

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 right to change any provision 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 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 annually. Information about courses and programs may be modified throughout the year. Students should always consult with an academic advisor or counselor to ensure that the most current information is available when making academic decisions.

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

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

For the **College Calendar from April through August 2012** [click here](#).

2012**September 2012**

- 3 Monday — Labor Day — College closed
- 4 Tuesday — Fall 2012 (15-week) term begins

October 2012

- 4 Thursday — Fall 2012 (10-week) term begins

November 2012

- 5 Monday — Deadline to submit application for financial aid reinstatement for Spring 2013 semester
- 7 Wednesday — Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2013 classes
- 19 Monday — Priority deadline to submit application for academic reinstatement for Spring 2013 semester
- 22- Thursday-Saturday — Thanksgiving Holiday — College closed
- 24

December 2012

- 5 Wednesday — Deadline for full payment of tuition and fees for all students registered by this date for Spring 2013 semester
- 5 Wednesday — Professional Development Day (Potential Emergency Closing make-up day)
- 7 Friday — Spring 2013 Graduation Application deadline for May 2013 Commencement
- 7 Friday — Professional Development Day/Study Day — once-a-week evening classes will be held; no day classes (Potential Emergency Closing make-up day)
- 8 Saturday — Final day of classes for Fall 2012 semester
- 10- Monday-Saturday — Final examinations, Fall 2012 semester
- 15
- 17 Monday — Deadline for faculty submission of grades for Fall 2012 (15-week and 10-week) terms

21 Friday — Final day to resolve all outstanding financial aid issues for Fall 2012 semester

24 Monday — Winter Break — College closed at noon

25- Tuesday-Monday — Winter Break — College closed

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2013

January 2013

1 Tuesday — New Year's Day Holiday — College closed

4 Friday — Final deadline to submit application for academic reinstatement for Spring 2013 semester

14 Monday — Spring 2013 (15-week) term begins

21 Monday — Martin Luther King, Jr. Holiday — College closed

February 2013

March 2013

4-9 Monday-Saturday — Spring Break — College Closed

18 Monday — Deadline to submit application for financial aid reinstatement for Summer 2013

April 2013

5 Friday —Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2013 classes

15 Monday — Priority deadline for Fall 2013 for financial aid

22 Monday — Professional Development Day — once-a-week evening classes will be held; no day classes (Potential Emergency Closing make-up day)

23 Tuesday — Final day of classes for Spring 2013 semester

24 Wednesday — Professional Development Day (Potential Emergency Closing make-up day)

25 Thursday — Professional Development Day/Study Day (Potential Emergency Closing make-up day)

26- Friday-Tuesday — Final examinations, Spring 2013 semester

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May 2013

1-2 Wednesday-Thursday — Final examinations, Spring 2013 semester

1 Wednesday — 2013-2014 PHEAA grant filing deadline for all renewal applicants

2 Thursday — Final day to resolve all outstanding financial aid issues for the Spring 2013 semester

4 Saturday — Commencement

5 Sunday — Deadline for faculty submission of grades for Spring 2013 (15-week and 10-week) terms

6 Monday — Summer four-day work week begins — College closed on Fridays

13 Monday — Early Summer 2013 7-week (term code 7A) and 14-week (term code 14A) terms begin

27 Monday — Memorial Day Holiday — College Closed

28 Tuesday — Early Summer 2013 7-week (term code 7B) term begins

June 2013

25 Tuesday — Final day of classes for Early Summer 2013 7-week (term code 7A) term

26 Wednesday — Study Day

27 Thursday — Final examination day for Early Summer 2013 7-week (term code 7A) term

29 Saturday — Deadline for faculty submission of grades for Early Summer 2013 7-week (term code 7A) term

July 2013

1-3 Monday-Wednesday — No classes for 14-week term (term code 14A)

4 Thursday — Independence Day Holiday — College closed

8 Monday — Late Summer 2013 7-week (term code 7N) term begins

8 Monday — Deadline to submit application for financial aid reinstatement for Fall 2013 semester

8 Monday — Priority deadline to submit application for academic reinstatement for Fall 2013 semester

18 Thursday — Early Summer 2013 7-week (term code 7B) term ends

August 2013

1 Thursday — 2013-2014 PHEAA grant filing deadline for all new applicants

- 2 Friday — Final deadline to submit application for academic reinstatement for Fall 2013 semester
- 20 Tuesday — Final day of classes for Early Summer 2013 14-week (term code 14A) and Late Summer 2013 7-week (term code 7N) terms
- 21 Wednesday — Study day
- 21 Wednesday — Deadline to settle all outstanding financial aid matters for the current year (2012-2013); all aid will be canceled after this date.
- 22 Thursday — Final exam day, Early Summer 2013 14-week (term code 14A) and Late Summer 2013 7-week (term code 7N) terms
- 24 Saturday — Deadline for faculty submission of grades for Early Summer 2013 14-week (term code 14A) and Late Summer 2013 7-week (term code 7N) terms

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Mission Statement

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

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

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

Vision

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

Core Values

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

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

Diversity. The College embraces and understands the importance of providing an education and

environment that promote the uniqueness of students, faculty, staff and the communities that we serve. We affirm that diversity is crucial to a democratic society, as it enriches the educational experience and celebrates differences among individuals.

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

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

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

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History of the College

The College was created on April 28, 1964, by legislation in Harrisburg and Philadelphia, following a decade of studies and surveys. More than 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 Athletics Center with basketball courts, Nautilus-type training machines, an aerobics room and classrooms, as well as a modern, three-story Student Life building with meeting facilities, an additional cafeteria and a Coffeehouse.

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

The College 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.

Edward A. Anderson Welcome Center

The Welcome Center is located in the Pavilion Building at the 17th Street entrance, Room P1-05, 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 12 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 12 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 Athletics Center attracts many fitness-conscious students, faculty and staff. A 635-car parking garage provides secure and sheltered parking for students, faculty, administrators and guests. The campus is well served by SEPTA city division lines.

Hours of Operation

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

Regional Centers

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

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

For more information about any of the Regional Centers or their programs, please call the Northeast Regional Center at 215-972-NERC (6372), the Northwest Regional Center at 215-751-8773 or the West Regional Center at 267-299-5850.

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Distance Education

Distance Education enables students to extend their educational opportunities in a flexible instructional setting. Online courses, which follow a regular schedule of academic activities and assignments, are delivered via the Internet. Many are completely online, but some require a few meetings on campus. For a complete list of 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 the summer. The College also offers classes in other formats, including shorter terms and accelerated programs. For more information about course offerings, [please visit the College's Course Finder site](#).

Noncredit Offerings

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

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

For more information on courses for personal enrichment, please visit [The Division of Adult and Community Education](#) online or call 215-751-8381.

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 Athletics Center, instructional laboratories, laboratory prep areas or administrative service areas, such as duplicating, mail room and craft shops. This policy does not preclude children's participation in events sanctioned by the College or the involvement of children in educational activities specific to a curriculum.

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

Crime Act

Information regarding the Crime Act (commonly referred to as the Clery Act) is available through the Department of Safety and Security located in Room M1-23 or at the College's website under

Consumer Information.

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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Admissions Process

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

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

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

Applicants are required to take a **placement test** in reading, writing and mathematics. An applicant may be eligible for a placement test waiver if he/she has earned college credits at an accredited college or university or received acceptable scores on the SAT and/or ACT tests.

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

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), and who 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.

Currently Enrolled High School Student or Home School Student

(Dual Enrollment — Advance at College)

- Applicants who are enrolled as 11th or 12th grade students in high school, including home school students, may 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 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 term must request the approval of the vice president for Academic Affairs or designee.

Residency Requirement

Tuition rates at Community College of Philadelphia are determined by a student's domicile. Domicile is the place where one intends to and does, in fact, permanently reside. The College establishes its residency policy in accordance with the Pennsylvania Code, Title 22, Education Chapter 35.

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

1. Must be a citizen or a permanent resident alien of the United States or be admitted on an immigrant visa to the United States.
2. Must have resided in Pennsylvania for at least 12 months prior to the first day of the 15-week term of the semester at Community College of Philadelphia.
3. Must have resided in Philadelphia for at least three months prior to the first day of the 15-week term of the semester at Community College of Philadelphia.

The College will require 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 of a semester will be reflected in the following semester.

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

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 the Transfer Credit and Placement Office (MG-17) on our Main Campus or to any of our Regional Centers and ask for the waiver.

Scheduling a Placement Test

You can schedule your placement test through **MyCCP** after submitting your application for admission. Follow these steps to set up your user name, 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](#).

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."

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

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 Enrollment Central on the ground level of the Bonnell Building at the Main Campus or at any of the three Regional Centers.

Veterans Education Benefits

Veterans must be certified to receive VA benefits. To be certified, the Application for VA Benefits (VA Form 1990) must be completed and students must be registered for classes. Alternatively, students may file the veterans application (VONAPP) online at <http://vabenefits.vba.va.gov/vonapp/>. Veterans should apply early each semester to allow the College and the Veterans Administration time to process benefits. To apply, submit your Community College of Philadelphia Veterans Benefits Registration form along with a Letter of Eligibility, Notice of Basic Eligibility or Certificate of Eligibility (DD-214) to the VA Certifier located on the Main Campus at Enrollment Central on the ground level of the Bonnell Building.

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

All students except those receiving benefits under Chapters 31, 33 and 35 must report attendance on a monthly basis to the VA. Attendance should be reported the last day of each month by calling 1-888-442-4551 or on the Web at www.gibill.va.gov and selecting "Verify Attendance."

Chapter 31 - Vocational Rehabilitation

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

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

For more information about veterans education benefits, see the **Veterans Education Benefits** section and the VA website at www.gibill.va.gov. You can also contact the Veterans Resource Office, located at the Student Life Center in the Winnet Student Life Building, Room S1-19, 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**
- **Direct Deposit**
- **Fulfillment of Financial Obligations**
- **Refund Policy**
- **Tax Incentives**
- **Financial Aid**
- **Financial Aid Withdrawals, Refunds and Repayment Policy**
- **Alternative Funding Sources**
- **Veterans**
- **Scholarships and Awards**

Tuition and Fees

The Board of Trustees sets tuition and fees and reserves the right to change them without notice. Tuition varies based on residency; Philadelphia residents pay \$148 per credit hour; other Pennsylvanians pay \$296 per credit hour plus a \$10 nonresident capital fee per credit; and non-Pennsylvanians pay \$444 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	\$148	\$28	\$4	\$180
2	\$296	\$56	\$8	\$360
3	\$444	\$84	\$12	\$540

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	\$444	\$84	\$12		\$540
PSYC 101	3	\$444	\$84	\$12		\$540
MATH 118	3	\$444	\$84	\$12		\$540
BIOL 106	4	\$592	\$112	\$16	\$150	\$870
Total	13	\$1,924	\$364	\$52	\$150	\$2,490

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

New Student Processing Fee: \$60

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

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.

Lost Identification Card Fee: \$10

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

Non-Credit Student Identification Card Fee: \$10

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

Course Fees

Some courses offered by the College are subject to course fees. These include courses with laboratory costs, clinical instruction costs or additional instructional hours. The course fees range from \$75 to \$300 per course. The applicable course fee, if any, is shown at the end of the course descriptions in the **Course Descriptions section of the Catalog**. 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: \$35

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

Senior Citizen Registration Fee: \$148

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 Fees: \$25

A penalty of \$25 will be assessed for all checks and electronic checks (e-checks) issued to the College but not paid on presentation to the bank. A replacement check must be presented in the form of cash, certified check or money order. The student will be given 10 business days to replace the payment.

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: \$148

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: \$148

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.

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 will be mailed and emailed to each student approximately four weeks before the beginning of each semester. If the bill is not received, it is the student's responsibility to obtain it from the Bursar's Office.

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

Effective July 1, 2012 students will be assessed a convenience fee of \$12.00 per transaction for online payments made with a credit or a debit card. Students may continue to make online payments with e-Check at no cost. Bank debit card holders can make payments with e-Check by using their checking account and routing number. To pay e-Check, log into **MyCCP** and select the "Pay My Bill" link under Financial Services.

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

Checks in payment of tuition and fees that are returned to the College by the bank must be repaid within 10 business days or the student will be administratively withdrawn from the College.

Payment Plan

The College offers a monthly payment plan to those students who have a balance of \$750 or greater. The cost to enroll is \$35 and the plan is available during the fall, spring and summer semesters. Students interested in the plan should contact the Bursar's Office at 215-751-8987 or via email at bursarsoffice@ccp.edu or pick up information in Room BG-38 at the Main Campus or any Regional Center. The application is also available online via **MyCCP**.

Direct Deposit

As part of the College's efforts to provide students with a more efficient refund process, the College has implemented the student refund direct deposit option. Direct deposit gets a refund from a student account at the College into a student's checking or savings account. This includes financial aid balances available to students after tuition and fees are paid. Go green and get refunds processed up to 70% faster than by paper check by signing up for direct deposit. To sign up, please log into **MyCCP** and under the Financial Services section, complete the "Student Direct Deposit Enrollment Authorization" form.

Fulfillment of Financial Obligations

If any student has not met his or her full financial obligations, the College reserves the right to withhold any of its services from the student until the obligations are met. These include, but are not restricted to, transcripts, library services, letters of recommendation, registration, counseling and additional services.

Refund Policy

Students who submit official drop forms or drop classes via the web during the equivalent first, second or third week of classes will receive a 50 percent refund of tuition. Regardless of the drop date, once the first day of the term has begun, the percentage of tuition refunded to the student is the same. No refund will be granted to a student withdrawing from classes 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 later-starting course. The difference between the partial tuition refund for the 15-week course and the full tuition for the later-starting course must be paid by the student. This does not apply if the 15-week course is dropped prior to the start of the 15-week semester and is replaced by a later-starting course.

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

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	- <u>\$1,000</u>
Taxable income	\$24,000

Below are brief summaries of the tax incentives most likely to benefit adult, nontraditional students. Not all students or parents will qualify for these tax credits. Be sure to obtain a complete explanation of these tax incentives and consult with your tax advisor before you make financial decisions or use them in filing your federal income taxes.

American Opportunity Tax Credit

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

Lifetime Learning Credit

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

Student Loan Interest Deduction

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

Loan Forgiveness

For certain curricula, there are loan forgiveness programs available. Students need to research these programs carefully, as there are often strict criteria associated with loan forgiveness programs. For more information, visit www.aesSuccess.org or www.studentloans.gov

Financial Aid

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

Financial Aid Eligibility

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

Applying for Financial Aid

Students applying for financial aid must do so for each academic year. Students should file the Free Application for Federal Student Aid (FAFSA) via the Web at www.fafsa.ed.gov. This application is used to apply for the Federal Pell Grant, the PHEAA State Grant and Federal Direct Loans. Use Community College of Philadelphia School Code 003249 when filing your FAFSA. In addition to completing the FAFSA, students applying for the Direct Loans must also complete a Master Promissory Note (MPN) and an entrance counseling session at www.studentloans.gov.

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

Filing Deadlines for 2012-2013

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 forms.

Federal Pell Grant:
All applicants – June 30, 2013

PHEAA State Grant:
Renewal applicants – May 1, 2012
New applicants – August 1, 2012

Federal Supplemental Educational Opportunity Grant and Federal Work-Study:
All applicants – April 16, 2012

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 2012-2013 Free Application for Federal Student Aid (FAFSA) by May 1, 2012 for renewals and August 1, 2012 for new students will be automatically considered for the PHEAA State Grant. Students must meet a number of eligibility requirements. For example, according to Pennsylvania State Grant regulations, a student must have no more than 50 percent of his or her total program in distance education courses to maintain Pennsylvania State Grant eligibility. If a student does not enroll for at least 50 percent 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, at financialaid@ccp.edu.

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

Post-9/11 GI Bill

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

Other programs and benefits are also available for veterans, spouses and dependents. Please visit the Veterans Resource Office located at the Student Life Center in the Winnet Student Life Building, Room S1-19; e-mail vro@ccp.edu; or visit the **Veterans section** on the College's website.

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

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 student pursuits.

Athletics

The College offers extensive intercollegiate athletic programs. Women's sports include basketball, volleyball, cross-country, tennis and track and field. Men's sports include basketball, volleyball, baseball, soccer, track and field, tennis 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 Athletics Center. The Gymnasium, housed within the Athletics Center, has two regulation-size basketball courts and seating for 1,400 spectators. The Fitness Center located on the second level of the Athletics Center, 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.

Faculty, staff and students with a valid College ID are permitted to use the Athletics Center. Faculty, staff and students 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.

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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. Student Life programs and activities are also available at each Regional Center.

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.

First Year Student Success Programs

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. Beginning with the application process and continuing through the first year of enrollment, students are invited to participate in numerous events, activities and programs to ensure success.

A number of new student orientation programs welcome students to the College each semester. Once a student has taken the College Placement Test (or had placement waived with prior college-level work or SAT/ACT scores), new students will schedule themselves for Student Orientation and Registration (SOaR) where they meet with Counselors to review initial placement scores, academic planning and complete course registration for their initial semester. Just prior to the beginning of each semester, students return to campus for Academic Welcome programs. Academic Welcome programs provide information and strategies for success during the first semester of attendance. Sessions are led by program faculty, counselors and administrators in small group discussions designed to maximize the participation of students.

Students also have the ability to learn more about the College and how best to utilize the multitude of College services and programs via an online orientation. This interactive program is designed to work in tandem with the in-person programs described above.

First year students will also be invited to participate in numerous programs, workshops and events designed to engage each student in the planning of their college degree. Learning "how" to be a successful student is necessary in order to be a successful student.

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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**
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- **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 equivalent second week of each term. The instructor must submit an Audit Form to the Office of Student Records and Registration. The instructor may change the grade of an auditor either at mid-term or on the final grade report from "AU" to "W" in case of excessive absence or lack of participation in the course.

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

Attendance

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

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

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

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

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

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

I. Academic Standards and Progress Policy

(Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in section VI.)

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

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

- B. **Progress Policy:** Students must maintain satisfactory progress for all courses. Satisfactory progress will be based on a cumulative successful completion of 67% of all credits attempted and will be assessed after a student has attempted 12 credit hours. For the purposes of calculating satisfactory progress, withdrawals made within the refund period will not count

toward the calculation of progress. A grade of "A," "B," "C," "D," "P" or "MP" will be considered a successful completion. However, a grade of "MP" cannot be given in the same course more than two times. On the third attempt, a grade of "MP" will be converted to a grade 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 spanning 14 weeks. Students may not register until they have met with a counselor. Students wishing to appeal their part-time academic probation status may do so through the Counseling Department. Final adjudication will rest with the Reinstatement Committee
 3. At the end of the first part-time academic probation term, a student will be evaluated as follows
 - a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
 - b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in all credits attempted for that term, he/she will be permitted to continue on part-time (7 credits) academic probation until such time that the student achieves the cumulative 67% completion rate and GPA requirements, and is removed from academic probation. Students may not register until they have met with a counselor.
 - c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in all credits attempted for the term, he/she will be dropped from the College for **poor scholarship and/or insufficient progress**.
 4. After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. Students wishing to appeal the requirement to sit out for one term may do so through the Counseling Department. Final adjudication will rest with the Reinstatement Committee.
 5. After a student has sat out the minimum of one term, he/she may return to the college on part-time (7 credits) academic probation but cannot be registered until he/she has met with a counselor. Students who return to the College after dismissal will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.
 6. Students who are dropped for either insufficient progress or **poor scholarship** following reinstatement may not be reinstated until they appeal successfully to the Reinstatement Committee. All students who are reinstated based on appeals will be placed on part-time (7 credits) academic probation and will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

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

Attempted Credits	Minimum GPA	Calculation Applied	Required Completion Rate
12	1.40	$12 \times 67\% =$	8 credits completed
18	1.50	$18 \times 67\% =$	12 credits completed
25	1.60	$25 \times 67\% =$	17 credits completed
37	1.75	$37 \times 67\% =$	25 credits completed
49	1.85	$49 \times 67\% =$	33 credits completed
60	2.00	$60 \times 67\% =$	40 credits completed
72	2.00	$72 \times 67\% =$	48 credits completed
84	2.00	$84 \times 67\% =$	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. Neither academic nor time amnesty, which the College approved, can be used when computing financial aid satisfactory academic progress (SAP).
- B. All excused withdrawals are counted as attempted credits.
- C. Financial aid eligibility is limited to 150% of the credits needed to graduate for each program of study. All attempted credits are counted toward this maximum, regardless of whether or not a student received aid during previous periods of enrollment. Credits transferred into the College are counted toward the 150% maximum limit.
- D. There is a maximum limit of 30 developmental course credits.
- E. Incomplete ("I") or unreported ("NR") grades are counted as attempted credits.
- F. All attempted credits are counted whether or not a student received financial aid.

The following new provisions became effective July 1, 2011 and are applicable to all students receiving federal student aid:

- G. Financial aid can be applied only once to repeat any course where the student received a passing grade of "A," "B," "C," "MP," "P" and "D". Students who failed (grade of "F") or withdrew from a course ("W") in any previous attempts are not restricted by this one repeat limitation. However, once the student does earn a passing grade, then financial aid will only pay once to repeat that course.

The Office of Financial Aid will review academic progress after the Fall and Spring semesters, and Summer. Students deemed not to be making satisfactory academic progress will be placed on a financial aid warning status for the next term. Students may continue receiving financial aid while on financial aid warning status. No appeal is necessary. After the financial aid warning period, a student who fails to meet the Satisfactory Academic Progress Requirements for Students Receiving Financial Aid (as outlined above), will be ineligible for aid. Students may submit to the Financial Aid Academic Progress Appeals Committee a request to have his/her financial aid eligibility reinstated based on:

1. Death of a relative;
 2. Injury or illness of the student; or
 3. Other special circumstances.
 - a. The appeal must be submitted along with written explanation about why the student failed to make satisfactory academic progress and what has changed that will allow the student to be successful for the next term. Students must also provide appropriate supporting documentation, e.g., doctor's note, receipts or obituary with their appeals. Students who successfully appeal their aid ineligibility will be placed on financial aid probation. The decision of the Financial Aid Academic Appeals Committee is final.
 - b. A student on financial aid probation may receive financial aid for one semester or summer. At that point, the student must meet the College's Academic Standards and Progress policy or the requirements of an established individual probation conditions plan to maintain financial aid eligibility. The probation conditions plan is a set of academic performance expectations to ensure that the student is able to meet satisfactory academic progress (SAP) standards by a specified point in time. If a student begins and continues to follow the set plan, she/he may continue receiving financial aid.
- H. If appeals have been approved for students who are dropped for poor scholarship and/or insufficient progress after failing to meet the probation conditions plan that was established for them, the students will be ineligible for financial aid until they return to good academic standing.

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:

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

Transfer Credits

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

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

Second, students must complete a Transcript Evaluation Request form. These forms are available at the Enrollment Services counters (Main Campus and Regional Centers), the Transfer Credit and Placement Office (MG-17) and the Academic Advising Office (W1-1) or **online**.

POLICY ON TRANSFER CREDIT

The widespread practice of awarding quantitative credits for work done in another accredited post-secondary institution is based on the presumption that courses of similar title and content description, and which are taught at the same level of academic progress, are equal and interchangeable. The Community College of Philadelphia, accredited by the Middle States Association of Colleges and Schools, supports and concurs with this common practice. The consideration of transfer credit or recognition of degrees will not be determined exclusively on the basis of the accreditation of the sending institution or the mode of delivery but, rather, will consider course equivalencies, including expected learning outcomes, with those of the receiving institution's curricula and standards.

- I. GENERAL STATEMENT: Community College of Philadelphia will accept courses taken at a regionally accredited institution in which the grade earned was a "C-" or better, unless otherwise specified by program requirements. Courses completed at institutions accredited by organizations other than regional accrediting bodies will not be considered for credit or as a prerequisite of a subsequent course at Community College of Philadelphia.

This statement is qualified as follows:

- A. The Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and implementation of this policy, in collaboration with other affected offices.

The final determination for the acceptance of courses will be made by the Vice President for Academic Affairs or the Vice President's designee in consultation with Academic Divisions as deemed appropriate.

- B. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.
- C. Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the department requires more current studies for certain majors.
- D. Credit may be awarded for courses from a regionally accredited institution, whether or not similar courses are offered at Community College of Philadelphia. These courses must satisfy both general elective and graduation requirements. A student must still complete all academic content and the total quantitative requirements for graduation.

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

- E. There are institutions that offer some courses that are two credit hours, and these are often scheduled in a sequential manner. These two-credit courses will be transferred in as follows:
 - 1. If one course of a two course sequence is completed, the student will receive two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite. Students must complete the minimum number of credits to graduate from the College.
- F. The College operates under the semester system. If a student seeks transfer credit for work completed under the "quarter" system, credits will be transferred in as follows:
 - 1. A one-year course of nine credits, taken over three quarters will transfer in as six semester hours.
 - 2. Two-quarters of coursework totaling six credits will transfer in as a two-course sequence of two credits each, and will be treated as explained under section E above.
 - 3. One-quarter of coursework totaling three credits equals two semester credits and will be transferred in as explained under section E above.

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

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

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

- A. Students should first contact the Office of Student Records and Registration to discuss the evaluation results with a Placement/Transfer Credit Specialist, and provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, or other documentation from the sending institution).
- B. If the issue is not resolved in step A, the student may request a conference with the administrator responsible for Placement/Transfer Credit. After conferring with the student, the administrator will present the student's claim along with any additional documentation to the academic area department head for consideration, and send written communication to the student within ten (10) working days regarding the decision.
- C. If the issue is not resolved in step B, the student may then request a meeting and final review with the Director of Student Records and Registration. The Director will consult with the appropriate academic dean for further guidance, and will communicate the dean's decision to the student in

- writing, within ten (10) working days. The decision of the dean is final.
- D. Appeals must be submitted no later than four months after the completion of the initial evaluation.

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 Transfer Credit and Placement Office, Room MG-17, 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.

Students who intend to meet the requirements for graduation at the end of any semester or summer 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.

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

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

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

Graduation Honors

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

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

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

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 or online through the College's website.

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).

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

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

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

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

Abuse of an ID card could result in disciplinary action by the College. If the card is lost or stolen, contact the Security Office, Room 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:

- **Academic Advising**
- **Assessment Center**
- **Career Services Center**
- **Center for Male Engagement**
- **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 referrals and information related to all aspects of academic advising, students are urged to stop by Room W1-1, call 215-751-8777.

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 **College Central**.

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

Center for Male Engagement

The Center for Male Engagement programs focus on improving the educational outcomes of African American male students by providing a community where males are supported by peers and mentors, and encouraged to take advantage of academic and social opportunities in their college environment. Participants are provided with an assigned support coach, academic support, life skills workshops and cultural enrichment activities. The Center also sponsors a summer program for students entering the College for the first time.

The Center for Male Engagement is located in the Winnet Student Life Building in Room S1-05. For more information, contact the Center at 215-751-8817 or email cme@ccp.edu.

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 program for infants age 6 weeks to 12 months, a toddler program from 13 months to age 3, and a 3-to-5 year old program. Recognizing that a child's first educational experiences are very important, all three 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 currently has National Association for the Education of Young Children (NAEYC) and Keystone Stars accreditations. For further information regarding registration procedures, fees, fee payment policies, summer programs, required physical and health policies, and visits/tours, call the Center director at 215-751-8764 or -8765.

Counseling Center

The College offers free, comprehensive counseling to all its students. The Counseling Center is staffed by 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 main campus Library is open Monday through Thursday, 8 a.m. to 9 p.m. and Friday, 8 a.m. to 5 p.m. Hours are subject to change, particularly during the summer terms and intersession, but the current hours will be posted at the main entrance to the Library.

The Northeast Regional Center, located at 12901 Townsend Road, the Northwest Regional Center, located at 1300 W. Godfrey Avenue and the West Philadelphia Regional Center, located at 4725 Chestnut Street have library facilities. The hours for each Regional Center Library are available from the Library Web page and posted at each location. Your College ID card, with current validation, is required to enter the Library and to borrow materials.

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

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 Student Life Center in Room S1-19 in the Winnet Student Life Building, is dedicated to serving students who are veterans, spouses of veterans or dependent children of veterans. A Veterans Resource coordinator is available to answer questions and provide resources and referrals to assist veterans 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 Enrollment Central located on the ground level 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, Tuesday, Thursday and Friday, 9 a.m. to 5:30 p.m. and Wednesday, 9 a.m. to 6:30 p.m. Please call 215-751-8808 for additional information.

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Specialized Programs

You will find information about the following on this page:

- **Programs for High School Students**
- **Transfer Opportunities and Services**
- **Study Abroad**
- **Degree Programs at Regional Centers**
- **Shared Programs**

Alliance for Minority Participation (AMP)

The Alliance for Minority Participation (AMP) is a consortium of institutions in the Greater Philadelphia area 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.

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 site](#) or call 215-751-8829.

English as a Second Language (ESL): Community Education

Classes are designed for non-native speakers of English who wish to improve their basic English language skills in order to more actively participate in the larger society or prepare for citizenship. The program provides three levels of ESL instruction. ESL classes are available to adults 18 years of age and older. For more information about the ESL program, please call 215-751-8531.

General Educational Development (GED®)

Classes are designed to help prepare students for the battery of GED® tests. 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) is designed to assist students who receive Temporary Assistance for Needy Families (TANF) and Supplemental Nutritional Assistance Program (SNAP) support in their pursuit of postsecondary education. Students enrolled in the program have the opportunity to meet regularly with program staff that helps 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 at their assigned County Assistance Office (CAO) for referral or the KEYS office at 215-751-8503.

Lifelong Learning Programs and Workshops

The College's lifelong learning programs include an array of workshops and classes designed to enhance an individual's experience and skills in various areas of interest. These classes and workshops focus on areas such as cooking, sewing, dancing, yoga, horticulture, and photography and are offered at the College's Main Campus and Regional Centers. The variety of classes offered gives community members options to enhance their social development and personal enrichment. For more information, please call 215-751-8374.

TRIO Student Support Services

TRIO Student Support Services is a U.S. Department of Education grant-funded project for TRIO-eligible college students who are low-income, first-generation college students and/or have disabilities. Services and activities offered through TRIO Student Support Services include academic support, summer bridge program, intersession activities, orientations, career and skills workshops, college 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 – Dual Enrollment

The Advance at College program offers motivated and academically-talented 11th and 12th grade Philadelphia students the opportunity to take developmental or college-level courses while still attending high school and seeks to facilitate a successful transition from high school to college. General College fees are waived for students in the program. Advance at College students are not eligible for financial aid. A special admissions application must be completed and signed by parent/guardian and school principal. Entrance into the program is determined by the College's placement test and is limited only to students who place into college-level courses. Tuition is discounted for Advance at College students. 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, and students pursuing their GED, the opportunity to experience a college atmosphere and

earn college credits. Courses are offered in a variety of subject areas and designed with additional hours of instruction to give participants the best possible chance for success.

Classes are offered during the summer at the College beginning in early July. Tuition for the program is offered at a rate that is less than regular College tuition and includes all fees and instructional materials. For additional information on the ACE program, please call 215-751-8779 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 complete their high school diploma while simultaneously achieving college success. Students accumulate high school and college credits, earning their high school diploma while progressing toward an associate's degree or certificate.

Gateway to College is supported by Portland Community College, a national intermediary of the Bill & Melinda Gates Foundation, and its partners — the Carnegie Corporation of New York, the Ford Foundation and the W.K. Kellogg Foundation. The Philadelphia Gateway to College Program is funded through Community College of Philadelphia and our partner in student success, the School District of Philadelphia. For additional information about the program, please call 215-751-8425, e-mail gateway@ccp.edu or visit us [online](#).

TRIO Upward Bound

TRIO Upward Bound is a U.S. Department of Education grant-funded project for high school students who are either low-income, or from families where neither parent holds a bachelor's degree. Students from Benjamin Franklin, Edison-Fareira, Germantown, South Philadelphia and West Philadelphia high schools are eligible to participate. The program offers academic instruction, tutoring, mentoring, career exploration and cultural enrichment activities, college visits, college application assistance, financial aid instruction, and parent workshops. For information about TRIO Upward Bound and eligibility requirements, please call 215-751-8780 or [visit us online](#).

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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.

Transfer Services

The Counseling 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 W2-2, 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 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 Counseling Center is located in Room W2-2. You may also find more information on the [department website](#).

Transfer Agreements

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

To participate in dual admissions, core-to-core and program-to-program agreements, students must earn an appropriate associate's degree before transfer. These agreements are not exclusive of one another. If 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
Rosemont College
Saint Joseph's University
Temple University

For additional information, please visit the Division of Educational Support Services in Room W1-1, email dualadm@ccp.edu or [visit us online](#).

Core-to-Core

These agreements specify the acceptance of approved associate's degree programs in which the general education reflects the core requirements of the four-year institution's curriculum. If 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
Kaplan University
La Salle University
Lincoln University
Moore College of Art and Design
National Labor College
Neumann College
Peirce College
Pennsylvania Academy of the Fine Arts
Pennsylvania College of Technology
Philadelphia University
Rosemont College
Rowan University
Saint 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 Saint 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 Counseling Center and on the [College's website](#).

Pacollegetransfer.net

[Pacollegetransfer.net](#) facilitates exploration of colleges, universities and community colleges that

belong to a Statewide Transfer System dedicated to the seamless transfer of courses within a 30-credit framework. In addition, the Statewide Transfer System has been expanded to require participating institutions to accept the transfer of Associate of Arts and Associate of Science degrees into parallel baccalaureate programs with full junior standing, recognizing all the competencies attained within the associate degree programs.

Students can explore information about the institutions and obtain information on course and program transfer. Pennsylvania's 14 community colleges are Statewide Transfer System members. Four-year institution 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, Kutztown University, Lock Haven University, Mansfield University, Millersville University, Shippensburg University, Slippery Rock University and West Chester University). State-related institutions, Lincoln University and Pennsylvania Institute of Technology, have opted to be full Statewide Transfer System members. Private institutions that have opted to participate as full members are Carlow University, Lackawanna College and Saint Francis University. State-related institutions including Pennsylvania State University, Temple University and the University of Pittsburgh are not full members but have identified a minimum of 30 credits for seamless transfer.

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. For information on current study abroad programs, please visit the [Study Abroad website](#).

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 conjunction with online course offerings, the Regional Centers offer students the added advantage of taking all of the courses needed to satisfy the full degree requirements in 13 program areas.

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

- Accounting
- Applied Studies
- Automotive Technology
- Behavioral Health/Human Services
- Business
- Business Administration
- Culture, Science and Technology
- Justice
- Liberal Arts-General
- Liberal Arts-Religious Studies
- Liberal Arts-Social/Behavioral Science
- Science
- Women's Studies/Gender Studies

Even if a student is interested in a program that is not listed above as a full degree option, a Regional Center can still be the place to start. 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 30 or more credits at a convenient Regional Center before moving on to the Main Campus. For more information on the Northeast Regional Center, please visit the [Northeast Regional Center Web Site](#)

Shared Programs

In cooperation with Bucks, Delaware and Montgomery County community colleges, students from Community College of Philadelphia may enroll in some programs offered by the other area community colleges that are not offered here. Shared program students may complete some or all of their general education and elective courses at Community College of Philadelphia while taking the

program-specialty courses at the community college offering the program. Students enrolled in shared programs at another community college pay only the in-district tuition rate and not the out-of-county tuition which would normally apply. Community College of Philadelphia students may enroll in:

Bucks County Community College

- Fine Woodworking
- Historic Preservation

Delaware County Community College

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

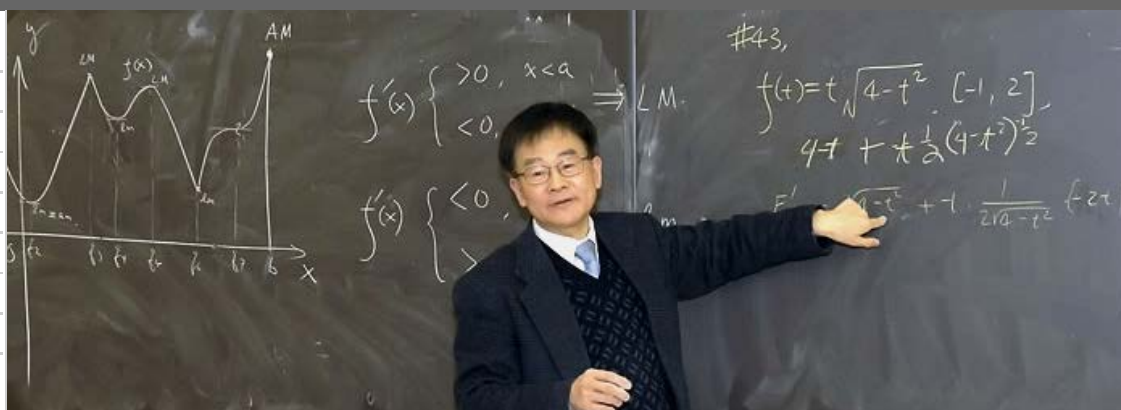
Montgomery County Community College

- Health and Fitness Professional
- Technical Studies

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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 of workforce meetings and special events. To learn more about Corporate Solutions' convenient programs and services, contact us at 215-496-6158 or email 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 Fox Rothschild Center for Law and Society provides a supportive intellectual and practical framework to explore significant societal and law-related issues including citizenship, civics and re-entry. Through service learning and research, the Center will engage the College and larger community in its endeavors to foster a rich learning environment for student achievement; to sustain faculty development and enrichment; to facilitate interdisciplinary collaboration; to be a resource to professionals and other academic institutions; to stimulate innovation; and to develop strong connections throughout the wider community.

