundation for collaborative group activities. *Additional course fee: \$132.*

BIOL 109-110 Anatomy and Physiology I & II

3-2-4

Human physiology and biochemistry are studied systematically in lectures while anatomy is stressed in laboratory experiences requiring extensive dissection. This two semester sequence follows the recommendations of the Human Anatomy and Physiology Society. BIOL 109 is designed for students who have had high school biology and chemistry within 10 years or who have passed BIOL 106. BIOL 109 is a prerequisite for BIOL 110. *Additional course fee (BIOL 109 and BIOL 110): \$132.*

BIOL 123 Cellular and Molecular Biology

3-2-4

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: \$132.*

BIOL 124 Organismal Biology

3-2-4

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: \$132.*

BIOL 211 Genetics

3-2-4

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 107 or BIOL 109 or BIOL 123 or permission of the department head. *Additional course fee: \$132.*

BIOL 241 Principles of Microbiology

3-2-4

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 107 or BIOL 109 or BIOL 123.

Additional course fee: \$132.

BIOL 255 Biotechnology I: Basic Laboratory Techniques in Biotechnology

2-4-4

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.

BIOL 261 Parasitology

3-2-4

Students study the relationship between parasites and hosts with special emphasis on humans. Emerging diseases caused by bacteria and virus are also presented. Prerequisite: BIOL 106 or BIOL 107 or BIOL 109 or BIOL 123.

Additional course fee: \$132.

BIOL 271 Pathophysiology I

4-0-0-4

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

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. Prerequisites: BIOL 271.

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Biomedical Technician Training Courses

BTT 100: Introduction to Biomedical Technology

0.5-3-1

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.

BTT 101 Biomedical Technician Training Practicum

0-0-17.5-2

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.

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Chemistry Courses

CHEM 101 General Chemistry

3-3-4

CHEM 102 General Chemistry

3-3-4

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): \$198.

CHEM 103 General Chemistry

3-0-3

CHEM 104 General Chemistry

3-0-3

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

This is a one semester introductory chemistry course. 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: \$198.

CHEM 110 Introductory Chemistry

3-3-4

Fundamental laws and theories of chemistry. Metric system, introduction to matter, atomic structure, chemical bonding, periodic table, chemical reactions and equations, gases, solutions, pH and introductory organic chemistry. Scientific notation, the use of conversion factors and problem-solving are stressed. A laboratory science course for Allied Health students and Fire Science students, as well as students who need additional preparation prior to taking CHEM 121-122. Prerequisites: MATH 118 placement and ENGL 101 ready.

Additional course fee: \$198.

CHEM 118 Introduction to Biochemistry

3-3-4

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: \$198.

CHEM 120 Chemistry Laboratory

0-3-1

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: \$99.

CHEM 121 College Chemistry I

3-3-4

CHEM 122 College Chemistry II

3-3-4

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 (or permission of the department head) 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): \$198.

CHEM 203 Basic Pharmacology

3-0-3

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 207 Environmental Chemistry

3-3-4

Sources of pollution, chemical transformations of pollutants and their interactions with the environment are studied, legal aspects are examined, along with applications of risk assessment. Laboratory analyses of major pollution constituents of air, water and hazardous waste. Selected topics will be studied which are of current concern. Prerequisite: CHEM 122 with a grade of "C" or better.

Additional course fee: \$198.

CHEM 214 Instrumental Analysis

3-4-5

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.

Additional course fee: \$198.

CHEM 221 Organic Chemistry

3-4-5

CHEM 222 Organic Chemistry

3-4-5

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.

Additional course fee (CHEM 221 and CHEM 222): \$198.

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Clinical Laboratory Technician Courses

CLT 102 Phlebotomy

2-3-8-4

Prepares students to gain employment as beginning practitioners in phlebotomy. Emphasis is on the workings of the clinical laboratory, venipuncture procedures, professionalism, specimen preparation and transportation. Clinical practice included. Prerequisite: department head approval.

Additional course fee: \$132.

CLT 155 Clinical Hematology¹

3-3-0-4

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 107 or BIOL 110 which may be taken concurrently.

Additional course fee: \$79.

CLT 205 Immunology and Immunochemistry¹

3-3-0-4

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 107 or BIOL 110.

Additional course fee: \$79.

CLT 225 Clinical Chemistry¹

3-3-0-4

Basic principles, theory and performance of chemical procedures to analyze body constituents. Emphasis on basic instrumentation and an introduction to automation. Application of quality control procedures. Clinical orientation included. Prerequisites: CHEM 121, CHEM 122 or CHEM 110, CHEM 118, BIOL 110 or BIOL 107; all with "C" grade or better.

Additional course fee: \$79.

CLT 245 Clinical Microbiology¹

3-3-0-4

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 orientation included. Prerequisites: BIOL 241, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122.

Additional course fee: \$79.

CLT 265 Current Topics in Clinical Laboratory Sciences¹

3-0-0-3

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 Practice¹

2-0-32-6

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: \$132.

¹Enrollment restricted to CLT majors.

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Computer Forensics Courses

CF 101 Introduction to Computer Forensics

3-0-3

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 resources to explore basic computer forensic investigation techniques. Prerequisites: CIS 103 and JUS 101.

CF 201 Advanced Computer Forensics

3-0-3

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: JUS 221, JUS 241, JUS 261, and CF 101.

CF 203 Networking and Forensics

3-0-3

Students will focus on the tools and skills involved in recovering information and/or evidence from computer networks and networking equipment in a forensically sound manner. Drawing on the knowledge of networks gained in CF 201, students will learn how networking components can often 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: CF 201.

CF 220 Intrusion Detection & Prevention

3-0-3

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: CF 203 and CIS 150.

CF 240 Computer Forensics Seminar and Practicum

1.5-5-3

This course provides students with the opportunity to apply knowledge learned throughout the Computer Forensics program to a work environment. 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. Prerequisite: CF 220.

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College Catalog Fall 2010 Computer Science Courses

CSCI 111 Programming and Algorithm Development I

3-2-4

Introduction to problem-solving and algorithm development using a high-level computer programming language. Emphasis is placed on structured design, top-down development, modular programming, debugging and documentation. Prerequisites: MATH 161 placement.

Additional course fee: \$66.

CSCI 112 Programming and Algorithm Development II

3-2-4

Continuation of CSCI 111. The techniques of CSCI 111 are applied to problems involving recursion, arrays, string processing, file handling, graphics programming, matrix algebra and simple data structures. Prerequisite: CSCI 111 with grade of "C" or better.

Additional course fee: \$66.

CSCI 211 Data Structures and Algorithms

3-2-4

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 and CSCI 121 or CSCI 112 and MATH 163.

Additional course fee: \$66.

CSCI 212 Computer Architecture and Assembly Language

3-2-4

Introduction to the architecture and assembly language of modern electronic computers. Although the theory learned applies to a wide variety of machines, emphasis is placed on state-of-the-art microprocessor-based machines (including the Intel family of processors), software development and architecture as it affects software development. Prerequisites: CSCI 111 OR CIS 106 with a grade of "C" or better.

Additional course fee: \$66.

CSCI 213 Computer Organization

3-2-4

Introduction to the fundamentals of information transfer and control within a digital computer, coding and logic design. Prerequisite or corequisite: CSCI 212 or the equivalent or departmental approval.

Additional course fee: \$66.

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College Catalog 2010-2011, Vol. 1, Issue 1 Counseling Courses

COUN 101 Life Planning and Career Decision-Making

3-0-3

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

The course begins with the study of the history and development of the hospitality industry and proceeds to current trends and characteristics of resorts, hotels, restaurants, casinos and managed services. Career opportunities in each industry segment are identified. The course concludes with an introductory look at the principles of hospitality management.

CAHM 120 Hotel Front Office Management

2-2-3

In this course students learn the functions and procedures of the hotel front office from reservations to check in and check out. The tasks of the front office manager, desk agent, night auditor, reservationist, credit and bank handling are examined. Attention is paid to the interactions between hotel guests and the lodging organization's services and departments. Basic hotel operating statistics are studied.

Additional course fee: \$66.

CAHM 130 Hotel Facilities Management

3-0-3

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

Elementary baking and pastry gives students exposure to the field of baking and pastry in the food service. Students learn basic skills in the preparation of basic quick breads, rolls, breakfast items, basic desserts, icings, cakes, cookies and pies. Emphasis will be placed on the understanding and use of ingredients, weights, measure tools, and equipment used in the bakeshop.