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 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

- English as a Second Language (ESL)
- General Educational Development (GED)
- Keystone Education Yields Success (KEYS)
- Lifelong Learning Programs and Workshops

Programs for High School Students

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

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
- 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.

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**Degree Requirements**

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

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

General Education Requirements

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

- 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 Mathematics (at MATH 118 or above)
 - 3 credit hours in Natural Sciences
 - 3 credit hours in Social Sciences
- Courses in Major Academic Approaches**
 - 3 credit hours in an **American Diversity/Global Diversity Studies** course
 - 3 credit hours in an **Interpretive Studies** course
 - 3 credit hours in a **Writing Intensive** course
- Information Literacy**
The current information literacy requirement is met by **ENGL 102**.
- 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 began their studies in the Fall 2009 semester or later. Students who began their studies prior to September 2009 should refer to a catalog for the year that they entered the College, or should consult an academic advisor or counselor. Students who changed their curriculum on or after September 2009 are required to follow the new general education requirements regardless of when they entered the College. For more information regarding general education requirements, please contact Academic Advising at 215-751-8777 or advising@ccp.edu.

Completing Requirements

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

- Courses used to fulfill requirements in major areas of learning (**English 101, 102 or 112**, Humanities, Mathematics, Natural Science and Social Sciences) may be used to fulfill

requirements in major academic approaches.

- A course may not be used to fulfill more than one requirement in major areas of learning.
- A course may fulfill more than one requirement in major academic approaches.

Definitions for Major Areas of Learning

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

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

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

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

Definitions for Major Academic Approaches

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

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

Writing Intensive: A Writing Intensive course is a college-level course designed to integrate the teaching of writing with the teaching of specific subject matter. Writing Intensive courses are offered across the curriculum and may overlap with other degree requirements. A Writing Intensive course should include the practice of general forms of academic or creative writing or the introduction of specific forms of academic writing common to the discipline or set of disciplines pertaining to the course. The course should approach writing as a process of planning, drafting, revising and editing. [Click here for a chart that shows courses that fulfill the Writing Intensive requirement.](#)

Definitions of Information Literacy and Technological Competency

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

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

- **Goal 1** - Graduates will be able to use word processing software to produce academic and professional documents, individually and working in collaboration with others.
- **Goal 2** - Graduates will be able to use electronic spreadsheets to organize, analyze and present data.
- **Goal 3** - Graduates will be able to use library information systems.
- **Goal 4** - Graduates will be able to use collaboration and social networking software for academic, professional, and personal use. They will be able to create Web pages from application software documents, and share those documents with others by posting them on the Web.

- **Goal 5** - Graduates will be able to connect personal computers to related equipment, such as printers, cell phones, PDAs (Personal Digital Assistants) and digital cameras, and to a wireless computer network in a secure manner.
- **Goal 6** - Graduates will demonstrate an understanding of common ethical issues related to the use of information technology systems and the handling of data, including privacy and security issues.

Courses that Fulfill Specific Requirements for Major Areas of Learning

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

Humanities Requirement

- Art **101, 103, 104, 120, 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 **214**
- Geography
- History
- Interdisciplinary Studies
- Justice **171**
- Political Science
- Psychology
- Religious Studies **101, 151, 170, 175**
- Sociology
- Women's Studies

Courses that Fulfill Specific Requirements for Major Academic Approaches

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

The Link between General Education and Core Competencies

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

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

students, faculty, staff and administrators; and demonstrate effort to understand the perspective of others and to respond to others with well-founded thoughts.

- **Scientific Reasoning:** Students will demonstrate an understanding of scientific principles and apply them to theoretical and practical issues, and interpret measurable and/or observable information through inference and analogy to develop hypotheses and draw conclusions.
- **Technological Competency:** Students will demonstrate the ability to use computers and related technology in school, at work, and at home.

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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 Studies****Community Leadership****Culture, Science and Technology****Education – Early Childhood (Birth to 4th Grade)****Education – Middle Level (4th to 8th Grade)****Education – Secondary Humanities/Social Studies Education Option****Education – Secondary Math/Science Option****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 – Religious Studies Option****Liberal Arts – Social/Behavioral Science Option****Management of Computer Information Technology****Mass Media**

Music – Non-Performance Option*

Music – Performance Option*

Psychology

Theater

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*

Building Science

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

Facility Management – Construction Option

Facility Management – Design Option

Fire Science

Geographic Information Systems

Hospitality Management

Justice

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:

Community Leadership Academic Certificate

Computer-Assisted Design Technology Academic Certificate

Creative Writing Academic Certificate

Disability Studies Academic Certificate*

Energy Conservation Academic Certificate

Geographic Information Systems Academic Certificate

Human Services Academic Certificate*

Justice Academic Certificate

Recovery and Transformation Academic Certificate*

Social Gerontology Academic Certificate*

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**
- Billing/Financial Service Representative 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**
- Nanofabrication Manufacturing Proficiency Certificate**
- Network and Systems Administration Proficiency Certificate**
- Patient Service Representative 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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College Catalog 2012-2013

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 other off-campus, program-related activity. (The specific activity is usually referred to in the course description.)

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

Dietetics
Digital Video Production
Earth Science
Economics
Education
Engineering
English
Finance
Fire Science
Foreign Languages
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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Financial Aid Specialist
A.G.S., Community College of Philadelphia
A.A., Community College of Philadelphia
- Stephen Aicholtz
Manager, Administrative Services
- Brandee Allen
Administrative Support Specialist
A.A.S., Community College of Philadelphia
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B.B.A., Temple University
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B.S., Drexel University
M.Ed., Eastern University
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B.A., Rutgers University
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A.A.S., Lincoln Land Community College
B.A., Sangamon State University
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A.S., Peirce College
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B.S., DeVry University
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M.B.A., Saint Joseph's University
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Barbara Hearn
Dominic Isabella
Margaret Johnson
Patrick Keenan
Ellis Lazowick
Peter Llewellyn
William McDonnell
Robert McNeill
Craig Meixsell
Joseph Murphy

Gholam Oliai
 Marc Rauer
 Gwendolyn Remsen
 William Reil
 Gwendolyn Remsen
 Michael Skienziewski
 James Smith
 Margaret Starr
 Robert Winfield

Corporate College

Victor Acuna
 Kathleen Asbury
 Benjamin Banks
 Theodore Bateman
 Barbara Berezka
 George Bot
 Janet Brennar
 Merwyn Bryan
 Deborah Butusiem
 James Carty
 Thomas Ceneri
 William Colarulo
 Mary Dougherty
 Joseph Duffy
 Barbara Edney
 Vanessa Edwards
 Rose Edwards
 Florence Freund
 Arthur Gooden
 Ayse Gursan-Salzmann
 Dean Hartung
 Prentice Hill
 Chang-Shin Jih
 Regina Jones
 Ralph Kramer
 James Landers
 Sue Liebman
 Judith Lustig
 Frank Mahoney
 John Mangano
 Timothy Margulies
 John Maxwell
 William McDonnell
 Robert McNeill
 Louis Meadvin
 Francis Mitchell
 Robert Mora
 J Larry Moyer
 Michael Munley
 Michelle Murphy-Rozanski
 Gholam Oliai
 Martin Orzeck
 Kathleen Pearl
 Hung Phan
 Gwendolyn Remsen
 David Ridgway
 Raymond Rodgers
 Elaine Rosenstein
 Robert Saunders
 Patricia Sears
 Theresa Shannon
 Balasahib Shinde

Gilbert Simons
 Michelle Strong-Fields
 Nicholas Tascione
 David Testa
 Joseph Waters
 Abbey Wexler
 Thomas Wolf
 Christopher Wolfgang

Counseling

Thomas Ceneri
 Lisa Ceraso
 Maureen Rush-Bogutz

Credit Free-General Interest

Deforio Barlow
 Lufay Butler
 Daniel Cashin
 Samantha Contarino
 Carl Deutsch
 Vivian Drayton
 Rose Edwards
 Deborah Fischetti
 Laura Fitzwater
 Debra Green
 Barbara Hearn
 Alice Jaworski
 Angela Martino
 John Miraglia
 Joseph Murphy
 Michelle Murphy-Rozanski
 Joseph Putro
 Richard Rhoades
 Mary Jane Reilly
 Issiar Santa-Torres
 Robert Saunders
 Theresa Shannon
 Marilyn Sherwood
 Dwayne Smith

Culinary Arts & Hospitality Management

Thomas Macrina
 Paul McCormick

Dental Studies

Mary Buttery
 Mary Cummings
 Nyree Dardarian
 Anh Ly
 Roland Mark
 Elliott Schmuckler
 Dennis Sharkey
 Robert Shollenberger
 Barry Stein
 Kimberly Valentino

Diagnostic Medical Imaging

Maria Francesco
 Elizabeth Garnett
 Ann Quinn
 Corrinne Schreiber
 Kristen Vogel

Dietetics

Melissa Altman-Traub
 Julie Clapp
 Nyree Dardarian
 Ane Marie Duryea
 Claire Kratz
 Annie Mtika
 Robert Saunders

Early Childhood Education

Lufay Butler
 Debra Green
 Sherilynn Kimble

Education

John Buckley
 Julia Cimmet
 Constance Dauval
 Deborah Fischetti
 Lawrence Gold
 Debra Green
 Barbara Hearn
 Constance Heenan
 Jacalyn Metzler
 Teresa Miller
 Malinda Muzi
 Barbara Pressman

English

Eileen Abrams
 Charito Aglaura
 Jean Alailima
 Joseph Angelella
 William Atkinson
 Jerome Axelrod
 Carole Aycox
 Carolyn Band
 Benjamin Banks
 Beverly Barksdale
 Kenneth Bluford
 Lynne Blumberg
 David Blyweiss
 Karima Bouchenafa
 Maryanne Bowers
 Janet Brennar
 William Broderick
 Pauresa Cannon
 Grace Carter
 Thomas Ceneri
 Michael Coates

Vickie Collins
 Mary Conaboy
 Christine Corrigan
 Marie Crawford
 Michael Csensich
 Elizabeth Cuidet
 Anemone D'Angiolini
 Patricia Debrady
 Raymond DiPrimio
 Henry Dmochowski
 Linda Dombkiewicz
 Brarailty Dowdell
 Glenn Downs
 Michael Dunn
 William Esposito
 Christine Ethier
 Linda Evans
 Laura Fitzwater
 Phyllis Ford
 Susan Freedman
 Jeffrey Freedman
 Florence Freund
 Ellen Furstenberg
 Erlinda Garcia
 Janet-Lynn Garrabrant
 Barry George
 Dominick Giordano
 Irene Goldman
 Mark Greene
 Linda Gross
 Edward Gudera
 Stephen Gulick
 Gail Harrington
 Robert Hawthorne
 Thomas Hinchcliffe
 Ethelynn Hougen
 Kathryn Johnson
 Carol Kalos
 Shirley Kenig
 Martin Kenney
 Irene Kibalo
 Mark Kimmelman
 Jane Lamotte
 James Landers
 Sharon Lefevre
 Catherine Liappi
 Gerard Malek
 Suzanne Manness
 Theresa Marsh
 Michael McColl
 Paul McGarvey
 Joseph McGovern
 Judith McKeon
 J Gary McNulty
 Josephine Mendelsohn
 Joan Milano
 Maria Mollinedo
 Petre Mosoeanu
 J Larry Moyer
 Michael Munley
 Thomas Neary
 Marian Nelson
 Martha Nichols
 Jane Niles

Gerald Nwankwo
 Jane O'Donnell
 Miriam Oppenheimer
 Richard Ordenker
 Martin Orzeck
 Laurie Palaia
 Marline Paramour
 Henrietta Patrick
 Larry Perry
 Kathryn Pokalo
 Beverly Prunty
 Joseph Putro
 Jean Rances
 David Raskin
 Stephen Reeder
 Chris Reinhardt
 Jamie Reinstein
 Tracey Romero
 Kyle Rosenbaum
 Donald Rutberg
 Nicholas Salvatore
 Frank Sauers
 Mildred Savard
 Constance Sekaros
 Yuri Sergeyev
 Cherise Shane
 Brenda Sherman
 Mary Silverstein
 Sarah Singer
 Bernice Smith
 Zoila Sousa
 Stephen Steinhoff
 Judith Susholtz
 Debra Taylor
 Stephen Teplitz
 Elaine Terranova
 Lorraine Threadgill
 Anne Tinkcombe
 George Tittle
 Jeanmarie Ucci
 Theodore Uhlman
 Norma Warner
 Stephen Welsh
 Abbey Wexler
 Jacqueline Wiggins
 Gary Wilson
 Robert Winters
 Joyce Wood
 Stasia Zabski

English as a Second Language

Thelma Arnold-Smith
 Christopher Black
 Nelson Cabrera
 Mary Castellanos
 Maria Diaz-Aparicio
 Minerva Dolores
 Sixto Herrera
 Alice Jaworski
 Carolyn Kamara
 Dianne Labohne
 Juan Ledonne

Vilma Lopez
Barry Lutz
Juanita Marrero
Reba Mayo
Jacqueline Mungai
Peter Pagano
Beverly Prunty
Maria Ramos
Mary Jane Reilly
Jose Roman
Dandi Ruffo
Issiar Santa-Torres
Marilyn Sherwood
Jacqueline Wong

Foreign Language

Victor Acuna
Faten Baraka
Dina Brena
Yasuji Hamanaka
Riccardo Latrano
Juan Ledonne
Zenaida Maravi
Lawrence McCarty
Massimo Musumeci
Marc Oleynick
Peter Pagano
Steven Pecillo
Sophie Rivara-Lipschutz
Lynne Sanders-Mouiti
Serafim Santos
Khaled Sayed
Agostino Viggiano
Changbiao Yue
Jose Zuazo

Health Information Technology

Steven Barnett
Michael Bedard
Fred Crawford
Kory Mayfield
Stephanie Minniti
Aruna Rajagopalan
Patricia Schaffer
Patricia Sears
AnnMary Thomas

History, Philosophy & Religious Studies

Michael Bedard
William Broderick
Ross Chapman
Ross Colby
Michael Csensich
Henry Dmochowski
Gloria Goode
William Havlena
Chang-Shin Jih
Stephen Katz
Sue Liebman
Alan Liebowitz
Theresa Napson-Williams

Kathleen Pearle
Martha Nichols
Kathryn Pokalo
Kristoff Prialkowski
Joseph Putro
Stephen Reeder
Robert Saunders
Mildred Savard
Stefan Donald Schindler
Glenn Walsh
Robert Winters

Justice

Jerrold Bates
Albert Becker
William Colarulo
Patrick Keenan
William Love
John Maxwell
Sharon McCann
Deborah McKnight
Louis Meadvin
David Ridgway
Jennie Smith
David Testa
Joseph Waters

Learning Laboratory

Eileen Abrams
Charito Aglaia
Joseph Angelella
Benjamin Banks
Lynne Blumberg
Charis Bowling
William Broderick
Pauresa Cannon
Thomas Ceneri
Vickie Collins
Mary Conaboy
Marie Crawford
Elizabeth Cuidet
Patricia Debrady
Raymond DiPrimio
Henry Dmochowski
Linda Dombkiewicz
Brarailty Dowdell
Christine Ethier
Gloria Fink
Florence Freund
Ellen Furstenberg
Barry George
Stephen Gulick
Antoinette Habib
Constance Heenan
Thomas Hinchcliffe
Philip Kenerley
Shirley Kenig
Yvonne King
Arlene Kline
Jane Lamotte
Sharon Lefevre
Lawrence Lipton

Murray Lowenthal
Gerard Malek
Kory Mayfield
Joseph McGovern
J Gary McNulty
Josephine Mendelsohn
Ellen Moscow
Marleen Nadu
Martha Nichols
Gerald Nwankwo
Miriam Oppenheimer
Henrietta Patrick
Lucila Paramo
Xiaorong Peng
Calvin Reading
Jamie Reinstein
Victoria Schwartz
Jannina Saballete
Anna Seixas
Brenda Sherman
Bernice Smith
Diana Snyder
Charles Spruance
Stephen Steinhoff
Elaine Terranova
Lorraine Threadgill
Theodore Uhlman
Norma Warner
Dennis West
Abbey Wexler
Debbie Wigrizer
Stuart Wright
Stasia Zabski

Library

Martha Czop
Peter Llewellyn
Virginia McGuire
Chrystyna Turczeniuk
Jessica Ward
Robert Woodley

Marketing and Management

William Atkinson
Allan Berger
Elizabeth Brown
James Canonica
James Carpino
Lawrence Deangelis
Linda Evans
Prentice Hill
Patrick Keenan
Raymond Lassiter
Leonard Lebowitz
Peter Llewellyn
Kevin Lynch
Frank Mahoney
Robert McNeill
Lynwood Pettie
Gwendolyn Remsen
Raymond Rodgers
Martin Rudoff

Jerel Ruttenberg
Edward Shaffer
Gilbert Simons
Kevin Smith
Robert Stelling

Mathematics

Ayodele Aina
Yousef Awad
Berk Ayranci
Sohail Baig
Georgia Boulias
Stanley Bumble
Deborah Buthusiem
Charles Carr
Bennett Chiaka
Ashaki Coleman
Albert Cooper
Robert Cunningham
Indu Das
Constance Dauval
Ali Mohammad Evazynajad
Norman Favin
Kifle Gebremedhin
Dawood Ghauri
Martin Greendlinger
Jane Grosset
Yuan Ha
Antoinette Habib
Mohammed Hamid
Anthony Hearn
Donald Herman
Everett Jones
Mamadou Kane
Philip Kenerley
Gary Kimmelman
Ralph Kramer
Rosarita Liebchen
Lawrence Lipton
Murray Lowenthal
Timothy Margulies
Angela Martino
Thomas McCartney
Patricia McClennon
Louis Meadvin
Robert Mora
J Larry Moyer
Joseph O'Donnell
Suleyman Ozturk
Edward Parker
Hung Phan
Calvin Reading
William Reil
Gholamhossein Rostami
Athanasios Rousseas
Dandi Ruffo
Prakash Rushi
Mark Saks
Frank Santoro
Alexander Shister
Michael Skiendzielewski
Diana Snyder
Ronald Solomon

Chi Soong
Robert Stelling
Scott Stringfellow
Edgar Stinson
Andrzej Szczepanski
Robert Teti
Mohamed Teymour
Janet Upshur
Anthony Wahner
Kusema Warrakah
Richard White
Jacqueline Wong
Seyed Zekavat

Medical Assisting

Aruna Rajagopalan
Patricia Schaffer
AnnMary Thomas

Music

Vivian Dozor
Anthony Ferrara
Gloria Goode
Allison Herz
William Kerrigan
Paul Klinefelter
Joshua Kovach
Lawrence McKenna
Jill Meehan
Marisol Rampolla
Anne Sciolla
HL Smith

Nursing

Sandra Blatz
Joan Della Rocca
Denise Dougherty
Mary Dougherty
George Fenimore
Elaine Kemp
Paul Kernozek
Patricia Kline
Susan Landon
Marilyn Montufar
Carol Moriarity
Kathleen Pearle
Linda Regul
Martina Russell
Theresa Shannon
Christine Slavina
Anne Slivjak
Constance Sumner
Lula Thompson
Mieczyslaw Witek

Office Administration

Josephine Dellorco
Barbara Edney
Margaret Johnson
Ellis Lazowick

Margaret Morris
Marc Rauer
Fred Rubin

Paralegal Studies

James Carpino
Julia Cimmet
Francis Coyne
Holly Ford
Susan Freedman
Diane Newman
Jane O'Donnell
Dena Sukol
Brent Vullings
Bruce Warren

Photographic Imaging

Albert Becker
Michael Joniec
Anthony Wychunis

Physics

Berk Ayranci
Sohail Baig
Stanley Bumble
Ali Mohammad Evazynajad
Yuan Ha
Anthony Hearn
Lawrence Lipton
Robert Mora
Suleyman Ozturk
Hung Phan
Gholamhossein Rostami
Alexander Shister
Chi Soong
Andrzej Szczepanski
Seyed Zekavat

Social Science

Kathleen Asbury
Theodore Bateman
Jerrold Bates
Alfonse Bayo
Jeffrey Brown
Merwyn Bryan
John Buckley
Robert Cunningham
Leonte Dunbar
Deborah Fischetti
Sandra Francis
Thomas Garrity
Nina Gorman
Ayse Gursan-Salzmann
Paul Hanley
Anne Kellogg
Pamela King
David Leonardi
Alan Liebowitz
Jay Longshore
William Love

Judith Lustig
John Maxwell
Sharon McCann
John McGowan
Deborah McKnight
William McNulty
Albert Meyer
William Milles
Kenneth Moberg
William Montgomery
Jacqueline Mungai
Pattison Mungai
Carol Nickolai
Mujahid Nyahuma
Gholam Oliai
David Ridgway
Elaine Rosenstein
Hasan Shahpari
Ronald Shamwell
Jerome Stachura
Dena Sukol
David Testa
Rachel Weeden
Thomas Wolf
Gary Young

Transportation Technologies Management

Indu Das
Anthony Hearn

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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 equivalent second week of each term 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.

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 such as transcripts.

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 offers terms during the summer.

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 and available online at the College's website.

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.

Revised 051712



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College Telephone Numbers

	Telephone Number	Location*
Main Number	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 Center (Gym)	215-751-8964	G1-12
Bookstore	215-751-8151	WB-2
Bursar's Office	215-751-8130	BG-38
Business & Technology	215-496-6164	C1-9
Career Services Center	215-496-6176	C1-34
Center for Male Engagement	215-751-8817	S1-05
Center On Disability	215-751-8050	M1-22
Child Development Center	215-751-8765	540 N 16th St
Colonial Cafe/Catering	215-751-8315	P1-04
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	MG-13
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	215-751-8430	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	MG-19
Student Technical Support	215-496-6000	B2-38
Transcript Information	215-751-8260	MG-19
Veteran's Resource Center	215-751-8462	S1-19
Welcome Center	215-751-8010	P1-05
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=Athletics Center (Gym), L=Library, M=Mint, P=Pavilion, 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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Affirmative Action Statement

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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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 Studies****Community Leadership****Culture, Science and Technology****Education – Early Childhood (Birth to 4th Grade)****Education – Middle Level (4th to 8th Grade)****Education – Secondary Humanities/Social Studies Education Option****Education – Secondary Math/Science Option****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 – Religious Studies Option****Liberal Arts – Social/Behavioral Science Option****Management of Computer Information Technology****Mass Media**

Music – Non-Performance Option*

Music – Performance Option*

Psychology

Theater

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*

Building Science

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

Facility Management – Construction Option

Facility Management – Design Option

Fire Science

Geographic Information Systems

Hospitality Management

Justice

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:

Community Leadership Academic Certificate

Computer-Assisted Design Technology Academic Certificate

Creative Writing Academic Certificate

Disability Studies Academic Certificate*

Energy Conservation Academic Certificate

Geographic Information Systems Academic Certificate

Human Services Academic Certificate*

Justice Academic Certificate

Recovery and Transformation Academic Certificate*

Social Gerontology Academic Certificate*

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**
- Billing/Financial Service Representative 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**
- Nanofabrication Manufacturing Proficiency Certificate**
- Network and Systems Administration Proficiency Certificate**
- Patient Service Representative 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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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.

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Applied Science and Engineering Technology

Applied Studies*

Automotive Technology – Automotive Management and Marketing Option

Automotive Technology – Automotive Service Technology Option

Behavioral Health/Human Services*

Building Science

Chemical Technology

Clinical Laboratory Technician*

Computer-Assisted Design Technology

Computer Forensics

Computer Information Systems – Information Technology

Construction Management

Culinary Arts

Dental Hygiene*

Diagnostic Medical Imaging*

Digital Video Production

Facility Management – Construction Option

Facility Management – Design Option

Fire Science

Geographic Information Systems

Hospitality Management

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Medical Assisting*

Nursing*

Paralegal Studies*

Patient Service Representative

Photographic Imaging

Respiratory Care Technology*

Sound Recording and Music Technology*

Certificate Programs

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Geographic Information Systems Academic Certificate

Human Services Academic Certificate*

Justice Academic Certificate

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Social Gerontology Academic Certificate*

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

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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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	
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ART 125 - Design I (black and white)		3	
ART 111 - 3-D Design I		3	
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 101 - English Composition I		3	ENGL 101
SECOND SEMESTER			
ART 106 - Drawing II	ART 105	3	
ART 126 - Design II	ART 125	3	
ART 112 - 3-D Design II	ART 111	3	
ART 103 - History of Art: Ancient to Renaissance		3	Interpretive Studies
ART 150 - Intro to Computer Art/Graphics		3	
THIRD SEMESTER			
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102 Info Lit
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
ART 290 - Portfolio Prep	ART 106, ART 111, ART 125	3	
ART 207 - Drawing III	ART 106	3	
ART 104 - History of Art: Renaissance to Modern		3	Humanities
Directed Elective - Choose One		3	
ART 109 - Ceramics I			
ART 115 - Painting I			
ART 151 - Graphic Design I	Art 125, Art 150 prereq. for Art 151		
ART 205 - Modern American Art	Art 103 and Art 104 prereq. for Art 205		
ART 209 - Ceramics II	Art 109 prereq. for Art 209		
ART 215 - Painting II	Art 115 prereq. for Art 215		
ART 251 - Graphic Design II	Art 151 prereq. for Art 251		
PHOT 101 - Basic Photography			
PHOT 151 - Digital Imaging			
FOURTH SEMESTER			
Social Science Elective		3	Social Sciences
ART 208 - Drawing IV	ART 207	3	
Directed Elective - choose TWO from list above		6	
Natural Science Elective		3/4	Natural Science

MINIMUM CREDITS NEEDED TO GRADUATE: 63**General Education Requirements**

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement 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:

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Telephone (215) 751-8450; or 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	
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 101 - English Composition		3	ENGL 101
Math Elective ¹		3/4	Mathematics
FIN 151 - Risk Management and			

Insurance

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

MINIMUM CREDITS NEEDED TO GRADUATE: 62**General Education Requirements**

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

¹ **Math 118** or higher determined by MATH placement.

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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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.
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FIRST SEMESTER

MNGT 121 - Introduction to Business		3	
ACCT 101 - Financial Accounting		4	
MATH 162 - Precalculus II 1, 2 or	MATH 161 with a grade of "C" or better or MATH 162 placement	3/4	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	ENGL 101
ECON 181 - Principles of Economics (Macroeconomics)		3	
SECOND SEMESTER			
ENGL 102 - The Research Paper	ENGL 101	3	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	
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	
ECON 182 - Principles of Economics (Microeconomics)		3	
Social Science ¹		3	Social Sciences
THIRD SEMESTER			
ECON 112 - Statistics I	MATH 118 , or higher than MATH 118 on placement test	4	
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3	
History Elective ¹		3	
CIS 103 - Applied Computer Technology		3	Tech Comp
Laboratory Science ¹		4	Natural Science
FOURTH SEMESTER			
MNGT 261 - Introduction to the Law and the Legal System or MNGT 262 - Business Law ¹		3	
Business Elective ¹ select one from:		3	
ACCT 201 - Intermediate Accounting I	ACCT 101		
ACCT 202 - Intermediate Accounting II	ACCT 201		
ECON 114 - Statistics II	ECON 112		
FIN 151 - Risk Management and Insurance			
MNGT 142 - Management Information Systems	MNGT 121		
MKTG 131 - Principles of Marketing	Pre- or coreq: MNGT 121		
Humanities ¹		3	Humanities
General Elective ¹		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

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

¹ 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:

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

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

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

The program is open to interested students. New students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must complete satisfactorily the appropriate English and mathematics courses as a part of their degree program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

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

COMMUNICATION STUDIES COURSE SEQUENCE

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

ENGL 101 - English Composition I		3	ENGL 101
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Math 118 - Intermediate Algebra ¹		3	Math
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 114 - Introduction to Speech Communication	ENGL 101 which may be taken concurrently	3	
ENGL 117 - Group and Team Communication	ENGL 101 which may be taken concurrently	3	
SECOND SEMESTER			
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102 and Info Lit
Science Elective—Lab		4	Natural Science
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3	
ENGL 116 - Interpersonal Communication	ENGL 101 or ENGL 114	3	
THIRD SEMESTER			
ENGL 118 - Intercultural Communication	ENGL 101 which may be taken concurrently	3	
SOC 101 - Introduction to Sociology or PSYC 101 - Introduction to Psychology or ANTH 112 - Cultural Anthropology		3	Social Science
Directed Elective - Choose One ² ANTH 112 - Cultural Anthropology ANTH 202 - Gender Roles in Cross Cultural Perspective BHHS 105 - Introduction to Group Dynamics ENGL 120 - Voice and Articulation ENGL 125 - Community Involvement: Theory and Practice ENGL 131 - Acting I ENGL 132 - Acting II ENGL 137 - Introduction to Theater Any 200 level ENGL course LEAD 104 - Introduction to Leadership Studies MNGT 121 - Introduction to Business MNGT 141 - Principles of Management MNGT 241 - Office/Supervisory Management PHIL 111 - Critical Thinking PSYC 101 - Introduction to Psychology PSYC 110 - Introduction to Applied Psychology: Principles of Behavior in Everyday Life PSYC 221 - Social Psychology SOC 101 - Introduction to Sociology SOC 212 - Sociology of Marriage and Family SOC 231 - Social Problems SOC 233 - The Sociology of Ethnic and Minority Group Relations WS 101 - Introduction to Women's Studies		3	
		2	Humanities

Humanities Elective

Literature Elective (200 Level) Choose from: ENGL 208, 209, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265	3
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FOURTH SEMESTER

General Elective ²	3
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General Elective ²	3
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General Elective ²	3
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Directed Elective - Choose one from list above²

Directed Elective - Choose one from list above²

MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

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

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

²General electives and directed electives should be chosen in consultation with an advisor based on student's academic and career goals, as well as specific requirements of transfer institutions.

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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Designed for students aspiring to be leaders in their communities, the Community Leadership Program 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, and community organizations. The Community Leadership Program is appropriate for students who desire to study leadership issues and prepare to transfer to a baccalaureate degree-granting institution. This program is appropriate for those students interested in pursuing a baccalaureate degree in social work, sociology, political science or urban studies.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Demonstrate insight into their past and present experiences as followers and leaders, and into their own leadership strengths, tendencies and aspirations.
- 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 neighborhood, civic, community, and other kinds of organizations.
- Explain how perceptions of race, ethnicity, class, gender and other significant social differences affect organizations and communities.
- Explain 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.
- Demonstrate ability to improve 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 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.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Associate in Arts (A.A.) degree in Community Leadership, a student must complete a minimum of 60 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Community Leadership Degree 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	ENGL 101
MATH 118 - Intermediate Algebra (or higher)	3	Mathematics
CIS 103 - Applied Computer Technology	3	Tech Comp
LEAD 104 - Introduction to Leadership Studies (or LEAD 101 , 102 , and 103)*	3	
PSYC 101 - Introduction to Psychology	3	Social Sciences

SECOND SEMESTER

BHHS 105 - Introduction to Group Dynamics or ENGL 117 , Group and Team Communication	For ENGL 117: ENGL 101 , which maybe taken concurrently	3	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102 and Info Lit
POLS 111 - American Government or POLS 117 - City and State Government and Politics with Cases from Philadelphia and Pennsylvania*		3	
LEAD 120 - Conflict Resolution		3	
SOC 101 - Introduction to Sociology		3	Writing Intensive, Interpretive Studies, Am/Global Diversity

THIRD SEMESTER

HIST 103 - U.S. History 20th Century		3	Humanities
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3	
Directed Elective Choose one of the following: ANTH 112 - Cultural Anthropology ENGL 116 - Interpersonal Communication ENGL 118 - Intercultural Communication GEOG 180 - Urban Geography	For ENGL 116: ENGL 101 or ENGL 114	3	
PSYC 221 - Social Psychology or SOC 233 - The Sociology of Ethnic and Minority Group Relations		3	
LEAD 125 - Community Involvement: Theory and Practice		3	

FOURTH SEMESTER

ECON 181 - Introduction to Economics (Macroeconomics)		3	
Natural Science		3/4	Natural Science
LEAD 214 - Leadership for Effective Organizations (or LEAD 211 , 212 , and 213)*	LEAD 104	3	
Directed Elective (choose one from list above)		3	

General Elective

3

MINIMUM CREDITS NEEDED TO GRADUATE: 60

General Education Requirements

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

Note: Students should consult the educational institution to which they plan to transfer when choosing electives. Some transfer institutions may require specific courses particularly in mathematics, statistics, science or foreign language.

*Students who take **Leadership 104** cannot use **Leadership 101, 102 or 103** as a program general elective. Likewise, students who take **Leadership 214** cannot use **Leadership 211, 212 or 213** as a program general elective. Students who take **POLS 117** cannot use **POLS 114, 115, or 116** as a general elective.

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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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.

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

HEALTH CAREERS CONCENTRATION:

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

SCIENCE/TECHNOLOGY CONCENTRATION:

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

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

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

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

CULTURE SCIENCE & TECHNOLOGY COURSE SEQUENCE

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

Technology Requirement ((depth requirement))

Social Science Elective	3
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Humanities Elective	3
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General Elective	3
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FOURTH SEMESTER

Natural Science Course with Lab or Technology Requirement ((breath requirement))	3/4
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General Elective	3
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General Elective	3
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General Elective ³	3
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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.

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

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

²Science/Technology concentration: choose elective from list of technological disciplines. Health Career concentration: choose either **DIET 111** or **AH 101** 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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The Education: Early Childhood (Birth- 4th Grade) Program develops the knowledge and competence of students interested in teaching or working in related careers with children birth through fourth grade. The Program provides a sound theoretical foundation in principles of child growth and development from the prenatal period through the primary years, as well as a functional understanding of programs and curricula appropriate for young children. Skills emphasized include child observation, curriculum planning for diverse learners, advocacy, and interpersonal and communication abilities.

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

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

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

STUDENT LEARNING OUTCOMES:

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

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

Program Entry Requirements:

New students are normally required to complete the College's placement test prior to their enrollment. Students identified as needing developmental work must satisfactorily complete the appropriate developmental English and mathematics courses as part of the program.

Because students will be required to observe and work with young children the Program requires

students to meet the requirements of the Child Protective Services Law, 23 Pa. C.S.A., section 6344 (relating to prospective child care personnel). Students must therefore present up-to-date Pennsylvania criminal history reports, Federal Bureau of Investigation criminal history reports, Department of Public Welfare (child abuse) reports, and health clearances, clearly stating that they are eligible to work with children. (Up-to-date clearance is defined as being no more than 12 months old on the first day of working with children.) Failure to produce up-to-date clearances or a change of clearance status may result in a student's removal from the program. A student who believes that an error of fact has been made in his/her removal may appeal that decision. Information regarding the appeal procedure will be provided with the letter of removal.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in Education: Early Childhood (Birth-4th grade) program, a student must complete a minimum of 62 credit hours as described in the course listing below. In addition, the student must have a cumulative grade point average of 2.0, and a minimum grade of "C" in all Education courses. During their matriculation in the Education: Early Childhood (Birth-4th grade), it is strongly recommended that students meet with a designated Education academic advisor to choose their courses. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending a departmental hearing.

Life Experience Credits:

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

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

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition		3	ENGL 101
CIS 103 - Applied Computer Technology		3	Tech Comp
ED 105 - Foundations of Early Childhood Education		3	
PSYC 101 - Introduction to Psychology		3	Social Science
MATH 151 - Linear Mathematics OR MATH 152 - Probability OR higher MATH course	Math 118 with a C or better or Math 161 placement level	3	Mathematics
SECOND SEMESTER			
ENGL 102 - The Research Paper	ENGL 101	3	ENGL102 & Info. Lit.
ED 135 - Family and Community Relationships		3	
Directed Elective ¹ Choose One Math 151 - Linear Mathematics or Math 152 - Probability OR higher MATH course Science Elective Literature Elective (ENGL 208, 209, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265) GEOG 101 Introduction to Physical Geography or GEOG 180 - Urban Geography ENGL 115 - Public Speaking ED 151 - Health, Safety and Nutrition for the Young Child		3/4	
PSYC 201 - Child Psychology	PSYC 101	3	
ED 204 - Curriculum & Instruction: Engaging Young Children in the Learning Process OR ED 214 - Cognition and Learning in the Classroom	ED 105 ENGL 101 and PSYC 101	3	

THIRD SEMESTER

ED 222 - Language and Literacy Development in Early Childhood	PSYC 201 ED 204 or ED 214	3	
ED 230 - Integrating the Arts into Early Childhood Education	ED 105	3	
ED 245 - Assessment of Young Children	ED 204 or ED 214	3	
Lab Science elective		4	Natural Science
ED 250 - Infant and Toddler Development and Curriculum	ED 204 or ED 214	3	

FOURTH SEMESTER

ED 255 - Teaching English Language Learners	ED 105 or ED 201	3	
ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3	
HIST 101 - United States History: Colonial America through the Revolutionary Era OR HIST 102 - United States History: The 19th Century OR HIST 103 - United States History: The 20th Century		3	Humanities, Writing Intensive, Interpretive Studies, Am/Global Div.
ED 290 - Early Childhood Education Practicum	ED 222 and ED 245	4	
Directed Elective - See list above		3/4	

MINIMUM CREDITS NEEDED TO GRADUATE: 62**General Education Requirements**

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

¹Directed Electives should be selected in consultation with an advisor based on career goals and requirements of the institution to which the student plans to transfer. Note that many baccalaureate programs in education require two semesters of college level math and two semesters of lab science.