Additional course fee: \$66.

CAHM 170 Elementary Food Preparation, Principles, and Practices

2-4-4

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.

Additional course fee: \$66.

CAHM 171 Quantity Food Preparation

2-4-4

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: \$66.

CAHM 176 Hotel Lodging Management

3-0-3

Students learn management techniques, principles and policies as they apply specifically to the lodging industry. Particular attention is paid to food and beverage operations, public relations and sales, planning a new facility, personnel management and hotel accounting controls. Prerequisites: CAHM 110 and CIS 103.

CAHM 185 Dining Room Management

2-3-3

Students learn the structure of the dining room organizations, job categories and the most widely used service techniques in the hospitality industry.

Additional course fee: \$66.

CAHM 198 Internship

1-15-3

Work experience related to student's major interest in a supervised environment. Students are required to demonstrate the relationship between practices and principles in the classroom. Employer evaluation and student reports provide the basis for evaluation of student performance. Prerequisite: CAHM 110.

CAHM 201 Practicum for Apprenticeship I

2-40-2

CAHM 202 Practicum for Apprenticeship II

2-40-2

CAHM 203 Practicum for Apprenticeship III

2-40-2

CAHM 204 Practicum for Apprenticeship IV

2-40-2

CAHM 205 Practicum for Apprenticeship V

2-40-2

CAHM 206 Practicum for Apprenticeship VI

2-40-2

Additional course fee: \$110.

CAHM 210 American Cuisine

2-4-4

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: \$66.

CAHM 211 Techniques of Garde Manger and International Cuisine

2-4-4

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: \$66.

CAHM 212 Garde Manger

1-4-3

Required on-site training open only to CAHM students for pre-employment experience in one CAHM industry sector to be selected by the individual student: Hotel Rooms Division, Hotel Sales Division, Hotel Food and Beverage Division or Restaurant Division. Organized and structured within the framework of daily on-the-job tasks performed by the student in approximately 100 contact-hours and supervised by industry personnel management in conjunction with the instructor. Prerequisites: 45 semester hours in CAHM program, CAHM 170, CAHM 198 and permission of the department head.

Additional course fee: \$66.

CAHM 266 Hospitality Law

3-0-3

Law and the legal system, from agency to zoning law, will be applied to the rights and responsibilities of parties within the hospitality industry. Students will explore cases, regulations, statutes, etc., in a preventive approach to legal problems for owners, managers, employees, guests, customers and the public.

CAHM 270 Advanced Food Production, Nutrition and Finishing

2-4-4

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: \$66.

CAHM 271 Food, Beverage & Labor Cost Controls

3-0-3

The course examines the flow of data from various sources that can be used to analyze and control food, beverage and labor costs. Control tools and common techniques used by managers to synthesize information in quantitative decision making for food service operations will be presented. Prerequisite: CAHM 110.

CAHM 276 Food and Beverage Management

3-0-3

Various problems encountered in restaurant and bar management: menu planning; food purchasing, storage, preparation and service; liquor inventory and service; employment and training of production and service personnel; and cost controls. Prerequisite: CAHM 171. Offered in the fall only.

CAHM 278 Hospitality Marketing

3-0-3

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

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). Prerequisites: CAHM 110 and CAHM 198.

CAHM 298 Internship in Hospitality Technologies

3-0-3

Required on-site training open only to CAHM students for pre-employment experience in one CAHM industry sector to be selected by the individual student: Hotel Rooms Division, Hotel Sales Division, Hotel Food and Beverage Division or Restaurant Division. Organized and structured within the framework of daily on-the-job tasks performed by the student in approximately 100 contact-hours and supervised by industry personnel management in conjunction with the instructor. Prerequisites: 45 semester hours in CAHM program, CAHM 198 and permission of the department head.

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Dental Hygiene Courses

DH 115 Oral, Head and Neck Anatomy

3-0-0-3

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

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

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: \$79.

DH 150 Dental Auxiliary Practices

3-3-0-4

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: \$79.

DH 165 Nutrition and Biochemistry in Dentistry

4-0-0-4

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: DAH 115, DAH 135, DAH 150, DAH 191 and BIOL 109.

DH 191 Clinical Dental Hygiene I

2-0-6-3

Discussion will include basic principles, terminology, charting and practice of dental hygiene, disease prevention and dental health education. Students will develop manual skills necessary for instrumentations while performing preventive and therapeutic services. Legal, ethical and management aspects of total patient care will be discussed. Theory is used to support those procedures during clinical experiences. Prerequisites: ENGL 101, CIS 103 and CPR certification.

Additional course fee: \$132.

DH 192 Clinical Dental Hygiene II

2-0-6-3

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: \$132.

DH 241 Oral Pathology

2-0-0-2

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

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

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

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: \$79.

DH 293 Clinical Dental Hygiene III

4-0-12-6

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: \$264.*

DH 294 Clinical Dental Hygiene IV

3-1-18-6

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: \$264.

DH 295 Clinical Dental Hygiene V

1-0-8-2

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.

Additional course fee: \$264.

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Diagnostic Medical Imaging Courses

DMI 101 Introduction to Diagnostic Medical Imaging

2-0-0-2

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: \$79.

DMI 105 Image Production and Evaluation

4-0-0-4

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

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

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

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.

DMI 131 Patient Care and Procedures I

3-3-14-5

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: \$79.

DMI 132 Patient Care and Procedures II

3-3-14-5

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: \$79.

DMI 181 Radiographic Osteology and Pathology I

2-0-0-2

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

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

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: \$264.

DMI 199 Clinical Education IV

0-3-13-2

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: \$264

DMI 221 Advanced Imaging/Computer Modalities

4-0-0-4

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

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

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: \$264.

DMI 232 Patient Procedures IV

2-5-21-5

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: \$264.

DMI 261 Radiation Biology and Protection

2-0-0-2

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.

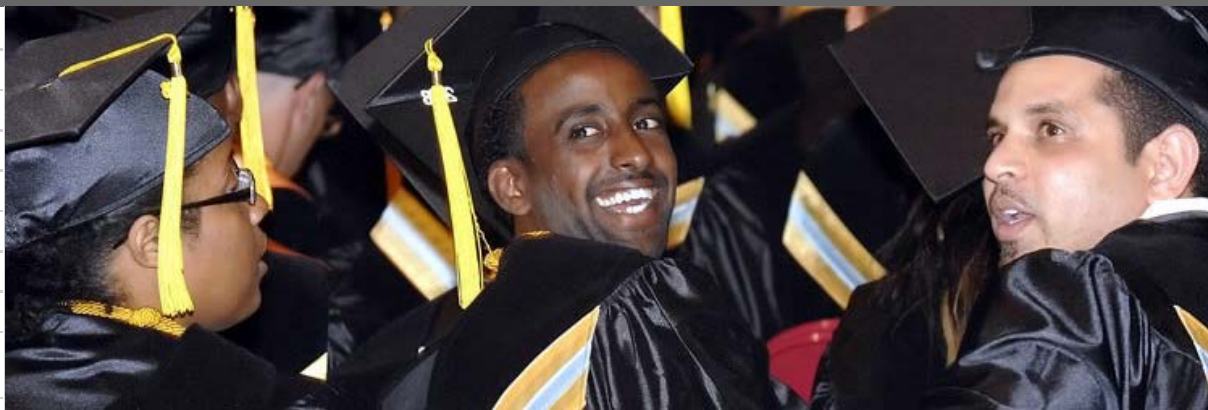
DMI 299 Clinical Education VII

0-3-13-2

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.

Additional course fee: \$132.

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College Catalog 2010-2011, Vol. 1, Issue 1 Dietetics Courses

DIET 106 Nutrition for a Healthy Lifestyle

3-0-0-3

Introduction to the science of nutrition with an emphasis on the application of optimal nutrition for a healthy lifestyle. Presents basic nutrition principles for students to analyze and apply to their nutrition habits. The students will utilize a variety of tools and techniques, including computer applications, to evaluate their lifestyles.

DIET 111 Introduction to Nutrition

3-0-0-3

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.

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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

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

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: \$66.

PHOT 103 Large Format Photography

2-4-4

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: \$66.

PHOT 104 Introduction to Video Production

2-2-3

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: \$66.

PHOT 111 History of Photography

3-0-3

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

Use of Adobe Photoshop. Introduction to digital imaging, scanning, image enhancement and manipulation. *Additional course fee: \$66.*

PHOT 152 Introduction to Color Photography and Digital Printing

2-2-3

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 shot with color negative and transparency film, 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: \$66.

PHOT 201 Commercial Photography - Studio

2-4-4

Advanced use of the large format 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: \$66.

PHOT 202 Commercial Photography - Portraiture

2-4-4

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: \$66.

PHOT 205 Commercial Photography - Advanced Studio

2-4-4

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: \$66.

PHOT 211 Event and Corporate Videography

2-2-3

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: \$66.

PHOT 217 Photojournalism

2-4-4

Contemporary photographic techniques specific to mass communications in the print media. Spot news, the feature picture, picture story shooting and layout will be discussed in conjunction with student shooting assignments. Advanced techniques in shooting including use of portable electronic flash will be utilized in this course. Digital imaging techniques relevant to photojournalism will also be explored. (\$500) Prerequisite: PHOT 152, which may be taken concurrently.
Additional course fee: \$66.

PHOT 291 Internship

1-10-1

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

2-2-3

Critical skills for the graduate who intends to seek employment in the field of photographic imaging or transfer to a baccalaureate institution. Portfolio preparation will consolidate imagery produced in previous courses into a unified body of work. Other components of the course include business aspects, legal issues, resume preparation and development of interview skills. (\$250-\$400) Prerequisites: PHOT 202 and PHOT 205, which may be taken concurrently. Offered in spring semester only.
Additional course fee: \$66.

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Early Childhood Education Courses

ECE 111 History and Trends in Early Childhood Education

3-0-3

This course presents an overview of the early childhood education field and profession. Parameters of the field are discussed, along with history, current research, relevant theories, curriculum variations and projected trends for the future.

ECE 121 Program Planning and Curriculum Development I

3-0-3

Introduction to developing and implementing an integrated curriculum in which children ages three to five learn through carefully crafted play experiences. In-depth, hands-on exploration of investigation, the project approach, and thematic learning in developmentally appropriate, multicultural, inclusive settings. Emphasis on the role of the teacher, written plans and the development of an environment planned for learning. Critique of current computer software for its effectiveness in support of learning in programs for young children.

ECE 125 Program Planning in Family Child Care

3-0-3

Programming for the family child care setting: daily scheduling; use of space, equipment and materials; planning for individual needs and multi-age grouping; utilization of outdoor space and equipment; and planning outings and field trips.

ECE 131 Teacher-Parent-Child Relationships

3-0-3

This course is designed for students who are considering ECE as a career. Students are introduced to the significance of the parent-child relationship via consideration of roles of parents, current research and influences of various types of family interactions. Involvement of parents and/or other primary caretakers in children's schooling is discussed at length, including various types of informal and formal home-school communications, roles for parents in classrooms, home visits, home-school meetings and conferences. Working with parents and families with various special needs is also explored.

ECE 151 Health, Safety and Nutrition of Young Children

3-0-3

This course provides an overview of information and procedures related to the health, safety and nutrition of young children, birth to age five. 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 social problems, including HIV/AIDS, homelessness, and family violence, affect child health and development. Pre- or corequisite: ENGL 098 placement level.

ECE 175 Family Child Care Management Skills

3-0-3

Regulations for family child care homes, techniques for advertising services, child intake procedures, program budgeting, fee scheduling, planning and implementing program policies and procedures, record keeping and parent-caregiver community relations.

ECE 195 Practicum in Family Child Care

2-8-4

For students planning careers as family child care providers, this course provides a supervised field experience. Students will complete 96 hours in an approved family child care setting under the supervision of a registered, faculty- approved provider. Students are expected to work alongside the provider in caring for children, while keeping a log of their experiences at the site. Students are visited and observed at least twice at the practicum setting by a faculty instructor. In addition, students attend a weekly seminar to plan for and reflect on their practicum experiences. Students enrolled in both the Family Child Care certificate of completion and the A.A.S. degree in Early Childhood Education may take ECE 195 in lieu of ECE 196. Open only to students enrolled in the Family Child Care certificate of completion.

ECE 196 Practicum in Early Childhood Education I

2-8-4

This course provides a supervised field experience for students planning careers working with young children from birth to age five. Students will work alongside a cooperating teacher in a licensed child care/preschool setting caring for children. Students complete a total of 96 hours of work at the field site, while completing a series of assigned activities and keeping a log of their experiences at the site. Students are visited and observed at least twice at the practicum setting by a faculty instructor. In addition, students attend a weekly seminar to plan for and reflect on their practicum experiences. One of the two required ECE practica may be completed at a student's job site, provided that site meets faculty approval. Open only to Early Childhood Education students. Pre- or corequisites: ENGL 101 and ECE 121.

ECE 213 Child Development Associate Professional

3-0-3

Prepares students for assessment and functioning as a Child Development Associate (CDA) professional. Students are assisted in the development of a professional resource file, in self-evaluation and growth activities, and in preparing for testing, observation, and assessment by the Council for Early Childhood Professional Recognition, which awards the CDA credential. This course will provide each student with a "Field Advisor" as required for each CDA candidate. In order to apply for CDA certification, a candidate must be employed for a minimum of 20 hours weekly in a licensed child care or early childhood education program. Pre- or corequisites: ECE 131, ECE 151, ECE 121 or 221, and ECE 196.

ECE 221 Program Planning and Curriculum Development II

3-0-3

This course provides an overview of the development and appropriate curriculum for infants and toddlers in center-based settings. Focus is placed on the needs of the whole child and the integral relationship between parents and caregivers in providing for those needs. Skills of infant-toddler teachers are discussed. Developmentally-appropriate practices, materials and equipment are examined, along with the unique safety and health requirements of programs for the youngest children. Prerequisites: ECE 121 and ENGL 101.

ECE 241 Children's Literature

3-0-3

Consideration and evaluation of a diverse range of children's literature to determine its most appropriate use. Students will practice using this material and developing their own. Demonstration of skill in storytelling with individuals and small groups. Includes writing-intensive exercises. *Fulfills Interpretive Studies requirement.*

ECE 261 Teaching of Language Arts

3-0-3

Specific verbal techniques to guide the development of language. Ways of stimulating verbal expression and expanding methods of communicating needs, ideas and feelings. Emphasis on written and spoken English. Prerequisites: ECE 121 and ENGL 101. Enrollment limited to students in the ECE curriculum.

ECE 275 Early Childhood Professional Leadership

3-0-3

This course provides an overview of the roles and responsibilities of leaders in the early childhood profession. Organizational, team building, advocacy and other skills for stewards in the field are explored. Students will be provided with opportunities for developing techniques for self and program evaluation. Pre- or corequisites: 9 credits in ECE including ECE 196 and ENGL 102.

ECE 281 Career Growth and Development

3-0-3

Professional portfolio development, college fair and a research project complete the major requirements. Evaluation of student progress and readiness for transfer. Field trips required. Students must graduate by the following December. Prerequisite: ENGL 101.

ECE 291 Observing and Recording Techniques

3-0-3

This course addresses the observation and understanding of child behavior. Observing and recording techniques for evaluating child's progress, and child development principles and concepts are explored. Prerequisite: ENGL 101. Corequisite: ECE 196 or ECE 296.

ECE 296 Practicum in Early Childhood Education II

2-8-4

Practicum in Early Childhood Education II is the second of two supervised field placements required for students matriculating toward the Associate in Applied Science degree in Early Childhood Education. Students complete a total of 96 hours of supervised work with young children from birth to five years of age in a licensed child care facility and attend a weekly seminar. In Practicum II students are expected to demonstrate increased professionalism and competence with young children. Students are required to maintain a weekly journal and complete a series of assignments in the field. An instructor conducts at least two field visits/observations during the course of the semester. One of the two required ECE practica may be completed at a student's job site, provided that site meets faculty approval. Open only to Early Childhood Education students. Prerequisites: ENGL 101, ECE 121, ECE 151 and ECE 196 (or ECE 195 for students dually enrolled in the ECE program and the Family Child Care certificate of completion program). Corequisite: ECE 291.

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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

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

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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Economic Courses

ECON 112 Statistics I

4-0-4

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

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

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

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.