²*Students who enter the College at the **Math 161** level or higher can complete this program in 62 credits. Students who enter the College at a lower level on the Math placement exam will need to take **Math 118** - Intermediate Algebra and thus will need 65 credits to graduate.

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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The Education: Middle Level (4th-8th grades) Program prepares students for transfer to baccalaureate-degree granting institutions. After successful completion of the Program, students receive an Associate in Arts (A.A.) Degree. Most graduates then transfer to a four year institution where they earn a Bachelor of Science or Bachelor of Arts in Education and are eligible for Certification to teach Grades 4-8. The curriculum helps students to apply the knowledge, concepts, and skills essential for successful elementary/middle years instruction.

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

According to Pennsylvania mandates, under Chapter 354, students need a 3.0 G.P.A. for entry into upper level education courses and teacher certification programs at four year schools. In addition, they must pass the Pre-Professional Academic Performance Assessment (PAPA) before being admitted into these upper-level courses at four year schools.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the Education: Middle Level degree program graduates will be able to:

- Identify career options open to an individual with a background in education and describe the path required to Pennsylvania Teacher Certification
- Explain key concepts in adolescent development
- Conduct effective assessments and use information gathered for diagnostic and lesson planning purposes
- Demonstrate an understanding of classroom dynamics, including: motivation, teacher expectations, classroom management/behavior modification, special education and the inclusive classroom models, discourse of the discipline, teaching techniques, and curriculum planning and organization
- Demonstrate knowledge within four content areas: math, science, English/language arts/reading, and social studies
- Demonstrate knowledge of accommodations and adaptations for diverse learners.

Program Entry Requirements:

New students are normally required to complete the College's placement test prior to their enrollment. Students identified as needing developmental work must satisfactorily complete the appropriate developmental English and mathematics courses as part of the program.

Because students will be required to observe and work with children the Program requires students to meet the requirements of the Child Protective Services Law, 23 Pa. C.S.A., section 6344 (relating to prospective child care personnel). Students must therefore present up-to-date Pennsylvania criminal history reports, Federal Bureau of Investigation criminal history reports, Department of Public Welfare (child abuse) reports, and health clearances, clearly stating that they are eligible to work with children. (Up-to-date clearance is defined as being no more than 12 months old on the first day of working with children.) Failure to produce up-to-date clearances or a change of clearance status may result in a student's removal from the program. A student who believes that an error of fact has been made in his/her removal may appeal that decision. Information regarding the

appeal procedure will be provided with the letter of removal.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in Education: Middle Level (4th to 8th grades), a student must complete a minimum of 61 credit hours as described in the course listing on the following page. In addition, the student must have a cumulative grade point average of 2.0, and a minimum grade of "C" in all Education courses. During their matriculation in the Education: Middle Level (4th to 8th grades) Program, it is strongly recommended that students meet with a designated Education academic advisor to choose their courses.

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

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

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology		3	Tech Comp
PSYC 101 - Introduction to Psychology		3	Soc Science
MATH 151 - Linear Mathematics (or higher math)	"C" or better in MATH 118 or Math 161 placement level	3	Mathematics
HIST 101 - U.S. History: Colonial America through the Revolutionary Era or HIST 102 - U.S. History: The 19th Century* or HIST 103 - U.S. History: The 20th Century		3	Am/Global, Diversity Studies, Interpretive Writing Intensive, Humanities
SECOND SEMESTER			
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102 & Info Lit
ED 201 - Introduction to Education	ENGL 101	3	
Literature Elective: ENGL 208, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265 (choose one)	ENGL 101	3	
MATH 152 - Probability (or higher math)	"C" or better in MATH 118 or MATH 161 placement	3	
Laboratory Science		4	Natural Science
THIRD SEMESTER			
ED 214 - Cognition and Learning in the Classroom	ENGL 101 and PSYC 101	3	
PSYC 209 - Adolescent Psychology	PSYC 101	3	
Science Elective		3/4	
Content Elective		3	
Content Elective		3	
FOURTH SEMESTER			
ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3	

Art/Music course	3
ART 103 - History of Art: Ancient to Renaissance or	
ART 104 - History of Art: Renaissance to Modern or	
MUS 103 - Introduction to Music or	
MUS 105 - Music of the Baroque and Classical Eras or	
MUS 106 - Great Romantic Music or	
MUS 120 - Music of African-Americans or	
MUS 121 - Modern American Music	

Content Elective	3
Content Elective	3
Content Elective	3

MINIMUM CREDITS NEEDED TO GRADUATE: 61

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

Content Electives

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

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

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

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

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

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

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

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

Students should choose content electives in consultation with an advisor based on the requirements of their intended transfer institution and the content area(s) in which they plan to teach. **PDE only certifies baccalaureate programs in education; PDE does not certify Associate programs. Therefore, CCP cannot guarantee that the content courses listed below will count towards the PDE requirement. Acceptance will be determined by the four year college to which the**

student transfers and courses accepted vary by institution.

Content Area (as defined by PDE)	CCP courses recommended
English/Language Arts/Reading	ENGL 208, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260, 265 (literature courses) ENGL 205, 280, 281, 282, 283 (creative writing courses)
Social Studies	ANTH 112 ECON 181, 182 GEOG 101, 103, 180, 222 HIST 101, 102, 103, 120, 121, 122 POLS 111, 112 RS 151 SOC 101, 233
Mathematics	MATH 161, 162, 171, 172, 251, 270, 271
Science	CHEM 105, 110, 121, 122 EASC 111 BIOL 106-107 or BIOL 123-124 PHYS 111-112 or PHYS 141-240
Other Content Electives (Not required by PDE for 4th-8th grade teacher certification but may be required by some four year colleges. Students should consult an advisor or the transfer guides in the Career and Transfer Center.)	Foreign Language courses Religious Studies courses ENGL 115 - Public Speaking

General Education Requirements

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

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

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

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

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

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

EDUCATION — SECONDARY HUMANITIES/SOCIAL STUDIES EDUCATION OPTION COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3	ENGL 101
MATH 150 - Introductory Data Analysis or MATH 151 - Linear Mathematics ¹	"C" or better in MATH 118 or equivalent placement	3	Mathematics
Lab Science (BIOL 106 - General Biology I or other BIOL, CHEM or PHYS)		4	Natural Science
PSYC 101 - Introduction to Psychology		3	Social Sciences
CIS 103 - Applied Computer Technology		3	Tech Comp
SECOND SEMESTER			
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
MATH 152 - Probability ¹	"C" or better in MATH 118 or MATH 161 placement	3	
Science (Lab or non-lab science)		3/4	
HIST 101 - U.S. History: The Colonial Period or HIST 102 - U.S. History: The 19th Century or HIST 103 - U.S. History: The 20th Century		3	Humanities, Interpretive Studies
ED 201 - Introduction to Education	ENGL 101 which may be taken concurrently	3	
THIRD SEMESTER			
Literature Elective or HUM 101 - Cultural Traditions or HUM 102 - Cultural Traditions ³	ENGL 101 ENGL 101 , which may be taken concurrently	3	
ED 214 - Cognition and Learning in the Classroom	ENGL 101 and PSYC 101	3	Tech Comp
PSYC 209 - Adolescent Psychology	PSYC 101	3	
ED 226 - Teaching with Technology or ENGL 115 - Public Speaking	CIS 103 ENGL 101 which may be taken concurrently	3	
Content Elective (see chart below for choice of content electives)		3	
Content Elective (see chart below for choice of content electives)		3	
FOURTH SEMESTER			
ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3	
Art/Music/Philosophy - select one ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art: Renaissance to Modern or MUS 103 - Introduction to Music or		3	

- MUS 105** - Music of the Baroque and Classical Eras or
- MUS 106** - Great Romantic Music or
- MUS 120** - Music of Music of African-Americans or
- MUS 121** - Modern American Music or
- PHIL 101** - Introduction to Philosophy or
- PHIL 211** - Ethical Problems or
- PHIL 151** - World Religion or
- PHIL 152** - Philosophy of Religion²

Content Elective (see chart below for choice of content electives)	3
Content Elective (see chart below for choice of content electives)	3
Content Elective (see chart below for choice of content electives)	3

MINIMUM CREDITS NEEDED TO GRADUATE: 64

General Education Requirements

All General Education requirements are met through required courses as indicated above. A more detailed explanation of the College’s general education requirements can be found on the following [degree requirements](#) Web page.

- ¹ Or higher mathematics courses selected in consultation with an advisor.
- ² Students planning to transfer to Temple University should take **Hist 101** or **HIST 103**, not HIST 102. Literature is strongly recommended; consult with advisor or transfer worksheets for best choice of course.
- ³ Consult with advisor and use transfer worksheets to determine the best course choice.
- ⁴ Students planning to attend Drexel University’s or Temple University’s or baccalaureate program in secondary education should choose **ED 226**. Students planning to attend other baccalaureate programs should consult an advisor to determine the best course 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.

Content Electives

Students should choose five content electives based on the subject they plan to teach as illustrated below				
English	Foreign Languages	Social Studies	Art	Music
Five courses in literature, creative writing, or other humanities	Recommended minimum of two semesters in the language they plan to teach and three humanities electives. (Students who are already fluent in the language they intend to teach should take five humanities electives instead.)	Choose any five: POLS 111 Econ 181 or 182 History 101, 102, 103, 121, 122, 220, 221 GEOG 101, 103, 180, 222 Sociology 101, 233 Anthropology 112	Art 103 Art 104 Art 105 Art 109 Art 115 Students who intend to teach art at the secondary level should also prepare a portfolio.	Five music courses are required. MUS 105 and 106 are particularly recommended. MUS 111, 113, 114, 120 and 121 are also recommended. Most baccalaureate programs in music education require testing and/or auditions for incoming transfer students. CCP students who intend to teach music should contact their intended transfer institutions for details.

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

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

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

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

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

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

A minimum of 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	ENGL 101
MATH 171 - Calculus I	MATH 162 or permission of dept. head	4	Mathematics
PSYC 101 - Introduction to Psychology		3	Social Sciences
HIST 101 - U.S. History: Colonial America through the Revolutionary Era or HIST 102 - U.S. History: The 19th Century or HIST 103 - U.S. History: The 20th Century ¹		3	Am/Global Diversity Interpretive Writing Intensive
CIS 103 - Applied Computer Technology*		3	Tech Comp
SECOND SEMESTER			
Content Elective (see chart below for choice of content electives)		4 or 5	Natural Science
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
MATH 172 - Calculus II	MATH 171	4	
EDUC 201 - Introduction to Education	ENGL 101 which may be taken concurrently	3	
THIRD SEMESTER			
Content Elective (see chart below for choice of content electives)		4 or 5	Natural Science
Content Elective (see chart below for choice of content electives)		4 or 5	Natural Science
ED 214 - Cognition and Learning in the Classroom	ENGL 101 & PSYC 101	3	
PSYC 209 - Adolescent Psychology	PSYC 101	3	
Literature Elective or HUM 101 or HUM 102 - Cultural Traditions ²	ENGL 101 ENGL 101 , which may be taken concurrently.	3	
FOURTH SEMESTER			
EDUC 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 , & PSYC 201 , or PSYC 209 , or PSYC 215	3	
ANTH 112 - Cultural Anthropology or ECON 181 - Principles of Economics (Macroeconomics) or ECON 182 - Principles of Economics (Microeconomics) or SOC 101 - Introduction to Sociology or GEOG 101 - Introduction to Geography or GEOG 103 - Cultural Geography or GEOG 180 - Urban Geography or GEOG 222 - World Regional Geography ¹	GEOG 101 or GEOG 103	3	

Art/Music/Philosophy/Foreign Language course
ART 103 - History of Art: Ancient to Renaissance or
ART 104 - History of Art: Renaissance to Modern or
MUS 103 - Introduction to Music or
MUS 105 - Music of the Baroque and Classical Era or
MUS 106 - Great Romantic Music or
MUS 120 - Music of African-Americans or
MUS 121 - Modern American Music or
PHIL 101 - Introduction to Philosophy or
PHIL 211 - Ethical Problems or
PHIL 151 - World Religions or
PHIL 152 - Philosophy of Religion or
 Foreign language: any 100 or 200-level course¹

3

Humanities

ED 226 - Teaching with Technology or
ENGL 115 - Public Speaking ³ **CIS 103** 3
ENGL 101 which may be taken concurrently

Content Elective (see chart below for choice of content electives) 4 or 5

MINIMUM CREDITS NEEDED TO GRADUATE: 62

General Education Requirements

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

- ¹ Consult with your advisor and use transfer worksheets to determine the best course choice.
- ² Literature is strongly recommended; consult with advisor and transfer worksheets for best choice of courses.
- ³ Students planning to attend Drexel University's or Temple University's or baccalaureate program in secondary education should choose **ED 226**. Students planning to attend other baccalaureate programs should consult an advisor to determine the best course 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.

Content Electives

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

Students planning to teach secondary mathematics or physics should take the following content electives:	Students planning to teach secondary chemistry should take the following content electives:	Students planning to teach secondary biology or general science should take the following content electives:
Math 270 and Math 271 and PHYS 111 and PHYS 112 OR PHYS 140 and 241	CHEM 121, 122, 221, and 222	BIOL 123 and 124 CHEM 121 and 122

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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 U.S. health care system and how each element interrelates with one another are emphasized in this curriculum.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

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

Program Entry Requirements:

This program is open to all students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Health Services Management, a student must complete 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		3	Am/Global Diversity

Setting

AH 103 – Medical Terminology	3	
ENGL 101 – English Composition I	3	ENGL 101
BIOL 106 – General Biology I	4	Natural Science
CIS 103 – Applied Computer Technology	3	Tech Comp

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

MINIMUM CREDITS NEEDED TO GRADUATE: 62**General Education Requirements**

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement 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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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	Tech Comp*
ADC 103 - CAD Basics		3	Tech Comp*
ADC 109 - Design Studio I		4	
ENGL 101 - English Composition I		3	ENGL 101
ART 105 - Drawing I		3	
SECOND SEMESTER			
ADC 159 - Design Studio II	ADC 103, ADC 109	4	
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3	
ADC 192 - Color and Lighting	ADC 101	3	
MATH 137 - Geometry for Design (or above as per placement)	MATH 118 placement	3	Mathematics
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
THIRD SEMESTER			
ADC 209 - Design Studio III	ADC 159, ADC 160	4	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3	
ADC 260 - Advanced Presentation Techniques	Prereq: ADC 160 and ADC 209 which may be taken concurrently; or ADC 163 which may be taken concurrently	3	
Directed Elective - select one of the following		3	
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109		
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109		
ART 106 - Drawing II	ART 105		
ART 111 - Three - Dimensional Design I			
ART 125 - Design I			
ART 126 - Design II	ART 125		
Humanities Elective		3	Humanities
FOURTH SEMESTER			
Social Science Elective		3	Social Sciences
ADC 259 - Design Studio IV	ADC 209	4	
ADC 222 - History of Architecture and	Prereq: ADC 221 and ENGL	3	

Interiors II

102 which may be taken
concurrently

Directed Elective - select one from the
list above

3

Science Elective

3/4

Natural Science

Social Science Elective

3

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:

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

MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

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

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

² One course must be a laboratory science.

³ See **Liberal Arts Course Selection Guide**

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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	ENGL 101
CIS 103 - Applied Computer Technology*		3	Tech Comp

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

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

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

General Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	
General Elective		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

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

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

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

For More Information Contact:

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College Catalog Fall 2010

Liberal Arts — Honors Option

The Honors curriculum is designed to serve students who plan to advance into professional life through demanding undergraduate and graduate programs in competitive colleges and universities. Honors prepares its graduates to be exemplary students at their transfer institutions by training them to excel in their mastery of the subtleties of intertextual interpretation, and to understand the role of theory in academics, including knowledge of a range of standard theoretical orientations in the Liberal Arts. Courses in the Honors curriculum stress practice in formal academic presentation in both speaking and writing, and practice in the conventions of academic discourse and behavior.

The Honors curriculum is designed to encourage students to be self-reflective about their own intellectual processes and to become more aware of the requirements of different academic discourses in the humanities and social sciences. The courses required in the Honors curriculum are designed to be transferable to other colleges and universities.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

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

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Associate in Arts (A.A.) degree in Liberal Arts-Honors, a student must complete a minimum of 61 credit hours as prescribed (27 credits of which must be in Honors designated courses, including 2 Honors writing courses) and maintain a 3.0 GPA.

Typically students in this program complete two full time semesters (15 credits each) as indicated below. Alternatively, students may select one-15 credit block and 12 additional Honors designated courses to equal the required 27 credits in Honors designated courses. Students will work with Honors faculty advisors to select coursework.

Honors Designated Courses

ENGL 101H, ENGL 102H, ENGL 195H, ENGL 196H

Courses generally offered in full time 15 credit schedule are blocked together and cannot be taken separately. These typically include: **ART 104H, ENGL 297H, ENGL 298H, HIST 297H, HIST 298H, HUM 101H, PHIL 297H, PHIL 298H**

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

SAMPLE PROGRAM SEQUENCE:

The following grid represents a student taking general education courses in the first and fourth semesters and 15 Honors credits in each of their second and third semesters. However, students interested in a part time schedule can enroll in six credit blocks of Honors designated courses for 12 of their Honors credits, but must take one 15 credit block in order to graduate

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I or (ENGL 101H)		3 credits	ENGL 101
Humanities Elective		3 credits	Humanities
MATH 118 - Intermediate Algebra or higher		3 credits	Mathematics
CIS 103 - Applied Computer Technology		3 credits	Tech Comp
Lab Science Elective		4 credits	Natural Science
SECOND SEMESTER			
ENGL 102 or ENGL 102H - The Research Paper	ENGL 101	3 credits	ENGL 102, Info Lit
IDS 297H - Seminar in the Humanities and Social Sciences: Ancient and Medieval		3 credits	Interpretive Studies, Social Sciences
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
THIRD SEMESTER			
IDS 298H - Seminar in the Humanities and Social Sciences: Modern		3 credits	
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
Honors Designated Course		3 credits	
FOURTH SEMESTER			
Science Elective (non-lab or lab)		3/4 credits	
Humanities Elective		3 credits	
General Elective*		3 credits	
General Elective*		3 credits	
General Elective*		3 credits	

MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

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

* Depending on the student's major, many, but not all, transfer institutions require some knowledge of a foreign language (from one semester to two years of study at the college level or equivalent). Students should consult with their advisors about appropriate courses to meet specific transfer needs. Depending on the combination of Honors courses they choose, students will take a minimum of three and a maximum of seven general electives.

For More Information Contact:

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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.
FIRST SEMESTER			
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer		3	Tech Comp

Technology*

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

ENGL 102 - The Research Paper	ENGL 101	3	ENGL102, Info Lit
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RS/PHIL 151 - World Religions	3	Am/Global Diversity
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PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology	3	Social Sciences
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Religious Studies Electives—choose one from the list below	3	
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RS/PHIL 152 - Philosophy of Religion		
RS/HIST 170 - Religion in American History		

RS 175 - Religions of the Middle East, or RS 180 - Asian Religions		
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Laboratory Science	4	Natural Science
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THIRD SEMESTER

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

General Elective	3	
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General Elective	3	
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General Elective	3	
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General Elective	3	
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General Elective	3	
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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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The Liberal Arts degree program is for liberal arts students planning to transfer to baccalaureate programs or professional schools after study at Community College of Philadelphia; for students seeking a non-specialized associate's degree; for students planning to enter certain select programs at a later date; and for students undecided about their long-term educational goals. Students are expected to consult with an academic advisor or counselor upon entry to the program and in subsequent semesters. Transfer planning should begin early so that the student can gain the most benefit from the curriculum. Students who follow the Liberal Arts curriculum and plan to attend a specific four-year college after graduation should choose elective courses that duplicate as closely as possible those in the first two years of the program of that college.

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

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

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Demonstrate critical analysis of arguments and evaluation of an argument's major assertions, its background assumptions and the evidence used to support its assertions.
- Communicate effectively through written and oral means including essays, research papers and classroom presentations.
- Understand principles of human behavior and social structures.
- Understand how the scientific method is used to study human behavior and social structures.

PROGRAM ENTRY REQUIREMENTS:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Associate in Arts (A.A.) degree in Liberal Arts, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

LIBERAL ARTS—SOCIAL/BEHAVIORAL SCIENCE OPTION COURSE SEQUENCE

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

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

MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

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

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

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

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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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 63 credit hours as prescribed must be satisfactorily completed with a grade point average of at least 2.0 ("C" average).

Students wishing to transfer to a particular college or university should, with the help of an advisor, review that institution's requirements and/or existing articulation agreements with the College so

that program courses may be chosen appropriately. In particular, students should check math requirements at the college or university to which they plan to transfer.

MANAGEMENT OF COMPUTER INFORMATION TECHNOLOGY COURSE SEQUENCE

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

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

SECOND SEMESTER

CIS 105 – Windows Professional Operating System ¹	CIS 103	4	
ACCT102 – Managerial Accounting	ACCT 101 with the grade of "C" or better	3	
ENGL 102 – The Research Paper	ENGL 101	3	ENGL 102, Info Lit
Science Elective		3/4	Natural Science
CIS 106 – Introduction to Computer Programming		4	

THIRD SEMESTER

CIS 150 – Data Communications	CIS 105	4	
MNGT 141 – Principles of Management ¹	MNGT 121	3	
CIS 205 – Database Management Systems	CIS 103	4	
Social Science Elective		3	Social Sciences
Humanities Elective		3	Humanities

FOURTH SEMESTER

CIS 270 – Systems Analysis and Design	CIS 205	4	
ECON 181 – Principles of Economics (Macroeconomics) or		3	
ECON 182 – Principles of Economics (Microeconomics)		3	
Directive Elective ²		3	
Directive Elective ²		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 63

General Education Requirements

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

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

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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The Mass Media Program leads to the Associate in Arts (A.A.) degree. The Mass Media Program offers students the opportunity to study the form, content, history and issues related to mass media. Students in the Mass Media Program will learn skills necessary to produce basic content for mass media outlets including, print, online, and broadcast. The study of mass media will also develop students' critical thinking skills as they learn how to effectively discuss and analyze how society interacts with mass media.

This Program is primarily designed for students seeking transfer to four-year institutions, although the skills learned in the Program could be used to gain entry-level positions as creators and distributors of mass media content in smaller media organizations. The Mass Media Program is designed to transfer to four-year programs in Mass Media, Journalism, Advertising, Public Relations and Communication.

Student Learning Outcomes:

Upon completion of the program graduates will be able to:

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

Program Entry Requirements:

The Program is open to interested students. New students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

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

MASS MEDIA COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra or above ¹		3	Mathematics
CIS 103 - Applied Computer		3	Tech Comp

Technology

ENGL 114 - Introduction to Speech Communication	ENGL 101 which may be taken concurrently	3	
Social Science Elective ²		3	Social Sciences

SECOND SEMESTER

ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102 & Info Lit.
Lab Science		4	Natural Science
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3	
General Elective ²		3	

THIRD SEMESTER

ENGL 122 - Writing for Mass Media	ENGL 101	3	
Humanities Elective ²		3	Humanities
General Elective ²		3	
PHOT 151 - Digital Imaging		3	
Directed Elective ² (Choose one of the following) Engl 112, 117, 118, 120, 131, 132, 137 any 200 level Engl, or Phot 104, 217 , or Art 101, 125, 150, 151 , or CIS 130, 230	ENGL 101 for ENGL 205, 206, 208, 209, 211, 212, 221, 222, 230, 232, 241, 245, 246, 250, 251, 256, 260 , and 271 ENGL 131 for ENGL 132, ENGL 205 for ENGL 210, 280, 281 and 282, ENGL 271 for 272, ENGL 102 or 205 for ENGL 283 PHOT 152 for 217, ART 125 and 150 for ART 151 CIS 130 for CIS 230	3	

FOURTH SEMESTER

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

MINIMUM CREDITS NEEDED TO GRADUATE: 61**GENERAL EDUCATION REQUIREMENTS:**

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

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

² General electives and directed electives should be chosen in consultation with an advisor based on student's academic and career goals, as well as specific requirements of transfer institutions.

For More Information Contact:

The Division of Liberal Studies Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130,
Telephone (215) 751-8431; or the College Information Center (215) 751 8010.

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

Student Learning Outcomes:**Music – Non-Performance Option**

Upon completion of this program graduates will be able to:

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

Music – Performance Option

Upon completion of this program graduates will be able to:

- Demonstrate sufficient command of their major performing medium and secondary areas (see below) to successfully pass an audition for a four-year music baccalaureate program.
- Demonstrate basic musicianship and knowledge of the theoretical, historical and technological backgrounds needed to understand how music is created, understood and performed.
- Apply background in the areas listed above so as to intelligently focus their musical work in additional areas beyond performance such as: historical research, composition/arranging, education and production.

Program Entry Requirements:

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

In addition to satisfying audition criteria, performance majors must qualify for English 101 and MATH 118 to take applied music. Non-performance applicants are exempt from the audition but must take the music theory placement test. Applicants who successfully meet the requirements listed above are

accepted into the music curriculum.

Program of Study and Graduation Requirements:

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

MUSIC – NON-PERFORMANCE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SUMMER SESSION			
MUS 100 - Music Reading		3	
MUS 101 - Piano I		1	
FIRST SEMESTER			
MUS 102 - Piano II	MUS 101	1	
MUS 196 - Ensemble I		1	
MUS 103 - Introduction to Music		3	American/Global Diversity Interpretive Studies
ENGL 101 - English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra or higher		3	Mathematics
CIS 103 - Applied Computer Technology*		3	Tech Comp
SECOND SEMESTER			
MUS 201 - Piano III	MUS 102	1	
MUS 197 - Ensemble II		1	
MUS 111 - Aural Theory I	MUS 100	3	
MUS 114 - Harmony I	MUS 100	3	
MUS 105 - Music of the Baroque and Classical Eras		3	Humanities
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
THIRD SEMESTER			
MUS 202 - Piano IV	MUS 201	1	
MUS 296 - Ensemble III		1	
MUS 113 - Aural Theory II	MUS 111	3	
MUS 214 - Harmony II	MUS 114	3	
MUS 106 - Great Romantic Music		3	
Social Science Elective		3	Social Sciences
MUS 115 - Introduction to Music Technology		3	
FOURTH SEMESTER			
MUS 297 - Ensemble IV		1	
MUS 120 - Music of African-Americans or HUM 101 - Cultural Traditions		3	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3	
MUS 211 - Aural Theory III	MUS 113	3	

MUS 121 - Modern American Music or HUM 102 - Cultural Traditions	3	
PHYS 125 - Musical Acoustics	3	Natural Science

MINIMUM CREDITS NEEDED TO GRADUATE: 65**General Education Requirements**

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

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

MUSIC – PERFORMANCE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SUMMER SESSION			
MUS 100 - Music Reading		3	
MUS 101 - Piano I ¹		1	
FIRST SEMESTER			
MUS 102 - Piano II ¹	MUS 101	1	
MUS 196 - Ensemble I		1	
MUS 111 - Aural Theory I	MUS 100	3	
MUS 114 - Harmony I	MUS 100	3	
MUS 141 - Applied Music I	Performance Option	2	
MUS 142 - Applied Music II	Performance Option	2	
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology ²		3	Tech Comp
SECOND SEMESTER			
MUS 201 - Piano III	MUS 102	1	
MUS 197 - Ensemble II		1	
MUS 113 - Aural Theory II	MUS 111	3	
MUS 214 - Harmony II	MUS 114	3	
MUS 143 - Applied Music III	Performance Option	2	
MUS 144 - Applied Music IV	Performance Option	2	
Music History Elective – choose one from the following		3	Humanities
MUS 105 - Music of the Baroque and Classical Eras			
MUS 106 - Great Romantic Music			
MUS 120 - Music of African-Americans			
MUS 121 - Modern American Music			
ENGL 102 - English Composition II	ENGL 101	3	ENGL 102, Info Lit
THIRD SEMESTER			
MUS 202 - Piano IV ¹	MUS 201	1	

MUS 296 - Ensemble III		1	
MUS 211 - Aural Theory III	MUS 113	3	
MUS 115 - Introduction to Music Technology		3	
MUS 241 - Applied Music V	Performance Option	2	
MUS 242 - Applied Music VI	Performance Option	2	
MATH 118 - Intermediate Algebra or higher		3	Mathematics
Music History Elective – choose one from the list above		3	
FOURTH SEMESTER			
MUS 297 - Ensemble IV		1	
MUS 243 - Applied Music VII	Performance Option	2	
MUS 244 - Applied Music VIII	Performance Option	2	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3	
Social Science Elective		3	Social Sciences
PHYS 125 - Musical Acoustics		3	Natural Science

MINIMUM CREDITS NEEDED TO GRADUATE: 69**General Education Requirements**

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

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

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

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

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

STUDENT LEARNING OUTCOMES

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

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

PROGRAM ENTRY REQUIREMENTS:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Associate in Arts (A.A.) degree in Psychology, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Psychology Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3	ENGL 101
Math 151 - Linear Mathematics (or higher)	Math 118 with a C or better or Math 161 placement	3	Mathematics
CIS 103 - Applied Computer Technology		3	Tech Comp

PSYC 101 - Introduction to Psychology	3	Social Sciences
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SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology	3	
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SECOND SEMESTER

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

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

Psychology Elective	PSYC 101	3	
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General Elective	3	
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General Elective	3	
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General Elective	3	
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General Elective	3	
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MINIMUM CREDITS NEEDED TO GRADUATE: 61

GENERAL EDUCATION REQUIREMENTS:

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

For More Information Contact:

The Division of Liberal Studies Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8451; or the College Information Center (215) 751 8010.

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The Theater curriculum leads to the Associate in Arts (A.A.) degree. The Theatre Program gives students a concentration in Theater arts with a liberal arts foundation. The program is primarily suited for students seeking transfer to a four-year institution, although some graduates may plan on immediately entering the work force as communications professionals.

For students seeking transfer, the curriculum closely parallels the foundation program of virtually any four-year college, most specifically those institutions in the Philadelphia area.

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

STUDENT LEARNING OUTCOMES:

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

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

PROGRAM ENTRY REQUIREMENTS:

The program is open to interested students. New students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must complete satisfactorily the appropriate English and mathematics courses as a part of their degree program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

A minimum of 62 credits and a grade point average of 2.0 ("C" average) are required for graduation.

Theater COURSE SEQUENCE

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

Technology

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

Science Elective		3/4	Natural Science
ENGL 142 - Rehearsal and Performance	ENGL 132	4	
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	
Humanities Elective ¹		3	
Directed Elective (Choose one of the following)		3	
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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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	ENGL 101

MATH 150 -Introductory Data Analysis, or alternative ¹	MATH 118	3	Mathematics
WS 101 – Introduction to Women's Studies		3	Am/Global Diversity
PSYC 101 – Introduction to Psychology or SOC 101 – Introduction to Sociology		3	Social Sciences
CIS 103 – Applied Computer Technology		3	Tech Comp
SECOND SEMESTER			
General Elective		3	
Directed Elective – select one of the following:		3	
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	
ENGL 102 – The Research Paper	ENGL 101	3	ENGL 102, Info Lit
Lab Science ²		4	Natural Science
THIRD SEMESTER			
Humanities Elective		3	Humanities
Advanced Psychology, Sociology, or Anthropology ³	PSYC 101 or SOC 101	3	
Directed Elective – select 1 from the list above		3	
Directed Elective – select 1 from the list above		3	
Science Elective ²		3/4	
FOURTH SEMESTER			
Artistic/Oral		3	
General Elective ⁴		3	
General Elective ⁴		3	
General Elective ⁴		3	
General Elective ⁴		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

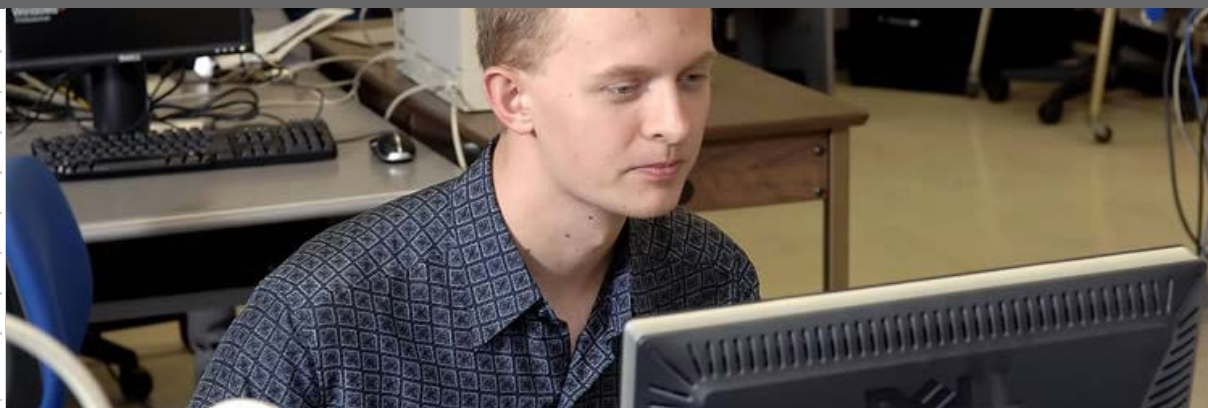
All General Education requirements are met through required courses (as indicated above) except for the **Interpretive Studies** requirement and the **Writing Intensive** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Interpretive**

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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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 118 Placement or higher	4	
MATH 163 - Discrete Mathematics	MATH 161 ("C" or better) or MATH 162 or higher placement	4	Mathematics
MATH 171 - Calculus I	MATH 162 or dept. approval	4	
CIS 103 - Applied Computer Technology		3	Tech Comp

SECOND SEMESTER

CSCI 112 - Programming and Algorithm Development II	CSCI 111 with a "C" or better or dept. approval	4	
MATH 251 - Statistics for Science	MATH 118 placement or higher	4	
MATH 172 - Calculus II	MATH 171 or dept. approval	4	
ENGL 101 - English Composition I		3	ENGL 101

THIRD SEMESTER

CSCI 211 - Data Structures and Algorithms	CSCI 112 with a "C" or better	4	
CIS 150 - Data Communications and Networking or CIS 205 - Database Management Systems	CIS 105 CIS 103	4	
PHYS 111* - General Physics I or PHYS 140 - Mechanics, Heat and Sound	MATH 162 MATH 171	4/5	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit

FOURTH SEMESTER

CSCI 213 - Introduction to Computer Organization	CSCI 111 or CIS 106 with a "C" or better	4	
PHYS 112* - General Physics II or PHYS 241 - Electricity, Magnetism and Light	PHYS 111 or dept approval PHYS 140 and MATH 172 or dept. approval	4/5	
Social Science Elective		3	Social Sciences
Humanities Elective		3	Humanities

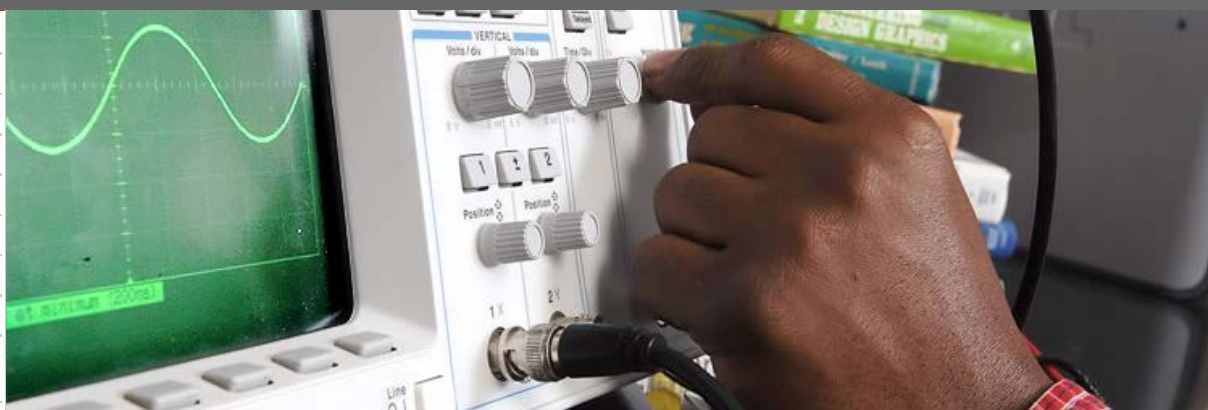
MINIMUM CREDITS NEEDED TO GRADUATE: 61**General Education Requirements**

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

* 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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The Engineering Science curriculum provides a foundation for further study toward the bachelor's degree in engineering. As such, it parallels the first two years of engineering programs offered by major universities and is applicable to any engineering discipline. Students planning to pursue baccalaureate degrees in aerospace, biomedical, chemical, civil, electrical, industrial, mechanical, nuclear or petroleum engineering select this program. Students with other technical interests may consider other technological curricula.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Solve problems in algebra, trigonometry and calculus.
- Solve basic problems in science and engineering.
- Work in teams to implement projects.
- Use computers for data acquisition and instrumentation control.
- Communicate technical information using written, verbal and graphical presentations.
- Transfer as engineering majors to bachelor's degree-granting institutions.