ECON 291 Financial Markets and Institutions

3-0-3

The course introduces students to the history and general principles of money and banking and the importance of the commercial banking system in the money and credit structure. Students will study development of the Federal Reserve System and its instruments of credit control, and causes and effects of the changing value of money and availability of credit. Prerequisite: ECON 181.

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Education Courses

EDUC 201 Introduction to Education

3-0-3

Theories of education are examined from philosophical and historical perspectives. Current trends and contemporary problems in education are discussed and various models of teaching compared. Students are encouraged to explore career choices in education and make appropriate decisions. Prerequisite: ENGL 101.

EDUC 202 Introduction to the Foundations of Education Field Experience

2-2-3

Students will do direct observation in a school setting to obtain field experience for understanding the theoretical material offered in Education 201. Students are expected to complete 20 hours of observation in a designated licensed K-12 public or private school. Students must present an up-to-date child abuse clearance and criminal record check before they can observe in the schools. Pre- or corequisite: EDUC 201. *Fulfills Writing Intensive requirement.*

EDUC 225 Educational Psychology

3-0-3

The field of educational psychology will be studied from the perspective of learners within their cultural, social and educational environments. The course includes developmental theory with an emphasis on social, cognitive and moral development. Consideration will be given to theories of learning applied to instructional settings and to the ways teachers can create an environment to promote effective learning. Prerequisite: PSYC 101.

EDUC 226 Teaching with Technology

2-2-3

A hands-on course to develop the skills necessary for incorporating computer and other information technologies into classroom practice. Students learn through a problem-based inquiry approach to address the use of information technology in the classroom. The social implications of the use of technology are addressed. Instructional materials for use in the classroom are developed. Prerequisites: ENGL 101, EDUC 201, MATH 118 or higher, and CIS 103 or demonstration of competency by examination.

Additional course fee: \$66.

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Engineering Courses

ENGR 102 Engineering Design and Laboratory I

2-4-4

Engineering 102 provides for the development of analytical and communication skills by problem solving, teamwork and project presentation. The course gives instruction on how to use computers in engineering: how to utilize engineering software, problem solving, data acquisition and analysis. Included is how to use a computer algebra system to solve math and engineering problems. Students learn the elements of the engineering design process through execution of actual design projects. Other topics include an introduction to patents and patent law and the interaction between the engineer and physical environment. Offered only in the fall semester. Prerequisite: MATH 162 or a higher-level Mathematics course.

Additional course fee: \$66.

ENGR 202 Engineering Design and Laboratory II

2-4-4

This course is a continuation of Engineering Design and Laboratory I. It provides for the development of analytical and communication skills by problem solving, teamwork and project presentation. The course gives instruction on how to use computers in engineering: how to utilize engineering software, problem solving, data acquisition and analysis. In addition, students learn technical sketching and computer-aided drafting techniques with industry-standard software. Students learn the elements of the engineering design process through execution of actual design projects. Offered only in the spring semester. Prerequisite: ENGR 102. *Fulfills Writing Intensive requirement.*

Additional course fee: \$66.

ENGR 205 Materials Engineering

3-2-4

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.

Additional course fee: \$66.

ENGR 210 Nanofabrication Manufacturing Technology Seminar

2-0-2

This course gives students an overview of typical nanofabrication applications, and provides an introduction to basic nanofabrication manufacturing technology fabrication process and related terminology, as well as an introduction to basic concepts of statistical process control. Prerequisite: MATH 118.

ENGR 211 Material, Safety & Equipment Overview for Nanofabrication

2-2-3

This course provides students with an overview of equipment and materials utilized in nanofabrication processes, as well as a review of safety factors related to both equipment and

materials. The focus is on procedural, environmental, safety and health issues in equipment operation and material handling. Prerequisites: ENGR 210, ENGR 212 (which must be taken concurrently) and department head approval.

Additional course fee: \$66.

ENGR 212 Basic Nanofabrication Processes

2-2-3

This course provides students with an overview of the basic processing steps in nanofabrication and the equipment processes needed to fabricate devices and structures. Processing flow will be examined for structures such as microelectromechanical (MEM) devices, biomedical "lab-on-a-chip" structures, display devices and microelectronic devices, including diode, transistor and full CMOS structures. Prerequisites: ENGR 210, ENGR 211 (which must be taken concurrently) and department head approval.

Additional course fee: \$66.

ENGR 213 Thin Films in Nanofabrication

2-2-3

This course will cover thin film deposition and etching practices in nanofabrication. The deposition techniques covered will include atmospheric, low pressure and plasma-enhanced chemical vapor deposition. Materials to be considered will include dielectrics, polysilicon, metals, adhesion promoters and diffusion barriers. The second part of the course will focus on etching processes and will emphasize reactive ion etching, high-ion-density reactors, ion beam etching and wet chemical etching. Prerequisites: ENGR 210, ENGR 211, ENGR 212 (which may be taken concurrently), ENGR 214 (which must be taken concurrently) and department head approval.

Additional course fee: \$66.

ENGR 214 Lithography for Nanofabrication

2-2-3

This course will cover all aspects of lithography from design and mask fabrication to pattern transfer and inspection. Topics covered will include substrate preparation, the nature and behavior of photoresist materials, exposure, optical masks, aligners, steppers, scanners, control of critical dimensions and profiles, and advanced optical lithography techniques. Prerequisites: ENGR 210, ENGR 211, ENGR 212 (which may be taken concurrently), ENGR 213 (which must be taken concurrently) and department head approval.

Additional course fee: \$66.

ENGR 215 Materials Modification in Nanofabrication

2-2-3

This course will explore in detail the process steps used in modifying material properties in nanofabrication. Included will be growth and annealing processes utilizing horizontal and vertical furnaces as well as rapid thermal annealing. The impact of thermal processing on defects, impurities and overall electrical, mechanical, optical and chemical properties will be studied. The student will grow and measure gate and field oxides, implant and activate source and drain regions, and evaluate thermal budget requirements, using state-of-the-art tools. Ion implantation, diffusion and surface preparation and treatment will also be covered. Prerequisites: ENGR 210, ENGR 211, ENGR 212, ENGR 213, ENGR 214 (which may be taken concurrently), ENGR 216 (which must be taken concurrently) and department head approval.

Additional course fee: \$66.

ENGR 216 Characterization, Packaging and Testing of Nanofabrication Structures

2-2-3

This course will examine a variety of techniques and measurements essential for controlling device fabrication and final packaging. Monitoring and characterization techniques will be discussed. Basic electrical measurements on device structures for yield analysis and process control will also be stressed. In addition, the course will examine mechanical and electrical characteristics of simple MEMS devices, and chemical and biological responses of nanofabricated biomedical structures. Students will also learn about the manufacturing issues involved in topics such as interconnects, isolation and final device assembly. Prerequisites: ENGR 210, ENGR 211, ENGR 212, ENGR 213, ENGR 214 (which may be taken concurrently), ENGR 215 (which must be taken concurrently) and department head approval.

Additional course fee: \$66.

ENGR 221 Vector Mechanics I (Statics)

3-0-3

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. Prerequisites: PHYS 140 and MATH 172.

ENGR 222 Dynamics

3-0-3

Kinematics and kinetics of particles and rigid bodies. Work-energy; impulse-momentum. Mechanical vibrations. Offered only in the spring semester. Prerequisites: ENGR 221 and MATH 271.

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Finance Courses

FIN 151 Risk Management and Insurance

3-0-3

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 191 Financial Management

3-0-3

Principles and practices of business finance with emphasis on problem areas such as capital budgeting, profit determination and distribution, expansion, reorganization and liquidation, and the use of funds. Offered in the spring at night and in the fall during the day. Prerequisite: ACCT 101.

FIN 292 Investments

3-0-3

This course examines the practices of investing in equity securities and bond instruments that trade on the major stock exchange and commodity markets. The operations of the financial marketplace and the impact of price movement on financial products are discussed. Also included is the application of investment strategy to the assembly of capital through the Initial Public Offering process. This course assists the student in understanding the risks and rewards associated with investment choices. Prerequisite: FIN 191.

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Fire Science Courses

FSCI 104 Fire Prevention and Building Codes

3-0-3

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

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

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

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

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

This course provides students with an understanding of the evolution of the fire service. They will examine historical precedents and the major responsibility of the fire service in preventing fire and establishing and maintaining safe environments. Analysis of fire prevention problems and the components of an effective fire prevention program are studied.

FSCI 241 Fire Administration

3-0-3

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

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.

FSCI 281 Fire Investigation

3-0-3

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

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: \$66.

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Foreign Languages Courses

LABORATORIES

The one-hour lab indicated for all foreign language courses is a period in which students are required to complete listening and speaking exercises using various technologies as instructed by faculty.

PLACEMENT

Students with prior experience in a language offered by the College will be evaluated by the College's Testing Center or the Department of Foreign Languages in order to be placed in the appropriate course. Contact the department chair for more information.

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

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

Elementary Arabic 102 is a continuation of spoken and written Arabic for students who have successfully completed Elementary Arabic 101. Students continue to develop basic communicative skills, both in standard modern written form and as a spoken dialect. Students will continue their study of the classical Arabic of the Qur'an, in addition to deepening their knowledge of contemporary Arab culture. Prerequisite: ARAB 101 or equivalent. *Fulfills American/Global Diversity requirement.*

ARABIC 201 Intermediate Arabic

3-1-3

Arabic 201, the first course of the intermediate sequence of Arabic 201 and 202, is a continuation of Arabic 101 and 102. The course enables students to further develop the four language skills: reading, writing, listening and speaking, and to understand key aspects of the Arab-speaking world and its culture(s). Students will be introduced to varied and complex topics, to language structures, and to written and aural texts of the modern standard Arabic. Prerequisite: ARAB 102. *Fulfills American/Global Diversity requirement.*

CHINESE

CHIN 101 Elementary Chinese

3-1-3

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

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

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

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

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

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

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

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

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

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. *Fulfills American/Global Diversity requirement.*

ITALIAN

ITAL 101 Elementary Italian

3-1-3

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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. *Fulfills American/Global Diversity requirement.*

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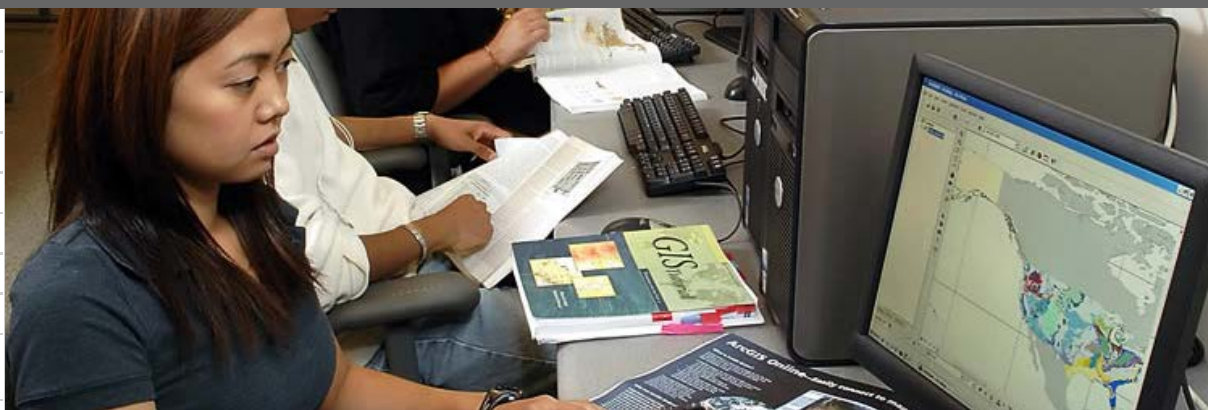
Freshman Orientation Courses

FOS 101 Freshman Orientation Seminar

0-2-1

The Freshman Orientation 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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Geographic Information Systems Courses

GIS 101 Introduction to Geographic Information Systems

2-2-3

This course is a comprehensive survey and lab exploration of the fundamental concepts of Geographic Information Systems (GIS). It will introduce the basic operating systems of the widely-used GIS software, such as ArcGIS, including the graphical user interface, manipulation and analysis of data, creation of spatial data, map layouts and geocoding. Prerequisite: CIS 103, which may be taken concurrently.

Additional course fee: \$66.

GIS 102 Intermediate Geographic Information Systems

2-2-3

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: \$66.

GIS 104 Principles of Computer Cartography and Visualization

3-0-3

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

This course introduces the advanced technical topics of data models, geoprocessing and enterprise GIS systems. Students will also learn advanced geospatial concepts through case studies that examine real-world applications of GIS technology and principles. Prerequisite: GIS 102.

GIS 203: Remote Sensing and Global Positioning Technologies

3-0-3

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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Geography Courses

NOTE: All Geography and Earth Science courses are considered Social Science courses.

GEOG 101 Introduction to Physical Geography

3-0-3

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

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

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

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.*

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Health Courses

HLTH 101 Principles and Applications of Physical Fitness

1.5-1.5-2

This course is designed to provide instruction and experience in the basic areas of nutrition and physical conditioning, to include dietary analysis, weight control programs, body composition, flexibility, cardiovascular endurance and muscular strength and endurance. This is not an elective course for students enrolled in the Nursing program at Community College of Philadelphia.

HLTH 110 Teaching Strategies for Health Professionals

2-0-0-2

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

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

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

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 and Interpretive Studies requirements.*

HIST 102 United States History: The 19th Century

3-0-3

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 Interpretive Studies requirement.*

HIST 103 United States History: The 20th Century

3-0-3

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 Interpretive Studies requirement.*

HIST 103H United States and Pennsylvania History: The 20th Century (Honors)

3-0-3

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. *Fulfills Interpretive Studies requirement.*

NOTE: History 120, 121 and 122 may be taken in any order.

HIST 120 World Civilization: The Ancient World

3-0-3

The development of civilization with selected examples from the Western and non-Western worlds. Major historic institutions and the religious, intellectual, political, economic and social foundations that have molded civilization. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HIST 121 World Civilization: The Medieval/Renaissance World

3-0-3

Analysis of selected civilizations of the Western and non-Western worlds. Major historic institutions and the religious, intellectual, political, economic and social foundations that have molded civilization. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HIST 122 World Civilization: Early Modern Times to the Present

3-0-3

The development of the modern world: the political, economic, social and cultural forces that have shaped modern society. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HIST 150 History of American Health Care

3-0-3

A historical, conceptual survey of the origins and development of the modern American medical care system, with special emphasis on contemporary health care issues and problems. *Fulfills Interpretive Studies, Writing Intensive requirements.*

HIST 160 History of American Diversity

3-0-3

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

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.

HIST 180 Women in History

3-0-3

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 Interpretive Studies, American/Global Diversity requirements.*

HIST 220 African American History to 1877

3-0-3

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 Interpretive Studies, American/Global Diversity requirements.*

HIST 221 African American History After 1865

3-0-3

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 Interpretive Studies, American/Global Diversity requirements.*

HIST 235 The Individual in the World

3-0-3

The relevance of the past to contemporary existence will be explored by means of a thematic, topical orientation. The individual's relationship to nature, society and to the self will be explored within different cultural contexts. The emphasis will be on an analysis of the ways by which individuals and societies have coped with recurrent human problems, especially that of the transition from pre-modernity to modernity. Interpretations of primary texts and analysis of interpretation and theory within secondary historical texts will be the basis of this cultural analysis.

HIST 245 The Individual in Society

3-0-3

The relevance of the past to contemporary existence will be explored by means of a thematic, topical orientation. Cultural understandings of the individual's relationship to nature, society and the self that are characteristic of the mosaic of culture in modern times will be explored. The ways by which individuals and cultural groups have coped with recurrent human problems within the modern period, complicated by the interaction of different cultural traditions, will be analyzed. This will be done by theoretical and interpretive historical explorations of selected primary texts.

HIST 297H Intellectual History: Ancient and Medieval (Honors)

3-0-3

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. Corequisites: IDS 297H, ENGL 297H, PHIL 297H, and either ENGL 195H or ENGL 196H. *Fulfills American/Global Diversity requirement.*

HIST 298H Intellectual History: Modern (Honors)

3-0-3

Modern History from the Reformation to the 21st century with special attention to its relationship to other disciplines in the humanities and social sciences, and with an emphasis on historical theory and interpretation. Prerequisite: ENGL 101 or ENGL 101H. Corequisites: IDS 298H, ENGL 298H, PHIL 298H, ENGL 296H or ENGL 295H.