PROGRAM ENTRY REQUIREMENTS:

Engineering Science is a demanding curriculum. Interested high school students are urged to complete a year of advanced high school mathematics that includes trigonometry and elementary functions. They should also complete a year each of high school chemistry and physics.

Students can be admitted to the program by successfully completing **MATH 161 (Precalculus I)** with a grade of at least a "C." Students can also be admitted if they have at least **MATH 162 (Precalculus II)** placement. Students who have not taken high school physics should take **PHYS 105 (Survey of Physics)** or **PHYS 111 (General Physics I)**.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Associate in Science (A.S.) degree in Engineering Science, a minimum of 71 credits and a grade point average of 2.0 are required.

PREPARATION FOR TRANSFER:

The College has established articulation and dual admission agreements with area colleges and universities including Drexel and Temple universities. In the Career and Transfer Resource Center, room W2-3, and the Counseling Center, room W2-2, students may obtain information and guidance in selecting elective courses required by their transfer institutions.

ENGINEERING SCIENCE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGR 102 - Engineering Design and Laboratory I	MATH 162	4	
MATH 171 - Calculus I	MATH 161 - MATH 162	4	Mathematics

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

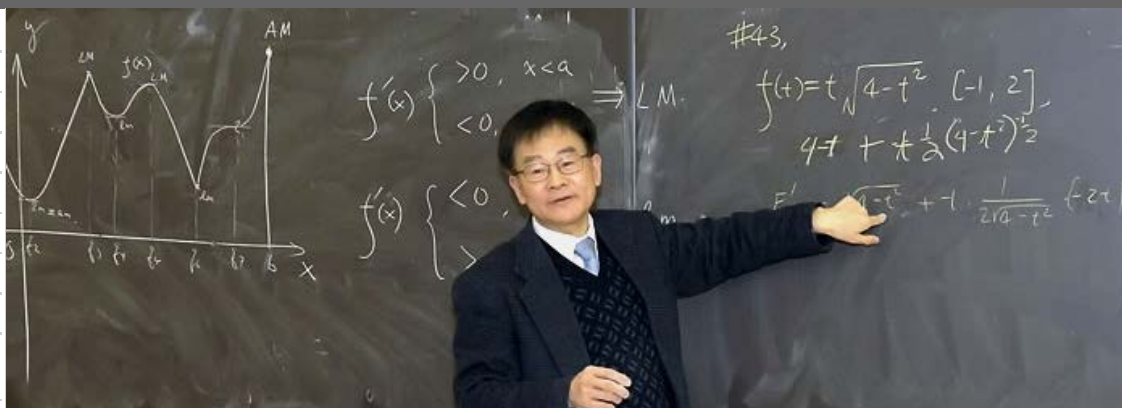
MINIMUM CREDITS NEEDED TO GRADUATE: 71**General Education Requirements**

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

¹ A student planning to major in Chemical Engineering at a transfer institution may substitute **CHEM 221** - **CHEM 222** for **ENGR 221** and **ENGR 222**.

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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This program leads to an A.S. degree in Mathematics. The primary goal of the program is to prepare students for transfer to a baccalaureate program in mathematics. This curriculum provides freshman and sophomore level courses in both continuous and discrete mathematics.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Prove mathematical statements.
- Solve mathematical problems.
- Execute mathematical algorithms.

Program Entry Requirements:

This program is open to interested students who have demonstrated readiness for English 101 and Math 171, either by passing the appropriate placement test or by meeting the prerequisites for the course. Selected math and English courses are available for those not meeting entrance requirements. An educational plan leading to acceptance into the program will be developed for each applicant who does not meet the entrance requirements.

Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Mathematics, students must complete a minimum of 63 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Since science requirements vary at transfer institutions, students are advised to check requirements at transfer institutions before choosing science electives.

MATHEMATICS COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
MATH 171 - Calculus I	MATH 162	4	Mathematics
ENGL 101 - English Composition I		3	ENGL 101
MATH 163 - Discrete Math I	MATH 161	4	
Lab Science Elective		4	Natural Science
SECOND SEMESTER			
MATH 172 - Calculus II	MATH 171	4	
MATH 263 - Discrete Math II	MATH 163	4	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit

Lab Science Elective	ENGL 101	4	Natural Science
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THIRD SEMESTER

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

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

Students wishing to transfer the A.S. degree to a particular college or university should, with the help of an advisor, review that institution's requirements and/or existing articulation agreements with the College so that program courses may be chosen appropriately.

SCIENCE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ENGL 101 - English Composition I		3 credits	ENGL 101
MATH 171 - Calculus I or MATH 165/166 - Differential Calculus I and II	MATH 162 or dept. head approval or placement	4	Mathematics

Natural Science with Lab Elective ¹	4	Natural Science
CIS 103 – Applied Computer Technology	3	Tech Comp
SECOND SEMESTER		
ENGL 102 – The Research Paper	ENGL 101	3 ENGL 102, Info Lit
MATH 172 - Calculus II or Natural Science with Lab Elective ¹	MATH 171 or MATH 166 dept. head approval	4 Natural Science with Lab Elective
Humanities Elective	3	Humanities
Natural Science with Lab Elective ¹	4	
Natural Science with Lab Elective ¹	4	
THIRD SEMESTER		
Natural Science with Lab Elective ¹	4	
Social Science Elective	3	
Humanities Elective	3	
General Elective	3	
Natural Science with Lab ¹ or General Elective	3/4	
FOURTH SEMESTER		
Natural Science with Lab ¹ or General Elective	3/4	
Social Science Elective	3	
General Elective	3	
General Elective	3	

MINIMUM CREDITS NEEDED TO GRADUATE: 60**General Education Requirements**

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

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

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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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		

MATH 171 - Calculus I	higher placement MATH 162 with a "C" or better OR MATH 171 placement	
MNGT 121 - Introduction to Business		3 credits
SECOND SEMESTER		
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits
ENGL 102 - The Research Paper	ENGL 101	3 credits ENGL 102, Info Lit
ECON 182 - Principles of Economics (Microeconomics)		3 credits
ACCT 103 - Microcomputers in Accounting	ACCT 101 with a grade of "C" or better	3 credits
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3 credits
THIRD SEMESTER		
ACCT 201 - Intermediate Accounting I	ACCT 101	3 credits
Humanities Elective		3 credits Humanities
ECON 112 - Statistics I	MATH 118 or higher than Math 118 on placement test	4 credits
Social Science Elective		3 credits Social Sciences
CIS 103 - Applied Computer Technology		3 credits Tech Comp
FOURTH SEMESTER		
ACCT 202 - Intermediate Accounting II	ACCT 201	3 credits
Accounting Elective (choose one of the following):		3 credits
ACCT 203 - Cost Accounting	ACCT 102	
ACCT 208 - Tax Accounting or		
ACCT 215 - Nonprofit Accounting or	ACCT 102 or ACCT 101 and department approval	
ACCT 206 - Auditing or	ACCT 201	
ACCT 250 - Advanced Accounting	ACCT 202	
ECON 114 - Statistics II	ECON 112	3 credits
Science Elective		3 or 4 credits Natural Science
MNGT 262 - Business Law		3 credits

MINIMUM CREDITS NEEDED TO GRADUATE: 62***General Education Requirements**

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

* Students who enter the College at the **MATH 161** level or higher can complete this program in 62 credits. Students who enter the College at a lower level on the Math placement exam will need to take **MATH 118** - Intermediate Algebra and thus will need 65 credits to graduate.

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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The ASL/English Interpreting (INT) curriculum prepares students to work as professional interpreters with Deaf and non-deaf (hearing) people. The goal of the ASL/English interpreter is to make communication as complete and equal as possible for both Deaf and non-deaf participants by accurately conveying the thoughts, feelings, words, attitudes and meanings of the message, whether it is expressed in spoken English, American Sign Language (ASL) or other forms of signed communication. Thus, interpreters must be bilingual, skilled in both English and ASL, and bicultural, knowledgeable about the cultures of both Deaf and non-deaf people.

A skilled interpreter must also be versatile, mature and flexible in order to successfully work with people from a variety of backgrounds with diverse communication needs. The field encompasses a multitude of situations and settings, including medical, legal and psychological, that frequently contain sensitive and personal issues. In responding to these situations it is the interpreter's professional responsibility to thoroughly understand, and adhere to, the Registry of Interpreters for the Deaf, Inc. Code of Professional Conduct. It is therefore imperative that interpreters also be of high moral character, nonjudgmental and well-informed in order to be able to meet the challenges which arise in these sensitive, diverse and ever-changing situations.

The INT curriculum covers a variety of subject areas, including Deaf culture, structure of ASL, comparative English and ASL, professional practices and ethics, interpreting processes in theory and application, and guided skill development in ASL and interpreting with diagnostic feedback. The INT lab offers practice opportunities in both video and digital formats in a small group, supportive environment.

In addition to traditional classroom lectures and laboratory activities, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and internships. Cooperative relationships with professional and community agencies and organizations are maintained to provide opportunities for networking and interaction with the Deaf community, as well as the professional interpreting community.

The INT program prepares students for entry-level work as interpreters. It also prepares students for the national certification evaluation given by the Registry of Interpreters for the Deaf, Inc. (RID). For the majority of students, however, several years of professional work experience after graduation are needed before certification can be attained. Students completing the curriculum receive an Associate in Applied Science (A.A.S.) degree. Beginning July 1st, 2012 RID will require a Bachelor's degree in any major in order to take the national certification exam. In order to meet that requirement, CCP has developed collaborations with baccalaureate institutions to provide suitable options to students graduating with the A.A.S.

STUDENT LEARNING OUTCOMES:

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

- 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
- Demonstrate interpreting and transliterating competence necessary for effective facilitation of communication in a variety of settings.

*NAD = National Association of the Deaf

*RID = Registry of Interpreters for the Deaf

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

Numbers

SECOND SEMESTER

ASL 232 - Advanced American Sign Language II	ASL 231	3
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INT 106 - American Deaf Culture	INT 105	3
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INT 240 - Introduction to the Field of ASL/English Interpreting	ASL 230, ASL 231, INT 105, ENGL 101 , Pre- or coreq: INT 242	3
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INT 242 - Introduction to Interpreting Processes	ASL 215, ASL 230, ASL 231 , Pre- or coreq: INT 240	3
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SUMMER SESSION I

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

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

INT 252 - ASL/English Interpreting II	INT 251	3
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INT 255 - Transliterating	INT 251	3
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Social Science Elective	3	Social Sciences
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ENGL 102 - The Research Paper	3	ENGL 102, Info Lit
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FOURTH SEMESTER

INT 260 - Interpreting in Specialized Settings	Pre- or coreq: INT 252	3
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INT 297 - Internship in Interpreting	INT 252, INT 255	4
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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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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	Science
Math 118 - Intermediate Algebra		3	Mathematics
ENGL 101 - English Composition I		3	Composition
CIS 103 - Applied Computer Technology		3	Tech Comp
Choose one** PHYS 105 - Survey of Physics (or higher) or Chem 110 - Introductory Chemistry (or higher) or BIOL 106 - General Biology I or higher		3/4	
SECOND SEMESTER			
ASET 110 - Safety, Health and the Environment or ENGR 211 - Material, Safety & Equipment Overview for Nanofabrication		3	
Choose one*: PHYS 105 - Survey of Physics (or higher) or Chem 110 - Introductory Chemistry (or higher) or BIOL 106 - General Biology I or higher		4	
Math Elective		3	
ENGL102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
Directed* Elective		3	
THIRD SEMESTER			
ASET 130 - Quality Control/Quality Assurance			
Choose one*: PHYS 105 - Survey of Physics (or higher) or CHEM 110 - Introductory Chemistry (or higher) or BIOL 106 - General Biology I or higher		4	
Lab Science or Applied Science Course*		3/4	
Lab Science or Applied Science Course*		3/4	
Directed Elective		3	

FOURTH SEMESTER

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

MINIMUM CREDITS NEEDED TO GRADUATE: 60

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

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

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

CURRICULUM ENTRY REQUIREMENTS:

This is a select curriculum. Prospective students must attend a program orientation prior to admission. All students need to take the College's placement tests at their time of entry into the College. Students who are identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of the curriculum. Students are accepted into the curriculum upon successful completion of their portfolio review and the awarding of Applied Studies block credits.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

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

APPLIED STUDIES COURSE SEQUENCE

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

Concentration course*	3	
SECOND SEMESTER		
Social Science Elective	3	Social Sciences
ENGL 102 - The Research Paper	ENGL 101	3 ENGL 102, Info Lit
Science Elective	3/4	Natural Science
Humanities Elective	3	Humanities
Social Science Elective	3	
THIRD SEMESTER		
Directed elective: a total of 15 credits of directed electives are required. Student must choose at least three credits from each category of communications, critical thinking and technology. Students are encouraged to take courses in sequence in the same discipline. See Course Selection Guide.	3	
Directed Elective - see above	3	
Directed Elective - see above	3	
Directed Elective - see above	3	
Directed Elective - see above	3	
FOURTH SEMESTER		
Concentration Course*	3	
Concentration Course*	3	
Concentration Course*	3	
Concentration Course*	3	
Concentration Course*	3	

MINIMUM CREDITS NEEDED TO GRADUATE: 60

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

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

Applied Studies Course Selection Guide - Directed Electives

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

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

Technology: For purposes of this curriculum, approved courses from the following disciplines that

specifically use technology in that field are considered to be technology courses: Architecture, Automotive Technology, CAD, Computer Forensics, Computer Information Systems, Computer Science, Construction Technology, Dietetics, Electronics, Engineering, Paralegal and Photographic Imaging. (See Applied Studies coordinator for list.)

¹ Prerequisite: **BHHS 105**

² Prerequisite: **ENGL 101**

³ Prerequisite: **ENGL 101** or **ENGL 114**

⁴ Prerequisite: **ENGL 101** plus one of the following: **ANTH 101**, **ANTH 112** or **SOC 101**

⁵ Prerequisite: Any Social or Behavioral Science course

⁶ Prerequisite: **ADC 221**

⁷ Prerequisite: **ENGL 101** ready

⁸ Prerequisite: **ANTH 112**, **SOC 101**

⁹ Prerequisite: **ANTH 112** or **SOC 101**

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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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	
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MNGT 121 - Introduction to Business	ENGL 101 , which may be taken concurrently	3	
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ENGL 101 - English Composition I	3	ENGL 101
MATH 118 - Intermediate Algebra	3	Mathematics
CIS 103 - Applied Computer Technology	3	Tech Comp
SECOND SEMESTER		
AT 121 - Automotive Electricity and Electronics	AT 100 , which may be taken concurrently	3
ACCT 101 - Financial Accounting	4	
MNGT 141 - Principles of Management	Pre- or Corequisite MNGT 121	3
ENGL 102 - The Research Paper	ENG 101	3
Social Science Elective	3	ENGL 102, Info Lit Social Sciences
THIRD SEMESTER		
AT directed elective, choose one:	4	
AT 111 - Automotive Suspension and Steering Systems or	AT 100 , which may be taken concurrently	
AT 131 - Automotive Manual Transmissions and Drivelines or	AT 100 , which may be taken concurrently	
AT 181 - Automotive Engine Mechanical Repair	AT 100 , which may be taken concurrently	
MTKG 131 - Principles of Marketing	MNGT 121	3
PHYS 105 - Survey of Physics or STS 101 - Intro to Science, Technology and Society or CHEM 101 - General Chemistry	3	Natural Science
Humanities Elective	3	Humanities
AT 210 - Customer Service Techniques	AT 121	3
FOURTH SEMESTER		
AT directed elective, choose one:	3	
AT 221 - Advanced Automotive Engine Performance or	AT 121 ; Math 118 , which may be taken concurrently	
AT 271 - Air Conditioning and Heating Systems	AT 121	
AT directed elective:	4	
AT 241 - Automatic Transmissions and Transaxles	AT 121	
AT 261 - Engine Performance and Diagnosis	AT 121 ; Math 118 , which may be taken concurrently	
ECON 181 - Principles of Economics (Macroeconomics) or ECON 182 - Principles of Economics (Microeconomics)	3	
Social Science Elective	3	
MNGT 262 - Business Law	3	

MINIMUM CREDITS NEEDED TO GRADUATE: 62**General Education Requirements**

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

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

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

MINIMUM CREDITS NEEDED TO GRADUATE: 62**General Education Requirements**

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

* These courses are highly recommended but not required for graduation.

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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. Many practice placement sites require that students provide documentation of criminal background checks and child abuse clearances prior to practicum experience. Students must have up to date clearances before the start of the semester in which they expect to complete a practicum.

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

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

computer communications

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

Gerontology

BHHS 277 - Behavioral Development and Social Processes of Aging **BHHS 171**

BHHS 121 - Foundations of Addiction Studies

BHHS 222 - Assessment and Service Planning in Recovery **BHHS 121**

BHHS 131 - Faith and Spirituality in Human Services

BHHS 161 - Introduction to Disabilities

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

BHHS 241 - Crisis Intervention

LEAD 120 -Introduction to Conflict Resolution: Theory and Practice

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 must be taken concurrently	3
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BHHS 106 - Analysis of Group Participation	BHHS 105	3
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FOURTH SEMESTER

BHHS 293 - Family and Relationship Counseling	BHHS 111	3
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Mathematics Elective (MATH 118 or higher)	3	Mathematics
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Science Elective	3/4	
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Directed Elective - Choose one from list above	3	
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Directed Elective - Choose one from list above	3	
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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 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:

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.

Revised 061112

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This program prepares students for a variety of careers in the energy conservation industry and related fields, such as energy auditors, renewable energy installers and designers, energy conservation installers and computer energy modelers. Individuals interested in developing small independent energy conservation contracting businesses will also find this program useful toward achieving that goal. Although designed for career preparation, it also can serve students interested in continuing their studies leading to a bachelor's degree. Courses within this program utilize the latest industry-standard scientific methods, instruments and software for determining the energy consumption profile for buildings.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

Students are normally required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the A.A.S. degree in 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).

BUILDING SCIENCE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ADC 101 - Introduction to Design & Construction		3	Tech Comp
ADC 103 - CAD Basics		3	Tech Comp
ADC 136 - Construction Safety and Building Codes		3	

ENGL 101 - English Composition I		3	ENGL 101
MATH 137 - Geometry for Design (or higher MATH)		3	Math
SECOND SEMESTER			
ADC 112 - Construction Materials & Detailing: Principles	ADC 103 OR 109	3	
ADC 146 - Construction Supervision & Business Practices	ADC 101	3	
ADC 161 - Energy Auditing, Remediation and Monitoring	ADC 101	3	
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101	3	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102 & Info Lit
THIRD SEMESTER			
ADC 163 - CAD Building Documentation	ADC 103	3	
ADC 236 - Construction Cost Estimating I	ADC 101	3	
ADC 246 - Contracts and Specifications	ADC 101	3	
ADC 253 - Environmental Systems I	ADC 101; ADC 103 or ADC 109	3	
EASC 111 - Environmental Conservation		3	Social Sciences
Humanities Elective		3	Humanities
FOURTH SEMESTER			
ADC 237 - Construction Cost Estimating II – Computer Methods & Cost/Benefit Analysis	ADC 236	3	
ADC 254 - Environmental Systems II	ADC 253	3	
ADC 255 - Alternative and Renewable Energy Systems	ADC 103, ADC 253	3	
ADC 261 - Construction Management and Scheduling	ADC 246	3	
Science Elective		3/4	Natural Science

MINIMUM CREDITS NEEDED TO GRADUATE: 63**General Education Requirements**

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

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

CHEM 121 - College Chemistry I	CHEM 110 or dept head approval	4	Natural Science
Natural Science Elective with Lab ²		4	
SECOND SEMESTER			
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
Math 251 - Stat. for Science ¹	Math 118	4	
Humanities Elective		3	Humanities
CHEM 122 - College Chemistry II		4	
Natural Science Elective with Lab ²		4	
THIRD SEMESTER			
Social Science Elective		3	Social Science
ASET 130 - Quality Control/Quality Assurance		3	
CHEM 221 - Organic Chemistry I	CHEM 122	5	
PTEC 101 - Intro to Process Tech. ³		3	
FOURTH SEMESTER			
CHEM 214 - Instrumental Analysis	CHEM 122	5	
CHEM 222 - Organic Chemistry II	CHEM 221	5	
ASET 110 - Safety, Health and the Environment ⁴		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 62⁴**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 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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**College Catalog 2012-2013****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	
ENGL 101 - English Composition I		3	ENGL 101
BIOL 107 - General Biology II or BIOL 109 and BIOL 110 - Anatomy and Physiology ¹		4/8	Natural Science
MATH 118 - Intermediate Algebra		3	Mathematics
CHEM 110 - Introductory Chemistry or CHEM 121 - College Chemistry		4	
SECOND SEMESTER			
CIS 103 - Applied Computer Technology		3	Tech Comp
CLT 155 - Clinical Hematology	BIOL 107 or BIOL 110 (may be concurrent)	4	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
CHEM 118 - Intro to Biochemistry or CHEM 122	CHEM 110	4	
BIOL 241 - Principles of Microbiology	BIOL 107 or BIOL 110	4	
SUMMER I SESSION			
CLT 205 - Immunohematology and Immunology	BIOL 107 or BIOL 110	4	
THIRD SEMESTER			
CLT 225 - Clinical Chemistry	BIOL 107 or BIOL 110 , CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122 , CLT 155	4	
CLT 245 - Clinical Microbiology	BIOL 241 , CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122 , CLT 155	4	
Social Science Elective		3	Social Sciences
FOURTH SEMESTER			
Humanities Elective		3	Humanities
CLT 265 - Current Topics in Clinical Lab Sciences	CLT 225 and CLT 245 , CLT 155	3	
CLT 295 - Clinical Practice	CLT 102 , CLT 225 and CLT 245 , CLT 155 and CLT 265 (may be concurrent)	6	

MINIMUM CREDITS NEEDED TO GRADUATE: 63**General Education Requirements**

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

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

¹ Students in this program must take either **BIOL 107** or both **BIOL 109** & **BIOL 110**. Students who choose the two-semester 109 & 110 sequence should take **BIOL 241** in the summer between the second and third semester.

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
www.nacls.org

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

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

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

The program is open to all interested students, assuming space is available. Students selecting this curriculum will be assigned a faculty mentor who will guide them throughout their course of study. Students are required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their degree program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the A.A.S. degree in Computer-Assisted Design Technology, a student must complete a minimum of 65 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

COMPUTER-ASSISTED DESIGN TECHNOLOGY COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ADC 101 - Introduction to Design and Construction		3	Tech Comp*
ADC 103 - CAD Basics		3	Tech Comp*
ADC 109 - Design Studio I		4	
MATH 137 - Geometry for Design ¹ or higher level Mathematics course		3/4	Mathematics
ENGL 101 - English Composition I		3	ENGL 101
SECOND SEMESTER			
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3	
ADC 159 - Design Studio II	ADC 103, ADC 109	4	
ADC 163 - Digital Documentation in Architecture and Construction	ADC 103	3	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
ADC 160 - Presentation Techniques	ADC 103, ADC 109	3	
THIRD SEMESTER			
Directed Elective ² - Select two of the following:		6	
ADC 136 - Building Codes	ENGL 101 which may be taken concurrently		
ADC 186 - Surveying	ADC 101		
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109		
ADC 226 - Structures I - Analysis	ADC 101 and MATH 118 or higher		
ADC 227 - Structures II - Design	ADC 226		
ADC 246 - Contracts and Specifications	ADC 101		
ADC 253 - Environmental Systems I	ADC 101 and ADC 103 or ADC 109		
ADC 254 - Environmental System IIs	ADC 253		
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101		
CIS 105 - Windows Professional Operating System	CIS 103		
ADC 263 - Digital Animation and Rendering	ADC 103 or ART 150	3	
ADC 260 - Advanced Presentation Techniques	ADC 160 ; and ADC 209 which may be taken concurrently; or ADC 163 which may be taken concurrently	3	
Social Science Elective ¹		3	Social Science
FOURTH SEMESTER			
Science Elective ¹		3/4	Natural Science
Directed Elective ² - select two from the list above		6	
ADC 273 - Advanced CAD Applications	ADC 163	3	

Humanities Elective	3	Humanities
Social Science Elective	3	

MINIMUM CREDITS NEEDED TO GRADUATE: 65**General Education Requirements**

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

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

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

MINIMUM CREDITS NEEDED TO GRADUATE: 62**General Education Requirements**

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

* 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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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	ENGL 101
OA 102 - Keyboarding or OA 110 - Professional Keyboarding	1/3	
CIS 103 - Applied Computer Technology	3	Tech Comp
CIS 106 - Introduction to Computer Programming	4	
CIS 105 - Windows Professional Operating System	CIS 103 4	

SECOND SEMESTER

MATH 118 - Intermediate Algebra or above	3	Mathematics
ENGL 102 - The Research Paper	ENGL 101 3	ENGL 102, Info Lit
CIS 150 - Data Communications	CIS 105 4	
MATH 121 - Computer and Logic or MATH 163 - Discrete Math	For MATH 163 a Prerequisite of MATH 161 with a grade of "C" or better or MATH 162 or higher 3/4	
CIS 205 - Database Management Systems	CIS 103 4	

THIRD SEMESTER

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

FOURTH SEMESTER

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

MINIMUM CREDITS NEEDED TO GRADUATE: 60**General Education Requirements**

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

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

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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This program prepares students for a variety of careers in the construction industry and related fields, such as estimators, project managers and schedulers, surveyors, specifiers, quality control supervisors, materials testers, construction materials and equipment salespersons, owners' representatives and site inspectors. Individuals interested in developing small independent construction contracting businesses will also find this program useful toward achieving that goal. Although designed for career preparation, it also can serve students interested in continuing their studies leading to a bachelor's degree. Courses within this program utilize the latest industry-standard computer software for project scheduling, construction cost estimating, and contract and specification writing.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

Students are normally required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the A.A.S. degree in Construction Management, a student must complete a minimum of 63 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

CONSTRUCTION MANAGEMENT COURSE SEQUENCE

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

ADC 101 - Introduction to Design & Construction		3	Tech Comp
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ADC 103 - CAD Basics		3	Tech Comp
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ADC 136 - Construction Safety and Building Codes		3	
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ENGL 101 - English Composition I		3	ENGL 101
MATH 137 Geometry for Design (or higher MATH ¹)		3	Math
SECOND SEMESTER			
ADC 112 - Construction Materials & Detailing: Principles	ADC 103 or ADC 109	3	
ADC 146 - Construction Supervision & Business Practices	ADC 101	3	
ADC 186 - Surveying	ADC 101	3	
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101	3	
ENG 102 - The Research Paper	ENGL 101	3	ENGL 102 & Info Lit
THIRD SEMESTER			
ADC 163 - CAD Building Documentation	ADC 103	3	
ADC 226 - Structures I	ADC 101 & MATH 118 or higher	3	
ADC 236 - Construction Cost Estimating I	ADC 101	3	
ADC 246 - Contracts and Specifications	ADC 101	3	
Social Science Elective ¹		3	Social Sciences
Humanities Elective ¹		3	Humanities
FOURTH SEMESTER			
ADC 212 - Construction Materials & Detailing: Methods	ADC 103 or ADC 109	3	
ADC 227 - Structures II	ADC 226	3	
ADC 237 - Construction Cost Estimating II - Computer Methods & Cost/Benefit Analysis	ADC 236	3	
ADC 261 - Construction Management and Scheduling	ADC 246	3	
Science Elective		3 or 4	Natural Science

MINIMUM CREDITS NEEDED TO GRADUATE: 63

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

General Education Requirements

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

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

MINIMUM CREDITS NEEDED TO GRADUATE: 66**General Education Requirements**

All General Education requirements are met through required courses (as indicated above) except for the **American/Global Diversity** requirement, the **Interpretive Studies** requirement and the **Writing Intensive** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **American/Global Diversity**, one course that is designated **Writing Intensive** and one course that is designated **Interpretive Studies**. 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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The Dental Hygiene program prepares graduates to be competent oral health clinicians and educators with the ability to develop effective oral health programs that can be utilized in private practice sites, schools and alternative practice settings in the community.

The clinical training is conducted on campus in a 16-chair, free dental hygiene clinic. Students have the opportunity to treat diverse patient populations, many with advanced periodontal disease.

The Dental Hygiene program is designed so that students, upon matriculation, can complete the program in 24 consecutive months.

Graduating Dental Hygiene students are eligible to take the Northeast Regional Board Examination and the National Board Dental Hygiene Examination.

ACCREDITATION:

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-2719 or at 211 East Chicago Avenue, Chicago, IL, 60611.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Qualify for all national and regional examinations required to obtain licensure as a Registered Dental Hygienist (RDH) in the Commonwealth of Pennsylvania.
- Work effectively as a team member and make decisions regarding dental hygiene services that reflect critical thinking and problem solving.
- Demonstrate quality patient care and disease prevention for patients with a variety of oral health needs while using the phases of assessment, planning, implementation and evaluation in a safe and service-oriented environment.
- Review contemporary scientific literature in the dental hygiene field which will enable the graduate to remain mindful of current trends.
- Formulate informed decisions using evidenced-based patient-centered dental hygiene care for all.
- Manage patient treatment and information, ensuring confidentiality and compliance with relevant legislation and ethical responsibilities.

PROGRAM ENTRY REQUIREMENTS:

Admission is selective and requires that potential students fulfill all admission requirements of the College. The requirements for admission to the Dental Hygiene program are:

1. High school diploma or general education diploma (GED).
2. A minimum of one year of high school biology, chemistry and college preparatory math, all with "C" or better grades, within the past 10 years. In the absence of these requirements, placement in MATH 118 and a grade of "C" or better in BIOL 106 and CHEM 110 satisfies these requirements.
3. Applicants must demonstrate readiness for ENGL 101 and MATH 118 as determined by the

College's placement tests or by successfully completing identified developmental course work.

4. Applicants with previous college experience must have a minimum of a 2.50 grade point average.
5. Applicants are required to participate in the pre-entrance Allied Health testing program.

Students are admitted to the program on a competitive basis as space allows.

CONDITIONS FOR ACCEPTANCE:

1. Results of complete physical and dental examinations, including laboratory test results of a complete blood count, serology, urinalysis, tuberculin PPD test and immunizations must be on file in the program office before the start of any dental course (September of starting year).
2. Verification of medical insurance is mandatory.
3. Applicants must attend a scheduled program orientation prior to entry.
4. Students must purchase uniforms and a Dental Hygiene supply kit prior to the start of the program (August of starting year).
5. Students must attend a fall and spring Study Skills Workshop.
6. Students must obtain a criminal record check, FBI (federal) clearance and a child abuse clearance prior to entrance into the program. This Dental Hygiene requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law.

The College, in its admission process, will consider information regarding criminal conviction and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a criminal background check, FBI (federal) clearance and child abuse clearance to determine whether there is any conviction which may bar the student from the Dental Hygiene program and/or state licensure. The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

Child Abuse Clearance

Any record results in denial of admission into the DH program.

Criminal Background Check

Any felony conviction within the past 10 years results in denial of admission to the DH program. Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student. Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

RECONSIDERATION:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the vice president for Academic Affairs whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the DH curriculum supervisor.

Involvement in any incident which resulted in a disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The DH program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

READMISSION:

1. One-time readmission into the Dental Hygiene program is permitted.
2. Students requesting a readmission must meet program entry requirements, conditions for acceptance, and are selected on a competitive basis as space permits.
3. Students may be required to retake dental and/or general education courses as determined by the program director.
4. Students who were dropped for unprofessional conduct or safety issues will not be considered for readmission.
5. The program must be completed within five years of initial enrollment.

PROGRAM OF STUDY REQUIREMENTS:

- Students exhibiting unprofessional conduct or violation of safety policies may be dropped from the curriculum pending a program review.
- To continue in the Dental Hygiene curriculum, students must maintain an overall 2.50 GPA.
- Students will not be permitted to continue in a clinical course without a yearly medical and dental exam and proof of medical insurance on file.
- Dental Hygiene students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the program director.

- Dental Hygiene students must submit proof of two-year CPR certification prior to entering the first year's spring semester.

GRADUATION REQUIREMENTS:

To qualify for the Associate in Applied Science (A.A.S.) degree in Dental Hygiene, students must complete 83 credit hours as prescribed and must maintain an overall 2.50 GPA and no grade below a "C" in any course.

NOTE: Students who become pregnant while in the Dental Hygiene program must submit appropriate documentation from their obstetrician to the program director. Since students may be exposed to radiation during the clinical practice of dental radiography, it may become necessary for the student to withdraw from the program.

The College cannot assume responsibility for any harm that might occur to a fetus as a result of exposure to ionizing radiation. A student who is required to withdraw from the Dental Hygiene program because of pregnancy can gain readmission to the program by following the established procedure.

DENTAL HYGIENE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SUMMER SESSION II			
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 101 - English Composition I		3	ENGL 101
FIRST SEMESTER—FALL			
DH 115 - Oral Head and Neck Anatomy	ENGL 101, CIS 103	3	
DH 135 - Dental Radiology	ENGL 101, CIS 103	3	
DH 150 - Dental Auxiliary Practices	ENGL 101, CIS 103	4	
DH 191 - Clinical Dental Hygiene I	ENGL 101, CIS 103, CPR Certification	3	
BIOL 109 - Anatomy and Physiology I		4	Natural Science
SECOND SEMESTER—			
DH 165 - Nutrition and Biochemistry	BIOL 109, DH 115, DH 135, DH 150, DH 191	4	
DH 192 - Clinical Dental Hygiene II	BIOL 109, ENGL 102, DH 115, DH 135, DH 150, DH 191	3	
DH 121 - Oral Histology and Embryology	BIOL 109, DH 115, DH 135, DH 150, DH 191	2	
BIOL 110 - Anatomy and Physiology II	BIOL 109	4	
ENGL 102 - The English Paper	ENGL 101	3	ENGL 102, Info Lit
SUMMER SESSION I			
DH 210 - Local Anesthesia	DH 121, 165, 192, and BIOL 110	4	
PSYC 101 - Introduction to Psychology		3	Social Sciences
SUMMER SESSION II			
SOC 101 - Introduction to Sociology		3	Am/Global Diversity, Writing Intensive, Interpretive
BIOL 241 - Principles of Microbiology		4	
THIRD SEMESTER—FALL			

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

FOURTH SEMESTER—SPRING

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

SUMMER SESSION I

DH 295 - Clinical Dental Hygiene V	DH 271, DH 294, ENGL 115	2	
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MINIMUM CREDITS NEEDED TO GRADUATE: 83**General Education Requirements**

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

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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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), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606 (www.jrcert.org) and graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists (ARRT - www.rrt.org).

The Diagnostic Medical Imaging curriculum begins once a year in Late Summer Session (July). The curriculum consists of eight consecutive semesters (24 months, including summer sessions) combining classroom/laboratory components at the College with Clinical Education courses at an area affiliate hospital. In the Clinical Education components, the student-radiographer is supervised by College faculty and clinical staff while interacting with the patient in the general radiographic/fluoroscopic setting, the emergency room, the operating room, the CT suite, doing mobile (portable) x-rays, and in the angiographic/interventional radiology suite.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

1. 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 Late Summer Session 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.
7. Clinical education requires a full range of motion. Pushing, pulling, twisting lifting and bending, standing and walking are required for the entire clinical day (7 hrs).