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Humanities Courses

HUM 101 Cultural Traditions

3-0-3

HUM 102 Cultural Traditions

3-0-3

Interdisciplinary study of the humanities, from the ancient world to the present, including literature, philosophy, music, 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.

Courses will emphasize oral and written analysis of primary works. Recommended for students desiring to transfer. Pre- or corequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HUM 101H Cultural Traditions (Honors)

3-0-3

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. Weekly seminars and writing group activities are held in conjunction with English 101H. Corequisite: ENGL 101H. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HUM 120 Introduction to Chinese Culture and Civilization

3-0-3

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

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. Pre- or corequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HUM 150 Introduction to Latin American Cultures and Civilizations

3-0-3

An introductory interdisciplinary humanities course on the cultures and civilizations of Latin America that will focus on the interpretation of literary, philosophical and historical texts, with a balanced representation from film, art and music. Students will learn about some of the cultures of Latin America from political, economic and social perspectives. Areas include Meso, Central and South America, as well as the Caribbean. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HUM 170 Middle East Cultures and Civilizations

3-0-3

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 Civilization

3-0-3

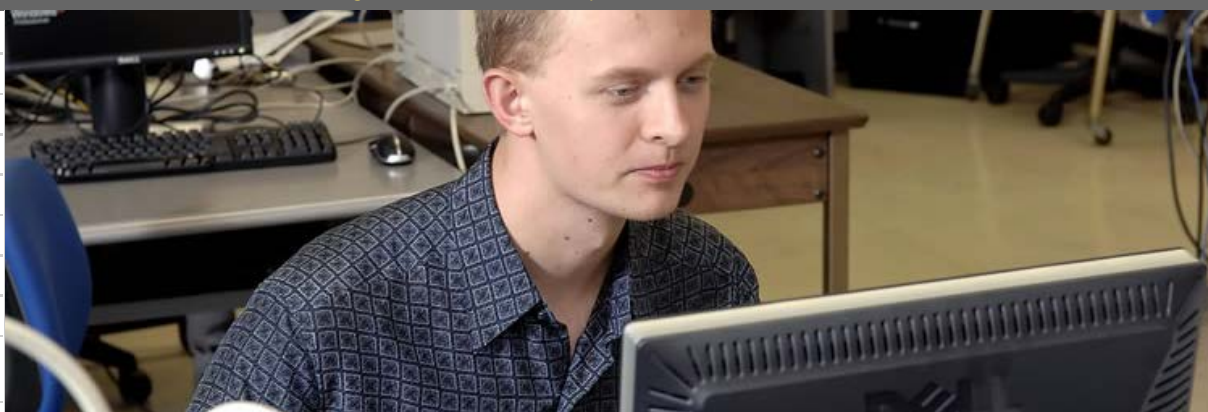
This introductory humanities course on the culture and civilizations of the continent of Africa will focus mainly on the interpretation of texts (literary, philosophical or historical), film, art and/or music. Through these texts and artistic expressions, students will learn about some of the peoples 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. Pre- or corequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HUM 190 Modern Africa and Asia

3-0-3

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. Pre- or corequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

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Interdisciplinary Studies Courses

IDS 120 Introduction to a Study Abroad Site

1-0-1

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

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. Prerequisite: ENGL 101.

IDS 297H Seminar in the Humanities and Social Sciences: Ancient and Medieval (Honors)

3-0-3

An interdisciplinary seminar in ancient and medieval social thought with a focus on philosophy, literature and intellectual history. Prerequisite: ENGL 101 or ENGL 101H. Corequisites: PHIL 297H, ENGL 297H, HIST 297H, and ENGL 295H or ENGL 296H. *Fulfills Interpretive Studies requirement.*

IDS 298H Seminar in the Humanities and Social Sciences: Modern (Honors)

3-0-3

An interdisciplinary seminar in modern social thought with a focus on philosophy, literature and intellectual history. Prerequisite: ENGL 101 or ENGL 101H. Corequisites: PHIL 298H, ENGL 298H, HIST 298H, and ENGL 195H or ENGL 196H. *Fulfills Interpretive Studies requirement.*

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Leadership Studies Courses

LEAD 101 Introduction to Leadership: Concepts and Models

1-0-1

This course is designed to introduce students to concepts and practices of leadership that are effective in civic, professional, business and political organizations. Using biographical leader studies, case studies, simulations and real-life applications, the course aims to help leaders and potential leaders better envision their organizations' purposes and better organize members for effective action.

LEAD 102 Introduction to Leadership: Community Influence and Resource Allocation

1-0-1

This course examines community issues and looks at the role of government and private sector influence through public policy and resource allocation. Different kinds of issue areas are reviewed including housing, education, safety and welfare. The course explores who the decision-makers are and the strategies they have developed. Styles of leadership and community investment are central to understanding decisions that influence our neighborhoods.

LEAD 103 Introduction to Leadership: Communication

1-0-1

Using case studies, simulations and real-life applications, the course is designed to help students develop those communication skills needed to build and maintain viable citizen organizations. Students will be introduced to the speaking and writing skills needed for recruiting members, drafting a simple constitution, conducting meetings, keeping minutes and other records, and composing petitions and basic press releases.

LEAD 104 Introduction to Leadership Studies

3-0-3

This course introduces students to concepts, models and practices of leadership that are effective in civic, professional, business 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. (This course is the equivalent of LEAD 101, LEAD 102 and LEAD 103 combined.)

LEAD 111 Leadership for Effective Organizations: Mission, Member Motivation and Media Relations

1-0-1

To develop as leaders, especially within community nonprofit organizations, students study effective ways of defining an organization's mission, marshalling members and their energies, and gaining public support through use of the mass media. LEAD 111, LEAD 112 and LEAD 113 together are equivalent to LEAD 114.

LEAD 112 Leadership for Effective Organizations: Project Planning, Teamwork and Project Management

1-0-1

This course focuses on team-building, teamwork and the development and management of projects in various organizations, especially community nonprofit organizations. LEAD 111, LEAD 112 and

LEAD 113 together are equivalent to LEAD 114.

LEAD 113 Leadership for Effective Organizations: Funding, Budgeting and Grant Writing
1-0-1

This course in leadership focuses on budget and fund-raising strategies, especially in community nonprofit organizations. Cases of grant writing and other funding strategies are studied, and students develop a credible grant proposal. LEAD 111, LEAD 112, and LEAD 113 together are equivalent to LEAD 114.

LEAD 114 Leadership for Effective Organizations

3-0-3

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 111, LEAD 112 and LEAD 113 together are equivalent to LEAD 114.

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Management Courses

MNGT 111 Business Mathematics

3-0-3

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

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

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

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 144 Small Business Management

3-0-3

This course provides instruction in specific applications of management principles needed by owners and managers of small business enterprises. Students learn the impact of business planning, the environmental elements that surround small businesses, business processes, initiating and financing a business and the importance of small business to society. The course requires the development of a typical business plan and related projects. Prerequisite: MNGT 121.

MNGT 199 Cooperative Work Experience

1-15-3

Part-time paid or voluntary employment with a cooperating business approved by the chair of the Marketing and Management Department. A series of interactions during the cooperative experience that relate management practice with business concepts and theories. Only work experience directly under the supervision of an instructor can be credited toward graduation. Prerequisite: MNGT 121.

MNGT 241 Office/Supervisory Management

3-0-3

Introductory analysis of the managerial process from the middle manager's and first-line supervisor's point of view. Analysis of reactions and interactions of individuals and groups within a goal-seeking organization. Includes leadership, motivation, personality theory and goal-oriented behavior. Primary emphasis given to face-to-face interpersonal relations. Emphasis on case discussion method and continuing review of contemporary developments in the supervisory field. Prerequisite: MNGT 121. Fall only.

MNGT 246 Principles of Operation Management

3-0-3

This course examines current principles and practices of production and operations management. The course engages the student in the analysis of the decision issues of quality, design, process, location, human resources, supply chain and inventory management, scheduling and maintenance. Prerequisite: MNGT 121.

MNGT 247 Human Resources Management

3-0-3

Planning, organizing and controlling the operative functions of procuring, developing, maintaining and utilizing a labor force. Criteria for wages, grievance machinery, communications, morale and attitudes, transfers and promotions, testing and participation programs. Prerequisite: MNGT 121.