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.
SUMMER SESSION II			
DMI 101 - Introduction to Diagnostic Medical Imaging		2	
MATH 118 or higher		3	Mathematics
FIRST SEMESTER—FALL			
DMI 105 - Image Production and Evaluation I	Coreq: DMI 131	4	
DMI 119 - Intro to Radiologic Physics		2	
DMI 131 - Patient Care and Procedures I	Coreq: DMI 105	5	
DMI 181 - Radiographic Osteology and Pathology I		2	
BIOL 109 - Anatomy & Physiology I		4	Natural Science
SECOND SEMESTER—SPRING			
DMI 106 - Image Production and Evaluation II	DMI 105 , Coreq: DMI 132	2	
DMI 120 - Radiographic Equipment and Operation	DMI 119	2	
DMI 132 - Patient Care and Procedures II	DMI 105 & DMI 131 Coreq: DMI 106	5	Am/Global Diversity
DMI 182 - Radiographic Osteology and Pathology II	DMI 181	2	
BIOL 110 - Anatomy & Physiology II	BIOL 109	4	
SUMMER SESSION I			

DMI 198 - Clinical Education III	DMI 132	2	
CIS 103 - Applied Computer Technology		3	Tech Comp
SUMMER SESSION II			
DMI 199 - Clinical Education IV	DMI 198	2	
THIRD SEMESTER—FALL			
DMI 221 - Advanced Imaging/Computer Modalities	DMI 106, DMI 120, DMI 199 Coreq: CIS 103	4	
DMI 231 - Patient Procedures III	DMI 132	5	
DMI 261 - Radiation Biology and Protection	DMI 119, DMI 120	2	
ENGL 101 - English Composition I		3	
Social Science Elective		3	Social Sciences
FOURTH SEMESTER—SPRING			
DMI 222 - Angiographic/Interventional Procedures	DMI 221	3	
DMI 232 - Patient Procedures IV	DMI 231	5	
Humanities Elective		3	Humanities
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
SUMMER SESSION I			
DMI 299 - Clinical Education VII	DMI 232	2	

MINIMUM CREDITS NEEDED TO GRADUATE: 76**General Education Requirements**

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

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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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.
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FIRST SEMESTER

PHOT 104 - Introduction to Video Production		3	
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Math 118 -Intermediate Algebra or higher		3	Mathematics
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PHOT 151 - Digital Imaging		3	
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ENGL 101 - English Composition	3	ENGL101
CIS 103 - Applied Computer Technology	3	Tech Comp

SECOND SEMESTER

DVP 120 - Camera and Lighting Techniques for Digital Video Production	PHOT 104 with grade B or better	4	
DVP 130 - Audio Techniques for Digital Video Production	PHOT 104 with grade B or better	4	
DVP 140 - Video Editing Techniques for Digital Video Production	PHOT 104 with grade B or better	4	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit

THIRD SEMESTER

ENGL 271 - Language of Film	ENGL 101	3	Writing Intensive, Interpretive Studies
DVP 150 - Producing and Directing Techniques for Digital Video Production	PHOT 104 with B grade or better	4	
Social Science Elective		3	Social Science
Science Elective		3	Natural Science
Humanities Elective		3	Humanities

FOURTH SEMESTER

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

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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The Facility Management program leads to an Associate of Applied Science (A.A.S.) degree in Facility Management. Facility Managers are the people who plan and manage the buildings, grounds and systems of large businesses and institutions. Often working behind the scenes, as a group they are involved in a broad array of activities: planning, management, finance and real estate, design, and building operations issues, including security and communications. The field is rapidly professionalizing, and opportunities abound in this highly-regarded industry. This program provides students with a foundational education addressing the multi-disciplinary character of the field, thereby allowing for diverse job opportunities. The core of the Facility Management curriculum addresses gaining the basic technical knowledge of construction materials, processes and systems, as well as the business management and real estate areas.

The Facility Management – Construction Option is designed to prepare students for an entry-level position as a facility manager or construction manager. Their construction knowledge may be applied in overseeing the building of new or renovated facilities, the installation of updated systems, or determining the construction issues related to expansion or new uses. They will work closely with those in the design areas. In any of these roles, the students will be prepared to interact with the senior management of their employer, dealing with multiple real estate issues.

The Construction Option focuses on construction and management issues specific to the building and renovating process, such as the installation of updated systems and finishes, building codes, cost estimating, and scheduling and contracting. This program gives the student an opportunity to understand the fundamentals of building construction, such as interpreting construction documents and specifications, understanding construction contracts, creating construction cost estimates, scheduling and managing building projects, and being familiar with the technical aspects of building materials and systems.

The Facility Management program also offers a Design Option (listed separately) that focuses on developing a student's planning and design skills to apply on both new and renovated buildings.

Students who are interested in the program are encouraged to consult an advisor within the program for a more detailed explanation of the two options. Also, the program has a set of core courses which are common to both degrees. Students who are unsure as to which option they would like to pursue may wish to begin with those courses which are required by both options, so that they may change their option more easily at a later point.

The Facility Management Program is accredited by the International Facility Management Association (IFMA) Foundation.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Interpret architectural and construction drawings and documents.
- Demonstrate knowledge of various building materials and methods and related building technologies.
- Utilize computer systems for communication in technical drafting and documentation, project planning and management.
- Apply basic principles of planning, management and real estate practice.

- Communicate effectively and work as part of a team, using graphic, oral and written modes.

Program Entry Requirements:

Students are required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their degree program.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Facility Management, a student must complete a minimum of 62 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

FACILITY MANAGEMENT – CONSTRUCTION OPTION COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
ADC 101 – Introduction to Design and Construction		3	Tech Comp*
ADC 103 – CAD Basics		3	Tech Comp*
LEAD 104 – Introduction to Leadership Studies		3	
ENGL 101 – English Composition I		3	ENGL 101
MATH 118 - Intermediate Algebra or higher		3	Mathematics
SECOND SEMESTER			
ADC 112 – Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3	
ADC 163 – Digital Documentation in Architecture and Construction	ADC 103	3	
MNGT 121 – Introduction to Business		3	
ENGL 102 – The Research Paper	ENGL 101	3	ENGL 102, Info Lit
ADC 212 – Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3	
THIRD SEMESTER			
ADC 253 – Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3	
ADC 246 – Contracts and Specifications	ADC 101	3	
One course is selected from the following:		3	
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	Humanities
ECON 182 – Principles of Economics (Microeconomics)		3	
FOURTH SEMESTER			
RE 101 – Real Estate Fundamentals		3	
ADC 261 – Construction Management and Scheduling	ADC 246	3	
One course is selected from the following:		3	
ADC 136 – Construction Safety and Building Codes			

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	Natural Science
Social Science Elective	3	Social Sciences

MINIMUM CREDITS NEEDED TO GRADUATE: 60**General Education Requirements**

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

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

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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The Facility Management curriculum leads to an Associate of Applied Science (A.A.S.) degree in Facility Management. Facility managers are the people who plan and manage the buildings, grounds and systems of large businesses and institutions. Often working behind the scenes, as a group they are involved in a broad array of activities: planning, management, finance and real estate, design and building operations issues, including security and communications. The field is rapidly professionalizing, and opportunities abound in this highly-regarded industry. This program provides students with a foundational education addressing the multidisciplinary character of the field, thereby allowing for diverse job opportunities. The core of the Facility Management curriculum addresses gaining the basic technical knowledge of construction materials, processes and systems, as well as the business management and real estate areas. The Design Option focuses particularly on developing planning and design skills for both new and renovated buildings.

The Facility Management – Design Option is intended to prepare a student for an entry-level position as a facility manager, space programmer, space planner or move coordinator. Their design skills will be utilized in designing renovations, planning expansions and supervising outside design consultants. They will work closely with those in the construction areas. In any of these roles, the students will be prepared to interact with the senior management of their employer, dealing with multiple real estate issues.

The Design Option listed here gives the student an opportunity to acquire design skills to apply toward new and renovated buildings, as well as evaluating and planning development sites.

Experience with working in teams, as well as communicating design concepts is emphasized. The design studio, the core learning environment in design education, offers the opportunity to develop design skills and understand the conceptual framework of the design process.

The Facility Management program also offers a Construction Option (listed separately) which focuses on construction and management issues specific to the building and renovating process such as the installation of updated systems and finishes, building codes, cost estimating, and scheduling and contracting.

Students who are interested in the program are encouraged to consult an advisor within the program for a more detailed explanation of the two options. Also, the program has a set of core courses which are common to both degrees. Students who are unsure as to which option they would like to pursue may wish to begin with those courses which are required by both options, so that they may change their option more easily at a later point.

The Facility Management Program is accredited by the International Facility Management Association (IFMA) Foundation.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate an understanding of the design process by solving specific design problems, synthesizing and applying technical, historical, cultural and theoretical concepts.
- Develop design drawings and models utilizing freehand drawing and modeling, mechanical drawing, and computer drafting and modeling.
- Apply basic principles of planning, management and real estate practice.
- Demonstrate knowledge of various finish materials and methods, furnishings and related

interior products.

- Communicate effectively and work as part of a team, using graphic, oral and written modes.

Program Entry Requirements:

Students are required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their degree program.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Facility Management – Design Option, a student must complete a minimum of 62 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

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	Tech Comp*
ADC 103 – CAD Basics		3	Tech Comp*
ADC 109 – Design Studio I		4	
ENGL 101 – English Composition I		3	ENGL 101
MATH 118 – Intermediate Algebra or higher		3	Mathematics
SECOND SEMESTER			
ADC 112 – Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3	
ADC 159 – Design Studio II	ADC 109	4	
MNGT 121 – Introduction to Business		3	
Social Science Elective		3	Social Sciences
ENGL 102 – The Research Paper	ENGL 101	3	ENGL 102, Info Lit
THIRD SEMESTER			
ADC 212 – Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3	
ADC 253 – Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3	
Directive elective, one course is selected from the following:		3/4	
ADC 160 - Presentation Techniques	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	
Humanities Elective		3	Humanities
FOURTH SEMESTER			
ECON 182 - Principles of Economics (Micro)		3	
RE 101 – Real Estate Fundamentals		3	
One course is selected from the following:		3	

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	
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Science Elective ¹	3/4	Natural Science
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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**, **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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Continued technical progress and expanded emphasis on fire prevention, fire safety and pre-fire planning have created increased demands for skilled fire service personnel. The Fire Science curriculum is designed to serve the needs of Philadelphia firefighters and volunteer firefighters desiring to progress in expertise, skill and rank. Philadelphia firefighters who earn the A.A.S. Degree in Fire Science receive an additional half point on all Philadelphia Fire Department promotional examinations. The Fire Science Curriculum also serves students interested in becoming fire safety professionals. They may work in pre-fire planning or as fire code enforcement officers, building inspectors, fire protection technicians and designers, fire prevention equipment sales representatives or technical experts, and fire safety officials or risk managers for businesses, school districts and government agencies.

Program course offerings accommodate diverse schedules. The program has a dual admissions agreement with Holy Family University that allows our students desiring to continue their studies in fire science to transfer all of their credits there with guaranteed junior standing.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate skills needed for leadership in the fire service or a position in a related field such as code enforcement, pre-fire planning, building inspection, risk management or emergency planning.
- Demonstrate their understanding of fireground strategy and tactics, the occupational risks firefighters face and the health and safety management strategies available to reduce injuries.
- Articulate the requirements for fire detection and suppression systems in various types of buildings.
- Prepare a pre-fire plan for a building using computer-assisted design software to draw floor and site plans.
- Articulate their understanding of the scientific approach to fire investigation as well as the important role that fire investigation and fire prevention programs play in reducing a community's risk of fire.
- Demonstrate their understanding of building construction and hazardous materials.

Program Entry Requirements:

This program is open to all interested students. New students are normally required to take College placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Fire Science, a student must complete a minimum of 62 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

FIRE SCIENCE COURSE SEQUENCE

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

FSCI 104 – Fire Prevention and Building Codes	3	
ENGL 101 - English Composition I	3	ENGL 101
FSCI 111 – Emergency Scene Management	3	
MATH 118 - Intermediate Algebra or higher	3	MATH 117 Mathematics
FSCI 142 – Introduction to Occupational Health and Safety for Firefighters	3	

SECOND SEMESTER

ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
FSCI 181 – Building Construction for the Fire Service		3	
CHEM 110 - Introductory Chemistry		4	Natural Science
FSCI 271 – Hazardous Materials		3	
CIS 103 – Applied Computer Technology		3	Tech Comp

THIRD SEMESTER

Social Science Elective		3	Social Sciences
FSCI 172 – Fire Detection and Suppression Systems		3	
FSCI 221 – Fire Prevention and Protection		3	
Foreign Language (first of two semester sequence)		3	Humanities, Am/Global Diversity
PHYS 105 – Survey of Physics		4	

FOURTH SEMESTER

Social Science Elective		3	
FSCI 281 – Fire Investigation		3	
FSCI 241 – Fire Administration		3	
FSCI 291 – Computer Assisted Pre-Fire Planning		3	
Foreign Language (second of two semester sequence)		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 62**General Education Requirements**

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

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 is a computerized spatial database management system for capture, storage, retrieval, analysis, and display of geographic information. Along with general education, the GIS program will provide students with the knowledge and practical skills necessary to develop and manage geospatial projects and to interpret and implement GIS as a decision support tool.

STUDENT LEARNING OUTCOMES:

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

- Identify how geospatial technologies can be utilized within various organizations/applications
- Identify necessary equipment (software and hardware) and data needed to complete projects
- Manage geodatabases (creating, obtaining and updating geospatial data resources)
- Effectively use various geospatial technologies such as Geographic Information Systems (GIS), Global Positioning Systems (GPS) and Remote Sensing (RS)
- Conduct geospatial analyses and operations (geocoding, buffer, clip, distribution, correlation, and network)
- Work productively on geospatial projects, both independently and in teams
- Design cartographic representations (maps) of geospatial analyses, draw conclusions, and prepare reports and presentations that convey geospatial research/application/conclusions

The curriculum is designed to prepare students to enter employment after completing the AAS degree or to continue their education at a baccalaureate institution. For those students who plan to work upon program completion, they will be prepared to enter the field of GIS in the public or private sector in such positions as GIS technician or specialist.

Program Entry Requirements:

New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of the Program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Geographic Information Systems, students must complete the appropriate 60 credit hours with a minimum cumulative grade point average of 2.0 (C average). All students must earn a C or better in all GIS courses.

GEOGRAPHIC INFORMATION SYSTEMS COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
GIS 101 - Introduction to GIS	CIS 103 (must be taken concurrently or prior)	3	
GEOG 101 -Introduction to Physical Geography or		3	Social Science

GEOG 103 - Introduction to Human Geography

ENGL 101 - English Composition I

3

ENGL 101

CIS 103 - Applied Computer Technology

3

Tech Comp

MATH 118 - Intermediate Algebra

3

Mathematic

SECOND SEMESTER

GIS 102 - Intermediate GIS

GIS 101

3

GIS 104 - Principles of Computer Cartography & Visualization

GIS 101

3

GEOG 101 - Introduction to Physical Geography or

3

GEOG 103 - Introduction to Human Geography or

GEOG 180 - Urban Geography or

GEOG 222 - World Regional Geography

GEOG 101 or **GEOG 103**

ENGL 102 - The Research Paper

ENGL 101

3

ENGL 102 and Info Lit

Directed Elective (see list below)

3

THIRD SEMESTER

GIS 201 - Advanced Geospatial Applications

GIS 102

3

GEOG 101 - Introduction to Physical Geography or

3

GEOG 103 - Introduction to Human Geography or

GEOG 180 - Urban Geography or

GEOG 222 - World Regional Geography

GEOG 101 or **GEOG 103**

EASC 111 - Environmental Conservation

3

Natural Science

Directed Elective (see list below)

3

General Elective

3

FOURTH SEMESTER

GIS 203 - Remote Sensing and Global Positioning Technologies

GIS 101, Math 118

3

Directed Elective (see list below)

3

Humanities Elective

3

Humanities

Directed Elective (see list below)

3

General Elective

3

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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The Hospitality Management degree program gives students a broad foundation of courses enabling them to enter a range of industry segments including but not limited to contract services, sports stadiums, casinos, health care and university foodservices, as well as hotels and restaurants.

The Hospitality Management program offers courses in the management of personnel, equipment maintenance, food preparation, lodging, merchandising and other related aspects of lodging, restaurant or food service operations. Graduates of the program are prepared for positions as managers of food, catering, banquet, conference services, front desk, concierge and housekeeping.

Following completion of the Hospitality Management Associate in Applied Science (A.A.S.) degree requirements, some students may wish to use the program as a foundation for continuing their education at a four-year college or university.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate their knowledge and skills of basic hospitality/food service management principles.
- Demonstrate the ability to effectively perform various functions of supervisors and managers in the hospitality industry and make educated, lawful, ethical and productive decisions.
- Demonstrate the ability to assess and resolve conflicts in situations involving customers, employees and other parties in the hospitality industry.

Program Entry Requirements:

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

Program of Study and Graduation Requirements:

To qualify for the Hospitality Management Associate in Applied Science (A.A.S.) degree, a student must complete a total of 66 credit hours and attain a minimum grade point average of 2.0 ("C" average). Additional expenses for students in the program include uniforms, knife sets, medical and dental examinations and a field trip to New York City.

HOSPITALITY MANAGEMENT COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FIRST SEMESTER			
CAHM 110 – Introduction to the Hospitality Industry		3	
ENGL 101 – English Composition I		3	ENGL 101
MATH 118 – Intermediate Algebra or higher		3	Mathematics

CAHM 170 – Elementary Food Preparation, Principles, and Practices		4	
SECOND SEMESTER			
CIS 103 – Applied Computer Technology		3	Tech Comp
CAHM 171 – Quantity Food Preparation	CAHM 170	4	
CAHM 120 – Hotel Front Office Management	CAHM 110, CIS 103, MATH 118 or higher placement	3	
ECON 181 – Principles of Economics (Macroeconomics) or		3	
Social Science Elective		3	Social Science
SUMMER			
CAHM 198 – Hospitality Work Experience		3	
Humanities Elective		3	Humanities
THIRD SEMESTER			
CAHM 185 – Dining Room Management		3	
ENGL 102 – The Research Paper	ENGL 101	3	
CAHM 266 – Hospitality Law		3	
ACCT 101 – Financial Accounting		4	
CAHM 271 – Food, Beverage Management & Labor Cost Controls	CAHM 110	3	
CAHM 130 – Hotel Facilities Management	CAHM 110	3	
FOURTH SEMESTER			
Science Elective*		3/4	Natural Science
CAHM 278 – Hospitality Marketing		3	
CAHM 271 – Food, Beverage Management & Labor Cost Controls	CAHM 110, CAHM 170, CIS 103 & MATH 118 or higher	3	
CAHM 276 – Food & Beverage Management	CAHM 171	3	
CAHM 280 – Introduction to Supervision in the Hospitality Industry	CAHM 110, CAHM 198	3	

MINIMUM CREDITS NEEDED TO GRADUATE: 66**General Education Requirements**

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

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

** Although not required, it is recommended that Hospitality Management students take CAHM 161 Foodservice Safety and Sanitation. Consult the curriculum coordinator or an academic advisor for more information.

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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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 provides them with the knowledge to safely and successfully work within the American correctional system from the moment a defendant is convicted through his/her incarceration period and subsequent reintegration into society. The Parole/Probation concentration provides students with the skills and knowledge needed to manage cases from a defendant's conviction to his/her completion of probation or parole. Finally, the Corporate/Homeland Security concentration provides students with a broad foundation in key aspects of the corporate environment such as asset protection, homeland security and the investigation of corporate crimes.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Demonstrate the skills and knowledge necessary to succeed as professionals in the Justice field.
- Articulate the role and importance of law and evidence in formalized legal proceedings, and apply these concepts to worksites.
- Explain the intricate interrelationships of the police, courts and the correctional process in the field of criminal justice.
- Work with troubled youth and apply contemporary techniques used in the investigation and apprehension of the juvenile offender.

PROGRAM ENTRY REQUIREMENTS:

All students interested in the Justice field may enroll in this curriculum. Those identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

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	
JUS 171 - Juvenile Justice		3	Social Sciences
ENGL 101 - English Composition I		3	ENGL 101
SOC 101 - Introduction to Sociology		3	Writing Intensive, Interpretive Studies, Am/Global Diversity
CIS 103 - Applied Computer Technology		3	Tech Comp
SECOND SEMESTER			
PSYC 101 - Introduction to Psychology		3	
JUS 241 - Criminal Law	JUS 101 or PLS 101	3	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
THIRD SEMESTER			
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
JUS 291 - Contemporary Issues in Justice	JUS 101, 171 and 241	3	
MATH 118 - Intermediate Algebra (or higher)		3	Mathematics
Natural Science		3/4	Natural Science
FOURTH SEMESTER			
Concentration course - select one from the list below	JUS 101 (except for BHHS 121)	3	
Directed Elective ¹		3	

Directed Elective ¹	3	
Directed Elective ¹	3	
Humanities Elective	3	Humanities

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:

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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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 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 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 and 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			
AH 101 - Introduction to Health Care Professions		3	
MATH 118 - Intermediate Algebra or higher		3	Mathematics
SECOND SEMESTER			
MA 110 - Introduction to Clinical Skills	Prerequisite: AH 101 , Corequisite: AH 103	3	
AH 103 - Medical Terminology		3	
ENGL 101 - English Composition I		3	ENGL 101
BIOL 108 - Essentials Anatomy and Physiology ¹		4	Science
AH 116 - Interpersonal and Professional Skills in Health Care		3	
THIRD SEMESTER			
MA 115 - Medications and Medical Specialty Procedures	MA 110, AH 103, BIOL 108 which may be taken concurrently	3	
AH 120 - Reimbursement Methodologies in Health Care		3	
CLT 102 - Phlebotomy		4	
AH 112 - Medical Administrative Procedures		3	
CIS 103 - Applied Computer Technology		3	Tech Comp
FOURTH SEMESTER			
AH 204 - Medical Law and Ethics	ENGL 101	3	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
AH 190 - Human Disease and Treatment	AH 103, BIOL 107 or BIOL 109	3	
AH 220 - Information Management Systems in Health Care	CIS 103, AH 112	3	
FIFTH SEMESTER			

AH 201 - CPT and ICD Coding	AH 103, AH 190, BIOL 108 or BIOL 109	3	
MA 299 – Medical Assisting Externship	CLT 102, MA 115, AH 204	4	
Humanities Elective		3	Humanities
Social Science Elective		3	Social Science

MINIMUM CREDITS NEEDED TO GRADUATE: 64**General Education Requirements**

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

Revised 051412

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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:**Prerequisites:**

- High school diploma or GED
- Biology 106 (or one year of high school biology)*
- Chemistry 110 (or one year of high school chemistry)*
- Two year of college preparatory math with a "C" or better
- Placement in MATH 118
- Placement in ENGL 101
- GPA of 2.75 or higher

*Science courses must be less than 10 years old. For applicants holding a high school diploma, the 10-year requirement is calculated from the date of graduation. For all other applicants, the date is calculated from the semester and year the course was successfully completed.

STS 101 (there is only one course) may be substituted for **BIO 106** and **CHEM 110**.

Deadlines

- Applications are due by January 15.
- All prerequisite courses must be complete by January 31.

- All transfer credits must be posted to the students Community College of Philadelphia record by January 31.
- All application requirements (Allied Health test) must be completed by March 3.

Admission is selective and requires that potential students fulfill all admission requirements of the College. 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.

Requirements upon admission

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

Nursing Health Requirement

A record of complete physical examination including required laboratory test results and immunizations must be in the Nursing department office before applicants can begin a Nursing course. A physical examination is also required of students prior to the beginning of the second year of the program. Immunizations may be supplemental with additional immunizations as clinical agencies require, such as but not limited to seasonal flu 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. Students will be asked to complete the Essential Functions document.

Students who are registered with the Center on Disability must inform the instructor by the end of the first week of class if special accommodations are required.

BACKGROUND CHECKS:

The Professional Nursing law permits the Nursing Board to consider the "moral character of any nursing candidate." The Pennsylvania Board of Nursing makes the final determination concerning an applicant's eligibility for R.N. licensure. The Pennsylvania Board of Nursing considers any and all prior convictions, including guilty plea, plea of nolo contendere, receiving probation without verdict, accelerated rehabilitative disposition (ARD), or any other disposition (excluding acquittal or dismissal) of any criminal charges, felony or misdemeanor, including DUI/DWI, drug law violations, pending and/or unresolved charges and expunged and juvenile records, when determining whether to allow an applicant to apply for R.N. licensure.

The College, in its admissions process, will consider information regarding criminal convictions and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a Pennsylvania State Police and F.B.I. criminal background check, child abuse check and drug screening test. A positive result in any of these areas may bar the student from being admitted into the Nursing program.

The following guidelines are used for making decisions about an applicant's criminal and child abuse background:

Child Abuse Clearance

- Any record results in denial of admission into the Nursing program.

Criminal Background Checks

- Any felony conviction within the past ten years results in denial of admission to the Nursing program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense, and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Drug Screening Clearance

- The Nursing program requires participation in clinical education. Clinical affiliates of the Nursing program require evidence of a negative drug screening test in order for a student to participate in the clinical education part of the nursing program at their facility. Therefore any student with a positive drug screening test cannot be admitted into the Nursing program.

Additional requirements:

- CPR Certification – health care provider
- Health Insurance
- Professional Liability insurance

- Transportation to clinical facilities
- Purchase of uniforms and supplies

RECONSIDERATION:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the vice president for Academic Affairs whose decision is final.

DISCIPLINARY ACTION:

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any postsecondary institution is considered in the admissions process. The Nursing program reserves the right to deny admission to any applicant who has a documented history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

PROGRESSION:

To remain in the Nursing curriculum, students must maintain a grade of "C" or better in all nursing and required pre- and corequisite courses. During all clinical laboratory experiences, students must maintain client safety. Violation of safety may result in an immediate clinical failure, an administrative withdrawal and a grade of "F" for the course. Students whose attitudes and behavior are viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing. A nursing student must inform the Head of the Department of Nursing immediately if there is a change in the student's criminal background or child abuse clearance while the student is enrolled in the nursing program. If changes occur in the student's criminal background or child abuse clearance during enrollment in the nursing program, the student's situation will be reevaluated and this may lead to termination from the Nursing program.

READMISSION:

Students requesting readmission to the Nursing program must meet program entry requirements and conditions for acceptance. Students requesting readmission are selected on a competitive basis as space permits. The program must be completed within four years of initial enrollment. Students who were dropped from the program for unprofessional conduct or violation of 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 Advance Placement Option applicants must complete the following courses, with a "C" or higher, by July 31 prior to the anticipated January enrollment. Transfer credits must be posted on the student record by July 31.

- GPA of 2.75 or higher
- **Chemistry 110** (or high school equivalent less than 10 years old)
- **Math 118**
- **Biology 109**
- **Diet 111**
- **English 101**

Documentation of life experience is required. LPNs must submit a current, active LPN license in good standing in the Commonwealth of Pennsylvania and a transcript from the LPN school. Medics/corpsmen must submit evidence of honorable discharge from a branch of the U.S. military indicating training and service as a medic/corpsman.

Students who plan to transfer from another school of nursing in the U.S. must provide a transcript showing a GPA of 2.75 or higher, at least one year of clinical courses with satisfactory performance (provide course descriptions) and a letter of reference from the school.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the A.A.S. degree in Nursing, students must complete 64 credit hours as prescribed, attain a grade point average of 2.0 or better and no grade below "C" in any course. All students must complete the nursing course sequence within four academic years of the date of admission to the first nursing course.

For Reference:

Clinical experience in the Nursing program includes contact with children. This experience could be in hospitals, schools or other community agencies. In order to participate in these experiences,

students must obtain a criminal record check and child abuse history clearance prior to entrance into the Nursing program. This Nursing program requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the head of the Nursing program.

The Pennsylvania State Board of Nursing reserves the right to deny a license to any candidate who has been convicted of any felonious act. Conviction includes a judgment, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete ARD. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act; or
2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
 - a. at least 10 years have elapsed from the date of the conviction;
 - b. the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
 - c. the applicant otherwise satisfies the qualifications contained in this act.

NURSING COURSE SEQUENCE

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

MINIMUM CREDITS NEEDED TO GRADUATE: 64

General Education Requirements

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

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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The Paralegal Studies curriculum leads to the Associate in Applied Science (A.A.S.) degree. This curriculum provides students with a varied and general grounding in the practical skills necessary to be a paralegal along with a strong liberal arts background. The program is suitable for students seeking either to transfer to a four-year institution in a law-related program or to enter the work force as a paralegal, particularly in small to mid-sized law firms, businesses, government, and public and private agencies.

Community College of Philadelphia trains paralegals who must operate under the supervision of a licensed attorney and are prohibited from practicing law. This program has been approved by the American Bar Association.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Work successfully as entry-level paralegals.
- Apply ethical concepts to hypothetical examples and real-life situations.
- Draft legal documents, conduct legal research both manually and through computer-assisted research and undertake the full scope of tasks assumed by entry-level paralegals.
- Demonstrate legal analytical skills and legal writing skills.
- Cultivate a supportive professional network and learn how to remain current in the legal profession.
- Demonstrate an understanding of legal terminology in civil litigation and a variety of practice areas.
- Demonstrate practical skills in a variety of practice areas.
- Understand the role of technology in the modern law office and have practical experience using legal technology programs.

Program Entry Requirements:

New students are required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Students transferring into the Paralegal Studies Program may transfer in up to thirty credits (one half of the credits required for an A.A.S. in Paralegal Studies) from other accredited institutions in accordance with the College's general transfer policies. Of those thirty credits, the Paralegal Studies Program at Community College of Philadelphia will accept up to fifteen credits of Paralegal Studies courses in transfer from an ABA approved institution with the following conditions:

1. **PLS 111** and **PLS 211** will not be accepted in transfer.
2. Upon request, students who seek transfer credit for Paralegal courses must provide evidence indicating whether the Paralegal courses to be transferred were taken in a distance, hybrid or traditional classroom format in order to ensure that the ABA policy regarding limits on distance courses is met by all graduates.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

A minimum of 60 credits, a grade of "C" or better in all Paralegal Studies courses and a grade point average of 2.0 are required for graduation. Certain courses required for graduation may be

substituted with the approval of the program coordinator and the dean of Liberal Studies. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing. All students are required to sign an integrity statement in all Paralegal Studies courses agreeing to abide by standards of ethics and integrity in all assignments and undertakings.

Students in the Paralegal Studies Program are advised that it is important to have current knowledge in order to successfully compete in today's legal environment and are urged to complete all Paralegal Studies courses within five years of graduation. To ensure that graduates possess current knowledge and skills, the following requirements apply:

- Because of the need to possess current knowledge of technology, **PLS 115** (Legal Technology) must be taken within five years of graduation.
- Any student who has taken Introduction to Paralegal Studies, (**PLS 101**), Civil Litigation, (**PLS 121**), Legal Research and Writing I, (**PLS 111**) and / or Legal Research and Writing II, (**PLS 211**) more than five academic years before his / her proposed graduation date must demonstrate current knowledge. The student should meet with the Program Coordinator and develop a plan to demonstrate current knowledge and skills.

ACCELERATED PROGRAM:

Designed primarily for students who have already completed most or all of their general education requirements (either at the College or by transfer), the Paralegal Studies Accelerated Program sequences the ten Paralegal Studies courses required for graduation 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	ENGL 101
MATH 118 - Intermediate Algebra or higher		3	Mathematics
PLS 101 –Introduction to Paralegal Studies		3	
CIS 103 – Applied Computer Technology		3	Tech Comp

Social Science Elective		3	Social Sciences
SECOND SEMESTER			
ENGL 102 – The Research Paper	ENGL 101	3	ENGL 102, Info Lit
PLS 111 – Legal Research & Writing I	PLS 101	3	Writing Intensive, Interpretive Studies
PLS 115 – Legal Technology	CIS 103	3	
Natural Science Elective		3/4	Natural Science
PLS 121 – Civil Litigation I	PLS 101	3	
THIRD SEMESTER			
Social Science Elective		3	
Humanities Elective ¹		3	Humanities
PLS 211 – Legal Research & Writing II	PLS 111, ENGL 102	3	
Concentration Course – Select one from the following ² :		3	
PLS 221 – Civil Litigation II	PLS 121		
PLS 231 – Family Law	PLS 111, PLS 121		
PLS 241 – Tort Law	PLS 121		
PLS 251 – Real Estate Law for Paralegals	PLS 111		
PLS 255 – Business Organizations for Paralegals	PLS 111, ENGL 101		
PLS 261 – Wills, Trusts & Estate Administration	PLS 111		
PLS 265 – Intellectual Property	PLS 111		
PLS 271 – Bankruptcy Law	PLS 121		
PLS 275 – Employment Law	PLS 111		
PLS 281 – Environmental Law	PLS 111		
PLS 285 – Immigration Law	PLS 121		
PLS 295 – Legal Internship	PLS 111, PLS 121, completion of 36 credits and GPA of 2.5 or better		
JUS 241 – Criminal Law	JUS 101 or PLS 101		
Concentration Course – Select one from the list above		3	
FOURTH SEMESTER			
General Elective		3	
General Elective		3	
Concentration Elective – Select one from the list above		3	
Concentration Elective – Select one from the list above		3	
Concentration Elective – Select one from the list above		3	

MINIMUM CREDITS NEEDED TO GRADUATE: 60**General Education Requirements**

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

¹ See a Paralegal Studies academic advisor.

² The curriculum has been designed so that any five of the following 13 courses will provide a

coherent course of study in preparation for employment as a paralegal.

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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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:

- Demonstrate effective communication, critical thinking and problem-solving skills as a patient service representative.
- Produce accurate correspondence and reports using available computer technology by applying recording, editing and language skills.
- Understand office functions as they contribute to sound business practices and procedures.
- Utilize their knowledge and experiences to competently perform the administrative procedures in a health care facility.
- Coordinate the organizing, processing and responding to electronic and paper communications to facilitate the flow of information in the medical environment.
- Produce accurate financial and billing records for the medical environment by compiling information and using appropriate software.
- Establish and maintain data management systems to organize electronic and paper records for the medical environment.
- Use database and spreadsheet software to generate required informational reports.
- Adhere to security, privacy and confidentiality policies.
- Demonstrate effective customer service interactions.
- Meet the expectations of the today's health care employers as an entry-level health 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.
FIRST SEMESTER			
AH 103 - Medical Terminology		3	
AH 112 - Medical Administrative Procedures		3	
ENGL 101 - English Composition I		3	English 101
Lab Science - Biology		4	Science
CIS 103 - Applied Computer Technology		3	Tech Comp
SECOND SEMESTER			
AH 116 - Interpersonal and Professional Skills in the Health Care Setting		3	
AH 120 - Reimbursement Methodologies in Health Care	ENGL 101	3	
AH 204 - Healthcare Law and Ethics	ENGL 101	3	
Lab Science - Biology		4	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102 & Info Lit
THIRD SEMESTER			
MATH 118 - Intermediate Algebra or higher		3	Mathematics
AH 220 - Information Management Systems in Health Care	CIS 103, AH 112	3	
AH 190 - Human Disease and Treatment	AH 103, BIOL 107 or BIOL 109	3	
AH 200 - Basic CPT Coding	AH 103, BIOL 107 or BIOL 109	3	
General Elective		3	
FOURTH SEMESTER			
AH 260 - Supervisory Management in Health Care	AH 204	3	
AH 222 - Health Care Policy and Administration	AH 120, AH 204	3	
AH 224 - Current Issues and Trends in Health Care	AH 120, AH 204	3	
Social Science Elective		3	Social Science
Humanities Elective		3	Humanities

MINIMUM CREDITS NEEDED TO GRADUATE: 62

General Education Requirements

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

the **Writing Intensive** requirement 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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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	
PHOT 104 - Introduction to Video Production		3	
PHOT 111 - History of Photography		3	
ENGL 101 - English Composition I		3	ENGL 101
CIS 103 - Applied Computer Technology		3	Tech Comp

SECOND SEMESTER

PHOT 103 - Large Format Photography	PHOT 101	4	
PHOT 151 - Digital Imaging		3	
PHOT 152 - Introduction to Color Photography and Digital Printing	PHOT 151 , which may be taken concurrently	3	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
MATH 118 - Intermediate Algebra or higher		3	Mathematics

THIRD SEMESTER

PHOT 201 - Commercial Photography Basic Studio	PHOT 103	4	
PHOT 202 - Commercial Photography Portraiture	PHOT 152 , which may be taken concurrently	4	
PHOT 217 - Photojournalism	PHOT 152 , which may be taken concurrently	4	
Science Elective		3/4	Natural Science

FOURTH SEMESTER

PHOT 205 - Commercial Photography Advanced Studio	PHOT 152 and PHOT 201	4	
PHOT 211 - Corporate and Event Videography	PHOT 104	3	
PHOT 299 - Professional Practices Photographic Imaging	PHOT 202 and PHOT 205 which may be taken concurrently	3	
Humanities Elective		3	Humanities
Social Science Elective		3	Social Science

MINIMUM CREDITS NEEDED TO GRADUATE: 63 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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This curriculum prepares students as advanced practitioners in respiratory care technology. Students learn diagnostic and therapeutic procedures applicable to pulmonary care. Therapeutic procedures include use and administration of oxygen and other medical gases, aerosolization of drugs for inhalation, set up and maintenance of mechanical ventilators (to assist or control ventilation), performance of chest physical therapy maneuvers and certification in cardiopulmonary resuscitation. Respiratory care personnel perform diagnostic procedures such as pulmonary function studies and arterial blood gas analysis, and are involved in rehabilitation of the patient with cardiopulmonary abnormalities. The Respiratory Care Technology program is a 22-consecutive-month associate's degree program that is fully accredited by the Committee for Accreditation of Respiratory Care. The program's graduates are eligible to sit for all credentialing examinations administered by the National Board for Respiratory Care, including the entry-level examination, the written registry and clinical simulation examinations and specialty exams in pulmonary function technology and neonatal/pediatric respiratory care. In addition, graduates are eligible for Pennsylvania state licensure, a requirement for practicing in the state, and licensure in all states.

In addition to classroom and laboratory program components, clinical experience at selected area hospitals and health care facilities is required. The clinical phase requires the student to be in the hospital approximately eight hours per day, up to five days per week, starting as early as 7 a.m. As a prerequisite to the clinical phase of the program, students must provide evidence of personal medical insurance, certification in all CPR techniques and the results of complete physical examination. Laboratory test results will include a complete blood count, serology and urinalysis. A tuberculosis skin test is also required and, if indicated, a chest X-ray may be necessary. In addition, recent immunization documentation must be provided for measles, mumps, rubella, diphtheria, pertussis, tetanus, polio and Hepatitis B. A second complete physical exam is required prior to beginning the second year of the program. Health problems that might interfere with the ability to meet stated program objectives will be considered on an individual basis.

Student Learning Outcomes:

Upon completion of this program graduates will be able to:

- Successfully complete all level Board exams offered through the National Board for Respiratory Care.
- Obtain a professional license to practice as a respiratory therapist in Pennsylvania and/or any state requiring licensure.
- Obtain gainful employment as a respiratory therapist.

Program Entry Requirements:

Applicants for the program must have successfully completed a high school diploma or GED with a grade of "C" or better, high school biology (or a 4-credit college biology course) and high school algebra (or MATH 118 or placement into a higher level math course). It is recommended that applicants have high school chemistry (or CHEM 110 or equivalent) and high school physics (or PHYS 105). These requirements must have been met within the past 10 years. For applicants holding a high school diploma, the 10-year requirement is calculated from the date of graduation.

Students petitioning for admission must have a minimum of a 3.0 grade point average and must meet other department admission requirements, and will be admitted only upon favorable

recommendation of the entire faculty.

All applicants are required to participate in the pre-entrance standardized testing program. Applicants may be interviewed by the program director, department head and/or members of the department's admission Committee. Students petitioning for a second admission to the program must have a 2.75 grade point average and will be readmitted only upon favorable recommendation of the entire faculty.

To remain in the Respiratory Care program students must maintain a grade of "C" or better in all Respiratory Care and required pre- and corequisite courses. During all clinical laboratory experiences, the student must maintain client safety and receive a passing grade for any clinical component of a course. Failure to do so will result in either a failure in the course or administrative or student-initiated withdrawal.

Clinical experience in the program includes contact with children. Acceptance to the program is conditional pending receipt and evaluation of a criminal background check and child abuse clearance check. Completed checks must be received by the program director by August 15, prior to the fall semester of the first year of the program.

The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

Child Abuse Clearance

Any record results in denial of admission into the Respiratory Care program.

Criminal Background Checks

- Any felony conviction within the past 10 years results in denial of admission to the Respiratory Care program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

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	
RESP 101 - Fundamentals of Respiratory Care Techniques I	RESP 100	4	
ENGL 101 - English Composition I		3	ENGL 101
BIOL 109 - Anatomy and Physiology I		4	Natural Science
MATH 118 - Intermediate Algebra	MATH 117	3	Mathematics
SECOND SEMESTER			
RESP 102 - Fundamentals of Respiratory Care Techniques II	RESP 100, RESP 101	4	
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
BIOL 110 - Anatomy and Physiology	BIOL 109	4	
SUNMMER SESSION I			
RESP 103 - Fundamentals of Respiratory Care Techniques III	RESP 102	3	
CHEM 110 - Introductory Chemistry or CHEM 101 - General Chemistry		4	
SUNMMER SESSION II			
RESP 104 - Clinical Practicum I	RESP 103	1	
FALL SEMESTER			
RESP 210 - Cardiopulmonary Pathophysiology I	RESP 104 Coreq: RESP 220	1	
RESP 220 - Advanced Respiratory Care Procedures I	RESP 104 Coreq: RESP 210	5	
BIOL 241 - Principles of Microbiology	BIOL 106, BIOL 107, BIOL 109 or BIOL 123	4	
SPRING SEMESTER			
Humanities Elective		3	Humanities
RESP 211 - Cardiopulmonary Pathophysiology II	RESP 210 Coreq: RESP 227	4	
Social Science Elective		3	Social Sciences
RESP 221 - Advanced Respiratory Care Procedures II	RESP 220 Coreq: RESP 211	5	
SUNMMER SESSION I			
RESP 299 - Clinical Practicum II	RESP 211 and RESP 221	1	

MINIMUM CREDITS NEEDED TO GRADUATE: 69

General Education Requirements

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

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

For More Information Contact:

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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	
MUS 101 - Piano I		1	
FIRST SEMESTER			
MUS 102 - Piano II	MUS 101	1	

MUS 196 - Ensemble I		1	
MUS 115 - Introduction to Music Technology		3	
MATH 118 - Intermediate Algebra or higher		3	Mathematics
CIS 103 - Applied Computer Technology		3	Tech Comp
ENGL 101 - English Composition I		3	ENGL 101
MUS 111 - Aural Theory I	MUS 100	3	
SECOND SEMESTER			
MUS 103 - Introduction to Music		3	
MUS 114 - Harmony I	MUS 100	3	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3	
ENGL 102 - The Research Paper	ENGL 101	3	ENGL 102, Info Lit
MUS 197 - Ensemble II		1	
MUS 113 - Aural Theory II	MUS 111	3	
THIRD SEMESTER			
ACCT 101 - Financial Accounting		4	
MUS 214 - Harmony II	MUS 114	3	
MUS 220 - ProTools - Digital Audio Editing	MUS 215	3	
MUS 180 - Music Business		3	
MUS 211 - Aural Theory III	MUS 113	3	
FOURTH SEMESTER			
PHYS 125 - Musical Acoustics		3	Natural Science
MUS 260 - Sound Reinforcement and Recording Session	MUS 220	3	
MUS 107 - Music Composition	MUS 100, MUS 115	3	
Social Science Elective		3	Social Science
MUS 290 - Music Internship	MUS 180, MUS 260 which may be taken concurrently	2	

MINIMUM CREDITS NEEDED TO GRADUATE: 67**General Education Requirements**

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

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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Designed for students aspiring to be leaders in their communities, the certificate program in Community Leadership 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 and community organizations.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Demonstrate 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 written documents.
- Demonstrate the 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.
- Demonstrate an understanding of how perceptions of race, ethnicity, class, gender and other significant social differences affect organizations and communities.
- Demonstrate an understanding of how leadership can help people modify faulty perceptions and bridge differences.
- Demonstrate 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. 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.

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
MATH 118 - Intermediate Algebra		3
CIS 103 - Applied Computer Technology		3

LEAD 104 - Introduction to Leadership Studies (or LEAD 101, 102 and 103)	3
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BHHS 105 - Introduction to Group Dynamics OR ENGL 117 - Group and Team Communication	3
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Select one from the following: PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or POLS 111 - American Government or POLS 117 - Local and State Government with Cases from Philadelphia and Pennsylvania	3
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SECOND SEMESTER

ENGL 102 - The Research Paper	ENGL 101	3
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LEAD 125 - Community Involvement: Theory and Practice	3
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LEAD 120 - Conflict Resolution	3
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Select one from the following: ENGL 115 - Public Speaking ENGL 116 - Interpersonal Communication ENGL 118 - Intercultural Communication	3 For ENGL 115: ENGL 101 which may be taken concurrently For ENGL 116: ENGL 101 or ENGL 114
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LEAD 214 - Leadership for Effective Organizations or LEAD 211, 212 and 213	LEAD 104	3
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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-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
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FIRST SEMESTER

ADC 101 - Introduction to Design and Construction		3
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ADC 103 - CAD Basics		3
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ADC 112 - Construction Materials and Detailing; Properties	ADC 103 or ADC 109	3
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ENGL 101 - English Composition I		3
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Math 137 - Geometry for Design or higher level mathematics course	Math 118 placement	3
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SECOND SEMESTER

ADC 163 - Digital Documentation in Architecture and Construction	ADC 103	3
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Select one course from the following:		3
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ADC 136 - Building Codes	ENGL 101 must be taken concurrently or prior	
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ADC 212 - Construction Materials and Detailing; Methods	ADC 103 or ADC 109	
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ADC 226 - Structures I - Analysis	ADC 101 and Math 118 or higher	
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ADC 246 - Contracts and Specifications	ADC 101	
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ADC 253 - Environmental Systems I	ADC 101 and ADC 103 or ADC 109	
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CIS 105 - Windows Professional Operating System	CIS 103	
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ADC 263 - Digital Animation and Rendering	ADC 103 or Art 150	3
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Humanities/Social Science Elective		3
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ADC 273 - Advanced CAD Applications	ADC 163	3
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ENGL 102 - The Research Paper or - Report and Technical Writing	ENGL 112 ENGL 101	3
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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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The certificate program in Creative Writing is a 33-credit program designed to help students grow as writers and readers. Guided by our accomplished faculty, students will take a sequence of literature and creative writing courses, have opportunities to interact with visiting writers, and attend readings, workshops, festivals and other special events. The program culminates in a capstone course, Portfolio Development, designed to help students prepare to apply to four-year writing programs and develop manuscripts for publication. Students earning the certificate in Creative Writing may elect to continue their education at the College by earning the A.A. degree in Liberal Arts by completing 28 additional credits.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Examine literature as a model for their original work.
- Understand and use techniques necessary for the mastery of the craft of creative writing.
- Improve their creative writing skills through feedback and continued revision.
- Gain insight into local and national resources for writers and the publication process.
- Complete a portfolio of original work for publication or submission to other creative writing programs.

PROGRAM ENTRY REQUIREMENTS:

This program is open to all interested students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their certificate program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

Receipt of the academic certificate is based on completion of a minimum of 33 credits of required courses, with a minimum cumulative grade point average of 2.0 ("C" average).

CREATIVE WRITING ACADEMIC CERTIFICATE COURSE SEQUENCE

Course Number and Name	Prerequisites and Corequisites	Credits
SUMMER SESSION		
ENGL 101 - English Composition I		3
FIRST SEMESTER		
MATH 118 - Intermediate Algebra or higher		3
CIS 103 - Applied Computer Technology		3
Social Science Elective		3
ENGL 205 - Creative Writing	ENGL 101	3

SECOND SEMESTER

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

ENGL 102 - The Research Paper **ENGL 101** 3

Directed Elective - Select one of the following:
Literature course or 3

ENGL 137 - Introduction to Theatre (**ENGL 137** recommended for students taking **ENGL 282**) **ENGL 101**

Select one of the following: 3
ENGL 280 - Poetry Writing **ENGL 205**
ENGL 281 - Fiction Writing **ENGL 205**
ENGL 282 - Scriptwriting **ENGL 205**
ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism **ENGL 102** or **ENGL 205**

THIRD SEMESTER

Select one of the following: 3
ENGL 280 - Poetry Writing **ENGL 205**
ENGL 281 - Fiction Writing **ENGL 205**
ENGL 282 - Scriptwriting **ENGL 205**
ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism **ENGL 102** or **ENGL 205**

ENGL 285 - Portfolio Development Prerequisite: Enrollment in the certificate program in Creative Writing. Two of the following: **ENGL 280, 281, 282, 283** one of which may be taken concurrently 3

MINIMUM CREDITS NEEDED TO GRADUATE: 33 credits**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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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
------------------------	--------------------------------	---------

FIRST SEMESTER

BHHS 161 - Introduction to Disabilities		3
BHHS 101 - Introduction to Behavioral Health and Human Services		3

BHHS 111 - Introduction to Helping Skills	BHHS 101 , which may be taken concurrently; acceptance into the BHHS curriculum or related certificate program	3
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ENGL 101 - English Composition I		3
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CIS 103 - Applied Computer Technology*		3
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MATH 118 - Intermediate Algebra (or higher)		3
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SECOND SEMESTER

BHHS 105 - Introduction to Group Dynamics		3
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BHHS 194 - Case Management Practice	BHHS 111	3
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BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111	3
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ENGL 102 - English Composition II	ENGL 101	3
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BHHS 261 - Developmental Disabilities Support Services	BHHS 161 prerequisite	3
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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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This program prepares students for a variety of careers in the energy conservation industry and related fields, such as energy auditors, product specifiers, quality control supervisors, materials testers, and site inspectors. Individuals interested in developing small independent energy conservation contracting businesses will also find this program useful toward achieving that goal. Courses within this program utilize the latest industry-standard scientific methods, instruments and software for determining the energy consumption profile for buildings.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Conduct performance audits of energy consumption in existing buildings.
- Plan energy renovation projects.
- Provide leadership in creating and maintaining a safe working environment.
- Organize and run an independent construction business.

PROGRAM ENTRY REQUIREMENTS:

Students are normally required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the Academic Certificate in Energy Conservation, a student must complete a minimum of 30 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

ENERGY CONSERVATION ACADEMIC CERTIFICATE

Course Number and Name	Prerequisites and Corequisites	Credits
FIRST SEMESTER		
ADC 101 - Introduction to Design & Construction		3
ADC 103 - CAD Basics		3
ADC 136 - Construction Safety and Building Codes		3
ENGL 101 - English Composition I		3
MATH 137 - Geometry for Design (or higher MATH)		3
SECOND SEMESTER		
ADC 112 - Construction Materials & Detailing: Principles	ADC 103 or 109	3
ADC 146 Construction Supervision & Business Practices	ADC 101	3

ADC 161 - Energy Auditing, Mediation and Monitoring	ADC 101	3
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ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101	3
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ENGL 102 - The Research Paper	ENGL 101	3
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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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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

GIS 101 – Introduction to Geographic Information Systems	CIS 103 , which may be taken concurrently	3
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FIRST SEMESTER

GEOG 101 – Introduction to Physical Geography or		3
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GEOG 103 – Cultural Geography		
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ENGL 101 – English Composition I		3
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MATH 118 - Intermediate Algebra or higher		3
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GIS 102 - Intermediate Geographic Information Systems	GIS 101	3
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SECOND SEMESTER

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

GIS 203 - Remote Sensing and Global Positioning Technologies	GIS 101, MATH 118	3
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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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Human Services Academic Certificate

Gainful Employment Information

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
BHHS 111 - Introduction to Helping Skills	BHHS 101 , which may be	3

taken concurrently;
acceptance into the BHHS
curriculum or related
certificate program

BHHS 105 - Introduction to Group Dynamics		3
ENGL 101 - English Composition I		3
YW 101 - Foundations of Youth Work or BHHS 121 - Foundations of Addiction Studies or BHHS 171 - Introduction to Social Gerontology or BHHS 161 - Introduction to Disabilities		3
CIS 103 - Applied Computer Technology*		3
SECOND SEMESTER		
BHHS 194 - Case Management Practice	BHHS 111	3
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111	3
ENGL 102 - The Research Paper	ENGL 101	3
BHHS 151 - Family Violence, Abuse and Trauma or BHHS 241 - Crisis Intervention		3
MATH 118 - Intermediate Algebra (or higher)		3

MINIMUM CREDITS NEEDED TO GRADUATE: 33

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

For More Information Contact:

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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 provides them with the knowledge to safely and successfully work within the American correctional system from the moment a defendant is convicted through his/her incarceration period and subsequent reintegration into society. The Parole/Probation concentration provides students with the skills and knowledge needed to manage cases from a defendant's conviction to his/her completion of probation or parole. Finally, the Corporate/Homeland Security concentration provides students with a broad foundation in key aspects of the corporate environment such as asset protection, homeland security and the investigation of corporate crimes.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

- Demonstrate an understanding of basic concepts and principles of criminal justice.
- Demonstrate the skills and knowledge necessary for employment in entry level criminal justice positions such as police officer, corrections officer or private security manager.
- Demonstrate an understanding of and commitment to the values of the criminal justice profession.

PROGRAM ENTRY REQUIREMENTS:

New students are required to complete the College's placement test prior to their enrollment.

Students identified as needing developmental work must satisfactorily complete the appropriate

developmental English and mathematics courses as part of the academic certificate program.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

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
JUS 171 - Juvenile Justice		3
ENGL 101 - English Composition I		3
CIS 103 - Applied Computer Technology		3
MATH 118 - Intermediate Algebra (or higher)		3
SECOND SEMESTER		
ENGL 102 - English Composition II	ENGL 101	3
JUS 241 - Criminal Law	JUS 101 or PLS 101	3
Concentration course - select one from the list below	JUS 101	3
Concentration course - select one from the list below	JUS 101	3
Concentration course - select one from the list below	JUS 101	3

Concentration course - Selection of courses from one of the following designated "clusters" should be guided by the choice of career goal, as shown. All concentration courses except BHHS 121 have JUS 101 as a prerequisite.

Police:

JUS 121 - Legal Issues in Justice and Human Services
JUS 151 - Police Operations
JUS 181 - Community Relations
JUS 201 - Introduction to Terrorism
JUS 221 - Criminal Investigation
JUS 251 - Comparative Police Systems
JUS 261 - Criminal Evidence and Procedure
JUS 281 - Organized Crime

Corrections:

JUS 121 - Legal Issues in Justice and Human Services
JUS 221 - Criminal Investigation
JUS 235 - American Correctional Institutions
JUS 237 - Community-Based Corrections
JUS 281 - Organized Crime
BHHS 121 - Foundations of Addiction Studies

Parole/Probation:

JUS 121 - Legal Issues in Justice and Human Services
JUS 181 - Community Relations
JUS 221 - Criminal Investigation
JUS 237 - Community-Based Corrections
JUS 281 - Organized Crime
BHHS 121 - Foundations of Addiction Studies

Corporate/ Homeland Security:

JUS 105 - Introduction to Corporate and Homeland Security*
JUS 181 - Community Relations
JUS 201 - Introduction to Terrorism
JUS 221 - Criminal Investigation
JUS 261 - Criminal Evidence and Procedure
JUS 281 - Organized Crime

MINIMUM CREDITS NEEDED TO GRADUATE: 30

*All students in the Corporate/Homeland Security concentration must take JUS 105 - Introduction to Corporate and Homeland Security as one of their concentration courses.

For More Information Contact:

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

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The **Behavioral Health/Human Services (BHHS) curriculum** offers a certification process to further develop appropriate and effective professional education and training for jobs as addiction counselors, rehabilitation specialists and case management specialists in the fields of chemical dependency and other addictions such as nicotine and gambling. Students must meet both regular College admission requirements and those of the Behavioral Health/Human Services curriculum. The certificate also may be taken in conjunction with the degree program in BHHS. Individuals working in the addictions field require diverse backgrounds, training and experience. Students come to the program degreed, non-degreed and from various academic disciplines, bringing with them varied levels of understanding and expertise in the assessment and treatment of mental health and substance abuse.

STUDENT LEARNING OUTCOMES:

Upon completion of this program graduates will be able to:

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

PROGRAM ENTRY REQUIREMENTS:

The program is open to interested students. New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English courses prior to program entry. Students requiring developmental mathematics courses must complete them in addition to the requirements of their certificate program. Admission to the program also requires that the student attend an orientation session before a decision of acceptance is made. Permission of the BHHS curriculum coordinator is required for admission.

PROGRAM OF STUDY AND GRADUATION REQUIREMENTS:

To qualify for the academic certificate in Recovery and Transformation, a student must complete 33 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

CERTIFIED ADDICTION COUNSELOR (CAC) STATUS:

The Pennsylvania Certification Board requires 300 clock-hours of training with appropriate paid experience and a bachelor's degree in a human service field to achieve the credential of Certified Addictions Counselor (CAC). However, persons can become eligible for addiction counselor positions while working on their CAC credential. Pennsylvania Bulletin, v. 26, n. 5 for February 3, 1996 states the following: A person with an associate's degree in human services from an accredited college with a major in chemical dependency and two years of experience is eligible for the position of addictions counselor. Without experience, the community college graduate, with an associate's degree and a major in chemical dependency, is prepared for the position of assistant addiction counselor. Community College of Philadelphia will help all qualified students apply for AAC I (Associate Addictions Counselor) and AAC II status. Those students with a bachelor's degree will be advised of the procedure for applying for the CAC as well as the necessary educational credits needed to

comply with the certification board. It should be noted that three college credit hours is equivalent to 45 clock-hours of training.

RECOVERY AND TRANSFORMATION ACADEMIC CERTIFICATE

Course Number and Name	Prerequisites and Corequisites	Credits
FIRST SEMESTER		
BHHS 121 - Foundations of Addiction Studies		3
BHHS 101 - Introduction to Behavioral Health and Human Services		3
BHHS 111 - Introduction to Helping Skills	BHHS 101 , must be taken concurrently or prior; acceptance into the BHHS curriculum or related certificate program	3
ENGL 101 - English Composition I		3
CIS 103 - Applied Computer Technology*		3
MATH 118 - Intermediate Algebra (or higher)		3
SECOND SEMESTER		
BHHS 105 - Introduction to Group Dynamics		3
BHHS 131 - Faith and Spirituality in Human Services or BHHS 194 - Case Management Practice	BHHS 111	3
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111 with "C" grade or better	3
ENGL 102 - The Research Paper	ENGL 101	3
BHHS 222 - Assessment and Service Planning in Recovery	BHHS 121	3

MINIMUM CREDITS NEEDED TO GRADUATE: 33

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

For More Information Contact:

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

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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
BHHS 101 – Introduction to Behavioral Health and Human Services		3
BHHS 111 – Introduction to Helping Skills	BHHS 101 - which may be taken concurrently; acceptance into the BHHS curriculum or related	3

certificate program

ENGL 101 – English Composition I		3
CIS 103 – Applied Computer Technology		3
MATH 118 – Intermediate Algebra or higher		3
SECOND SEMESTER		
BHHS 105 – Introduction to Group Dynamics		3
BHHS 194 – Case Management Practice	BHHS 111	3
BHHS 195 – Practicum in Behavioral Health/Human Services I	BHHS 111	3
ENGL 102 – The Research Paper	ENGL 101	3
BHHS 277 – Behavioral Development and Social Processes of Aging	BHHS 171	3

MINIMUM CREDITS NEEDED TO GRADUATE: 33

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

For More Information Contact:

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

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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
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FIRST SEMESTER

ENGL 101 – English Composition I	3
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WS 101 – Introduction to Women's Studies	3
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MATH 118 - Intermediate Algebra or higher	3
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PSYC 101 – Introduction to Psychology or SOC 101 – Introduction to Sociology	3
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CIS 103 – Applied Computer Technology	3
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SECOND SEMESTER

ENGL 102 ² – The Research Paper or	ENGL 101	3
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ENGL 112 –Report and Technical Writing		
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Any four of the following:	12
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ANTH 202 – Gender Roles in Cross-Cultural Perspective	ANTH 101 or ANTH 112 or SOC 101
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ENGL 260 –Women in Literature	ENGL 101
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HIST 180 – Women and History	
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BHHS 151 –Family Violence, Abuse and Trauma	
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PSYC 202 – Human Sexuality	PSYC 101
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SOC 212 – Marriage and Family	SOC 101
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SOC 115 – Women and Men in American Society	ENGL 101
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PHIL 202 - Philosophy of Love and Sexuality	
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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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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
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FIRST SEMESTER

YW 101 – Foundations of Youth Work	3
ENGL 101 – English Composition I	3
YW 110 – Family and Community Engagement	3
CIS 103 – Applied Computer Technology	3
Directed Elective* – choose one:	3
BHHS 101 – Introduction to Behavioral Health and Human Services	
BHHS 105 – Introduction to Group Dynamics	
BHHS 111 – Introduction to Helping Skills	BHHS 101
BHHS 151 – Child Abuse and Family Violence	
JUS 171 Juvenile Justice	
PSYC 101 – Introduction to Psychology	
PSYC 201 – Child Psychology	
PSYC 215 – Developmental Psychology	PSYC 101
MATH 118 - Intermediate Algebra or higher	3
SECOND SEMESTER	
YW 115 – Critical Issues in Youth Work	3
ENGL 102 – The English Paper	ENGL 101 3
Directed Elective – Choose one from list above	3
Directed Elective – Choose one from list above	3
Youth Work 196 – Practicum in Youth Work**	3/4

MINIMUM CREDITS NEEDED TO GRADUATE: 33

*Students planning to obtain the A.A.S. degree in Behavioral Health and Human Services (BHHS) should select their courses to match BHHS requirements in consultation with an advisor.

** Students may substitute BHHS 195 or BHHS 213 with permission of the Youth Work certificate program coordinator.

For More Information Contact:

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

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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
AT 111	Automotive Suspension and Steering Systems	AT 100 , which may be taken concurrently	4
AT 121	Principles of Automotive Electricity and Electronics	AT 100 , which may be taken concurrently	3
AT 150	Automotive Braking Systems	AT 100 , which may be taken concurrently	2
AT 181	Automotive Engine Mechanical Repair	AT 100 , which may be taken concurrently	4
AT 250	Advanced Braking Systems and Controls	AT 121, AT 150	2

Total Credits: 17**SUCCESSFUL COMPLETION:**

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

INDUSTRY CERTIFICATION PREPARATION:

- ASE A1 Automotive Engine Repair
- ASE A6 Automotive Electrical Systems
- ASE A4 Steering and Suspension Systems
- ASE A5 Automotive Braking Systems
- PA Safety Inspector License
- PA Emission Inspector License

INTENDED AUDIENCE:

The Automotive Service Proficiency Certificate is designed for individuals who are:

- Working in the industry as technicians and who are seeking to upgrade their skills and improve their employment opportunities.
- Seeking to acquire the technician skills to begin careers in the automotive industry in entry-level positions.

FOR MORE INFORMATION CONTACT:

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

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The Billing 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 Billing 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 Billing 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 Billing 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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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
MATH 118	Intermediate Algebra (or Placement in MATH 161 or higher)		3
CHEM 110 or CHEM 121	Introductory Chemistry or College Chemistry	MATH 118 placement or ENGL 101 ready	4
BIOL 123	Cellular and Molecular Biology	CHEM 121 or CHEM	4

		110
BTT 100	Introduction to Biomedical Technology	BIOL 123, MATH 118 1 or higher, ENGL 101
BTT 101	Biomedical Technician Training	BTT 100 2
BTT 201	Biomedical Technician Training	BTT 101 4

Total Credits: 21

SUCCESSFUL COMPLETION:

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

FOR MORE INFORMATION CONTACT:

The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

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Biotechnology 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
BIOL 123	Cellular and Molecular Biology	CHEM 121 or CHEM 110	4
BIOL 211	Genetics	BIOL 106 or BIOL	4

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

Total Credits: 28**SUCCESSFUL COMPLETION:**

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

FOR MORE INFORMATION CONTACT

The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

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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

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

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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The courses in the Computer Programming and Software Development Proficiency Certificate will prepare students for collecting and analyzing information to determine the limitations and possibilities of application programs and to project the timing and performance of software designs. When completed, the courses may be applied to the Computer Science Associate in Science Degree.

STUDENT LEARNING OUTCOMES:

Upon successful completion of the Computer Programming and Software Development Proficiency Certificate students will be able to:

- Design, code, test, and debug object-oriented applications software.
- Demonstrate proficiency using the java computer programming language.
- Analyze the temporal and spatial efficiency of existing computer software and of computer software designs.
- Work with users and business managers to develop clear, concise and correct specifications for computer software, and to test completed software to see if it meets given specifications.
- Design and implement efficient data structures for applications software.

ENTRANCE REQUIREMENTS:

Students should be ENGL 101 and MATH 118 ready. Students who wish to prepare for employment developing software related to database operations may also wish to complete **CIS 205 - Database Management Systems**.

Computer Programming and Software Development Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
CSCI 111	Programming and Algorithm Development I	MATH 118 placement or higher	4
CSCI 112	Programming and Algorithm Development II	CSCI 111 with a 'C' or better or dept. approval	4
CSCI 211	Data Structures and Algorithms	CSCI 112 with a 'C' or better	4
MATH 121 or MATH 163	Computer Math and Logic or Discrete Mathematics	MATH 017 or MATH 118 or higher placement MATH 161 completed or MATH 162 or higher placement	3/4

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:

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

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

Total Credits: 13**Successful Completion:**

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

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

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

STUDENT LEARNING OUTCOMES:

Upon successful completion of the Medical Insurance Billing proficiency certificate, students will be able to:

- Know the correct terminology for diseases, symptoms, diagnostic treatment and surgical procedures.
- Gauge the susceptibility of the patient, the nature of the disease agent and the chain of infection.
- Identify and describe diagnostic tests and procedures, the normal findings, the disease indicated by the test or procedure if the results are abnormal, and common treatments recommended to treat the illness or condition.
- Identify the major sections found in the CPT manual, interpret the information contained in the Guidelines and notes, recognize symbols used and select the appropriate code which reflects type(s) of procedures performed.
- Differentiate among major types of voluntary, commercial, government-sponsored and managed care health insurance plans.
- Identify the components of the revenue cycle.
- Define revenue cycle management.
- Describe the importance of effective revenue cycle management in a provider's fiscal stability.
- Define fraud and abuse issues in health care.
- Explain health care compliance issues.

Entrance Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must 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

ENGL 101	English Composition I		3
BIOL 107 or BIOL 109	General Biology or Anatomy and Physiology I		4
AH 200	Basic CPT Coding	AH 103, BIOL 107 or BIOL 109	3
AH 190	Human Disease and Treatment	AH 103, BIOL 107 or BIOL 109	3
AH 120	Reimbursement Methodologies in Health Care	ENGL 101	3
AH 202	Basic ICD-9-CM Coding Principles	AH 103, AH 190 and BIOL 107 or BIOL 109, ENGL 101	3

Total Credits: 22

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 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 staff, 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's 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 101	Introduction to Health Care Professions		3
AH 103	Medical Terminology		3
ENGL 101	English Composition I		3
CIS 103	PC Applications		3

AH 112	Medical Administrative Procedures	3
AH 116	Interpersonal and Professional Skills	3
AH 204	Medical Law and Ethics	ENGL 101 3

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 email health@ccp.edu.

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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
PHYS 105	Survey of Physics		4
ENGR 210	Nanofabrication Manufacturing Technology Seminar	MATH 118, CHEM 110 2 or higher, PHYS 105 or	

		higher	
ENGR 211	Material, Safety & Equipment Overview for Nanofabrication	ENGR 210, ENGR 212 (may be taken concurrently)	3
ENGR 212	Basic Nanofabrication Processes	ENGR 210, ENGR 211 (may be taken concurrently)	3
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
ENGR 214	Lithography for Nanofabrication	ENGR 210, ENGR 211, ENGR 210 (may be taken concurrently) and ENGR 213 (which must be taken concurrently)	3
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
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

Total Credits: 28**SUCCESSFUL COMPLETION:**

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

FOR MORE INFORMATION CONTACT:

The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

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The courses in the Network and Systems Administration Proficiency Certificate are closely linked to professional certification from Comp TIA and Microsoft, and engage students in both the development of technical skills needed to support and maintain computer networks, and the application of analytical skills needed to analyze and manage computer networks. When completed, the courses may be applied to the Computer Information Systems Information Technology Associate in Applied Science Degree or the Management of Computer Information Technology Associate in Arts Degree.

STUDENT LEARNING OUTCOMES:

After completing the courses in the Network and Systems Administration Proficiency Certificate, students will be able to:

- Analyze, diagnose and repair common problems with the Windows operating system on a personal computer and on a network sever.
- Determine the hardware and software needs for a common local area network (LAN) of personal computers, including the time needed to setup the network and the costs involved.
- Set up and maintain a common local area network (LAN) of personal computers with the proper equipment.
- Install and manage user accounts on a personal computer system and on a local area network (LAN) of personal computers.
- Install and support peripheral equipment, such as printers, on a local area network (LAN) of personal computers.

ENTRANCE REQUIREMENTS:

Students who possess personal computer application skills may test out of **CIS 103 - Applied Computer Technology**. Students who wish to seek employment as systems analysts may also complete **CIS 270 - Systems Analysis and Design**.

Network and Systems Administration Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
CIS 103	Applied Computer Technology		3
CIS 105	Windows Professional Operating Systems	CIS 103	4
CIS 150	Data Communications and Networking	CIS 104 or CIS 105	4
CIS 252	Windows Server Administration	CIS 150	4
CIS 204	Linux and Unix Operating Systems or	CIS 104 or CIS 105	3/4
CIS 253	Windows Active Directory Services	CIS 252	

Total Credits: 18 or 19

SUCCESSFUL COMPLETION:

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

For More Information Contact:

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

Industry Certification Preparation:

- Microsoft Office Users Specialist certification in Word and Excel
- Microsoft Windows Professional Certification Exam
- Microsoft Windows Server Administration Certification Exam
- Microsoft Windows Active Directory Services Certification Exam

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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
CIS 103	Applied Computer Technology		3
ENGL 101	English Composition I		3
AH 112	Medical Administrative Procedures		3

AH 116	Interpersonal and Professional Skills in the Health Care Setting	3
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AH 120	Reimbursement Methodologies in Health Care	ENGL 101	3
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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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Process technology is a controlled and monitored series of operations, steps, or tasks that converts raw material into a product. A process technician monitors and controls mechanical, physical and/or chemical changes that constitute a process, troubleshoots equipment problems and analyzes, evaluates and communicates data. A proficiency certificate in level one process technology will prepare students for an entry-level position in the industries that use Process Operators. Organizations such as Sunoco, Philadelphia Gas Works, the Philadelphia Water Department, Tasty Baking Company and pharmaceutical companies. The proficiency certificate is a credential recognized for preparing students with the basic knowledge and skills to perform entry-level operations in process control.

Several options exist for a student to obtain this certificate. The student may:

1. Take only the courses leading to the certificate.
2. Take the courses leading to the certificate as part of the Applied Science and Engineering Technology Associate Degree Program.

STUDENT LEARNING OUTCOMES:

Students who complete this certificate will be able to:

- Utilize technology to retrieve, prepare, and compile operator specific documentation.
- Interpret processing schedules, operating logs, and test results to determine operating parameters for assigned equipment.
- Analyze specifications, monitor and adjust controls to meet product requirements.
- Establish proper operating conditions for specific production equipment.
- Work as part of a team to ensure safe and effective product output.

ENTRANCE REQUIREMENTS:

Students must be English 101 ready. This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must 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.	4
CHEM 110	Introduction to Chemistry	MATH 118 placement ENGL 101 ready	4
CIS 103	Applied Computer Technology		3
PTEC 102	Plant Equipment	PTEC 101	3

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

Total Credits: 20

SUCCESSFUL COMPLETION:

Successful completion of the program requires a "C" grade or better in each of the courses listed above. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

FOR MORE INFORMATION CONTACT:

The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

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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
CAHM 151	Elementary Baking and Pastry		4
CAHM 171	Quantity Food Preparation	CAHM 170	4
CAHM 210 or CAHM 270	American Cuisine Advanced Food Production, Nutrition and Finishing	CAHM 170 CAHM 171	4

Total Credits: 16**SUCCESSFUL COMPLETION:**

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to achieve a "C" grade or better and thus demonstrate competency, students must complete exams, writing assignments, projects and presentations.

For More Information Contact:

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

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The courses in the Receptionist and Office Clerk Proficiency Certificate provide students with the basic skills necessary to work in an office environment and prepare various business documents using Microsoft Office software applications. When completed, the courses may be applied to the Liberal Arts-General Option Associate in Arts Degree or the Computer Information Systems-Information Technology Associate in Applied Science Degree.

STUDENT LEARNING OUTCOMES:

Upon completion of the Receptionist and Office Clerk Proficiency Certificate, students will be able to:

- Prepare and distribute business documents, such as memos and letters, using word processing software and e-mail.
- Use a search engine to effectively locate information on the Internet.
- Use electronic spreadsheet software to create tables of data, graphs and charts.

ENTRANCE REQUIREMENTS:

*Students may test out of OA 110 if they have keyboarding skills

Receptionist and Office Clerk Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
OA 110*	Professional Keyboarding I		3
OA 106	Microsoft Word and PowerPoint		3
OA 161	Business Communications		3
CIS 103	Applied Computer Technology		3

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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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.
- Describe the relationship between counseling and spiritual-existential traditions in recovery.
- Discuss the psychotherapeutic process of change as it relates to addictive behavior.
- Demonstrate the professional responsibilities required of a helper, including ethical practice.