MNGT 250 Collective Bargaining

3-0-3

The process by which labor agreements are negotiated, administered and enforced. Internal and external forces which shape this process, as well as the resulting agreement. Students will administer mock agreements which they will negotiate and will conduct grievance and arbitration hearings. Offered in the fall only.

MNGT 261 Introduction to the Law and the Legal System

3-0-3

A study of the economic, legal and social forces shaping the development of law in the United States and within a global environment, including an analysis of the need for law in our complex civilization. The historical sources, forms and types of law will be discussed tracing the evolution of the legal system within the U.S. The course will focus on how the law and the legal system have an effect upon and must be considered when making most business and personal decisions. The impact and integral part federal, state and local law have on most front-page current events will be discussed.

MNGT 262 Business Law

3-0-3

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 proprietor-ships; 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

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.

MKTG 135 Retailing Principles and Management

3-0-3

This course explains the functions and problems of management as related to 21st century retailing. Retailers encounter such problems as choosing a store location, designing the store, communicating with and gathering information about potential customers, managing and operating the business, and implementing a business plan. Students address these problems and learn how technology has introduced new formats for retailing such as Web sites and infomercials. Case studies and developing a business plan are activities used to study the functions of modern retailing. Pre- or corequisite: MKTG 131 or MNGT 121. Spring only.

MKTG 232 Advertising and Sales Promotion

3-0-3

This course examines the principles, problems, techniques and practices of advertising, personal selling and sales promotion. The course engages students in studying the history, planning, management, media, creative and external forces involved in advertising. Prerequisite: MKTG 131. Fall only.

MKTG 234 Retail Buying

3-0-3

This course introduces students to the process of buying inventory for resale. The student learns the importance of buying policies, buying practices and techniques, and the nature of specialized buying activities. Prerequisite: MNGT 121, which may be taken concurrently. Spring only.

MKTG 237 Creative Selling

3-0-3

Problems involved in application of general selling principles and techniques of creative selling. Customer behavior, planning and sales strategies; selecting, training, motivating and evaluating sales representatives. Case method and student projects. Prerequisite: MNGT 121, which may be taken concurrently, or with department head approval. Spring only.

MKTG 238 Marketing and Management Problems

3-0-3

This is a seminar course using the case study method to teach problem solving techniques. Cases are taken primarily from current business publications; class exercises are based on problems faced by managers in current business situations. The course concentrates on problem solving mainly in marketing and management situations in various organization and business settings. Prerequisites: MNGT 141 and MKTG 131. Fall only.

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Medical Assisting Courses

MA 110 Introduction to Clinical Skills

2-3-0-3

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: \$79.

MA 115 Medications and Medical Specialty Procedures

2-3-0-3

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: MA 110 and BIOL 109. BIOL 109 may be taken concurrently.

Additional course fee: \$79.

MA 250 Medical Office Laboratory Procedures

2-3-0-3

This course is a continuation of the study of the theory, practice and techniques of the clinical components of medical assisting. Emphasis will be placed on specimen collection and handling, sterilization techniques, nutrition, introduction to clinical laboratory equipment, tests and procedures used by clinicians for the diagnosis, evaluation and treatment of disease. Prerequisite: BIOL 109.

Additional course fee: \$79.

MA 299 Medical Assistant Externship

2-0-16-4

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: MA 250 and MA 220. *Fulfills American/Global Diversity requirement.*

Additional course fee: \$132.

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Military Science (Army ROTC) Courses

The military science courses are held at Temple University's main campus and are taught by the University's Department of Military Science. Students enroll for the courses at Community College of Philadelphia and pay Community College of Philadelphia tuition fees. Credit is earned at both Community College of Philadelphia and Temple University. Before enrolling in a course, a student must get permission from the Temple Department of Military Science (Room 410, Ritter Hall Annex, 215-204-7480).

This arrangement is for students interested in the Army Reserve Officers' Training Corps (ROTC) upon transfer to Temple University.

Basic Courses

MS 101 Introduction to Military Science

1.5-2-1

An orientation to mission, organization and the capabilities of the U.S. Army. The role of the ROTC, customs and traditions of the service, basic military skills and introductions to military leadership.

MS 102 Introduction to Military Science II

1.5-2-1

An introduction to land navigation, map reading and terrain analysis. The students will gain an understanding of the military use of maps in association with actual terrain. The student will also learn the fundamentals of military communication skills in written and oral communications, and physical fitness program.

MS 201 Basic Military Skills and Leadership

1.5-2-1

Students are introduced to basic military skills and leadership principles. Students are introduced to the 16 leadership dimensions and participate in simulations to assess their leadership behavior.

MS 202 Small Unit Operations and Leadership

1.5-2-1

Students will learn the principles of planning and conducting small unit operations. Emphasis will be placed on learning and developing leadership skills. Practical applications and performance oriented training are included.

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Nursing Courses

NURS 101 Nursing I

4-2-12-7

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: \$264.

NURS 132 Nursing II

4-2-12-7

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, BIOL 109, DIET 111 and ENGL 101. Corequisites: BIOL 110, ENGL 102, and MATH 118 or higher. *Fulfills Writing Intensive requirement.*

Additional course fee: \$264.

NURS 231 Nursing III

5-0-12-7

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, ENGL 102, BIOL 110 and MATH 118 or higher. Corequisites: BIOL 241, SOC 101 and CIS 103.

Additional course fee: \$264.

NURS 232 Nursing IV

5-0-12-7

Nursing care for clients/families experiencing common health alterations across the lifespan in a variety of settings continues to be examined in depth. Students synthesize and integrate knowledge, skills and abilities to evaluate and modify a plan of care; to independently plan, implement, and evaluate the delivery of safe and effective care; to facilitate physiological and psychosocial function; to assist client/family coping; to maximize self-care; and to promote optimal functioning. Concepts of management are further developed through collaboration with members of the health care team. Offered spring semester only. Prerequisites: NURS 231, BIOL 241, SOC 101 and CIS 103. Corequisites: Two restricted electives.

Additional course fee: \$264.

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Office Administration Courses

OA 102 Keyboarding and Skill Development

1-1-1

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: \$66.

OA 106 Microsoft Word and PowerPoint: An Introduction

3-0-3

An introduction to the core features of Microsoft Word and PowerPoint software applications with hands-on training allowing students to practice the features presented. The course is designed to assist students using Word with creating, editing and formatting documents and to familiarize students using PowerPoint with preparing, editing and formatting presentations. The skills required to pass the Microsoft Certified Applications Specialist (MCAS) exams are presented in this course. Developed for non-Office Administration program students.

OA 110 Professional Keyboarding I

3-0-3

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

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.

OA 254 Intermediate Information Processing

3-0-3

Intermediate information processing functions are stressed with emphasis on mailability and integration of several software application programs, which will be achieved through the creation of realistic business documents using textbook exercises and simulations. Prerequisite: CIS 103 or departmental approval.

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Paralegal Studies Courses

PLS 101 Introduction to Paralegal Studies

3-0-3

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

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: \$200.

PLS 115 Legal Technology

3-0-3

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

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

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

An advanced course in civil litigation and trial preparation in which analytic skills are refined and experience is acquired by practicing as a litigation paralegal. Prerequisites: PLS 101 and PLS 121.

PLS 231 Family Law

3-0-3

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

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

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

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

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

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

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

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

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

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

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 121, and a grade point average of 2.5 or better.

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Philosophy Courses

NOTE: All Philosophy courses except PHIL 111 emphasize the ability to write short essays. There are no formal prerequisites for any Philosophy course.

PHIL 101 Introduction to Philosophy

3-0-3

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

Principles of critical 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

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.*

Phil 152/RS 152 Philosophy of Religion

3-0-3

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

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

Classical and contemporary ethical theories and their practical applications. *Fulfills Interpretive Studies requirement.*

PHIL 215 Social and Political Philosophy

3-0-3

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

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

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. Corequisites: IDS 298H, ENGL 298H, HIST 298H, ENGL 195H or ENGL 196H.

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Physics Courses

NOTE: The Physics Department offers three sequences in physics. All include an appropriate laboratory.

PHYS 101 is a non-mathematical college transfer or general elective science course open to all students. It is suitable for students in Liberal Arts, Communications and Education or for those who want to take physics as a general elective.