ENTRANCE REQUIREMENTS:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

Recovery and Transformation Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
BHHS 101	Introduction to Behavioral Health and		3

Human Services

BHHS 111	Introduction to Helping Skills	BHHS 101 , which may be taken concurrently	3
BHHS 121	Foundations of Addiction Studies		3
BHHS 131 or	Faith and Spirituality in Human Services		3
BHHS 222	Assessment and Service Planning in Recovery	BHHS 121	

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. It addresses how people change, extra-therapeutic factors and specific relationship variables that predict successful outcomes in helping individuals in need. Students learn to work with individuals of varying ages and abilities in a variety of human service settings and with groups using skills sets such as assessing readiness, identifying key challenges, establishing goals and taking specific action steps. Through this certificate students become familiar with community resources, the role of crisis intervention strategies and how to formulate and write specific goals which emphasize a continuum of care planning model.

This certificate is designed for individuals interested in employment as casework assistants, case managers, residential support staff, youth advocates, mental health assistants, peer counselor support staff, youth ministries. When completed, the courses may be applied to the associate degree program in Behavioral Health/Human Services or related Academic Certificates.

STUDENT LEARNING OUTCOMES:

Upon completion of the Social and Human Service Assistant Proficiency Certificate students will be able to:

- demonstrate a fundamental understanding of intentional interviewing, levels of intervention, case conceptualization and models of care that are specific to working within a time-sensitive framework.
- demonstrate understanding of specific assessment instruments and use these in practice.
- select intervention techniques appropriate to desired goals and incorporate these in practice.
- demonstrate basic competency in basic motivational interviewing skills (MI) and beginning helping skills that are fundamental to briefer models of working clients.
- describe what constitutes a crisis and explain several theories of crisis and models of intervention.
- describe characteristics of effective crisis workers and how to apply crisis intervention models to a variety of situations.
- demonstrate use of techniques that foster a continuum of care model of support services.
- discuss ethical practices of crisis counselors when working with clients or networking with other agencies.

ENTRANCE REQUIREMENTS:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Social and Human Service Assistant Proficiency Certificate Program Course Sequence

Course Number	Course Title	Prerequisites	Credits
BHHS 101	Introduction to Behavioral Health and Human Services		3

BHHS 111	Introduction to Helping Skills	BHHS 101 , which may be taken concurrently	3
<hr/>			
Select one of the following:			3
BHHS 121	Foundations of Addiction Studies		
BHHS 151	Family Violence, Abuse and Trauma		
BHHS 171	Intro to Social Gerontology		
BHHS 161	Intro to Disabilities		
<hr/>			
BHHS 241	Crisis Intervention		3
<hr/>			

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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This Certificate will prepare graduates to work with youth in a variety of youth serving agencies such as community centers, group homes, after school programs and mental health clinics. When completed, the courses may be applied to the academic certificate in Youth Work and to the Behavioral Health/ Human Services associate degree program.

Student Learning Outcomes:

Upon completion of this Youth Work proficiency certificate students will be able to:

- Develop positive empathic relationships with young people from diverse backgrounds.
- Create caring and supportive environments within youth programs that promote healthy development.
- Design activities that engage youth and foster growth.

Entrance Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

Youth Work Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
YW 101	Foundations of Youth Work		3
YW 110	Family and Community Engagement		3
YW 115	Critical Issues in Youth Work		3

Total Credits: 9**Successful Completion:**

Successful completion of the program requires a "C" or better in each of the courses listed above. In order to achieve a "C" or better and thus demonstrate competency students must complete exams, writing assignments, projects and presentations.

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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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 other off-campus, program-related activity. (The specific activity is usually referred to in the course description.)

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

Dietetics
Digital Video Production
Earth Science
Economics
Education
Engineering
English
Finance
Fire Science
Foreign Languages
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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The one-hour lab indicated for all foreign language courses is a period in which students are required to complete listening and speaking exercises using various technologies as instructed by faculty.

A two-semester course is designated by a hyphenated number: for example, 101-102. The first half of such a course is prerequisite to the second half. Credit is usually given if only the first half of the course is completed unless otherwise stated in the course description.

All other courses are one semester in length.

Please check course listings, published each semester, to determine if and when a specific course may be offered.

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

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

Dietetics
Digital Video Production
Earth Science
Economics
Education
Engineering
English
Finance
Fire Science
Foreign Languages
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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CENTER FOR BUSINESS AND INDUSTRY



College Catalog 2012-2013

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: \$75.**

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.

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

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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 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. *Fulfills American/Global Diversity requirement.*

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 190 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.

AH 200 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 and BIOL 107 or BIOL 109, and AH 190 which may be taken concurrently.

AH 202 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 and BIOL 107 or BIOL 109, and AH 190.

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 211 Professional Practice In Medical Coding

2-0-4-3

This course consists of two components: professional practice experience and classroom sessions. Each week the student will attend a coding practicum in an affiliated health information department or physician's office to apply knowledge learned in the classroom to code patient health records, using both the ICD-9-CM and CPT coding systems. The classroom sessions will focus on discussion of professional practice assignments and on reviewing materials to help prepare students to take a national coding certifying exam. Prerequisites: AH 190, AH 200 and AH 202.

AH 215 Advanced Current Procedural Terminology (CPT) Coding

3-0-0-3

This course provides students with in-depth practice in the application of Current Procedural Terminology (CPT) codes. Students will expand the knowledge learned in the basic course, AH 200, to translate 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. Case studies and abstracts from medical records will be used by students to apply their knowledge and gain competence in coding. The encoder will be utilized extensively. Prerequisites: AH 200 and AH 211.

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.

Unless otherwise noted, all college level courses require English 101 placement.

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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: \$75.**

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: \$75.*

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: \$75.**

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).

*Additional course fee: \$75.**

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: \$75.**

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: \$75.**

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.

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*Effective Fall 2011.

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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

Cultural Anthropology examines the nature of culture from the perspective of anthropology. The course is a survey of language, kinship, social structure, political organization, technology, economic systems, culture change, art and religion. It uses a cross-cultural approach, with examples from literate and non-literate societies of the world. Both economic and cultural globalization processes are examined. *Fulfills American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.*

ANTH 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.

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3-0-3

This course introduces students to the fields of architecture, interior design, construction and related disciplines. Students learn basic terminology, and documentation standards and techniques. Significant factors influencing design and construction are explored, including historical precedents and design theory, interrelationships between working professionals, the financing of projects, ethical and social concerns, and physical and legal constraints. Selected current topics, such as sustainability, modular design and computer interface are discussed. This overview course provides students with a broad understanding of the design and construction fields. Students will learn contemporary methods for accessing and processing information about the design professions.

ADC 103 CAD Basics

2-4-3

A general introduction to computer-assisted design. Students gain proficiency in the use of CAD software through creating architectural drawings. Students will learn the terminology, functions and principles of CAD operations as well as building documentation. Additionally, students will be introduced to advanced software for three-dimensional modeling, rendering and animation.

*Additional course fee: \$115.****ADC 109 Design Studio I**

3-5-4

This studio course introduces students to basic design principles and the manual drawing techniques which are used to graphically convey visual/architectural ideas. Delineation is the means by which students will develop an understanding of the design process. Students will learn to work in both two- and three- dimensional media.

*Additional course fee: \$115.****ADC 112 Construction Materials and Detailing: Properties**

3-0-3

This course introduces students to commonly employed construction materials, from those used in excavation and foundations through framing and roofing. Materials are studied in terms of their historical uses, composition, physical properties, manufacture and assembly, applications, regulatory constraints and sustainability. Basic terminology, principles and processes in design and construction, and factors that influence material selection and material assemblies are discussed. Construction details are examined and developed. Students learn about key issues including sustainable design, new technologies and materials and the importance of effective team collaboration. Prerequisites: ADC 103 or ADC 109

ADC 136 Construction Safety and Building Codes

3-0-3

Students will learn about common construction worker safety procedures contained in OSHA regulations, lead safety procedures regulated by the EPA, and the national model building and energy conservation codes produced by the International Codes Council. The focus will be on the International Building Code (IBC), and the International Energy Conservation Code (IECC), as well as state and local adaptations of these. Requirements of the Americans with Disabilities Act (ADA) are also studied.

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: \$115.**

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: \$115.**

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: \$115.**

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: \$75.**

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.

*Additional course fee: \$75.**

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: \$115.**

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: \$75.*

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: \$75.**

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: \$115.**

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: \$75.**

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: \$115.**

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: \$75.**

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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*Effective Fall 2011.

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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 and American/Global Diversity requirements.*

ART 103 History of Art: Ancient to Renaissance

3-0-3

This course surveys the history and stylistic development of art forms from the ancient world through the Renaissance, including Islamic Art. The course requires students to analyze and interpret works of art and also explores concepts and media, as well as the political, social and religious developments related to important artistic changes. A field trip to a museum is required. *Fulfills American/Global Diversity and Interpretive Studies requirements.*

ART 104 History of Art: Renaissance to Modern

3-0-3

Surveys the history and stylistic development of art forms from the European Renaissance to the Modern art of the twentieth century, including some non-western cultures. The course will focus on art concepts and media, as well as the socio-political and religious developments, which effected important artistic changes. At least one field trip to an art museum is included. *Fulfills 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

Drawing I focuses on the basic principles of drawing. Through working from direct observation, students learn about the elements (concepts) and mechanics of drawing. Students will be taught how to control the placement of objects on the page, and the use of sight measuring—sighting along a pencil to compare distances and angles and to compare height vs. width. Students will also be taught how to construct geometric forms using sight measuring, perspective (convergence), transparent construction (drawing every object as though you can see through it) and tone (value). Students will learn about the materials and supplies of drawing through demonstrations given by the instructor and through the drawing process. Throughout the course, art history will be referenced to illustrate concepts discussed in the course.

*Additional course fee: \$115.**

ART 106 Drawing II

0-6-3

Drawing II builds upon the concepts covered in Drawing I. The students will use basic geometric forms as a means of analyzing the structure and volume of progressively more complex geometric as well as organic forms including an introduction to the human form. Students will also be required to articulate spatial relationships using both line and tone. Weekly homework assignments will be given in conjunction with classroom assignments. Students will learn about the materials and process of drawing through demonstrations given by the instructor. Throughout the semester, art history will be referenced to illustrate concepts discussed in the course. Relevant examples of art history will be shown through digital images, books and museum trips. Students will also learn basic vocabulary and concepts that they will put into practice during classroom critiques and discussions.

Prerequisite: Art 105

Additional course fee: \$115.*

ART 109 Ceramics I

0-6-3

Introduction to the basic techniques of working in clay: coiling, slab construction, pinching, wheel throwing and glazing. Both functional and sculptural works are created as an understanding of form and surface is gained. The use of slides and visits to museums and art galleries will introduce students to historical and contemporary ceramics.

Additional course fee: \$115.*

ART 111 Three-Dimensional Design I

0-6-3

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: \$111.**

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: \$112.**

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: \$115.*

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. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

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: \$115.**

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: \$115.*

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: \$115.*

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: \$115.**

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): \$115.**

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: \$115.**

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: \$115.**

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: \$115.**

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: \$115.**

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: \$115.**

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.

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

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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: \$135.**

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: \$135.**

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 text equipment in the Automotive Technology Center. Prerequisite: AT 100, which may be taken concurrently.

*Additional course fee: \$135.**

AT 131 Automotive Manual Transmissions and Drivelines

3-4-4

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: \$135.**

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: \$135.**

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: \$135.**

AT 210 Customer Service Techniques

3-0-3

This course is designed for individuals who want to work in the automotive field. It examines the complexities of customer service in the automotive repair industry, whether in an independent repair facility, an automotive manufacturer, a franchise, or a private or public fleet. Prerequisites: AT 121

AT 221 Advanced Automotive Electrical Systems

3-4-4

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: \$135.**

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.

*Additional course fee: \$150.**

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: \$135.**

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: \$150.**

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: \$135.**

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: \$150.**

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.

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

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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 131 Faith and Spirituality in Human Services

3-0-3

This course integrates secular helping skills with faith-based healing practices in human services. Students will gain an understanding of community empowerment models of recovery and their interaction with faith and spiritual beliefs. The course explores issues of cultural competence, ethical practice and helping/healing relationships. Human services practices are discussed in the context of systems that promote recovery and resilience. The course concludes with a description of alternative healing resources that support optimal living.

BHHS 151 Family Violence, Abuse and Trauma

3-0-3

This course will explore the causes and effects of family violence and appropriate professional response.

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.

BHHS 222 Assessment and Service Planning in Recovery

3-0-3

This course will explore the medical, psychological, cultural and social aspects of recovery from addiction to alcohol and other drugs of abuse. The student will be introduced to counseling techniques, case management, extended recovery and a person first approach to assessment issues, professional responsibility and proper ethical practice. Special populations such as dually diagnosed (co-occurring disorders) individuals and HIV substance abusers will be discussed. The course

compares the traditional medical model and the community based social model of recovery.
Prerequisite: BHHS 121.

BHHS 241 Crisis Intervention

3-0-3

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 skills they learned in BHHS 111. They will apply those skills to relationships, including families and couples. In addition, class time will be devoted to learning about multicultural and diversity issues involved in working with families.
Prerequisite: BHHS 111.

Unless otherwise noted, all college level courses require English 101 placement.

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NOTE: Prerequisites and transfer courses must be no older than 10 years and must have been passed with a grade of "C" or better. All biology courses require ENGL 101 placement.

BIOL 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: \$150.**

BIOL 107 General Biology II

3-2-4

This course is designed to provide students with an understanding of the diversity of plant and animal life, and animal behavior. This is the second of two courses in the General Biology series. These courses are designed for the non-biology major. Prerequisite: BIOL 106. *Additional course fee: \$150.**

BIOL 108 Essentials of Human Anatomy and Physiology

3-2-4

The purpose of this course is to provide students with a comprehensive one semester course on the structure and function of the human body. Basic anatomy and physiology of all major organ systems will be covered in lecture and laboratory settings. Lab includes dissection demonstrations by course instructor.

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): \$150.**

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: \$150.**

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: \$150.**

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: \$150.**

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: \$150.**

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. *Additional course fee: \$150.**

BIOL 256 Fermentation, Bioprocessing and Biomanufacturing

2-4-4

This course is primarily project-based. Working in teams, students use fermentation and bioprocessing technologies to produce recombinant proteins in a biomanufacturing industry setting. They are expected to follow standard operating procedures (SOPs), utilize aseptic technique, properly document their activities and apply current good manufacturing practice (cGMP). They need to work effectively in their teams and demonstrate good time management. Students draw upon essential knowledge and skills developed in BIOL 255 to complete projects. Prerequisite: BIOL 255 with a grade of "C" or better. *Additional course fee: \$150.**

BIOL 271 Pathophysiology I

4-0-0-4

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.

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

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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.

*Additional course fee: \$115.**

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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*Effective Fall 2011.

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3-3-4

CHEM 102 General Chemistry II

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): \$225.**

CHEM 103 General Chemistry I

3-0-3

CHEM 104 General Chemistry II

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 with laboratory. The topics will include the history of chemistry, the periodic table, bonding, the mole, energy, gases, acid-base-salt and water. The course will emphasize a discovery approach in which the student will learn to interpret laboratory observations in the manner of a real world scientist. The experiments will be less prescribed and more open to interpretation with the goal of appreciating chemistry more as a rational field of inquiry than as a fixed set of rules. The course is particularly appropriate for Liberal Arts and Education majors. Offered only in the fall and spring semesters. Prerequisite: ENGL 101 ready. *Fulfills Writing Intensive requirement.* *Additional course fee: \$225.**

CHEM 110 Introductory Chemistry

3-3-4

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: \$225.**

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: \$225.**

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: \$115.**

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): \$225.**

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 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.

Only offered in the spring semester.

*Additional course fee: \$225.**

CHEM 221 Organic Chemistry I

3-4-5

CHEM 222 Organic Chemistry II

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): \$225.**

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2-3-8-4

This course provides students the skills and knowledge required to work in specimen collection in a healthcare setting. Emphasis is on venipuncture procedures, professionalism, the operation of the clinical laboratory, and specimen processing. Clinical practice is included. Therefore, students enrolled in this course must have health screening, drug screening, documentation of medical insurance, and an up-to-date negative child abuse and criminal background check prior to beginning this course. Prerequisite: English Level V; Math 017 placement or higher and approval of department head or CLT curriculum coordinator.

*Additional course fee: \$150.****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: \$90.****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: \$90.****CLT 225 Clinical Chemistry¹**

3-3-0-4

This course will explore the principles and procedures of routine clinical chemistry analyses, correlation of results with pathophysiology, and quality control. The laboratory focuses on routine procedures to include glucose, BUN, total protein using spectrophotometers, quality control materials and an introduction to instrumentation. Prerequisite: Chem 122 or 118, Biol 107 or Biol 110, Math 118, CLT 102, and CLT 155.

*Additional course fee: \$90.****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: \$90.****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: \$150.**

¹Enrollment restricted to CLT majors.

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0-2-1

The College Success Seminar is designed to increase students' persistence and success in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study. The seminar will cover topics that revolve around three major issues: navigating the system, academic focus and transition to college.

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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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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.

*Additional course fee: \$75.**

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: \$75.**

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: \$75.**

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: \$75.**

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: \$75.**

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: \$75.**

CIS 202 Advanced Word Processing

2-2-3

This is a course in the development and application of advanced word processing skills through classroom exercises and simulations. Topics include object linking and embedding and other advanced word processing features that will increase productivity. Students will demonstrate an understanding of interpersonal skills and ethical issues important for modern office professionals. Prerequisite: CIS 103 or OA 106.

*Additional course fee: \$75.**

CIS 203 Microsoft Excel with Macro Programming

2-2-3

Thorough study of the world's most popular numerical processing software, the electronic spreadsheet. Includes basic, intermediate and advanced techniques that can be utilized to solve a wide range of financial and scientific problems without the need for customized programming. The course includes extensive use of macro programming to increase productivity by automating repetitive operations. It also covers the use of macros to provide customized solutions for specific problems. Prerequisites: CIS 103 or departmental approval.

*Additional course fee: \$75.**

CIS 204 Fundamentals of Linux and Unix

2-2-3

This course introduces students to the fundamental concepts and operations needed to use the Unix operating system and operating systems based on Unix, such as BSD Unix, Red Hat Linux, Mandrake Linux and Sun Solaris. Course topics include file and directory management, user account management, the Korn and C shells, shell scripting, the Common Desktop Environment (CDE), and Unix and Linux networking basics. Students will also be briefly introduced to Unix applications software, such as e-mail, Web browser and word processing software. Prerequisite: CIS 104 or CIS 105.

*Additional course fee: \$75.**

CIS 205 Database Management Systems

3-2-4

An introduction to relational database management systems and database programming for personal computers using Microsoft Access. The course covers fundamental database design and programming techniques and provides hands-on exercises for applying the techniques to real-world problems. Prerequisite: CIS 103.

*Additional course fee: \$75.**

CIS 230 Web Page Design II

2-2-3

This course provides beginning to intermediate level instruction in Dreamweaver, the current industry standard HTML generator software. Macromedia Dreamweaver is a WYSIWYG (What You See Is What You Get) HTML generator that contains a powerful collection of tools for creating and managing Web content. Through lecture and hands-on exercises, the student develops the skills necessary to create functional and well-designed Web pages and Web sites. Instruction is provided in features of the Dreamweaver interface, the basics of page creation as well as advanced skills such as the use of layers, behaviors, cascading style sheets and templates. Instruction is provided on using Dreamweaver to create advanced Web pages such as frame pages and Web pages with forms. Instruction is also provided in using Dreamweaver features to publish Web pages and Web sites to a Web server. Throughout the semester, emphasis is placed on using Dreamweaver to implement the Web design concepts taught in CIS 130. Prerequisite: CIS 130.

*Additional course fee: \$75.**

CIS 231 Adobe Flash

2-2-3

This course is designed to develop skills necessary to create Rich Internet Applications. Students will learn the terminology, concepts and development process involved in creating web-based multimedia applications using Adobe Flash. Flash is a development tool used to incorporate graphics, animation, sound, video and text into interactive experiences such as websites, games and product demonstrations that are used to inform, educate and to entertain. This course covers the objectives specified by Adobe for their Flash associate professional certification. Prerequisite: CIS 130 with a grade of C or better.

*Additional course fee: \$75.**

CIS 252 Windows Server Administration

3-2-4

Through lecture and hands-on experience, this course develops the skills students need to successfully administer Microsoft Windows Server network operating system. Topics covered include an overview of the Windows Server network operating system, Windows Server installation, system configuration, system support, user accounts, local groups, global groups, Windows Server administration, Windows Server security, Windows Server maintenance and Windows Server troubleshooting. Successful completion of this course prepares the student to sit for the computer-based Microsoft Windows Server Administration Certification Exam. Prerequisite: CIS 150.

*Additional course fee: \$75.**

CIS 253 Windows Active Directory Services

3-2-4

Through lecture and hands-on experience, this course develops the skills students need to successfully administer Windows Active Directory Services. Topics covered include: an overview of the Windows Server network operating system, installing, configuring, managing, monitoring, security and troubleshooting Active Directory Services. Successful completion of this course prepares the students to sit for the computer-based Microsoft Windows Active Directory Services Certification Exam. Prerequisite: CIS 252.

*Additional course fee: \$75.**

CIS 256 CISCO CCNA Networking Routing and Switching I

3-2-4

This course is the first of a two-part sequence designed to prepare students for certification and employment as Cisco Certified Network Associates (CCNA). The CCNA certification indicates a foundation in and apprentice knowledge of networking. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer). Prerequisite: CIS 150

CIS 257 CISCO CCNA Networking Routing and Switching II

3-2-4

This course is the second in a two-part sequence designed to prepare the student for certification and employment as a Cisco Certified Network Associate (CCNA). Instruction includes the Open System Interconnection (OSI) Reference Model, Local Area Networks (LANs), Wide Area Networks (WANs), Transmission Control Protocol/Internet Protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, Internetwork Open System (IOS) images and network troubleshooting. Students will become familiar with the use of command protocols that are used when configuring networks and will learn how to troubleshoot a 5-router topology. Prerequisite: CIS 256

CIS 259 Computing and Network Security

3-2-4

This course provides an introduction to computing and network security. It is intended to meet the needs of students and professionals who want to master practical network and computer security. Those seeking to pass the Computing Technology Industry Association's (CompTIA's) Security+ certification exam will find the course's approach and content especially helpful because the Security+ objectives will be covered in the course, and if mastered, will prepare the student to pass the certification exam. Prerequisite: CIS 150 with a C or better.

*Additional course fee: \$75.**

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: \$75.**

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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 118 placement or higher.

*Additional course fee: \$75.**

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: \$75.**

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 with a grade of "C" or better.

*Additional course fee: \$75.**

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: CSCI 111 or CIS 106 with a grade of "C" or better.

*Additional course fee: \$75.**

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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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(Formerly Hospitality Technologies)****CAHM 110 Introduction to the Hospitality Industry**

3-0-3

This course is an overview of the hospitality industry and includes an introduction to the principles of hospitality management. The course begins with the history of the industry and proceeds to examine various sectors in the industry including resorts, hotels, restaurants, tourism, and gaming. Career opportunities in each industry segment are identified.

CAHM 120 Hotel Front Office Management

3-0-3

In this course, students learn about the activities performed in today's lodging operation, from reservations to check-in and check out. The main focus is on the components of a hotel, including the front of house and back of house operations. These include basic procedures of front office personnel, the guest cycle, equipment and information systems, reservations registration, room status, accounting, auditing, check out procedures and housekeeping operations. Prerequisites: CAHM 110, CIS 103, and MATH 118 or higher placement.

*Additional course fee: \$75.**

CAHM 130 Hotel Facilities Management

3-0-3

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

This course introduces students to proper techniques and principles of baking and pastry making, kitchen sanitation and safety standards, basic food preparation and equipment handling as practiced in the food service industry. Special significance is placed on ingredient functions, product identification and weight measure as applied to baking and pastry. Students will prepare a variety of baked and pastry goods including breads, pastries and decorated cakes.

*Additional course fee: \$75.**

CAHM 161: Food Service Safety and Sanitation

2-0-2

This course is recommended for all food service managers, supervisors and other personnel in restaurants, hospitals, nursing homes, child care facilities, school cafeterias and other food-handling establishments. This course prepares students for the ServSafe® certification exam.

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: \$75.**

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: \$75.**

CAHM 185 Dining Room Management

2-3-3

Students learn the structure and organization of the dining room and the job categories and service techniques most widely used in dining rooms within the hospitality industry. The course includes proper service techniques in American, French, Russian and English service, the different roles and attributes of dining room personnel, grooming and appearance, and interactions with guests and with those involved in food preparation. Dining room organization and table setting training includes proper use of linens, flatware, glassware and china. Hotel restaurant, room service, banquet and buffet service and stewarding are also explored. Prerequisites: CAHM 110 and CAHM 170.

*Additional course fee: \$75.**

CAHM 198 Hospitality Management Work Experience

1-15-3

Students will work in a supervised environment related to their hospitality management career interests. Students are expected to recognize the relationship between principles taught in the CAHM curriculum and the practices they experience and observe in the workplace. Prerequisite: CAHM 110 and CAHM 170..

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: \$75.

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: \$75.

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: \$75.

CAHM 271 Food, Beverage Management, and Labor Cost Controls

3-0-3

This course focuses on analyzing and controlling food, beverage management, and labor costs. Students will explore current common control methods and techniques using data and computer software for making quantitative decisions necessary in food service operations. Prerequisite: CAHM 110, CAHM 170, CIS 103 and MATH 118 or higher.

CAHM 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.

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*Effective Fall 2011.

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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: \$90.**

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: \$90.**

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: DH 115, DH 135, DH 150, DH 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: \$150.**

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: \$150.**

DH 210 Local Anesthesia

During this course, the dental hygiene student will be introduced to oro-facial anatomy, physiology and pathology, to the local anesthesia armamentarium and to anesthesia treatment and application. Additionally, the student will participate in hands-on application of oro-facial anesthesia administration in pre-clinic lab and clinical component settings. Prerequisites: DH 121, DH 165, DH 192 and BIOL 110.

*Additional course fee: \$90.**

DH 241 Oral Pathology

2-0-0-2

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: \$90.**

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: \$300.**

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: \$300.**

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: \$300.**

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*Effective Fall 2011.

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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: \$90.**

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: \$90.**

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: \$90.**

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: \$300.**

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: \$300.**

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: \$300.**

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: \$300.**

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

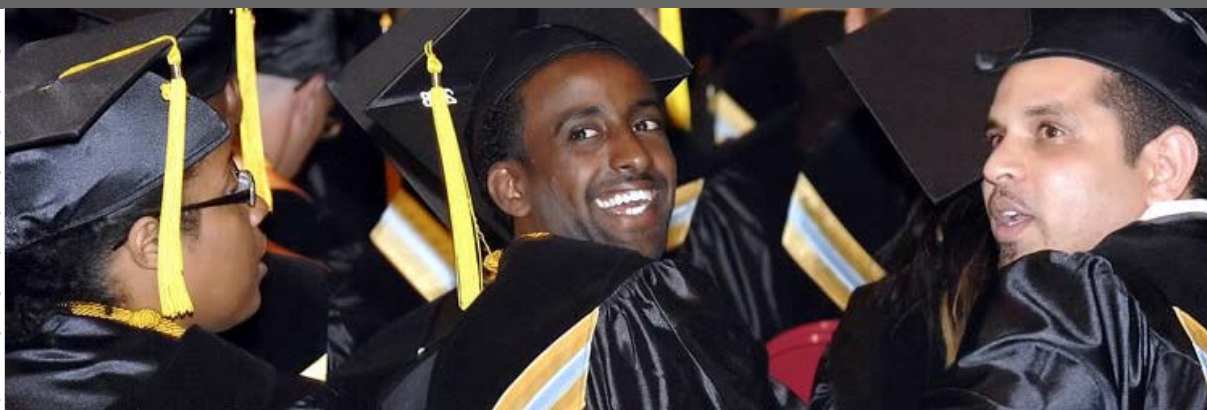
0-3-13-2

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: \$150.**

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*Effective Fall 2011.

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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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2-4-4

This course provides study of video camera operation and lighting techniques as they relate to digital video production. Students will review the basics of video production theory and practice, compare digital and analog technologies, use advanced devices and techniques for controlling the video camera, learn advanced concepts of the moving camera, and practice types and varieties of shots used in professional production. They will also study camera mechanisms and electronics pertaining to professional cameras and accessories and gain practical experience using different professional grade cameras to videotape interviews, location "B-roll" footage, groups and theatrical productions. This course also covers the advanced techniques of lighting and provides practical experience with a variety of advanced lighting techniques, including on-camera, key with fill, and three point lighting as well as available light control. PHOT 104 with a B or better.

*Additional course fee: \$75.**

DVP 130 Audio Techniques for Digital Video Production

2-4-4

This course includes in-depth exploration of audio theory, comparison between digital and analog technologies, advanced theory regarding analog and digital recording devices and microphone design and operation, techniques for acquiring professional quality audio for digital video productions, duties of the audio crew member, and practical experience acquiring audio for productions such as interviews, large groups, voice over narrations and theatrical productions. It concludes with the compilation of a digital portfolio of audio acquisition examples. Prerequisite: PHOT 104 with a B or better.

*Additional course fee: \$75.**

DVP 140 Video Editing Techniques for Digital Video Production

2-4-4

This course covers editing techniques as they relate to digital video production. It includes a foundation in the basics of video editing theory, the history and development of editing techniques, similarities and differences between editing for motion pictures and editing for video, comparison between the digital and analog technologies, fundamentals of analog (linear) and digital (non-linear) editing techniques, overview of non-linear editing software, and basic techniques needed to complete the editing of a video production (preparation, assembly, transitions and effects, and outputs), and practical experience editing productions such as interviews, large groups, voice over narrations and theatrical productions. This course concludes with the compilation of the demo reel of basic editing examples. Prerequisite: PHOT 104 with a B or better.

*Additional course fee: \$75.**

DVP 150 Producing and Directing Techniques for Digital Video Production

2-4-4

This is a course in the fundamentals of producing and directing techniques used in digital video production. It includes an overview of the field from the early days of silent films to today's complex productions. Using state of the art technology students have an opportunity to learn and practice the professional skills and techniques needed to produce and direct interviews and electronic news gathering (ENG) sequences, as well as theatrical productions. The course concludes with the

compilation of a demo reel. Prerequisite: Photo 104 with B or better.
*Additional course fee: \$75.**

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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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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.

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3-0-3

This course provides an introduction to the history, theories and philosophies affecting early childhood education in the 21st century. Curriculum models and inclusionary practices infancy through fourth grade are investigated. The importance of social, economic and cultural diversity is explored for its implications on learning and teaching. Current trends and the future of early childhood education are discussed. Ethical and professional responsibilities of educators are addressed.

ED 135: Family and Community Relationships

3-0-3

Students learn the significance of the family-child-school relationship, the role of parents and other caregivers, and how to work effectively with diverse families and within diverse communities. Particular emphasis will be paid to cultural, ethnic, linguistic and economic diversity; nontraditional families; and families and communities faced with special challenges such as poverty. Involvement of parents and/or other primary caregivers in children's schooling is discussed at length, including various types of informal and formal home-school communications, home visits, home-school meetings and conferences. Students learn how to develop partnerships with families, including those with children who have special developmental needs, and study the legal rights of the child, special housing concerns and social service agency support.

ED 151: Health Safety and Nutrition of Young Children

3-0-3

This course provides an overview of information and procedures related to the health, safety and nutrition of young children, birth to fourth grade. Students will learn techniques for maintaining a safe and healthy classroom environment; for providing health, safety, and nutrition education for young children and their families; for working with children with special needs; for advocating for children and families; and for responding to a range of childhood illnesses and emergencies. In addition, students will be provided with information about the ways that specific health or social problems, including HIV/AIDS, homelessness and family violence affect child health and development.

**Note - ED 151 - REPLACES ECE 151

ED 201 Introduction to Education

3-0-3

Foundations of education in the middle and secondary years are examined from socio-cultural, historical and philosophical perspectives. Current trends and contemporary issues in education are discussed and adolescent development is explored. A 20-hour field experience is embedded in the course. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances, as detailed under the Pennsylvania Child Protective Services Law. Clearances must be less than one year old at the start of the semester when the student is enrolled in this course. ENGL 101, may be taken concurrently.

ED 204 Curriculum and Instruction: Engaging Young Children in the Learning Process

3-0-1-3

In this course, students will study and develop strategies for engaging the young child in the learning

process. They will recognize effective strategies for developing positive relationships and for promoting active participation in meaningful, relevant experiences that support concept and content development. They will develop instructional strategies to scaffold learning experiences across content areas and identify ways to create positive and stimulating environments that support the learning process. This course will include 10 hours observation/exploration in an early childhood education setting. Eligibility for enrollment in this course is based upon student acquisition of Pennsylvania criminal and child abuse clearances, a health clearance, and a Federal Bureau of Investigation (FBI) check showing eligibility to work with children. Clearances must be less than one year old at the start of the semester when the student is enrolled in this course. Prerequisite: ED 105.

ED 214 Cognition and Learning in the Classroom

3-0-1-3

This course will explore cognition and learning in children and adolescents. Factors that affect learning such as: motivation, culture, gender, family and community will be studied. Students will also examine current research that is linked to best teaching practices. A 10-hour field experience is embedded in this course. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances, as detailed under the Pennsylvania Child Protective Services Law. Prerequisites: ENGL 101 and PSYC 101.

ED 222 Language and Literacy Development in Early Childhood

3-0-3

The course provides an examination of the processes of language and literacy development from birth through first grade. Students will demonstrate skill in a range of individually and culturally responsive instructional approaches and materials. Students will develop an understanding of emergent language and reading development, as well as an understanding of learning theory and motivation in order to effectively ground their instructional decision making. Prerequisites: PSYC 201 and ED 204 or ED 214.

ED 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, ED 201, MATH 118 or higher, and CIS 103 or demonstration of competency by examination.
Additional course fee: \$75.

ED 230: Integrating the Arts into Early Childhood Education

3-0-3

The course provides students with an overview of information and strategies for integrating the creative arts into the early childhood curriculum. It includes experiences to help prospective teachers understand the role the creative arts play both in supporting children's development and informing learning in other disciplines. Students explore drama, movement, music and visual arts for children, birth through fourth grade, from the perspective of child development theories. Connections between the arts, individual development and curricular subjects guide the course. This integrationist approach views the arts as meaningful sources of expression, culture, learning and joy. Prerequisite: ED 105.

ED 245 Assessment of Young Children

3-0-1.5-3

Students in this course develop skills for child observation and the use of developmentally appropriate methods and instruments for assessment of children birth through fourth grade. Students will learn to collect and interpret information about children in the context of classroom routines, and to use this data to assess development and achievement of essential skills. This course will include 20 hours observing and assessing young children in an educational setting. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances as detailed under the Pennsylvania Child Protective Services Law. Prerequisites: ED 204 or ED 214.

ED 250 Infant and Toddler Development and Curriculum

3-0-1-3

In this course students will study the social, emotional, cognitive, physical and language development of children birth through age three. Students will implement theories and research to design programming that supports healthy adult-child relationships and provides infants and toddlers with developmentally appropriate curriculum. This course includes 10 hours of observation/exploration in infant/toddler classrooms. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances as detailed under the Pennsylvania Child Protective Services Law. Prerequisites: ED 204 or ED 214.

ED 265: Introduction to Special Education and Inclusive Practices

3-0-1-3

This course provides an introduction to the field of special education and the legal mandates guiding inclusive classroom practices. Students will be introduced to the characteristics of children with specific disabilities or atypical development and to the specialized instruction and services designed to meet individualized student needs. A strong emphasis will be placed on evidenced-based practices and multi-disciplinary and collaborative approaches to special education. Multicultural and diversity

issues will also be discussed. 10 hours of observation in an inclusive learning environment will be required. Therefore, students enrolled in this course must have up-to-date child abuse, criminal and FBI clearances as detailed under the Pennsylvania Child Protective Services Law. Prerequisites: ED 105 or ED 201, and PSYC 201 or PSYC 209, or PSYC 215.

ED 290 Early Childhood Education Practicum

2-0-7-4

This course provides a supervised field experience. Students participate in a weekly seminar along with eight hours of field work over 12 weeks for a total of 96 hours of field experiences with infants, toddlers or preschoolers. Students are placed at school or program sites selected by College faculty. Students will reflect on their experiences through written assignments and weekly entries in practicum logs. During seminar, students will discuss issues related to on-site learning. Eligibility for enrollment in this course is based upon student acquisition of Pennsylvania criminal and child abuse clearances, a health clearance, and a Federal Bureau of Investigation (FBI) check showing eligibility to work with children. Clearances must be less than one year old at the start of the semester when the student is enrolled in the practicum. This course is restricted to students in the Education: Early Childhood (Birth to 4th Grade) option. Prerequisites: ED 222 and ED 245.

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

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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. Engineering Science majors only.

*Additional course fee: \$75.***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. Engineering Science majors only. *Fulfills Writing Intensive requirement.*

*Additional course fee: \$75.***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. Engineering Science majors only.

*Additional course fee: \$75.***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: \$75.**

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: \$75.**

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: \$75.*

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: \$75.**

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: \$75.**

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: \$75.**

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. Engineering Science majors only. Prerequisites: PHYS 140 and MATH 172.

ENGR 222 Dynamics

3-0-3

Students will learn how to use calculus-based mathematics in solving engineering problems in Dynamics, including problems related to rectilinear and curvilinear motion of rigid bodies and concept of impact, rotation and acceleration of the system of rigid bodies in a plane motion. Prerequisites:

ENGR 221 and MATH 271.

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

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On the basis of placement tests in reading and writing, students are assigned to English courses at an appropriate level. There are courses at the pre-college level, including a sequence of courses for students learning English as a Second Language, as well as a variety of transferable college courses. All courses numbered below 100 are pre-college courses.

Instructors in English department courses may in some cases expect students to meet with them individually or in small groups, in the classroom or at another appropriate location, either as a supplement or as an alternative to some regularly scheduled class meetings. The purpose of such conferences shall be to give individual instruction based upon student needs.

NOTE: English 071, 072, 073, 081, 082, 083, 091, 092, 093, 098 ESL and 099 ESL are all in the English as a Second Language program.

In all courses up through 099, students must receive a "pass" grade in order to take the next higher course in that skill. A "making progress" or "MP" grade indicates the need for an additional semester, but does not affect the grade point average.

Registration in some courses may be linked to registration in another course. Reading and writing courses in English as a Second Language and courses in several developmental English programs are linked courses. Please consult your academic advisor to register for linked courses.

ENGL 071 Listening and Speaking for Non-Native Speakers of English

3-0-3

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 skills. 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 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 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.

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.

ENGL 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 The Research Paper

3-0-3

English 102 is the second half of the two-course sequence in English composition. Students continue to improve their academic reading and writing skills and critically examine issues raised by course texts. Course materials and the topics of study may vary in subject matter from one instructor to another. Course activities facilitate independent library and Web-based research. Students' work culminates in a final research paper. Prerequisite: ENGL 101.

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

This course provides an analysis of mass media. Students will examine the media's impact on the individual and society, with emphasis on how changes in technology and culture have altered the role and forms of mass media. Through readings and examples, students study the history, theories and terms relevant to the major mass media forms, as well as ethical and legal issues pertaining to them. Prerequisite: Engl 101, which may be taken concurrently. *Fulfills Writing Intensive requirement.*

ENGL 108 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 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 101, which may be taken concurrently.

ENGL 116 Interpersonal Communication

3-0-3

Provides theory and skills needed to increase communication competence in family life, social situations and professional careers. Study of human perception, nonverbal behavior, language, effective listening, relationships and conflict management. Prerequisite: ENGL 101 or ENGL 114

ENGL 117 Group and Team Communication

3-0-3

This course provides students with theory and skills specific to working in groups and teams. In this highly interactive and project-based course, students will explore ways that people think and behave in groups, the way groups make decisions, how to lead effective and efficient groups, and how to influence positive interaction and productivity. The skills and knowledge developed in this class will directly relate to group projects in other courses as well as in the workplace. Prerequisite: ENGL 101, which may be taken concurrently.

ENGL 118 Intercultural Communication

3-0-3

This course explores how culture broadly defines, influences, and challenges communication, introducing theory as well as developing student competence in communicating in groups comprised of people various in race, ethnicity, nationality, gender, age, social and economic status, sexual orientation, disability and religion. *Fulfills American/Global Diversity requirement.*

ENGL 120 Voice and Articulation

3-0-3

A course on speech production with an emphasis on the pronunciation and articulation of sounds. Satisfactory completion of this course will enable students to communicate articulately in both interpersonal and public situations.

ENGL 122 Writing for Mass Media

3-0-3

English 122 teaches students to write for various forms of mass media including newspapers, magazines, websites, radio and television. It also instructs students on writing techniques used in public relations and advertising. Students will also learn about the laws, ethics and professional standards associated with writing for mass media. Prerequisite: ENGL 101. *Fulfills Writing Intensive requirement.*

ENGL 124 Introduction to Mass Media Design

2-2-3

This course instructs students how to create their own basic print and online publications, as well as assist in the design of more complex publications. Students will learn to design newspapers, magazines and newsletters and be shown how to use the web to deliver articles, photographic images, audio and video. Prerequisite: ENGL 107, must be taken prior, PHOT 151, may be taken concurrently.

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 Theater

3-0-3

The theater experience from a spectator's point of view. All elements of making and performing a play are studied. Theater attendance at several plays is required. Students are required to pay their own admission to these plays. *Fulfills Interpretive Studies requirement.*

ENGL 141 Introduction to Technical Theater

2-3-4

Beginning course which covers designing, building and painting scenery, as well as lighting a stage set. It should be of interest to the director, the actor and the general student of theater.

Additional course fee: \$75.

ENGL 142 Rehearsal and Performance

3-2-4

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: \$72.

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. *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. *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 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 and Writing Intensive requirements.*

ENGL 211 Survey of British Literature: From Beginnings to 1750

3-0-3

Survey of British literature from its beginnings in the ninth century to 1750. Study of the major literary works and authors in British history. Emphasis on themes, styles and structures of British literature in their historical context. Highly recommended for future English majors. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 212 Survey of British Literature: From 1750 to the Modern Era

3-0-3

Survey of British literature from 1750 to the present. Study of the major literary works and authors in British history. Emphasis on themes, styles and structures of British literature in their historical context. Highly recommended for future English majors. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity requirements and Writing Intensive requirements.*

ENGL 221 Survey of American Literature: From the Beginnings to the Civil War

3-0-3

Survey of American literature from its beginnings to the Civil War. Employing cultural criticism, close reading and other approaches to literary analysis, the course is multicultural in focus. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 222 Survey of American Literature: From the Civil War to the Present

3-0-3

Survey of American literature from the Civil War to the present. Employing cultural criticism, close reading and other approaches to literary analysis, the course is multicultural in focus. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 230 Asian Literature

3-0-3

This is an introductory course in Asian literature written in English or in translation. Students read,

discuss and write about major works from a variety of periods and social contexts. The emphasis is on literary interpretation and analysis of poetry, drama and fiction. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 232 Introduction to 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. *Fulfills Writing Intensive requirement.*

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 and Writing Intensive requirements.*

ENGL 245 World Literature: From Antiquity to 1500

3-0-3

Selections from world literature representing the cultural heritage of various peoples of the world. Works of various literary genres from antiquity to the 1500s will be studied in a cross-cultural context. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 246 World Literature: From 1500 to the Present

3-0-3

Selections from world literature representing the cultural heritage of various peoples of the world. Works of various literary genres from after 1500 to the present will be studied in a cross-cultural context. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 250 African-American Literature I

3-0-3

This course is an introduction to African-American literature from its vernacular tradition to the Harlem Renaissance. Close study of major African-American authors and literary movements. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 251 African-American Literature II

3-0-3

An introduction to African-American literature from the Harlem Renaissance to the present. Close study of major African-American authors and literary movements. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 256 African Literature

3-0-3

English 256 is a survey of literature by African authors. In addition to the conventional literary genres of fiction, drama and poetry, the course includes study of oral traditions of the continent. Readings include texts originally written in English as well as works in translation. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 260 Women in Literature

3-0-3

This course examines literature written by women in various genres, which may include short stories, novels, essays, poetry and drama. Through discussion and writing activities, students analyze literature by women from different cultures and periods to illuminate how contrasting societies define women's roles. The course explores how writing from a woman's perspective values women's lives and raises questions about women's role in nature, family and society. Prerequisite: ENGL 101. *Fulfills Interpretive Studies, American/Global Diversity and Writing Intensive requirements.*

ENGL 265 Science Fiction

3-0-3

This course examines the history of science fiction from its origins in the nineteenth century to the present. Students read works of science fiction, study the history and development of the genre, and examine its major themes, as well as its social and historical context. Prerequisite: ENGL 101. *Fulfills Interpretive Studies and Writing Intensive requirements.*

ENGL 271 The Language of Film

3-0-3

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 283 Nonfiction Writing: Memoir and Literary Journalism

3-0-3

This course will allow students who have already been introduced to expository writing to concentrate on nonfiction writing projects, research, and workshops with a community of writers. Students will complete a variety of non-fiction writing projects, including memoir and literary journalism, and will engage in research, editing, revision, and textual analysis. Students will develop a critical vocabulary relevant to nonfiction and study models in nonfiction from the perspectives of writers rather than readers. Prerequisites: ENGL 102 or ENGL 205. *Fulfills Writing Intensive requirement.*

ENGL 285 Portfolio Development

3-0-3

This course is designed for students enrolled in the certificate program in Creative Writing and is one of the last requirements for completion of the program. Students complete a portfolio of creative works and practice advanced editing and revision skills as well as textual analysis. The class consists of brief lectures, writing workshops and seminars on practical matters of interest to working writers. Individual conferences between students and the instructor may be used to complement group activities; special projects and activities may take place outside the classroom in an effort to connect the students to resources and writing communities beyond the College. Prerequisites: Enrollment in the certificate program in Creative Writing and ENGL 280, ENGL 281, ENGL 282 or ENGL 283. Corequisite: One additional advanced creative writing course, ENGL 280, ENGL 281, ENGL 282 or ENGL 283. *Fulfills Writing Intensive requirement.*

ENGL 297H Literature in the Context of Intellectual History: Ancient and Medieval (Honors)

3-0-3

Ancient and Medieval literature with special attention to intellectual history and literary theory. Prerequisite: ENGL 101 or ENGL 101H.

ENGL 298H Literature in the Context of Intellectual History: Modern (Honors)

3-0-3

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. *Fulfills American/Global Diversity requirement.*

Unless otherwise noted, all college level courses require English 101 placement.

*Effective Fall 2011.

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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.

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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: \$75.**

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*Effective Fall 2011.

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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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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: \$75.

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: \$75.

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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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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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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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, Interpretive Studies, and Writing Intensive 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 the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.*

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 the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.*

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 121 and 122 may be taken in any order.

HIST 121 Global History I

3-0-3

In this course, students examine the remote past to understand the roots of contemporary social institutions. Students study the Old World (Africa and Eurasia) and the New World (The Americas) in

separate units, in order to emphasize that the two developed simultaneously and in isolation from each other, thus laying the groundwork for History 122, which begins with the breaking of that isolation. *Fulfills American/Global Diversity, Interpretive Studies and Writing Intensive requirements.*

HIST 122 Global History II

3-0-3

In this course, students look at the roots of contemporary institutions and contemporary social problems by examining world events from the late fifteenth century onward, beginning with the initial contact between Western Europe and the Americas, and continuing until the present day. *Fulfills the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.*

HIST 150 History of American Health Care

3-0-3

A historical, conceptual survey of the origins and development of American health care from colonial America to the contemporary health care issues of the United States. *Fulfills the American/Global Diversity, Interpretive Studies, and Writing Intensive requirements.*

HIST 160 History of American Diversity

3-0-3

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. *Fulfills American/Global Diversity and Interpretive Studies requirements.*

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 American/Global Diversity requirements and Interpretive Studies.*

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 American/Global Diversity requirements and Interpretive Studies.*

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 American/Global Diversity requirements and Interpretive Studies.*

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. *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.

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3-0-3

Interdisciplinary study of the humanities from the ancient world to the European renaissance drawing on works of literature, philosophy, art and history. Themes of continuing significance, including concepts of the hero, justice and the self are examined in Western and non-Western contexts. The course emphasizes oral and written analysis of primary texts. Recommended for students desiring to transfer. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HUM 102 Cultural Traditions

3-0-3

Interdisciplinary study of the humanities in the period from the European renaissance to modern times drawing on works of literature, philosophy, art and history. Themes of continuing significance are examined in Western and non-Western contexts. The course emphasizes oral and written analysis of primary texts. *Fulfills Interpretive Studies, American/Global Diversity requirements.*

HUM 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. May be taken concurrently with any Honors course. *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 Civilizations

3-0-3

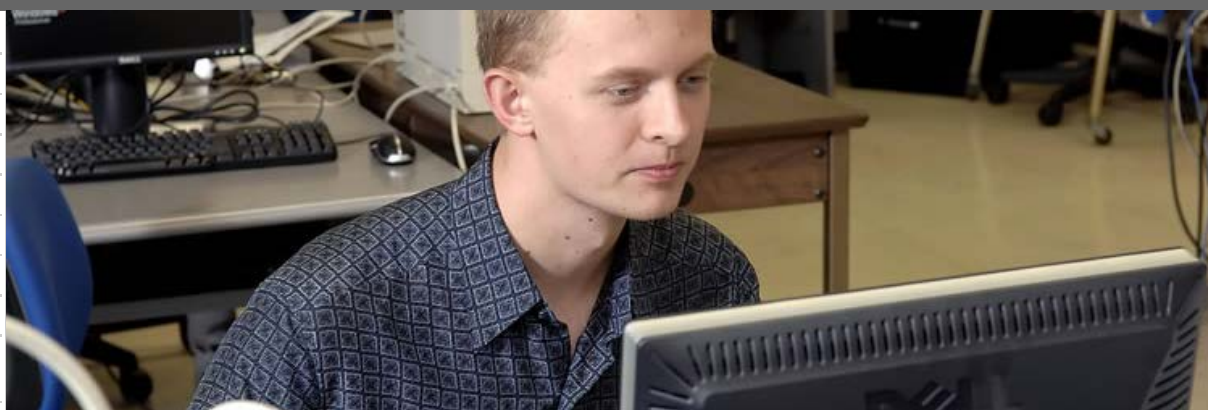
This introductory humanities course on the cultures and civilizations of the continent of Africa will focus mainly on the interpretation of texts (literary, philosophical or historical), film, art and/or music. Through these texts and artistic expressions, students will learn about some of the peoples of Africa and the ways these people think, act and organize their universe. Specifically, they will examine the values, beliefs, assumptions, practices and the various institutions through which these are transmitted. 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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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. *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. *Fulfills Interpretive Studies requirement.*

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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 PLS 101.

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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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, community and political organizations. The course examines the purposes and structures of various types of organizations and looks at the sorts of leadership styles and strategies that match these organizations under particular circumstances. Using case studies, simulations and real-life applications, the course aims to help leaders and potential leaders better envision their organizations' purposes, better communicate with members, and better organize members for effective action. (This course is the equivalent of LEAD 101, LEAD 102 and LEAD 103 combined.)

LEAD 120 Introduction to Conflict Resolution Theory and Practice

3-0-3

This course introduces students to the psycho-social dynamics of conflict as it occurs at the interpersonal, organizational, and community levels of interaction. Various theories addressing the causes and stages of conflict will be presented in order to examine ways in which conflict functions to create and maintain personal identity, group boundaries, and in and out-group identities. Students will develop theoretical and practical frameworks within which to analyze and explore ways to resolve conflicts in settings ranging from home to the workplace. Particular attention will be paid to intractability in community relations and best practices for dispute management and resolution.

LEAD 211 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 211, LEAD 212 and LEAD 213 together are equivalent to LEAD 214.

LEAD 212 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 211, LEAD 212 and LEAD 213 together are equivalent to LEAD 214.

LEAD 213 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 211, LEAD 212 and LEAD 213 together are equivalent to LEAD 214.

LEAD 214 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 211, LEAD 212 and LEAD 213 together are equivalent to LEAD 214.

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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 Operations 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 proprietorships; the Uniform Commercial Code, including the law of sales, warranties and negotiable instruments; contract law and enforceability; liability for negligence and intentional torts; purchase and sale of real estate; and bailment of personal property.

Unless otherwise noted, all college level courses require English 101 placement.

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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 232 Advertising and Sales Promotion

3-0-3

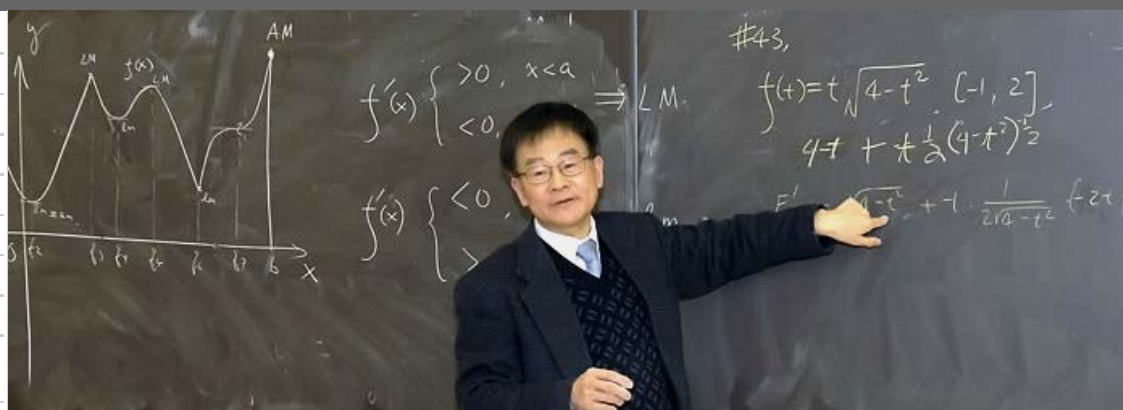
This course examines the principles, problems, techniques and practices of advertising, personal selling and sales promotion. The course engages students in studying the history, planning, management, media, creative and external forces involved in advertising. Prerequisite: MKTG 131. Fall only.

MKTG 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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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. A Departmental Exam is required with no calculators allowed. 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. A Departmental Exam is required with no calculators allowed. Prerequisite: MATH 017 or MATH 118 (or higher) placement.

MATH 121 Computer Mathematics and Logic

3-0-3

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 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 I

4-0-4

The study of discrete structures. Discussion centers on the following: set theory; functions and relations; counting and discrete probability; introduction to graphs and trees; elements of logic; introduction to proofs, proofs by induction, direct proofs and reductio ad absurdum; recursive equations; Boolean algebra and logic circuits; and applications in computer science. Number theory may also be discussed. Prereq: MATH 161 (C or better) or MATH 162 or higher placement.

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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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: \$90.****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: BIOL 109. BIOL 109 may be taken concurrently.

*Additional course fee: \$90.****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: \$90.****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: \$150.****Unless otherwise noted, all college level courses require English 101 placement.**

*Effective Fall 2011.

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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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3-0-3

Introduction to music reading and elementary music theory: notation, terminology, key and time signatures, rhythm, meter, major scales, diatonic and chromatic intervals and triads and inversions.

MUS 101 Piano I

1-4-1

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. *Fulfills the American/Global Diversity, Interpretive Studies requirements.*

MUS 105 Music of the Baroque and Classical Eras

3-0-3

A survey of music in western civilization focusing on Western music written between 1600-1825, including works by Monteverdi, Purcell, Handel, Vivaldi, J.S. Bach, Haydn, Mozart and Beethoven.

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 Guitar I

1-4-1

Guitar I covers the basics of guitar playing: free stroke, rest stroke, note reading, left and right fingering on the strings, arpeggios, strumming patterns and chord progressions. Weekly performance assignments include right and left hand fingering development, note and tablature reading, strumming patterns, arpeggios, chords in major and minor keys, counting and rhythms. Student must provide their own instruments.

MUS 109 Guitar II

1-4-1

Guitar II continues basic guitar technique, building on the techniques learned in Guitar I. Weekly performance assignments include more advanced right and left hand fingering, note and tablature reading, strumming patterns, arpeggios, chords in major and minor keys, counting and rhythms. Students must provide their own instruments. Prerequisite: MUS 108 .

MUS 111 Aural Theory I

3-0-3

A practical course which develops initial skills in sight-singing and dictation: diatonic major mode melodies, simple and compound meters, intervals up to the sixth (excluding tritones), simple rhythms down to quadruple divisions of the beat, treble and bass clefs. Prerequisite: MUS 100 or placement examination.

MUS 113 Aural Theory II

3-0-3

A continuation of Music 111 emphasizing sight-singing and dictation utilizing more complex musical materials: minor keys, intervals up to sevenths including tritones, alto and tenor clefs, advanced quadruple and sextuple divisions of the beat, and triplets. Prerequisite: MUS 100 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 in major and minor keys, triads, seventh chords, 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: \$75.**

MUS 120 Music of African-Americans

3-0-3

This course consists of a survey of music that evolved from the African-American experience in America: folk music, blues, gospel, jazz, rhythm and blues, and concert music. This course also discusses the instruments, singing style and performance practice of traditional West African music. *Fulfills the American/Global Diversity and Interpretive Studies requirements.*

MUS 121 Modern American Music

3-0-3

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. Students may not audit Applied Music courses.

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 a career within 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): \$75.**

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, full-and half-diminished seventh chords, Neapolitan chords, augmented sixth chords, and modulation. Prerequisite: MUS 114.

MUS 215 Advanced Music Technology and Multimedia

2-2-3

A continuation of studies begun in MUS 115, this course focuses on advanced concepts in music technology and their application to multimedia. Students learn how to score for film, synchronize multimedia and create a resulting DVD. Students also learn how to use MAX and other computer programming languages written specifically for creating music applications and interactive music compositions. Prerequisite: MUS 115.

*Additional course fee: \$75.**

MUS 220 ProTools - Digital Audio Editing

2-2-3

A thorough, hands-on study of Digidesign ProTools, the industry standard in digital audio editing and recording. This course teaches recording and mastering techniques using the Digidesign Pro Tools software and hardware. Prerequisite: MUS 215.

*Additional course fee: \$75.**

MUS 260 Sound Reinforcement and Recording Session

2-2-3

This course prepares students for the techniques and practices used in a professional recording studio. It includes learning various studio hardware, signal processing, mixing board console navigation, signal flow, microphone designs and how they are used for recording sound, and where they are typically placed. Students learn how to run a live recording session and the best way to record, edit and master that session. Prerequisite: MUS 220.

*Additional course fee: \$75.**

MUS 290 Music Internship

1-10-2

The Music Internship provides 120 hours of work experience for the student. In addition, students attend a weekly seminar to discuss topics including the latest software and hardware tools, ProTools certification, final resume preparation, and management of issues or problems that may arise on the job. Students will work in local music businesses or other venues appropriate to the individual student's goals. Prerequisite: MUS 180 and MUS 260, which may be taken concurrently.

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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: \$300.***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. Corequisites: BIOL 110, ENGL 102, and MATH 118 or higher. *Fulfills Writing Intensive requirement.*

*Additional course fee: \$300.***NURS 231 Nursing III**

5-0-12-7

Nursing care for clients/families experiencing common health alterations across the lifespan in a variety of settings is studied in depth. Students synthesize and integrate knowledge, skills and abilities associated with nursing practice to develop a plan of care for clients/families to assure the delivery of safe and effective care, to facilitate physiological and psychosocial integrity, and to promote health. Clinical decision-making skills and resource management principles are introduced. Offered fall semester only. Prerequisites: NURS 132. Corequisites: BIOL 241, SOC 101 and CIS 103.

*Additional course fee: \$300.***NURS 232 Nursing IV**

5-0-12-7

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.

*Additional course fee: \$300.***Unless otherwise noted, all college level courses require English 101 placement.**

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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: \$75.**

OA 106 Introduction to Word, Excel and PowerPoint

3-0-3

A hands-on introduction to the core features of Microsoft Word, Excel, and PowerPoint. In Word, students will create, edit, and format documents. In Excel, they will create worksheets with labels, values and formulas, and create graphs and charts. They will prepare, edit and format PowerPoint presentations.

OA 110 Professional Keyboarding I

3-0-3

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.

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*Effective Fall 2011.

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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: \$230.**

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

This course provides an in-depth introduction to the tasks performed by paralegals in estate planning and probate of a decedent's estate.

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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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 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

A study of theories of morality and values and their application to selected topics in personal and social ethics such as euthanasia, abortion, capital punishment, sex and marriage, human and animal rights, the environment, hate speech, world hunger and poverty and censorship. *Fulfills Interpretive Studies requirement.*

PHIL 215 Social and Political Philosophy

3-0-3

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.

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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: \$75.**

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: \$75.**

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: \$75.**

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. (\$150) *Additional course fee: \$75.**

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: \$75.**

PHOT 201 Commercial Photography - Studio

2-4-4

Advanced use of the Digital SLR camera with continuing application of the zone system. Particular emphasis on studio lighting techniques used when photographing subjects of diffused reflectance, transparent and highly reflective objects, extreme high and low key situations, photo macro-graphs and location simulations. Introduction to advertising concepts and electronic flash. Assignments to be completed in B&W print. (\$500) Prerequisite: PHOT 103, which may be taken concurrently.
*Additional course fee: \$75.**

PHOT 202 Commercial Photography - Portraiture

2-4-4

Portraiture lighting techniques including use of single and multiple light sources, lighting patterns and ratios, outdoor subtractive lighting, interior lighting techniques for environmental portraiture and flash fill. Business practices, subject posing and use of medium format cameras are explored. (\$600) Prerequisite: PHOT 152, which may be taken concurrently.
*Additional course fee: \$75.**

PHOT 205 Commercial Photography - Advanced Studio

2-4-4

Advanced materials and techniques. Investigation of specialized areas of photography which exist primarily in the studio. Incorporation of digital imaging in studio photography. Portfolio preparation. (\$600) Prerequisites: PHOT 152 and PHOT 201.
*Additional course fee: \$75.**

PHOT 211 Event and Corporate Videography

2-2-3

This course provides study beyond the introductory level of the techniques, skills and processes used for video production in corporate and organizational settings. It features hands-on applications of basic techniques for creating professional, non-broadcast video products. The course refines students' skills in the pre-production processes, the gathering of audio and video content through electronic field production, and computer-based editing. (\$100) Prerequisite: PHOT 104.
*Additional course fee: \$75.**

PHOT 217 Digital Photojournalism

2-4-4

In this course, students will learn about the special role of photojournalism in modern society. This course provides advanced level photography students with an overview of photojournalism as a career, and instruction in expanded techniques of modern photojournalism. Using professional digital cameras, recorders, computers, and a variety of software, students will produce still and moving images for photojournalist storytelling while developing compositional and technical skills. (\$150) Prerequisites: PHOT 104, PHOT 151, Phot 152, which may be taken concurrently.
*Additional course fee: \$75.**

PHOT 291 Internship

1-10-1

Students are placed in a professional studio or photographic laboratory for at least 10 hours per week to get firsthand experience in the industry. Supervision is by faculty in conjunction with employer. Prerequisites: PHOT 152 and PHOT 201 or PHOT 202, with a GPA of at least 3.0 in Photographic Imaging courses.

PHOT 299 Professional Practices in Photographic Imaging and Digital Video Production

2-2-3

This course is the capstone experience for the Photographic Imaging and Digital Video Production Program. It teaches critical skills for the graduate who intends to seek employment in the field of photographic imaging or digital video production or transfer to a baccalaureate institution. Portfolio preparation will consolidate imagery or digital video produced in previous courses into a unified body of work. Other components of the course include business aspects of the profession, legal issues, résumé preparation and development of interview skills. Restricted to DVP and Photographic Imaging students only.(\$250) Prerequisites: DVP 120, 130, 140, 150 must be taken prior to this course, DVP 210 and DVP 240 may be taken concurrently with this course OR PHOT 202 must be taken prior to this course and Photo 205 may be taken concurrently.
*Additional course fee: \$250.**

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NOTE: The Physics Department offers three sequences in physics. All include an appropriate laboratory.

PHYS 101 is a non-mathematical college transfer or general elective science course open to all students. It is suitable for students in Liberal Arts, Communications and Education or for those who want to take physics as a general elective.

PHYS 105 is a one-semester course using only elementary high school mathematics, intended for Business, Fire Science, Respiratory Therapy and Construction Technology students. This course is for students desiring a minimally mathematically-based physics course. This course is also suggested for students in Chemical Technology, and is suitable for Liberal Arts and Business students who need a laboratory science.

PHYS 111-112 is a two-semester college physics sequence for students with a good background in algebra and trigonometry. It is suitable for students in pharmacy, pre-dental and pre-medical programs who do not need a calculus-based physics course, mathematically able technology students and Liberal Arts students who plan to teach mathematics and sciences.

The PHYS 140-241 sequence is a calculus-based, classical physics sequence for students interested in biology, chemistry, engineering, mathematics or physics, pre-dental or pre-medical programs.

PHYS 242 is a calculus-based course in modern physics for students in the Engineering Science and Associate in Science curricula. It is also suitable for students who wish to take additional physics beyond PHYS 140 and 241, such as those interested in biology, chemistry, mathematics or physics as well as some students in pharmacy, pre-dental or pre-medical programs.

PHYS 101 Revolutionary Concepts in Physics

3-2-4

The study of scientific concepts which have had a revolutionary impact on Western civilization from early Greek ideas on planetary motion to the Newtonian Syntheses. By the selection of key topics from mechanics and astronomy, the student will gain an acquaintance with the historical development, methodology and philosophy of our understanding of the physical universe of classical physics. Treatment will be mostly non-mathematical. A two-hour laboratory per week is required. This is a general elective course suitable for students who have a laboratory science requirement, except for students in curricula which specify a different physics course.

*Additional course fee: \$90.**

PHYS 105 Survey of Physics

4-2-4

Mechanics, heat, sound, electricity, magnetism, light and optics. Suitable as a science elective for college transfer students planning to major in fields outside the natural sciences or mathematics. Also suitable for some students in career programs. It may be regarded either as a one-semester course or as the first half of a one-year physical science course. A two-hour laboratory per week is required.

*Additional course fee: \$90.**

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: \$90.**

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 111 General Physics I

4-2-4

Introduction to mechanics, heat and sound. This is an algebra-trigonometry based course suitable for college-transfer students in pharmacy, pre-dental and pre-medical programs who do not need a calculus-based physics course. It is also suitable for college transfer students in arts, business, education, humanities and technology programs. Prerequisite: MATH 162 or Math 171 or Math 171 placement.

*Additional course fee: \$90.**

PHYS 112 General Physics II

4-2-4

Continuation of PHYS 111. Introduces electricity, magnetism, light, optics, atomic and nuclear physics. Prerequisite: PHYS 111 or permission of the department head.

*Additional course fee: \$90.**

PHYS 125 Musical Acoustics

2-2-3

Designed primarily for students concentrating in music; may be taken by others. The nature of sound, the hearing process, wave motion, architectural acoustics and their application to musical instruments and performance by musicians.

*Additional course fee: \$90.**

PHYS 140 Mechanics, Heat and Sound

5-2-5

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: \$90.**

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: \$90.**

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: \$90.**

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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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2-3-4

This course provides an overview of process technology (a controlled and monitored series of operations that converts raw material into a product), as well as an introduction to the role of process operators and process control technicians as part of a team in the production environment. Topics of study will also include safety, health and environmental concerns, quality control, and basic concepts of physics and chemistry as they apply to process technology. Industries utilizing process technology, such as oil and gas, chemical, power generation, pharmaceutical, food processing and water purification will be explored. Prerequisite: English 101 ready and Math 118 ready. *Additional course fee: \$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. *Additional course fee: \$66.*

Unless otherwise noted, all college level courses require English 101 placement.

PTEC 111 Process Control I

3-2-4

Process Control I introduces students to the theory and application of process instrumentation and to the variables that affect industrial processes. Students become acquainted with concepts such as process variables, measuring devices, control loops, control valves, and process diagrams. Building on the knowledge from previous courses, students learn how plant equipment is controlled. Prerequisites PTEC 102 and ASET 110. *Additional course fee: \$66.*

PTEC 115 Process Control II

3-2-4

Feedback control is a critical topic in process technology. Building on material students learned in Process Control I, PTEC 115 covers the concept of feedback loops in greater depth, including control dynamics and digital control systems such as programmable logic controllers (PLCs) and distributed control. This course will also increase knowledge of instrumentation troubleshooting. Prerequisites: PTEC 111. *Additional course fee: \$66.*

PTEC 125 Fluid Power and Controls

3-2-4

The course explores practical applications related to the transport, storage, control, processing and flow of fluids. It includes measurement of flow, compressible and incompressible fluids, and pumping of liquids and gases. The course is intended to prepare students to work alongside engineers as part of an engineering team, as well as prepare students to work as technicians in a manufacturing setting where they might be responsible for the smooth operation of fluid systems. Prerequisites:

PTEC 102, ASET 110, PHYS 105, MATH 118.

*Additional course fee: \$75.**

PTEC 135 Unit Operations

3-2-4

This course provides students with an opportunity to integrate learning from previous courses in Process Technology and to synthesize an overall understanding of production processes. Students will gain an understanding of how the principles of fluid mechanics, heat transfer and mass transfer are coordinated in an actual production process. Prerequisites: PTEC 111, ASET 130 and PTEC 115 and PTEC 125 both of which may be taken concurrently with PTEC 135.

*Additional course fee: \$75.**

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NOTE: All prerequisite courses listed must be passed with a grade of "C" or better.

PSYC 101 Introduction to Psychology

3-0-3

In this course students survey the research and theories of the science of human behavior with a particular focus on human mental processes. Among the topics discussed are development, learning, memory, perception, personality, motivation, social behavior, abnormal behavior and therapy. Also included is an introduction to the various careers associated with psychology. Key to the study of psychology is the scientific method and how it is applied to the analysis and measurement of individuals and groups.

PSYC 101H Introduction to Psychology (Honors)

3-0-3

An introduction to Psychology. This course focuses on the scientific study of human and animal behavior, including mental process. Among the subjects studied are the effect of the body on behavior, how people think and learn, what motivates individuals, how children grow and develop, and what makes people behave abnormally. In addition, the course requires participation in seminars, the close interpretive reading of primary texts, and the writing of academic essays that focus on the interpretation of primary texts. May be taken concurrently with any Honors course. *Fulfills Interpretive Studies requirement.*

PSYC 110 Descriptive Research Methods in Psychology

3-0-3

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 167 Foundations of Statistical Methods for Social and Behavioral Sciences

3-0-3

Introduction to statistical concepts and methods used in the field of psychology, including quantitative description, probability, inferential methods, and hypothesis-testing. Specific topics covered include central tendency, variability, correlation, t-tests, analysis of variance, and non-parametric tests. The course emphasizes a conceptual understanding of statistics applied in the context of psychological research and trains students to use statistical software. Prerequisite: Math 118

Additional Course Fee: TBD

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 209: Adolescent Psychology

3-0-3

This course studies physical, cognitive, social and emotional development, during the period from childhood to maturity known as adolescence. Students will explore various psychological theories and perspectives related to adolescent development. Prerequisite: PSYC 101.

PSYC 211 Personality Theory

3-0-3

This course examines the major theories of personality with emphasis on psychological growth and development. Theories representing the psychodynamic, behavioral, cognitive and humanistic perspectives are reviewed and the implications of these theories are discussed Prerequisite: PSYC 101. *Fulfills Writing Intensive requirement.*

PSYC 215 Developmental Psychology

3-0-3

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. Corequisite: One Honors Writing course (ENGL 101H, ENGL 102H, ENGL 195H, or ENGL 196H). *Fulfills the Interpretive Studies, Writing Intensive requirements.*

PSYC 221 Social Psychology

3-0-3

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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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.

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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. *Fulfills American/Global Diversity and Interpretive Studies requirements.*

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 American/Global Diversity requirements and Interpretive Studies.*

RS 180 Asian Religions

3-0-3

This course explores the similarities and differences among the various Asian religions (including Hinduism, Buddhism, Confucianism, Daoism, Sikhism and Jainism), with comparison to Western religious traditions, and references to the cultural traditions in which the religions arose. *Fulfills American/Global Diversity requirements and Interpretive Studies.*

Unless otherwise noted, all college level courses require English 101 placement.

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NOTE: Courses open to Respiratory Care Technology students only.

RESP 100 Introduction to Respiratory Care Technologies

3-3-0-4

Introduction to Respiratory Care Technology is an introductory course focusing on professionalism, medical terminology, and medical math with an emphasis on drug calculations, ethical and legal implications of healthcare, comprehensive patient assessment, respiratory anatomy, and evaluation of diagnostic studies as they relate to cardiopulmonary procedures, gathering patient information, and documentation of patient information

*Additional course fee: \$90.**

RESP 101-102 Fundamentals of Respiratory Care

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): \$90.**

*Additional course fee (RESP 102): \$150.**

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: \$90.**

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: \$150.**

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): \$150.**

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): \$90.**

*Additional course fee (RESP 221): \$300.**

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: \$150.**

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*Effective Fall 2011.

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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: \$75.**

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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 101H: Introduction to Sociology (Honors)

3-0-3

This course explores the social nature of humans and the social world in which they live and includes an analysis of such topics as culture, socialization, social groups and social institutions, stratification, the family, gender relations, race and ethnicity, minorities, social deviance, social change and technology, the urban community, population and the environment. Students will examine current theoretical debates within sociology, competing theoretical perspectives, and research methods that sociologists use to explain how social systems function. Both Western and non-Western cross-cultural comparisons are provided throughout the course. As an Honors course, there is particular emphasis on interpretation of texts and writing. *Fulfills American/Global Diversity, Interpretive Studies and Writing Intensive requirements.*

SOC 105 Health and Society

3-0-3

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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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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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.

Unless otherwise noted, all college level courses require English 101 placement.