PHYS 105 is a one-semester course using only elementary high school mathematics, intended for Business, Fire Science, Respiratory Therapy and Construction Technology students. This course is for students desiring a minimally mathematically-based physics course. This course is also suggested for students in Chemical Technology, and is suitable for Liberal Arts and Business students who need a laboratory science.

PHYS 109 is a one-semester course on fiber optics and optical waveguides using only precalculus-level mathematics. It is intended for students who want to develop skills working with fiber optics.

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

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: \$79.

PHYS 105 Survey of Physics

4-2-4

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: \$79.

PHYS 106 Matter and Energy

3-2-4

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: \$79.

PHYS 107 Matter and Energy

3-0-3

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

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 109 An Introduction to Fiber Optics and Optical Waveguides

3-3-4

This course will introduce students to optical fibers and discuss advantages of choosing this unique transmission medium for communication systems. Students will be taught basic laws of geometrical and physical optics which are essential for the work in the field of fiber optics and learn how to build working fiber connections. Prerequisite: MATH 161/162.

Additional course fee: \$79.

PHYS 111 General Physics I

4-2-4

Introduction to mechanics, heat and sound. This is an algebra- and 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 permission of the department head.

Additional course fee: \$79.

PHYS 112 General Physics II

4-2-4

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: \$79.

PHYS 125 Musical Acoustics

2-2-3

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: \$79.

PHYS 140 Mechanics, Heat and Sound

5-2-5

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 or permission of the department head. (Students who have never had a physics course should take PHYS 105 or PHYS 111 before PHYS 140.)

Additional course fee: \$79.

PHYS 241 Electricity, Magnetism and Light

4-2-5

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: \$79.

PHYS 242 Modern Physics

3-2-4

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.

Additional course fee: \$79.

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Political Science Courses

POLS 101 Introduction to Political Science

3-0-3

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

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

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 114 City and State Government and Politics: The Rules, Parties and Players

1-0-1

This course introduces students to city and state political systems, with special attention to those of Philadelphia and Pennsylvania. These systems include the offices, agencies, houses and courts of the executive, legislative and judicial sides of government. The course also surveys the constituencies, political parties and other organizations that are involved in local and state politics, and examines their agendas and modes of operation. Philadelphia and Pennsylvania provide most of the illustrations and case studies, and comparisons are made with the politics of other cities and states. POLS 114, 115 and 116 together are equivalent to POLS 117.

POLS 115 City and State Government and Politics: Citizens and Interest Groups in Action

1-0-1

This course examines how citizens and interest groups become active in the political process at a local and state level. Drawing examples largely from the political culture of Philadelphia and Pennsylvania, students look at the roles of activists and lobbyists and the various types of activity—such as campaigning, lobbying, demonstrating, holding meetings and litigating—in which citizens engage to influence governmental decisions. Comparisons to the political actions and political cultures of other cities and states are made. POLS 114, 115 and 116 together are equivalent to POLS 117.

POLS 116 City and State Government and Politics: Contemporary Social Policy Issues

1-0-1

Using a case and issue study approach, this course examines major policy issues that are especially significant in Philadelphia and Pennsylvania at the time the course is offered. Such issues as funding and reform of public education, tax reform, the promise and problems of regionalism, urban blight, population loss and suburban sprawl will be studied. Students will consider how political factors help or hinder solution of such problems, and how government and active citizens can best approach

them. Comparisons are made to similar issues in other American cities and states. POLS 114, 115 and 116 together are equivalent to POLS 117.

POLS 117 City and State Government and Politics, with Cases from Philadelphia and Pennsylvania

3-0-3

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. POLS 114, 115 and 116 together are equivalent to POLS 117.

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Process Technology Courses

PTEC 101 Introduction to Process Technology

2-2-3

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: \$66.

PTEC 102 Plant Equipment

2-2-3

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, which may be taken concurrently.

Additional course fee: \$66.

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Psychology Courses

NOTE: All prerequisite courses listed must be passed with a grade of "C" or better.

PSYC 101 Introduction to Psychology

3-0-3

This course focuses on the scientific study of human and animal behavior, including mental processes. 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.

PSYC 101H Introduction to Psychology (Honors)

3-0-3

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. Corequisite: ENGL 101H. *Fulfills Interpretive Studies requirement.*

PSYC 110 Introduction to Applied Psychology: Principles of Behavior in Everyday Life

3-0-3

This course will focus on the application of psychological principles and theories to four common settings: education, health, law and business. Interpretation of basic statistics used in applied psychology research, methods of data collection and ethical considerations in conducting research outside the laboratory will be examined.

PSYC 201 Child Psychology

3-0-3

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 are studied. Prerequisite: PSYC 101.

PSYC 202 Human Sexuality

3-0-3

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

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 211 Personality Theory

3-0-3

Examines major theories of personality with emphasis on psychological growth and development. Representatives of the psychodynamic, behavioral, cognitive and humanistic perspectives are reviewed. Prerequisite: PSYC 101.

PSYC 215 Developmental Psychology

3-0-3

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

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. Corequisites: ENGL 101H, ENGL 102H, ENGL 195H, or ENGL 196H.

PSYC 221 Social Psychology

3-0-3

Examines the behavior of the individual in the social environment. Topics include attitudes, conformity, persuasion, prejudice, aggression and attraction. Prerequisite: PSYC 101.

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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

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.

RE 105 Real Estate Practice

3-0-3

Introduction to all facets of the real estate business, including a survey of fields of specialization. Emphasis will be on the role of a real estate agent in the field of residential brokerage. This course will acquaint the student with the basic techniques, procedures, regulations and ethics involved in a real estate transaction along with a working knowledge of the forms and documents used, including the related mathematics. This course, together with RE 101 (Real Estate Fundamentals), is required by the Pennsylvania Real Estate Commission for all candidates for a sales license.

RE 111 Real Estate Mathematics

3-0-3

Proceeding from simple operations in decimals, fractions and percentages through more complex problems in mensuration, mortgage principal and interest, points, taxes, percentage leases, prorations and closing statements. While this course is accepted by the Pennsylvania Real Estate Commission for the broker's examination only, students are cautioned that certain questions in the sales examination may require a knowledge of mathematics. It is advisable, therefore, that this course be taken prior to the sales examination.

RE 131 Real Estate Financing

3-0-3

Techniques and documents used to finance real estate as a commodity of commerce. Financing of residential, commercial and industrial property. The mortgage industry: its structure, funding and risk analysis. Emphasis on problems of cyclical fluctuation, marketability, workout and foreclosure. Government in the marketplace. Accepted by Pennsylvania Real Estate Commission for broker's examination only.

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Respiratory Care Technology Courses

NOTE: Courses open to Respiratory Care Technology students only.

RESP 100 Introduction to Respiratory Care Technologies

3-3-0-4

Introduction to historical and contemporary systems of delivering medical care; the health care team and the role of each member; dealing with the sick and hospitalized patient and family; the taking of vital signs; administration of medications; drug math; medical terminology; aseptic techniques.

Additional course fee: \$79.

RESP 101-102 Fundamentals of Respiratory Care

3-3-0-4

Techniques I and II

2-4-8-4

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): \$79.

Additional course fee (RESP 102): \$132.

RESP 103 Fundamentals of Respiratory Care Techniques III

2-4-0-3

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: \$79.

RESP 104 Clinical Practicum I

0-3-17-1

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: \$132.

RESP 210-211 Cardiopulmonary

3-3-0-4

Pathophysiology I and II

3-3-0-4

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): \$132.

RESP 220-221 Advanced Respiratory Care

4-3-0-5

Procedures I and II

3-6-8-5

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): \$79.

Additional course fee (RESP 221): \$264.

RESP 299 Clinical Practicum II

0-3-17-1

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: \$132.

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College Catalog 2010-2011, Vol. 1, Issue 1 Science, Technology and Society Courses

STS 101 Introduction to Science, Technology and Society

3-3-4

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.

Corequisite: Student preparedness for MATH 118.

Additional course fee: \$66.

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Sociology Courses

SOC 101 Introduction to Sociology

3-0-3

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 105 Health and Society

3-0-3

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

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

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

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

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

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.*

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College Catalog 2010-2011, Vol. 1, Issue 1 Women's Studies Courses

WS 101 Introduction to Women's Studies

3-0-3

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.

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Youth Work Courses

YW 101 Foundations of Youth Work

3-0-3

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

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

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

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.

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